



Canada Council  
for the Arts

Conseil des arts  
du Canada

## INSTRUCTIONS FOR SUBMITTING AN APPLICATION

### KILLAM PROGRAM

#### 2018 Killam Research Fellowships

The Killam Research Fellowships program is administered by the Canada Council for the Arts. For this program, **only electronic applications** will be accepted and they must be submitted through the Canada Council's Killam Program website, at [killam.canadacouncil.ca](http://killam.canadacouncil.ca)

Please take a few minutes to read the information sheet on this program and the following instructions. These documents will help you through the application process and help you avoid the most common problems encountered by applicants. To access the information sheet electronically, go to the website referred to immediately above and click on Eligibility Criteria on the first screen.

It is a very good idea to **print these instructions** before you start so that you can refer to them as you work through the application process. They have been updated for this competition, so please destroy any previous instructions you may have.

**Follow the eight steps below** to apply for a Killam Research Fellowship.

Deadline

**15 May 2017** (*next business day if the deadline falls on a weekend or statutory holiday*). Note, however, that **Steps 1 and 2 of the application process must be done several weeks before the deadline.**

#### **Step 1**

When you submit your application to the Canada Council, an electronic copy will automatically be sent to your institution for its approval. (**Without your institution's approval**, which must be received on or before 15 May 2017, your application will not be eligible.)

Your institution may have special requirements and an internal deadline **before** the Canada Council's deadline. Contact your institution well in advance to determine its process and deadline for reviewing and approving your application. See the **Institutional Requirements** section for more information.

## Step 2

Before you begin the process of preparing your application, you will need a Killam user name, password and agency PIN. See the **Password and Other Access Codes** section for guidance.

## Step 3

Read the **General Information for Applicants** section. It provides important information about the application process.

## Step 4

Prepare your application, following the **Step-by-Step Guide for Preparing Your Application** section. Check your electronic document frequently, using Preview Mode. **Do not submit your application when you have completed this step: complete Steps 5 and 6 first.**

## Step 5

You must use the Common CV website to prepare and submit your curriculum vitae (CV). Follow the **Preparing and Submitting Your CV** section to do so.

## Step 6

Go through the Application Checklist to verify that you have completed everything. See the **Before Submitting Your Application** section for details.

## Step 7

Submit your application, and be sure to print the covering letter for your supporting documents before you log off. See the **Submitting Your Application** section for details. If submission is not successful, see the Troubleshooting Your Application Submission Process table.

## Step 8

Your submission is not complete until you receive confirmation of your electronic submission from the Canada Council, receive your institution's approval and submit your supporting documents. See the **Completing Your Submission** section.

**The Canada Council for the Arts will not accept supporting documents postmarked after May 15, 2017 or incomplete applications.**

### **For Information**

If you need more information or assistance with your application, please contact one of the Killam Program staff. If a staff member is not available when you try to contact them by telephone, please leave a message on the voice mail system.

### **Financial and Program Assistant, Killam Program**

Email: [killam@canadacouncil.ca](mailto:killam@canadacouncil.ca)

Tel. 1-800-263-5588 (toll-free within Canada) or 613-566-4414, ext. 6008

### **Luiza Pereira, Program Officer**

Email: [luiza.pereira@canadacouncil.ca](mailto:luiza.pereira@canadacouncil.ca)

Tel. 1-800-263-5588 (toll-free within Canada) or 613-566-4414, ext. 4086

### **Mailing and Courier Addresses for Supporting Documents**

#### *Mailing*

Killam Program  
Canada Council for the Arts  
150 Elgin Street  
P.O. Box 1047  
Ottawa, Ontario K1P 5V8

#### *Courier*

Killam Program  
Canada Council for the Arts  
150 Elgin street, 2<sup>nd</sup> Floor  
Ottawa, Ontario K2P 1L4

You may submit your supporting documents by **regular mail** if you wish, but the package must be **postmarked no later than 15 May 2017**. If you submit them by **courier**, the courier slip must be **dated no later than 15 May 2017**. Include the Canada Council telephone number 613-566-4414 on the package for the courier.

