



11 January 2010

**IPOS Awards Committee**  
*Responsibilities and Procedures*

**1. Purpose:**

The purpose of this Committee is to facilitate the recognition of contributions to the field of psycho-oncology as noted in the IPOS Constitution (Article II [f]). Awards are granted in the following categories for distinguished service: (a) Arthur M. Sutherland Award, (b) Bernard Fox Memorial Award, (c) Noemi Fisman Award for Lifetime Clinical Excellence, (d) Hiroomi Kawano New Investigator Award, and (e) the Society Distinguished Life Fellowship Award.

**2. Duties:**

The duties of the Awards Committee include:

- (a) Oversight of the nomination process and peer review of nominees;
- (b) Clarifying the criteria for awards in terms of eligibility for nomination;
- (c) Recommendations to the IPOS Board of Directors regarding the establishment of new awards; and
- (d) Reporting to the Board regarding the funding of awards.

All responsibilities of the Committee are subject to review by the Board. The Committee acts to oversee the review process and to ensure the nominated review panels comply with the Committee structures and guidelines.

**3. Membership:**

The Committee shall have four members: two selected by the Executive Committee from the Board of Directors and two IPOS members elected by the Active members of the Society. The term for Committee membership shall be two years, and Committee members shall be eligible for up to, but no more than, two consecutive terms.

Current Committee members are listed on the IPOS website.

**4. Meetings:**

The Committee shall meet via teleconference at least four months prior to the IPOS World Congress to consider nominations in the various categories and at any other time as requested by the Committee Chair or Executive Committee to review awards business.

**5. Responsibilities of the Chair:**

The Chair is responsible for:

1. Convening Committee meetings and designating the times and frequency of those meetings;
2. Ensuring Committee meetings are duly convened and that a quorum is present when required;

3. Working with IPOS Headquarters on the development of agendas and related materials for the Committee meetings;
4. Ensuring Committee meetings are conducted in an efficient, effective and focused manner;
5. Ensuring the Committee has sufficient information to permit it to properly make decisions when decisions are required;
6. Providing leadership to the Committee and assisting the Committee in reviewing and monitoring its responsibilities;
7. Reporting to the Board on the recommendations and decisions of the Committee;
8. Arranging, via IPOS Headquarters, the advertising of awards and the process by which nominations can be made; and
9. Working with the Society's Treasurer and annual World Congress Chair(s) to ensure the financial structures for the awards are clear and that the award process is properly financed.

#### **6. Responsibilities of the Committee:**

The Committee is responsible for:

1. Overseeing the review process and dealing with any disputes for each award;
2. Making enquiries to satisfy itself on the appropriateness of the nominations and doing the research necessary to validate the nominations;
3. Reviewing criteria for the awards on a regular basis and suggesting revisions to the Board when appropriate;
4. Reviewing needs and making recommendations to the Board and Executive Committee regarding the establishment of new awards when appropriate; and
5. Proper financial management of the awards through the provision of a report to the Board at the IPOS Annual Business Meeting. This report shall include an audit of the expenditures linked to the award process and the submission of requests for funding of the awards to be considered by the Treasurer and the Board.

#### **7. Awards Criteria:**

1. Only one recipient may receive any Society award at any one time.
2. Each award shall have a peer review panel consisting of at least: (a) one previous recipient of the award, (b) one member of the IPOS Board, (c) one non-member external reviewer and (d) one member of the Awards Committee.
3. The Society Treasurer shall review, ratify where required and advise on all financial recommendations and requests made by the Awards Committee.
4. All award nominations *must* include a completed and signed nomination form, a letter of nomination from the nominator, two letters of support for the nomination from other individuals to whom the nominee is known, the *curriculum vitae* or resume of the nominee, and any additional paperwork

required by the specific award for which the individual is being nominated.

5. Specific criteria for each award are identified below.

- I. The **Arthur M. Sutherland Award** honors an IPOS or psycho-oncology community member with a *lifetime achievement in the field of psycho-oncology*. This is a *late career* award and recognizes sustained and distinguished output in psycho-oncology over their whole career. This is the Society's most important award and reflects the international standing of the recipient.

The recipient will have achieved *international recognition* for their work and be considered to have contributed *important innovations* to the field of psycho-oncology. Quantity of output is less important than evidence of international standing and innovation across an individual's whole career. It is important that nominators provide evidence in their letter of recommendation that the nominee meets these criteria. In addition, the nominator needs to provide two further letters of recommendation from other individuals to whom the nominee is known, which provide evidence that the nominee meets these criteria.

This award will be presented at the next IPOS World Congress of Psycho-Oncology. The award recipient will be invited to present an overview on a topic related to their research as part of a plenary session of the IPOS World Congress. Additionally, the Sutherland Award recipient may be invited to publish an article in the official journal of IPOS, *Psycho-Oncology*, at the discretion of the journal's Editorial Board.

The following documents must be submitted to IPOS Headquarters (via e-mail: [info@ipos-society.org](mailto:info@ipos-society.org) or via facsimile: +1 434.977.1856) **no later than 1 February 2010** in order to nominate an individual for the Arthur M. Sutherland Award:

- IPOS Award Nomination Form, signed by the nominee
- Nominee's *curriculum vitae* or resume
- Letter of nomination from the nominator, specifying why the nominee meets the award description above
- Two letters of support from other individuals to whom the nominee is known, also specifying why the nominee meets the award description above

- II. The **Bernard Fox Memorial Award** honors an IPOS or psycho-oncology community member who has made an outstanding contribution in education, research or leadership to the field of psycho-oncology. The primary focus is on the academic and educational output of the nominee.

