



Chemical Institute of Canada | **For Our Future**  
Institut de chimie du Canada | **Pour notre avenir**

## Awards Policy for the Chemical Institute of Canada

*Version: August 29, 2024 – prepared for approval by the CIC Board*

*Developed by the CIC Awards Committee in consultation with CSC Director of Divisions, CSChE Director of Divisions, CSC Board, CSChE Board*

*Ratified by the CIC board: Sept 4, 2024*

*To be reviewed by Sept 2027*

### A. CIC Awards Committee

1. The CIC Awards Committee consists of the CIC Director for Awards (Chair), the CSC Director for Awards, the CSChE Director for Awards, the CIC Director for Equity, Diversity and Inclusion, and the Chair of the Fellows of the CIC. The Terms of Reference and the mandate for the CIC Awards Committee are given in the attached document.

### B. CIC, CSC, CSChE Awards

1. The **Sponsors** of an award are those who propose and maintain the award, such as members of a division, section, or other (groups of) individuals, or their representatives.
2. The **Donors** of an Award are those who provide financial support allowing long-term continuity of the Award. For example, Donors could be a group of individuals, a company, an estate or the Award's Sponsors.
3. The Terms of Reference for Awards of the CIC, CSC and CSChE are regularly reviewed by the Sponsors for each award in consultation with the Director for Awards of the respective Society. Sponsors and Directors should aim for clear language, consistency between awards, and conformance with JEDI (Justice, Equity, Diversity and Inclusion) principles.
4. Terms of Reference are approved by the respective Society's Board of Directors on recommendation by their Director for Awards.
5. Awards recognize individuals for accomplishment(s) while working in Canada.
6. The accomplishments should advance Canadian Chemical Science, Engineering and/or Technology, through either research accomplishments, pedagogical accomplishments or service to the respective profession.

### C. Process for Creating an Award:

1. An Award shall be created only if it serves a well-documented need for recognition of the excellence of individuals who would otherwise not be eligible to receive awards. A case for need can be made,



for example, on the basis of changing membership of a division, or section, or on the basis of the appearance of a new research, educational, or scholarly field in the broad field of chemistry, chemical engineering or chemical technology, or on the basis of new societal priorities.

2. The responsibility of creating an award, drafting the terms of reference, and obtaining the necessary financial support lies with those who propose the award - the “Sponsors”.
3. The naming of an award should follow established JEDI practices [1], An Award should preferably not be named after an individual. It should preferably be named in a descriptive way. It may be named after an institution, division, or other stakeholder group.[2] If a Donor (for example, Company xyz) provides financial support, the (preferably descriptive) name of the award should be followed by “(sponsored by xyz)”.
4. Awards must be endowed at a level that, for a minimum period of 10 years, the annual revenue generated by the endowment covers the cost for administering the award (as calculated per by the CIC National Team), the prize, and a cash payout to the awardee covering at least the average fee for attending the annual conference at which the award is presented. It is strongly preferred that the endowment principal remains unchanged, and the award is financed solely through revenue from interest. If the endowment is built over time, this endowment amount has to be reached 5 years after inception of the award. During the build-up period, funds need to be provided to ensure that the administration fee and the award amount are covered.
5. Before funds are committed to the award, the Sponsors shall consult with the Director for Awards of the respective Society, to ensure that the terms of reference and the Award name align with the respective Society’s objective and that the Award meets a need by that Society - see item C.1.
6. Only after the board of the Society, on recommendation of its Awards Director, approves of the Award, the Sponsors shall secure funds towards the financial support of the award.

## D. Process for the discontinuation of an Award

1. Awards should be discontinued if any (or both) of the following conditions are met:
  - a. **There is no longer sufficient financial support to sustain the award (financial exigency).** Financial support may cease if the Sponsors or Donors of the Award discontinue or withdraw financial support for the award. In this case, the Sponsors will be notified and given until 60 days before the deadline for award nominations to arrange alternative financial support according to C.4. Reducing the frequency of awarding the Award should be avoided; reducing the award amount or administration fee is not permissible.
  - b. **The award no longer serves a need important to the Society (changing needs).** The need for an award decreases when the objectives of the award are no longer pertinent, for example, if the subject matter has become less relevant, a target group has achieved equity sought, or the priorities of the targeted group of researchers, engineers, technologists or educators have changed. Typically, this is manifested by a small and shrinking number of new nominations and/or by a decrease in the quality of new nominations.



#### Financial exigency:

2. Before an award committee is formed to adjudicate an Award, the Director for Awards of the respective Society shall ensure that sufficient funds are available for the upcoming competition. Only when funding is guaranteed, shall the award adjudication process be initiated.
3. If there are insufficient funds available, the Director for Awards shall ask the sponsors to provide sufficient support. If sufficient funds cannot be made available in time for the award adjudication process, the award shall be suspended for one year.
4. If by 60 days before nominations close, funds become available to sustainably support the Award, that suspension shall be lifted in the following competition year. If funds are not forthcoming for 2 award cycles, the Award shall then be discontinued.

#### Changing needs:

5. If in a given competition year no award winner can be identified, the Award is considered “suspended” for that year.
6. If in the following year the number of eligible nominations is two or less, or there is again no award winner, the Award shall be discontinued.

#### Following discontinuation of an Award

7. When an Award has been discontinued, there may be remaining funds in its support. In that case the Sponsors can reallocate the funds, within the limits set by the original terms of reference. For example, an endowment can be re-allocated towards a different award or a new award.
8. When the Terms of Reference are defined for a new Award or as part of a review, the Sponsors shall anticipate the eventual discontinuation of the Award and specify in broad terms the future use of the remaining funds.

[1] K. Gehmlich, S. Krause, How we name academic prizes matters, *Nature Human Behaviour* 8 (2024) 190-193.

[2] American Statistical Association, ASA Policy on Naming Awards and Scholarships, ASA Board of Directors, 2020. <https://www.amstat.org/docs/default-source/amstat-documents/ASA-Policy-on-Naming-Awards-and-Scholarships.pdf>