The only items that will be **accepted in hard copy format** are the supporting documents (see Step 8 for a list). **Do not send hard copies** of your application, project summary, detailed project description, CV or list of publications to the Canada Council.

January 2017

<http://killam.canadacouncil.ca/>

[www.canadacouncil.ca](http://www.canadacouncil.ca)

## STEP 1 – INSTITUTIONAL REQUIREMENTS

For your application to be complete, the Canada Council for the Arts must receive your institution's electronic approval **after you submit** your application, but before the competition deadline. Your application will not be eligible if the Canada Council does not receive your institution's approval **on or before 5:00pm (Eastern Time) 15 May 2017**.

Your institution may have specific requirements, such as its own form or review by an authorized person prior to the electronic sign-off. Contact your institution (generally the Research Services Office) to determine its process and deadline for approving your application. Institutions' deadlines are often **around the beginning of May**.

## STEP 2 – PASSWORD AND OTHER ACCESS CODES

To prepare your application to this program, you will need to request a:

- Personal **Killam user name** (for example, bberry)
- **Killam password** (for example, taupe111)
- **Agency PIN** (for example, 12345).

You will need your user name and password to access the application form. The agency PIN is required only when you access the Common CV system (see Step 5 for more information).

Your Killam user name, password and agency PIN for the 15 May 2017 deadline will be emailed to you by the Killam Program. Note that user names and passwords for previous competitions are **no longer valid**.

## STEP 3 – GENERAL INFORMATION FOR APPLICANTS

**Can I prepare my application on a Macintosh computer?**

Yes, but you must work with a recent version of Firefox, Safari or Chrome.

**Do I need to change any of my default settings before working on the application?**

If you get the message YOUR SESSION HAS EXPIRED when trying to log in to the Killam electronic application, ensure that your session cookies are enabled. This should be done by default but will depend on your security settings. If you have any questions regarding session cookies, contact your Informatics Department.

Before you begin to prepare your CV using the Common CV system, ensure that pop-up blockers are disabled.

**Can I work on part of my application, and then complete it at a later time?**

Yes. You can use Edit Mode to continue working on a partly completed application.

Note, however, that the system will log you off automatically after **20 minutes of inactivity**. If you have not saved the information entered in that session, it will be lost.

**Is my personal information protected?**

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be sorted in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act. The Canada Council for the Arts may share information related to applications and awards with officials in other arts and cultural industry funding agencies, on a confidential basis, to assist with program planning and evaluation.

For this program, the Canada Council for the Arts provides information to the officials in the Killam Trusts. This includes your contact information, any degrees you have received and your award information. If provided, we also supply your gender and date of birth. This is necessary for program planning, evaluation of applications and statistics.

**STEP 4 – STEP-BY-STEP GUIDE FOR PREPARING YOUR APPLICATION**

**Accessing the Application Form**

1. To enter the Killam Research Fellowships website, enter the following URL:  
[killam.canadacouncil.ca](http://killam.canadacouncil.ca).
2. Enter your user name (for example, bberry) and password (for example, taupe111). Do not leave spaces or insert periods in your user name or password.
3. Click on Log In/Entrer

If you have difficulty accessing the site, refer to the Password and Other Access Codes section, above.

**Accessing the Application Instructions**

You can access the instructions for completing the Killam application from any screen in the electronic form. Go to the box that says Choose an Action, in the top left corner of your screen. Click on the **Instructions to Applicants** option.

## Getting Help with Your Application

If you are confused or something is not working, refer to the General Information for Applicants section above. There are also various help tips available in the electronic form to guide you through each step. These tips show up as [ ? ] beside various boxes.

If you are still having difficulty, contact one of the Killam Program staff members listed on page 3 of these instructions.

## Choosing Your Language Preference

You can complete your application in either English or French. If you are working on the English version of the site, click on *Passer à la version française* at the top of the screen. From the French version of the site, click on *Change to English*.