This is a mid- to late career award, and the nominee may work as an educator, as a researcher and/or provide clear evidence of being a leader in his/her chosen area of psycho-oncology. It is important that nominators provide evidence in their letter of recommendation that the nominee meets these criteria. In addition, the nominator

needs to provide two further letters of recommendation from other individuals to whom the nominee is known, which provide evidence that the nominee meets these criteria.

This award will be presented at the IPOS World Congress of Psycho-Oncology. The award recipient will be invited to present an overview on a topic related to their research as part of a plenary session of the IPOS World Congress. Additionally, the Fox Award recipient may be invited to publish an article in the official journal of IPOS, *Psycho-Oncology*, at the discretion of the journal's Editorial Board.

The following documents must be submitted to IPOS Headquarters (via e-mail: [info@ipos-society.org](mailto:info@ipos-society.org) or via facsimile: +1 434.977.1856) **no later than 1 February 2010** in order to nominate an individual for the Bernard Fox Memorial Award:

- IPOS Award Nomination Form, signed by the nominee
- Nominee's *curriculum vitae* or resume
- Letter of nomination from the nominator, specifying why the nominee meets the award description above
- Two letters of support from other individuals to whom the nominee is known, also specifying why the nominee meets the award description above

III. The **Noemi Fisman Award for Lifetime Clinical Excellence** honors an IPOS or psycho-oncology community member in recognition of outstanding *clinical* contributions to the field of psycho-oncology.

Candidates must be licensed and have been actively practicing in the field of clinical psycho-oncology for a *minimum of ten years*. The award focuses on the distinctive contribution made in developing services to patients and families. Innovation and sustained successful clinical service of outstanding character should be what distinguishes the recipient of this award. It is important that nominators provide evidence in their letter of recommendation that the nominee meets these criteria. In addition, the nominator needs to provide two further letters of recommendation from other individuals to whom the nominee is known, which provide evidence that the nominee meets these criteria.

This award will be presented at the IPOS World Congress of Psycho-Oncology. The award recipient is not required to make a presentation at the IPOS World Congress. The Fisman Award recipient may be invited to publish an article in the official journal of IPOS, *Psycho-Oncology*, at the discretion of the journal's Editorial Board.

The following documents must be submitted to IPOS Headquarters (via e-mail: [info@ipos-society.org](mailto:info@ipos-society.org) or via facsimile: +1 434.977.1856) **no later than 1 February 2010** in order to nominate an individual for the Noemi Fisman Award for Lifetime Clinical Excellence:

- IPOS Award Nomination Form, signed by the nominee

- Nominee's *curriculum vitae* or resume
- Letter of nomination from the nominator, specifying why the nominee meets the award description above
- Two letters of support from other individuals to whom the nominee is known, also specifying why the nominee meets the award description above

IV. The **Hiroomi Kawano New Investigator Award** honors a new investigator for outstanding *research* contributions in the field of psycho-oncology and is an early career award. Candidates must be *within five years* of completing their postgraduate, fellowship or equivalent specialist training (defined as a PhD or MD or equivalent). This award is sponsored by the Hiroomi Kawano Foundation in Japan.

The award is linked to professional attainment rather than to age. Recipients are distinguished by the level and quality of research output at this early career stage. It is important that nominators provide evidence in their letter of recommendation that the nominee meets these criteria. In addition, the nominator needs to provide two further letters of recommendation from other individuals to whom the nominee is known, which provide evidence that the nominee meets these criteria.

This award will be presented at the IPOS World Congress of Psycho-Oncology. The award recipient is not required to make a presentation at the IPOS World Congress. The Kawano Award recipient may be invited to publish an article in the official journal of IPOS, *Psycho-Oncology*, at the discretion of the journal's Editorial Board.

The following documents must be submitted to IPOS Headquarters (via e-mail: [info@ipos-society.org](mailto:info@ipos-society.org) or via facsimile: +1 434.977.1856) **no later than 1 February 2010** in order to nominate an individual for the Hiroomi Kawano New Investigator Award:

- IPOS Award Nomination Form, signed by the nominee
- Nominee's *curriculum vitae* or resume, with details of specific termination dates of degrees and post-graduate training
- Letter of nomination from the nominator, ***who must be an Active Member of IPOS or a full member of any national psycho-oncology society***, specifying why the nominee meets the award description above
- Two letters of support from other individuals to whom the nominee is known, also specifying why the nominee meets the award description above
- A statement from the nominee, not to exceed 500 words, that highlights significant research accomplishments in the area of psycho-oncology
- Copies of up to four publications that represent the candidate's research work

V. The **Society Distinguished Life Fellowship Award** recognizes extraordinary and notable contributions to the organization and success of IPOS. This award is only for one who has made a singular contribution to the Society and its work. *The*

*Distinguished Life Fellowship Award is the single most important award the Society gives, and it is limited to past or present IPOS members.*

The award shall carry with it Honorary Life Membership in IPOS, with a special award trophy for the fellow. The award shall also include waived IPOS membership dues and World Congress registration fees as long as the Fellow shall live. Nominees should be, or have been, members of IPOS.

*Nominations for this award can only be made by the IPOS Board of Directors.*

### **Nomination Process**

Nominations shall only be accepted on the Society's nomination forms, which are available via IPOS Headquarters and/or the Society website. Nominators bear responsibility for completing all the paperwork and for obtaining permission from the nominee to submit their personal *curriculum vitae* and supporting materials.

### **Review Process**

The review panel will be provided with guidance and criteria and appropriate rating scales.

**Please note that these awards are offered on an annual basis and are only made where there is strong evidence that the nominee meets the criteria. If no suitable nominations are received for an award, the award will not be given in that year.**