

Awards Committee: Standard Operating Procedure

Mission

The CPDD Awards Committee is responsible for the six awards given by the organization: the Nathan B. Eddy Memorial Award, the Marian Fischman Lectureship Award for An Outstanding Woman Scientist, the Joseph Cochin Young Investigator Award, the J. Michael Morrison Award, the CPDD Mentorship Award, and the CPDD Media Award. All but the Media Award are administered by the Awards Committee. The Media Award is administered by the Media Committee with the concurrence of the Awards Committee. The description of these awards can be found at (<http://www.cpdd.vcu.edu/Pages/Index/Awards/AwardDescrip.html>)

Committee Operations

The committee is appointed by the President-Elect of CPDD; a committee chair is also designated. Each committee member usually serves a three-year term and the number of members is odd in order to eliminate the potential for tie votes. There must be a forced choice among nominations so that a tie with two winners will not be acceptable. In agreeing to be appointed to the committee, the committee member agrees that she/he will not be a candidate for any award during the term of their Awards Committee Membership. Further, they agree that their spouse or partner or member of their immediate family would be ineligible to be nominated for an award while the member is serving their term on the committee. Committee members should not be involved in any award nomination during their term on the committee

A call for nominations is issued in the annual meeting announcement and should be posted at each annual meeting and continued on the website and in an ad in *Drug and Alcohol Dependence* on a monthly basis through January of the next year. Nominations are due by February 1 and committee deliberations will take place at the beginning of March giving committee members at least one month to review the nominations. All nominations must be in electronic format. The announcements include the description of the six awards, the due date, and the email address of the Awards chair. Five awards are given every year (Eddy, Fischman, Cochin, Mentorship, Media) and one is given every other year (Morrison).

Completed nomination packets are sent by email to the chair of the Awards Committee by the nominator with the required materials for each award. Late or incomplete nominations are not considered.

Approximately two weeks after the nomination deadline, the Committee Chair sends completed applications to all Awards Committee members. Each member chooses among the applicants in each category and sends their choices to the Chair scored 1-5 with 1 being the highest merit.

The Committee Chair tallies the votes and provides this information to committee members. In cases where there is no clear consensus, a second tally may be needed to determine the awards. E-mails and/or conference calls may be used to reach a final decision. Although there may be situations when an award is given to more than one individual, the committee is encouraged to make each award to a single person. Unsuccessful nominations are not carried over to the next year, thus candidates must be re-nominated to be considered.

The Awards Chair informs the President of CPDD of the Committee's choices, and the Executive Committee must then approve the Award Committee's decision. The President of CPDD informs the awardees of their awards..

The chair of the Awards Committee or the President informs all nominators about whether their nominee was chosen after the President has informed the chair that the winners have been contacted.

The nominators of the successful awardees are asked to introduce the awardee at the annual meeting, with the exception that the recipient of the Media Award is introduced by the President of CPDD.

This belongs on the Web page separately and is the link referred to in the SOP of the Award Committee

Nathan B. Eddy Memorial Award

The Nathan B. Eddy Memorial Award was established in memory of one of the pioneers in the field of drug dependence following his death in 1973. The award acknowledges outstanding research efforts that have advanced our knowledge of drug dependence. Nominees may be citizens of any country and are selected by the Awards committee. Awardees receive \$10,000, a gold medal, lodging for the entire meeting, waiver of the registration fee, all travel expenses (including those of spouse/significant other), and an invitation to present a major address at the CPDD annual meeting. To nominate an individual, submit an electronic nomination packet containing a letter outlining the nominee's major accomplishments along with a curriculum vitae, two letters of support (additional letters will not be considered) and nominee's publication list to [CHAIR AND EMAIL ADDRESS] by February 1, 20--. Incomplete applications will not be reviewed.

Marian W. Fischman Lectureship Award for an Outstanding Woman Scientist

This award in memory of Marian W. Fischman, a respected leader in drug abuse research and an outstanding scientist, was established in 2001 to recognize the contributions of an outstanding woman scientist in drug abuse research. Awardees receive \$2000, in inscribed plaque, and travel expenses and are invited to present a lecture at the annual meeting. To nominate an individual, submit a packet containing a letter outlining her major accomplishments along with a curriculum vitae, 2 letters of support (additional letters will not be considered) and a publication list to [CHAIR AND ADDRESS] by February 1, 20--. Incomplete applications will not be reviewed.

Joseph Cochin Young Investigator Award

This award, in memory of a respected leader in drug abuse research and a former Chairman and Executive Secretary of CPDD, was established in 1986 to recognize research contributions in any facet of the field of drug abuse. It is given annually to an investigator who has not attained his/her 40th birthday by July 1st in the year of the award. The awardee will receive \$2500, an inscribed plaque, lodging for the entire meeting, waiver of registration fee, and all travel expenses (including those of spouse/significant other) to attend the annual meeting. To nominate an individual, submit a packet containing a letter outlining his/her major accomplishments along with a curriculum vitae and two letters of support (additional letters will not be considered) to [CHAIR AND ADDRESS] by February 1, 20--. Incomplete applications will not be reviewed.

J. Michael Morrison Award

As a memorial to this well-liked and respected administrator at NIDA, established in 19xx, an award is given every other year for outstanding contributions in the area of scientific administration related to drugs of abuse. The awardee will receive \$1500, an inscribed plaque, two nights lodging, waiver of registration fee, and travel expenses to attend the annual meeting. To nominate an individual, submit a packet containing a letter outlining his/her outstanding accomplishments in scientific administration, a curriculum vitae and two letters of support (additional letters will not be considered) to [CHAIR AND ADDRESS] by February 1, 20--.

Incomplete applications will be reviewed.

Mentorship Award

This award, established in 2000, is given annually to a member of CPDD who has been an exemplary mentor to developing researchers in the field of drug dependence. Awardees will receive \$1500, an inscribed plaque, two nights lodging, waiver of registration fee, and travel expenses to attend the annual meeting where the award will be given. Individuals should be nominated by a former or current trainee. To nominate an individual, submit a letter outlining his/her accomplishments in training and mentorship, a curriculum vitae, a list of individuals who have been mentored by the nominee, and two letters of support from past trainees or individuals who are familiar with the training and mentorship activities of the nominee (additional letters will not be considered). Please send materials to [CHAIR AND ADDRESS] by February 1, 20--. Incomplete applications will not be reviewed.

CPDD Media Award

This award is given to an individual who or to an organization that has made major contributions through the media that have enhanced the public understanding of scientific issues concerning drug use disorders. The awardee will receive a cash prize of \$1500, an inscribed plaque, two nights lodging, a waiver of registration fee, and travel expenses to attend the annual meeting where the award will be given. To nominate an individual or organization, please submit a packet containing a letter outlining major accomplishments, along with a curriculum vitae to CHAIR OF MEDIA COMMITTEE. Nominations must be received by February 1, 20--.