## Choosing the Correct Mode (Edit Application Mode)

Use the Edit Application mode to fill in or edit your application form:

1. Go to the top left corner of your screen and select Edit Application from the choices available in the drop-down list.
2. Click on Edit Application, and the system will bring you to the Applicant Information screen. You will see the following message: "**IMPORTANT!** You are now required to enter your personal information through the Common CV system (<https://ccv-cvc.ca/>). When prompted for your Killam PIN, use this number #####."
3. Keep this agency PIN — you will need it for Step 5.

<p><b>Do's</b> Ensure that you:</p> <ul style="list-style-type: none"> <li>• Save your work often. While in Edit Application mode, click on Save/Finish This Screen to do so.</li> <li>• Fill in your application form screen by screen. The title inside the asterisks, which you will find in the button at the top of each screen, shows which screen you are editing (for example, *Project Information*).</li> <li>• Remember to complete all boxes on every screen. Note that you can enter data in any sequence.</li> </ul>	<p><b>Don't</b> Do not submit your application after you have completed Step 4. <b>Be sure to complete Steps 5 and 6 before submitting your application.</b></p>
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## **Previewing Your Application (Preview Mode)**

Go back to the box that says Choose an Action, and click on Preview Application to review your progress. Do this often as you complete your application form as this will allow you to spot any problems with the application as you work. For example, you may see some mandatory boxes that you have not yet completed.

Mandatory boxes show up in red in Preview mode. Note that the system will not let you submit your application if one of these mandatory boxes is left empty.

If you are not sure why some sections are showing up in red, see the Troubleshooting Your Application Submission table, in the Submitting Your Application section.

## **Printing Your Application (Preview Mode)**

To print your application, go back to the Choose an Action box and click on Preview Application. You must be in Preview mode to print the whole application; if you try to print from Edit mode, you will print only a partial screen.

Once in Preview mode, click anywhere in the white portion of the screen. Then click on the Print button of your browser.

Another way to print is to click on File, Print and then click on the Print button.

## **Completing the Project Information Screen**

In the appropriate boxes, provide the title of your proposed project, the discipline, intended period of the fellowship and place of tenure. For the period, note that it must be a **full two years** and the start date must be between the time that the successful fellows will be announced and 1 January, 2019. Regarding place of tenure, Canadian citizens can undertake their fellowship research anywhere in the world, but permanent residents must spend the majority of their fellowship period in Canada.

Select the subcommittee (natural sciences/health sciences/engineering or social sciences/humanities) you feel is the most appropriate to review your application in the first phase of the competition by clicking on one of the two choices. Note, however, that the Killam Program will make the final decision on which subcommittee is the most appropriate to evaluate your submission, based on the experience and expertise of the members of each subcommittee.

Next, describe your teaching load.

## Project Title

- The title should be self-explanatory, in terms that would convey meaning to an educated layperson. The period under study and the geographic location should be included where applicable.
- The Council reserves the right to edit titles for information retrieval or for clarity and brevity in public announcements.

## Providing the Project Summary

The project summary is an important part of your application. Since the Killam Selection Committee is multidisciplinary and the members are experts in various fields, it is important for you to set out the following clearly in your summary:

- The key elements of your project;
- How you propose to carry it out;
- The scholarly significance of your project;
- Your project's creativity, originality and contribution to the advancement of knowledge.

Attach only documents in **.pdf (Adobe)** format; (See the Preparing Your Attachments section below for detailed instructions.)

**You should also** clearly indicate how the two years of release-time from teaching and administrative duties are essential to achieving your project's goal, particularly at the current stage in your career and/or research.

You must limit your Project Summary to a **maximum of one page**. Killam staff will not accept applications with documents exceeding these limits. See the Troubleshooting Your Application Submission Process table, in the Submitting Your Application section for more details, if you have trouble with this part of the process.

