



## **Killam Faculty Research Fellowship**

Izaak Walton Killam Memorial Fund

### **2017 Guidelines**

Ten UBC Killam Faculty Research Fellowships are provided annually from the *Izaak Walton Killam Memorial Fund for Advanced Studies* established through a bequest from the late Dorothy J. Killam. Offered on a competitive basis, these awards are intended to support scholars engaged in research projects of broad significance and are available for any field of study of research other than the 'Arts' as presently defined in the Canada Council Act. They are not limited to the 'Humanities and Social Sciences' as defined in the Act.

The purpose of the Fellowships is to assist promising faculty members, who wish to devote full time to research and study in their field during a recognized study leave. The applicant must present a coherent project with a clearly stated objective and well-defined research plan, and demonstrate a growing record of significant scholarly contribution. The basis of award will be special distinction of intellect, with due regard for sound character and personal qualities.

The amount of each award is intended to help replace the salary reduction because of study leave. The salary award is \$1,250 per month or sufficient to compensate for the leave's salary reduction, whichever is less, up to a total of \$15,000 for a 12 month period (\$7,500 for 6 months). In addition to salary supplement, these awards include travel and research expenses related to the study leave and research proposal up to a maximum of \$3,000 for a full-year leave or \$1,500 maximum for a six-month leave.

Faculty members are encouraged to seek other leave fellowships and, if successful, the Killam Award may be used to augment such other fellowships up to the level of the normal UBC Killam Fellowship (total awards not to exceed full salary).

### **Eligibility**

UBC Killam Faculty Research Fellowships are open to all fulltime faculty members with tenure or tenure-track at the University of British Columbia.

- Awards may be given to applicants beginning their fellowship on or after July 1<sup>st</sup> of the calendar year in which the award is applied for. For example: Eligible study leave dates for the Sept 2017 competition cycle are: Jul 2017, Sept 2017, Jan 2018, and July 2018.
- Preference is given to relatively junior applicants who are 14 years or less past the receipt of a doctoral degree.
- Faculty members who were awarded a doctoral degree more than 14 years ago have a lower, but nevertheless positive, chance of being allocated a Killam Fellowship.

**Killam Faculty Research Fellowship Deadline: September 15, 2017**

Contact: [brenda.carrier@ubc.ca](mailto:brenda.carrier@ubc.ca)

Applicants will be advised of the competition results on January 31



- Parental leave taken is not counted as part of the 14-year period; however such periods must be identified on the application form.
- Each faculty member is eligible for *only one* UBC Killam Faculty Research Fellowship in his or her lifetime. However, receipt of a Fellowship does not affect eligibility for other Killam awards and prizes.

**Application documents:**

Please create a nomination file with the following documents in the order listed. Electronic submissions can be sent to [brenda.carrier@ubc.ca](mailto:brenda.carrier@ubc.ca).

1. **A Killam Application Form** (can be downloaded at: <https://research.ubc.ca/support-resources/awards-honours-support/internal-faculty-awards-deadlines>)

Please include a **50 Word Citation** (Please see application form)

- In 50 words or fewer summarize your primary scholarly contribution.
- Use language that would be understood by a non-expert.

2. **Two Page Research plan**

- The research plan should give a precise account of the study and research to be undertaken during the period of the fellowship.
- Fellowships will be awarded for projects that have clearly defined objectives and methods meeting the award criteria.
- The research plan should not be more than two pages in length, font size no smaller than Arial 10 pt.

3. **Official UBC Curriculum Vitae**

- Please review the guidelines: <http://www.hr.ubc.ca/faculty-relations/administrator-tools/forms/>
- **The official UBC CV is the required format.**
- Be sure to include an up-to-date, complete list of publications.

4. A letter from the Institution to be visited while on study leave. (If applicable to this study leave)

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### 5. Three Letters of Support:

- The letters of support are critical to the selection process and should focus on the applicant's research. They must be from individuals who are objectively able to assess the work to be carried out. Given that applicants represent varied disciplines each of which may have different expectations about kinds and quantities of scholarly output, it would aid the selection process should the letters of support place the applicant's record in the context of their field.
- At least two of the letters must be from individuals from outside UBC and the referees should all be at arm's length -- this may not include your thesis or dissertation supervisor(s), anyone you have supervised, or anyone with whom you have collaborated (as coauthor or co-investigator) within the past 24 months.
- **Letters in excess of three will not be considered.**
- Please include a brief paragraph on the background of each referee as indicated on the application form.
- **Please note:** It is the responsibility of the applicant to contact referees for supporting letters, but the referees must submit **signed letters** directly to the Faculty Awards Officer.

#### Format – Letters of Support:

- Referee letters must be received by the September 15 deadline
- Referees may send their signed letters (WORD or PDF format) **by email** to the attention of [brenda.carrier@ubc.ca](mailto:brenda.carrier@ubc.ca). **Letters must be signed.**
- If it is more convenient, referees may simply submit their signed letters **by mail**, but all material is due by the September 15 deadline:

**Attention: Brenda Carrier, Faculty Awards Officer**

The University of British Columbia – Office of the VP Research  
Old Administration Building, Room 115  
6328 Memorial Road  
Vancouver, BC V6T 1Z2  
Tel: 604-822-6010

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