

## Izaak Walton Killam Memorial Postdoctoral Fellowship Terms of Reference

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## ABOUT DOROTHY AND IZAAK KILLAM

Izaak Walton Killam was born on July 23, 1885, in Yarmouth, Nova Scotia, where he was educated and where he had his first experience in business selling newspapers. At the age of 18, Killam was taken on as a junior clerk by the Yarmouth branch of the Union Bank of Halifax. He was soon transferred to the Bank's head office in Halifax.

In 1904 Max Aitken (later Lord Beaverbrook) noticed Killam's talents and took him to work for his Royal Securities Corporation where Killam spent the remainder of his working life. He assumed control of the Corporation after Lord Beaverbrook returned to England prior to World War I.

He ran it, not as an ordinary stock brokerage and investment business, but as a specialized private business devoted to the acquisition, formation, merger and long-term development of various corporate enterprises, particularly in the pulp and paper and power fields. Mr. Killam was a very reserved and rather shy man who hated publicity and was virtually unknown outside a small circle of close friends.

Dorothy Brooks Johnston was born in St Louis, Missouri, on October 4, 1899. She was well educated, athletic (with swimming qualifications that could have secured her a place on the US Olympic Team had she accepted), had travelled across North America and Europe, and had a good knowledge of French and German.

She was a gregarious individual, and loved to entertain. She married Mr. Killam in St Louis on April 5, 1922, and they returned to Montreal. Mr. Killam retired from active business during his late sixties due to ill health and made generous arrangements to turn the Corporation over to his close business associates.

Izaak Walton Killam died of heart failure on August 6, 1955 at his fishing lodge, leaving his considerable estate to his wife. They had frequently discussed the distribution of his estate, but in the last years of his life, he had not found it possible to write the will that he desired. Mrs. Killam accepted her husband's estate in trust to use to promote higher education in the manner they had agreed upon.

Mrs. Killam died on July 27, 1965, leaving a will, which gave effect to her husband's original plans, and also provided a substantial contribution to build a children's hospital in Halifax, named after Izaak Walton Killam.

In establishing the memorials to her late husband, Dorothy Killam wanted to aid in building Canada's future by encouraging advanced study, increasing the scientific and scholastic attainment of Canadians, and promoting sympathetic understanding between Canadians and the peoples of other countries.

Killam Advanced Studies bequests were also made to the University of British Columbia, The Canada Council, Dalhousie University and the Montreal Neurological Institute. The University of Calgary later received a portion of the University of Alberta Killam endowment when it became an autonomous institution.

It was Mrs. Killam's desire that those selected to receive scholarships and fellowships should be likely to contribute to the advancement of learning or to win distinction in their profession. Killam Scholars should not be one-sided and a sound character should complement their intellect.

## FELLOWSHIP DETAILS

The Izaak Walton Killam Memorial Postdoctoral Fellowship is provided annually from the Izaak Walton Killam Memorial Fund for Advanced Studies established through a bequest from the late Dorothy J Killam. The primary purpose of the programs is to support advanced education and research at five Canadian universities and the Canada Council for the Arts.

The University of Alberta is committed to supporting diverse research environments for all scholars and is working to drive deeper cultural change in our research ecosystem. To support these initiatives, we have established priority groups within our available Killam Fellowships. At least one fellowship will be dedicated to Indigenous scholars and at least one to Black scholars, with the other fellowships open to all scholars, for a maximum of four fellowships each year.

The Fellowship is tenable at the University of Alberta and is valued at \$50,000 CAD per year for up to two years. Funding for the second year will be subject to submission and approval of a Renewal Report. Fellowship recipients are expected to complete their research at the University of Alberta, although exceptions may be considered on a case-by-case basis. Exceptions must be strongly justified and pre-approved by the Chair prior to commencement of the Fellowship.

A one-time \$4,000 travel/research grant for the first year of study is also awarded to all recipients who accept the Fellowship. This grant is held by the Chair of the department as per the [Eligibility to Apply for and Hold Research Funding Policy](#). This grant can be used for the items noted on the [Research Allowance Expenditure Information](#).