## Providing the Detailed Project Description

Attach only documents in **.pdf (Adobe)** format (See the Preparing Your Attachments section below for detailed instructions.)

Applications for Killam Research Fellowships may be reviewed by up to three groups of peers: referees suggested by applicants, expert assessors chosen by the Canada Council for the Arts and the Killam Selection Committee members. You must describe your project in sufficient detail to permit the peer assessors to make an informed judgement of your application. Even if you are well known to other members of the academic community, you must present full details of your research project to ensure that the assessors can evaluate the merits of your application fairly and thoroughly.

When preparing your detailed project description, remember that the assessors are asked to review each proposal critically, based on the assessment criteria below. Assessors are also free to comment on points not listed below.

### ***Assessment Criteria for the Project***

- Scholarly significance of the project;
- Creativity, originality and potential contribution to the advancement of knowledge;
- Appropriateness and clarity of the theoretical approach, formulation of hypotheses and statement of problems;
- Appropriateness of the research plans and methods, with respect to the objectives of the project;
- Appropriateness of the proposed schedule for carrying out the research;
- Accessibility of the required data;
- Where applicable, the social relevance or practical importance of the project.

### ***Assessment Criteria for the Applicant***

- Qualifications and achievements;
- Experience in areas related to the proposal.

### ***Requirements for Your Detailed Project Description***

- You must limit your Detailed Project Description to a **maximum of six pages**. Killam staff will not accept applications with documents exceeding these limits. See the Troubleshooting Your Application Submission table, in the Submitting Your Application section, for more details if you have trouble with this part of the process.
- If applicable, submit a bibliography covering related research (in addition to the six pages mentioned above). The bibliography must include only works **specifically referred to** in your Detailed Project Description, and it must be a maximum of **one page**.

### **Providing the Most Significant Contributions and Publications List**

Identify a maximum of five (5) contributions, **with a maximum total length of one page for all five**, that best highlight your contribution to research or your research-related activities, defining the impact and relevance of each. A contribution is understood to be a publication, literary or artistic work, conference, patent or intellectual property right, contract or creative activity, commission, etc. Your complete description may relate to: the organization; the position or activity type and their description; start and end dates; and the basis on which this contribution is significant (i.e. relevance, target community and impact). **One page maximum.**

List publications of which you are author or co-author, which have been published, in press, or accepted for publication. List only books, book chapters, refereed publications, and refereed conference proceedings **over the course of your entire career beginning with the most recent**. For papers in press (i.e. accepted), indicate the date of acceptance by the editor.

Begin each entry on a new line and state the full authorship, the year, the title, the name and volume of the journal, and the first and last page numbers. The authorship format should be identical to that of the original publication. Translations are to be indicated with the original publication rather than as a separate publication. Do not include the source of funding. Do not include letters of acceptance or letters from editors or publishers. **There is no page limit for this list of publications.**

At the top of your publications list, please ensure to describe how, within your discipline, the principal investigator/ author is normally listed (e.g. alphabetical order, always first, always last, etc.).

Attach only documents in **.pdf (Adobe)** format (See the Preparing Your Attachments section below for detailed instructions.)

### **Preparing Your Attachments**

The Killam Program does not impose any particular format for the presentation of your Project Summary, Detailed Project Description, and Most Significant Contributions and Publications attachments, but there are some technical requirements (see immediately below). Be sure to present these attachments in a clear manner.

### ***Technical Requirements***

There are technical requirements for your attachments, however. The Project Summary, Detailed Project Description, and Most Significant Contributions and Publications attachments must be prepared **single-spaced**, using a black font size of 11 points or larger, with ¾ inch margins all around.

It is a good idea to use subheadings, as they can make the proposal easier to read and understand. Attachments must include a header showing your name and footer with the page number.

### ***Language Choice***

You can submit your attachments in English, French or both languages. If you submit only French-language attachments, they will be **translated into English** by the Canada Council. The translated documents will be attached to the electronic form by Killam Program staff.

