



Canada Council
for the Arts

Conseil des arts
du Canada

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

KILLAM PROGRAM

2021 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

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 and there are **two major changes** to the process so please destroy any previous instructions you may have.

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

Deadline ****NEW****

1 June, 2020 (*next business day if the deadline falls on a weekend or statutory holiday*). **Steps 1 and 2 of the application processes 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 1 June, 2020** 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 username and password. See the **Username and Password** 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 until you have completed Steps 5 and 6 as well.**

Step 5

Ensure that your three (3) referees are aware that they must submit their support letters to killamevaluations@canadacouncil.ca by the deadline of 1 June.

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 for more details.

The Canada Council for the Arts will not accept supporting documents postmarked after 1 June, referee support letters emailed after 1 June, 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 or send them an email. Their contact information is below.

Stephanie Sukhareva, Financial and Program Assistant, Killam Program

Email: killam@canadacouncil.ca

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

Luiza Pereira, Program Officer, Killam Program

Email: 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, 2nd Floor
Ottawa, Ontario K2P 1L4

You may submit your supporting documents by **regular mail** if you wish. The package must be **postmarked no later than 1 June**. If you submit them by **courier**, the courier slip must be **dated no later than 1 June**. 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, Curriculum Vitae or list of publications to the Canada Council.

The application website will be open in March.

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

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) 1 June**.

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 – USERNAME AND PASSWORD

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

- Personal **Killam username** (for example, bberry)
- **Killam password** (for example, taupe111)

You will need your username and password to access the application form.

Your Killam username and password for the 1 June deadline will be emailed to you by the Killam Program. Note that usernames 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.

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.
2. Enter your username (for example, bberry) and password (for example, taupe111). Do not leave spaces or insert periods in your username 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.

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.

Do's

Ensure that you:

- Save your work often. While in **Edit Application** mode, click on **Save/Finish This Screen** to do so.
- 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***).
- Remember to **complete all boxes** on every screen. Note that you can enter data in any sequence.

Don't

Do not submit your application after you have completed Step 4. **Be sure to complete Steps 5 & 6 before submitting your application.**

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, 2022. 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**: three (3) referees approached 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 your Curriculum Vitae **** NEW****

Using the tab called **Curriculum Vitae**, applicants must provide a curated curriculum vitae (maximum 30 pages). Use sub-headings in the order indicated and include a paginated table of contents. List items beginning with the most recent chronologically.

- Biographical information (including academic degrees).
- Honours and awards
- Academic and other employment history
- Professional affiliations and activities
- Supervisory and mentoring history
- Funding history

- Selected refereed publications (at the top of your publications list, please ensure to describe how, within your discipline, the principle investigator/author is normally listed – e.g. alphabetical order; always first; always last; etc.)
 - Books and monographs
 - Journal articles
- Over your entire career list (in table format) the following:
 - Total to date number of published books and monographs
 - Total to date number of journal articles
 - Total to date number of citations
 - Your h-index

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

Providing your Most Significant Contributions

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.**

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

Preparing your Attachments

There are some technical requirements for the presentation of your Project Summary, Detailed Project Description, Curriculum Vitae, and Significant Contributions attachments. Be sure to present these attachments in a clear manner.

- These documents must be prepared **single-spaced**, using a black font size of 11 points or larger, with $\frac{3}{4}$ 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, Curriculum Vitae or Significant Contributions) 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 upload **each attachment under its appropriate tab** (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, Curriculum Vitae, and Significant Contributions 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.

STEP 5 – REFEREE LETTERS ****NEW****

Referees Screen

You must make arrangements with three (3) Canadian or foreign specialists, who can assess your application to the Killam Research Fellowships Program, inviting them to each provide a letter directly to the Canada Council for the Arts no later than the application deadline of 1 June. They must send their letter to the following email address: killamevaluations@canadacouncil.ca. **It is your responsibility, and to the benefit of your proposal, to ensure that they submit their letters by or before the application deadline.**

You will need to provide each referee with information they will need to review your proposal:

- Project summary
- Detailed project description
- Curriculum vitae
- Most significant contributions
- Assessment criteria

For each referee, provide the following information so that we can anticipate their letters:

- Name
- Institutional affiliation
- Email address

Do let your referees know that they must:

- Submit their letters on their University's or Institution's letterhead.
- Include a short 100-150-word professional biography **within** their letter under a separate heading.
- Submit their letter in a Word or .PDF document to killamevaluations@canadacouncil.ca.

Do not choose referees who:

- Are affiliated with your university **department** or **research unit** or that of any member of your research team (including co-authors or collaborators).
- Are from the **same institution** — the referees you suggest must be from different institutions.
- Have **collaborated** with you or any member of your research team in the last five years.
- Have **published** with you in the last five years.
- Have a **personal relationship** with you or with any member of your research team.
- Are members of the **Killam Selection Committee**.

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 to include the names of each referee.
3. Fill in the requested information.
4. Repeat this process for each of your three 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 6 – BEFORE SUBMITTING YOUR APPLICATION

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

- 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 will 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.
2. Enter your Killam username 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 attachments and print it, 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 you must also 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

Problem	Explanation and Solution
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 several 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.
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 01/06/2020.
Full application will not print	While in Preview Application , click anywhere in the application form, then click the print icon at the top of your screen or go to Edit, Select All, File, Print, All and OK . Note: If you attempt to print in Edit mode, you will print only a partial screen. You need to be in Preview mode to print the full application.
Cannot log in after entering my username and password	You might have left a space in your username 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.

<p>Could not attach my document in Project Summary, Detailed Project Description, Curriculum Vitae or Significant Contributions</p>	<p>The name of your document must contain the extension .pdf (Adobe). For example, AB_Smith_Project.pdf.</p>
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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).
- **Ensure that your three (3) referees have submitted their letters directly to the Canada Council for the Arts using the dedicated email address provided killamevaluations@canadacouncil.ca by or before the deadline date of 1 June.**

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 1 June**).
- 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) 1 June**. 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 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, Curriculum Vitae, 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.

Referee Letters

You must ensure that your three (3) referees have submitted their letters directly to the Canada Council for the Arts using the dedicated email address provided:

killamevaluations@canadacouncil.ca **by or before the deadline date of 1 June.**