The Fellowship also covers the cost of the University Postdoc Supplemental Health Insurance Plan.

Upon renewal of the Fellowship, recipients will be eligible for a prize of \$3,333 in their second year, funded by a private donor.

Upon acceptance of the Fellowship, the top ranked recipient will receive the Dorothy Killam Memorial Postdoctoral Prize, valued at \$5,000.

## ELIGIBILITY TO APPLY

Open to citizens of any country.

Must have completed a doctoral degree within three years from the deadline date of February 2, 2022 (i.e. on or after February 2, 2019) or will do so prior to commencing fellowship. The doctoral degree obtained must be from a university other than the University of Alberta.

The window of eligibility can be extended by a cumulative maximum of two years if the applicant had their career interrupted for one or more of the following reasons:

- parental leave
- illness
- health-related family responsibilities
- mandatory military service
- disruptions due to war, civil conflicts and/or natural disasters in the country of residence

Career interruption refers to a period of time when the applicant was not working (fulltime or part-time) and when their research output was completely interrupted. Additionally, for health professionals who have engaged in post-degree non-research related clinical training (e.g., residency), the eligibility

window can be extended by the duration of this training.

Interruptions used to extend the eligibility window for degree completion must have occurred after the fulfilment of your degree requirements and before the application submission deadline. Details of the interruption must be included on a Special Circumstances document that is to be submitted with the Fellowship application.

In order to be eligible to apply for the Indigenous Scholar Fellowship, applicants must provide a Self Declaration as Indigenous, a description of their ongoing connections with community, along with accompanying documentation of Indigenous citizenship. Documentation requirements include one of the following:

- A certified copy of a Status card from the Government of Canada;
- A certified copy of a Métis membership card from one of the five Métis Provincial Affiliates:
  - Métis Nation of Alberta, Métis Nation of Ontario, Manitoba Métis Federation, Métis Nation Saskatchewan, Northwest Territory Métis Nation, Métis Nation British Columbia. Additionally, the applicant may present a membership card for the Métis Settlements General Council;
- A certified copy of a Nunavut Trust Certificate card;
- Documentation that an ancestor's name has been entered 1) in the Indian Register according to the Indian Act, or 2) on the band list of an individual band, or 3) as beneficiaries of the Nunavut Land Claims Agreement or other claim regions such as Nunatsiavut, Nunavik, and Inuvialuit;
- Written confirmation of Indigenous identity from Indigenous and Northern Affairs Canada or Nunavut Tunngavik Incorporated;
- Written confirmation of membership by a band council which has enacted its own band membership code

At the time of application submission to a desired department, the applicant must not already hold a postdoc position at the University of Alberta or be employed at the University of Alberta. Please note that any applicant that begins a postdoctoral appointment at the University of Alberta or is employed by the University of Alberta after time of submission and before final selection will be adjudicated in a second tier.

Fellowships may be awarded in departments without doctoral programs, but only in facilities where adequate and doctoral caliber research is being carried out.

Fellowship holders should be likely to contribute to the advancement of learning or to achieve distinction in their profession, should not be a one-sided person, and each scholar's special distinction should be founded upon sound character and collegiality.

## **APPLICANT PROCEDURES TO APPLY**

Prospective postdocs should first contact a Faculty member in the department to which they wish to apply, who is willing to act as a Potential Supervisor for the Fellowship. Once a supervisor has been confirmed, follow the procedures outlined below.

### **Application Procedures**

- 1) Complete a [Fellowship Application Form](#)
- 2) Prepare a Statement of Proposed Research Project: (two double-spaced typed pages using a font size of 12 or greater; no exceptions will be made regarding the length). The Statement should include the following information and be written using lay language for a non-technical audience:

- a. the objectives of the proposed research project
- b. brief methodology
- c. an explanation of the novelty and potential significance of the proposed research and the contribution that the research will make to the advancement of knowledge
- d. the plan to disseminate the findings and/or enhance the potential for impact
- e. references can be on an additional page

Note: Applicants are encouraged to take into account, when applicable, diversity (gender, sex, age, culture, religion, etc.) in their proposed research (from its design to the analysis of the research findings).