If you already have your attachments in both languages, include both in the proper section. The system will accept this.

### **Acceptable File Names**

It is very important for you to name your documents simply so they will be easy to locate and retrieve. The Killam Program staff suggests the following for the attachments and any translations that you submit.

Initials Surname - Summary	Initials Surname - Project
(For example, AB Smith - Summary)	(For example, AB Smith - Project)
Translation Initials Surname - Summary	Translation Initials Surname - Project
(For example, Translation AB Smith - Summary)	(For example, Translation AB Smith - Project)

### **Attaching a Document**

1. Click on the Attachments button at the top of the screen. (Edit Mode)
2. Click on Browse at the bottom of the screen. A box will appear on your screen asking where you want to look for your document (your desktop, C drive, A drive, etc.).
3. Indicate where you want to look for your document.
4. Select your document.
5. Be sure your document name contains the extension **.pdf** (Adobe), as it is the only one accepted by the system.
6. Click on Open.
7. Click on Upload.
8. Click on Save/Finish This Screen.
9. Place the document into the correct section (Project Summary, Detailed Project Description, or Most Significant Contributions and Publications) by going back to Attachments. You will see a box with the name of your attached documents. In the column titled Application Area, click on the down arrow next to the name of your document and indicate where you want the document to be placed.
10. Repeat the instruction immediately above for your other attachments. Then click on Save/Finish This Screen.

#### **Do's**

You must indicate **where each attachment should be placed** (see items 9. and 10. immediately above). If you do not, all attachments will end up in the Project Summary box by default. This will leave the Detailed Project Description and Most Significant Contributions and Publications boxes empty, which will prevent you from submitting your application.

### ***Removing an Attachment***

To remove an attachment from your application:

1. Click on Attachments.
2. Click on Remove (to the left of your document name).
3. Click on Save/Finish This Screen.

### ***Revising an Attachment***

You cannot revise your attachments by accessing them directly in the electronic form. To revise an attachment, you must first remove it from your application and save it to your desktop, C drive, A drive, etc. Once the document has been revised, you must attach it to the electronic application form again, following the instructions provided in the Attaching a Document section, immediately above.

### **Co-investigators Screen**

If your proposed research involves one or more co-investigators:

1. Click on the Co-investigators button at the top of the screen.
2. Click on New Co-investigator at the bottom of the screen.
3. Fill in all the boxes for **one co-investigator only**.
4. Click on Save/Finish This Screen after you have finished entering information about a specific Co-investigator.
5. If you have more than one co-investigator, repeat these instructions.

### **Referees Screen**

List four Canadian or foreign specialists, who can assess your application to the Killam Research Fellowships Program. For each referee, provide the following contact information:

- Name;
- Language competencies and preference;
- Institutional affiliation;
- Full address (including postal code, telephone and fax numbers, and email address).

If you are re-submitting a Killam Research Fellowships application, you must suggest **new referees** for this competition. If this is difficult to do because your field of research is limited, please email Luiza Pereira, Program Officer, to obtain her approval to re-submit a referee's name. Her email address is [luiza.pereira@canadacouncil.ca](mailto:luiza.pereira@canadacouncil.ca)

