

## INTERNAL PROCESS FOR THE DOROTHY KILLAM FELLOWSHIP

Please review the following details and internal process for the 2024 nomination to the [Dorothy Killam Fellowship](#).

The internal MRA and final sponsor deadlines will be made on the applicable [UofT funding opportunities webpage](#), when available.

Please circulate this information to your faculty members and awards leadership. All nominations can access OVPR for review and editorial support. Please reach out to [stefanie.bernaudo@utoronto.ca](mailto:stefanie.bernaudo@utoronto.ca) with any questions.

### OVERVIEW:

The Dorothy Killam Fellowships are valued at \$80,000 CAD per year for a total of up to \$160,000 for 2 years. A Dorothy Killam Fellow is relieved of teaching and administrative duties for the period of the fellowship. The funds are intended to assist the institution to cover the costs of replacement of the applicant while still paying regular salary and benefits during the 2-year fellowship period. Recipients must obtain support for research and laboratory costs from other sources.

### ELIGIBILITY & REVIEW CRITERIA:

A Dorothy Killam Fellow is a leading researcher whose superior, ground-breaking, best-in-class research stands to have significant impact on a national or global scale. A Fellow is someone who also reflects some of the Killam attributes:

- Inclusive collaborator
- Barrier breaker
- Research leader

The Dorothy Killam Fellowships support scholars who:

- demonstrate commitment to building Canada's future and alignment with Killam attributes
- are mid-career researchers (typically have completed their PhD no more than 15 years prior)
- are employed at a Canadian research institution

All applications are evaluated by the Selection Committee against the following criteria:

- Significance- 25%
- Advancement of Knowledge-25%
- Methods-25%
- Relevance-25%

The Selection Committee will evaluate the nominations on their merit. Where assessment results are not meaningfully different, the Committee will consider diversity and inclusion of equity-deserving groups.

### NOMINATION PROCESS:

See website for the [detailed nomination guidelines](#). A nominator is not required.

**A completed nomination is comprised of:**

### OFFICE OF THE VICE-PRINCIPAL, RESEARCH

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1. Online application form
2. Abstract (250 words)
3. Research proposal, including impact and knowledge mobilization plans (1500 words).
4. Candidate’s statement, including information on how the nominee aligns with the Killam attributes (1000 words).
5. Community research supplement, including a description of community relationships (**optional**, 500 words)
6. Curriculum vitae (30 pages).
7. Two (2) reference letters (1000 words each).
8. Proof of employment- eligibility attestation

Electronic submissions are due June 14, 2024 (anticipated deadline), to the [online portal](#).

**(OPTIONAL) DIVISIONAL REVIEW PROCESS:**

The divisional review process is designed to support and provide feedback for individuals being nominated for the Dorothy Killam Fellowship. The process is designed and managed by OVPR and includes an optional review of nomination material by OVPR staff.

The divisional nomination process is as follows:

1. Nominees notify OVPR of their intent to put forward a nomination. Please email [stefanie.bernaudo@utoronto.ca](mailto:stefanie.bernaudo@utoronto.ca) with the name(s) of the candidate(s) no later than **March 4, 2024**
2. Draft nomination packages are due on **April 1, 2024**. This should include the draft research proposal, candidate’s statement, and CV. We recommend giving letter writers at least 4-6 weeks to prepare a letter.
3. OVPR will review the internal nomination packages and provide feedback to nominees.
4. Nominees will continue to work with OVPR’s Strategic Research Development Officers (as appropriate) to prepare the full application package for submission.

**RELEVANT DEADLINES:**

Date	Milestone
<b>March 4, 2024</b>	Notify OVPR of intent to submit
<b>April 1, 2024</b>	Internal nomination files due for OVPR review
<b>April- May</b>	Work with OVPR to finalize nomination package
<b>Mid April</b>	Request reference letters
<b>June 3, 2024</b>	Final deadline for administrative review
<b>June 14, 2024</b>	Submission to Killam

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