- 3) Prepare a Statement of Research Experience (maximum four double-spaced typed pages using a font size of 12 or greater; no exceptions will be made regarding the length)
  - a. references can be on an additional page
- 4) Prepare a Statement of Community Engagement (maximum one double-spaced typed page using a font size of 12 or greater; no exceptions will be made regarding the length)
  - a. the statement should detail how the applicant engages with the community at large, both in terms of research focus/methodology and personal engagements
- 5) Prepare a curriculum vitae
  - a. list refereed publications or conference proceedings, beginning with the most recent
  - b. list publications in which you are author or co-author that are published, in press, and/or accepted for publication in refereed journals
  - c. for papers in press, indicate the date of acceptance by the editor
  - d. 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 should be identical to that of the original publication
  - e. a list of any academic honors or awards
  - f. a Generic CCV format is preferred but is not required
- 6) Provide a certified true copy of PhD, PhD-equivalent or health professional degree fulfillment (scanned documents are acceptable)
  - a. all documents submitted must be in English, as well as the original language in which they were written. A certified translator, not yourself, must prepare the English version of any documents not originally in English
  - b. applicants who have not fulfilled all requirements for their degree at the time of application must do so prior to commencing Fellowship. A transcript is not required
  - c. applicants must document any interruptions, delays, or post-degree clinical training in a Special Circumstances attachment
- 7) Arrange for three Letters of Appraisals from persons familiar with your academic work to be sent to the Chair of the department to which you are applying
  - a. all letters of appraisal must be signed by the appraiser (electronic signatures are acceptable). They should contain a substantive evaluation of your ability and not be merely testimonials, as the fellowships are intended primarily for those who are seeking to establish themselves in their chosen field. Letters can be scanned and emailed to the chair of the department to which you are applying
  - b. only have three appraisals sent. Any additional letters will be removed prior to

competition

- 8) Arrange for a letter of support and a [Biosketch](#) from the U of A research supervisor

**Applications must be submitted to the Chair of the department by February 2, 2022. Late or incomplete submissions will not be accepted.**

## **DEPARTMENT REVIEW AND RANKING**

Individual departments are responsible for pre-screening all documents before ranking and submitting fellowship applications.

Departments then submit a maximum of one nomination for each fellowship priority group: one for Indigenous scholars, one for Black scholars and one for all other scholars, for a maximum of three nominations, to Leslie Parsad, Coordinator, Internal Research Awards and Funding, Office of the Vice-President (Research and Innovation) at [parsad@ualberta.ca](mailto:parsad@ualberta.ca).

Departments are responsible for notifying any applicants that have not been selected for nomination.

All forms and letters must contain certified digital signatures or scanned original signatures. Forms and letters that have not been signed will not be accepted.

Please make sure each nomination meets the eligibility requirements. No exceptions will be made.

The Department is responsible for obtaining and completing:

- 1) a [Department Nomination Form](#)
- 2) a cover letter from the department Chair or Graduate Coordinator indicating benefits that would accrue from the proposed collaboration

Note: Please ensure that the department/faculty speaks to the sound character and/or collegiality of the applicant.

Each nomination must include:

- 1) Signed Department Nomination Form
- 2) Signed cover letter from the department Chair or Graduate Coordinator indicating benefits that would accrue from the proposed collaboration
- 3) Completed and signed Izaak Walton Killam Memorial Postdoctoral Fellowship application form including attachments for Research Proposal, Research Experience, and Community Engagement
- 4) Applicant's Curriculum vitae (Generic CCV format is preferred but not required)
- 5) Copy of PhD, PhD-equivalent, or health professional degree fulfillment
  - a. If PhD has not been obtained no attachment is required
  - b. All documents submitted must be in English, as well as the original language in which they were written. A certified translator, not yourself, must prepare the English version
- 6) Three signed letters of appraisal
  - a. Additional letters will be removed prior to adjudication in no particular order
- 7) A letter of support from the U of A supervisor
  - a. supervisor should also speak to the sound character and/or collegiality of the applicant

- 8) [Biosketch](#) from U of A supervisor
  - a. Biosketch must be in the noted format

**Deadline for submission to the Office of the Vice-President (Research and Innovation) is March 18, 2022.** Applications should be submitted as a single combined PDF in the order 1-8 listed above to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca). Late or incomplete applications will not be accepted.