<p><b>Do's</b></p> <p>Provide the <b>home telephone numbers</b> of your referees. Although it is not absolutely necessary for you to supply this information, the Killam Program staff have found, in the past, that many referees are retired or work from home (particularly during the summer months). It may not be possible to contact your referee without a home number.</p> <p>Ensure that the contact information for all of your referees is complete and up to date. Referees are given the choice of working with an electronic or hard copy of the application they are reviewing. Incomplete or incorrect contact information could result in your referees receiving your application late, or not receiving it at all. <b>It is your responsibility to supply complete, up-to-date information.</b></p>	<p><b>Don'ts</b></p> <p>Do not choose referees who:</p> <ul style="list-style-type: none"> <li>• Are affiliated with <b>your institution</b> or the <b>same institution</b> as any member of your research team (including co-authors or collaborators);</li> <li>• Are from the <b>same institution</b> — the four referees you suggest must be from four different institutions;</li> <li>• Have <b>collaborated</b> with you or any member of your research team within the last five years;</li> <li>• Have <b>published</b> with you in the last five years;</li> <li>• Have a <b>personal relationship</b> with you or with any member of your research team;</li> <li>• Are previous <b>thesis supervisors</b> or who have had a similar <b>supervisory or mentoring relationship</b> with you during your doctoral or postdoctoral studies;</li> <li>• Are members of the <b>Killam Selection Committee.</b></li> </ul> <p><b>Do not contact</b> your referees. The Killam Program will not necessarily request an assessment from all four referees listed. A referee is never asked to evaluate more than one application per year to this program, so if a name is suggested by more than one applicant, the Canada Council will decide whose file a referee will be asked to evaluate.</p>
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### ***Entering the Required Information***

Enter the required information about your referees as follows:

1. Click on the Referees button at the top of the screen.
2. Click on the Add New Referee button at the bottom of the screen.
3. Fill in the requested information.
4. Repeat this process for each of your **four referees**.

### ***Editing the Entered Information***

If you want to edit the information that you have provided:

1. Go back to the Referees box.
2. Click on Edit, next to the name of the referee whose record you wish to revise.
3. Edit the information on this person's screen.
4. Once you have completed the revisions, click on Save/Finish This Screen to update the record.

### ***Removing and Replacing Referees***

To remove the name of a referee:

1. Click on the Referees button at the top of the screen.
2. Click on Delete, next to the name of the referee you wish to remove.
3. Click on Save/Finish This Screen to complete the process of removing the referee from your application.

To replace this referee, repeat the steps listed under Entering the Required Information, immediately above.

## **STEP 5 – PREPARING AND SUBMITTING YOUR CV**

When applying to the Killam Research Fellowships program, you **must use the Common CV system** to prepare and submit your CV.

### **About the Common CV Website**

The Killam Program became a member of this system in 2003. If you are using the Common CV system for the first time, you might find it a bit time-consuming to prepare your CV this way, but you will be able to use the completed document in the future for any application you make to either the Killam Program or any other funding agency that is a member of the system.

Note that you can access the Common CV system at any time to create or revise your CV. But you can submit your CV to the Killam Program **only when the competition is open**.

### **Registering With the Common CV System (First-Time Users Only)**

If you have not used the system before, you must register with the Common CV system before you can create your CV. To register:

1. Access the Common CV website by entering [www.ccv-cvc.ca](http://www.ccv-cvc.ca) or by clicking on the link in your Killam electronic application. Choose the language you prefer to work with. You will find the link on the Applicant Information screen.
2. Click on Login to register.
3. Click on 'Register' and follow the instructions.

### **Preparing Your CV for Submission (Registered Users Only)**

Ensure that **pop-up blockers are disabled before using** the Common CV system.

Once you are registered, go to [www.ccv-cvc.ca](http://www.ccv-cvc.ca) or click on the Applicant Information button in your Killam electronic application. Then click on Login.

For detailed instructions and help, **consult the modules available from the Common CV home page to help you through the process of preparing your CV.**

If these aids do not provide the information you need, contact one of the Killam Program staff members (see page 3 for contact information).

### **Submitting Your CV**

Note that your CV will not appear instantly in your Killam Research Fellowships electronic application after you submit it through the Common CV system. The data transfer to the Killam Program can take up to one business day to be received.

Until the Killam Program receives your data, you will see the following message in your Killam electronic application: NOT YET RECEIVED FROM THE COMMON CV SYSTEM.

**The system will not allow you to submit your application until your CV has been transferred to your electronic application.**

### **Revising Your CV after Submission**

**Until the 15 May deadline**, the Killam Program will accept revised versions of your CV. If you submit revised versions, be sure to **keep copies of the revised and previous versions** of your CV — the Killam Program will keep only the last version that you submit.

The **last CV submitted by the deadline date** is the one that will appear in your Killam Research Fellowships electronic application.

## STEP 6 – BEFORE SUBMITTING YOUR APPLICATION

**Before you submit your Killam application**, there are three things you must do:

- Complete and submit your CV using the Common CV system (see Step 5);
- Access the Application Checklist and go through it to ensure that your application is complete (see immediately below for details);
- Re-read your entire application, using Preview mode, and complete and correct your application as needed. This is important because **once you submit your application; you can still preview it but can no longer edit it.**

### Going Through the Application Checklist

**Before submitting** your application:

1. Go to the Choose an Action box at the top left corner of your screen.
2. Click on Instructions to Applicants and then click on Checklist.
3. Read carefully the Application Checklist that comes up. This form indicates what is needed to complete the application process. Please ensure that you have completed everything.

## STEP 7 – SUBMITTING YOUR APPLICATION (SUBMIT MODE)

**To submit your application:**

1. Go to the Choose an Action box at the top left corner of your screen.
2. Click on Submit application.
3. The Application Checklist appears again. Click on Submit Application (at the bottom of the screen). The next screen tells you to print the letter that you must send to the Canada Council with your supporting documents (see the Completing Your Submission section, below, for a list of the required documents).
4. Click on the blue hyperlink [Click here for the letter](#). The system will automatically date the letter and enter your name and email address at the bottom of the page.
5. Print the letter, **sign it** and send it to the Canada Council for the Arts with the required supporting documents. The Canada Council's mailing/courier address and instructions about sending your material are on page 3.

**Do not log off before you have printed the letter. We must have this letter in your file, and you cannot access it again after you have logged off.**

### Successful submission

If your submission was successful, you can log off. **Reminder:** You no longer have access to your application for editing purposes.

Your application goes directly to the Canada Council for the Arts/Killam Program. At the same time, an email message is automatically generated by the system to advise your institution that you have submitted your application.

If you wish to check that your application has been submitted to the Killam Program and your institution:

1. Log on to [killam.canadacouncil.ca](http://killam.canadacouncil.ca).
2. Enter your Killam user name and password.
3. Click on Edit Application.

You will get the message that your application was submitted to your institution for review. If you click on Submit Application, you will again get the message that your application was submitted to your institution for review.

If you go to Preview Application, you can still view your application and print it, your CV and the attached documents. But you can no longer edit your application.

**Although your electronic submission was successful, your application is not complete yet.** You must still ensure that your institution approves your application before the application deadline. You must also receive confirmation from the Canada Council that your electronic application was received before the deadline date, and submit your supporting documents.

See the **Completing Your Application** section, immediately below, for details on these last three items.

### **Unsuccessful submission**

A message will come up on your screen to let you know that the system was not able to submit your application.

1. Go to Preview Application and check for any red type, which indicates an empty box.
2. Go to Edit Application to fill in those boxes.
3. Click on Save/Finish This Screen to save your revisions.
4. Go to Preview Application again.
5. If there is no red type, click on Submit Application at the bottom of the screen.

**Troubleshooting Your Application Submission**

<b>Problem</b>	<b>Explanation and Solution</b>
Using a Macintosh computer and experiencing problems while following the instructions	If you are using a Macintosh, please work with a recent version of Firefox, Safari or Chrome.
Unable to submit the application	Usually this means that some mandatory boxes are empty. If so, they will show up in red in Preview Application mode. If you do not have the information or that information is not necessary put the word EMPTY in the box.
Referees section is red in Preview Application mode	There are a number of mandatory boxes in this section. Please ensure that all of them contain the necessary information. If they are left empty, you will not be able to submit your application. The home number is not mandatory and this box may be left empty.
Dates disappear when the file is saved	Dates must be entered this way: dd/mm/yyyy (day/month/year), in numerical format. An example is 31/05/2015.
Full application will not print	While in <b>Preview Application</b> , click anywhere in the application form, then click the print icon at the top of your screen or go to <b>Edit, Select All, File, Print, All</b> and <b>OK</b> . <b>Note:</b> If you attempt to print in <b>Edit</b> mode, you will print only a partial screen. You need to be in <b>Preview</b> mode to print the full application.
Cannot log in after entering my user name and password	You might have left a space in your user name or password, or misspelled one of them. Try again. If you still cannot log in, call or email the Killam Program staff.  If you get the message YOUR SESSION HAS EXPIRED when trying to log in to the Killam electronic application, ensure that your session cookies are enabled. This should be done by default, but will depend on your security settings. Contact your Informatics Department if you have any questions regarding session cookies.
Went back to my application, but was logged out	The system automatically logs you out after 20 minutes of inactivity. Log in again.