## FELLOWSHIP COMMITTEE REVIEW AND SELECTION

The Office of the Vice-President (Research and Innovation) convenes the Postdoctoral Fellowship Committee in March to select fellowship recipients. Adjudication criteria includes:

- 1) Proposed Research – Does the proposal clearly state the impact, novelty, and knowledge mobilization of the research? Are the objectives achievable based on the information provided? Is the methodology clearly explained? Does the proposed research incorporate diversity in multiple forms (i.e. GBA+ assessment)?
- 2) Research Experience – Does the applicant demonstrate the experience to carry out the objectives?
- 3) Community Engagement – Does the applicant engage with the community at large, both as part of their research and personally?
- 4) Research Dissemination, Honours and Awards – Does the applicant demonstrate strong dissemination of their previous research (including publications and other forms of knowledge transfer)? Have they been recognized through prestigious awards?
- 5) Note: Adjudicators are encouraged to keep in mind that each research specialty has differing criteria on what is considered a productive researcher.
- 6) Letters of Appraisal – Do the letters clearly state why the applicant is considered an emerging leader in their field? Does it communicate the impact the proposed research could have? Does the letter of appraisal from the Supervisor highlight the synergy between the applicant's research and their own research program?
- 7) Departmental Appraisal – Does the departmental letter of support highlight the synergies between the applicant, supervisor, department, and institution? How does the proposed research contribute to the University's Signature Areas?

The selected recipients' names will then be forwarded to the Killam Trustees for approval. The Killam Trustees notice of approval is granted at the spring meeting usually held in May.

Letters of offer will be sent to successful applicants, with a copy to their proposed supervisor(s) upon approval from the Killam Trustees.

The Postdoctoral Fellows Office will also send letters of regret to unsuccessful applicants and their proposed supervisor(s).

Once a postdoc has accepted a fellowship, the Postdoctoral Fellows Office will provide the supervising faculty member direction to set up the research allowance and administers payroll and benefits of the fellowship.

The Postdoctoral Fellows Office also administers renewals of fellowships.

## ACCEPTING, RENEWING, AND FINAL REPORT

The regulations of the fellowship prohibit you from holding two major awards (value of \$13,000 or greater) at the same time. If you are offered a major fellowship from another granting agency to complete studies at the University of Alberta, you are required to accept it; you then may be eligible to become an Honorary Izaak Walton Killam Memorial Postdoctoral Fellow. In this case, you would be eligible for top up funding to a maximum of \$50,000 per annum if the value of the other fellowship is less than the value of the Killam Postdoctoral Fellowship. You will also be eligible for the \$4,000 research allowance. If you are offered a major fellowship from another granting agency at an institution other than the University of Alberta, you can choose to decline it and accept the Killam Fellowship or you can decline the Killam Fellowship. If you decline the Killam Fellowship, you will not be considered a Honourary Recipient and will not be entitled to receive a top-up or research allowance.

Successful applicants must complete an [Acceptance/Decline Form](#) and submit it to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca) and to the Postdoctoral Fellows Office at [pdfo@ualberta.ca](mailto:pdfo@ualberta.ca).

Fellowships must be taken up no earlier than June 1 of the current year and no later than January 1 of the following year. Once the recipient has accepted the Fellowship, the supervisor should proceed with a Letter of Offer. Ensure the Postdoctoral Fellows Office is cc'd on all Offer correspondence.

Successful applicants should review the [Postdoctoral Fellows Policies and Procedures](#) and the [Research Allowance Expenditure Information](#) prior to accepting the Fellowship.

Fellowship holders must complete and submit a [Renewal Report](#) to the Postdoctoral Fellows Office at least six weeks before the start of the renewal year.

Postdocs completing a Killam Fellowship are required to submit a [Final Report](#) outlining their research activity during the tenure of the fellowship.