Could not attach my document in Project Summary, Detailed Project Description, or Most Significant Contributions and Publications List	The name of your document must contain the extension .pdf (Adobe). For example, AB Smith - Project.pdf.
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If you still cannot submit your application, get in touch with the Killam Program staff by email or phone. See the contact information on page 3.

## STEP 8 – COMPLETING YOUR SUBMISSION

Although your electronic submission was successful, your submission is not complete until you:

- Receive an email message from your institution, approving your application;
- Receive a message from the Canada Council saying that your electronic application was received on or before the deadline date;
- Send your supporting documents to the Canada Council (see below for details).

**Do not assume that all is well until you receive these two confirmations and submit your supporting documents.**

### Your Institution's Approval

**Note that institutions often have their own application requirements and internal deadlines, in advance of the Canada Council's deadline.** See the Institutional Requirements section, at the beginning of the document, for more information.

When your institution receives the electronic copy of your application to the Killam Research Fellowships program, it has the following choices. It can:

- Approve your application;
- Send the application back to you for clarification or other reasons;
- Inform you that your application is not approved.

You will receive an email message advising you of your institution's decision, as follows:

- **Approved** – Once you receive the approval of your institution, the system will generate another message advising you that the Canada Council received your electronic application by the deadline. Your application is not complete until you send your supporting documents to the Canada Council (your support documents must be **postmarked no later than 15 May 2017**);

- Sent back to you – If your institution requests changes to the application, the instructions may be included in the email generated by the system or your institution may prefer to send you a message directly, bypassing the Killam Program online application system. At this point, the system will allow you to access and edit your application. Note that you must repeat the submission process described above when you are finished the editing process;
- Not approved – Contact your institution research office for the details regarding their decision.

### **Do's**

Remember that it is your responsibility to ensure that your institution's approval makes it to the Killam Program office **on or before 5:00 pm (Eastern Time) 15 May 2017**. The Canada Council receives copies of all emails generated by the system upon submission of your application. The Killam Program staff will help with the institutional approval process by checking on the status of applications often. If they note that your application has not yet received approval from your institution, they will get in touch directly with your institution to ensure that it is aware of the submission. But responsibility for approval still remains with you.

Be sure to advise your institution if you plan to be away in the days immediately before the Killam Research Fellowships application deadline. Your institution may be able to process your application before you go away, or may need to contact you at the last minute about your submission.

### **Submitting Your Supporting Documents**

You must forward the required supporting documents to the Canada Council for the Arts. **Hard copy support material must be postmarked before or on the deadline. The Canada Council will not accept late submissions or those missing any of the required information or support documentation.** The Canada Council will not accept additional information or documentation after you have submitted your electronic form and supporting documents.

The required supporting documents are:

- The **signed** letter that you printed upon submission of your Killam application;
- **For non-citizen permanent residents only**, a letter from your institution confirming that you have a firm appointment at that institution.

**Don'ts**

**Do not send a hard copy** of your electronic application, CV, Project Summary, Detailed Project Description or Most Significant Contributions and Publications List. The Canada Council will scan all applications for the Killam Selection Committee application evaluation books.

Do not staple any of the supporting documents you are submitting. Use a paper clip instead.