

Updated Jan. 2016

Administration Terms of Reference for the CIC Catalysis Division's Canadian Catalysis Lectureship Award

Sponsored by the Canadian Catalysis Foundation (CCF), the Canadian Catalysis Lectureship Award is awarded in alternate years with the RB Anderson Award. The awardee will be recognized as a leader in a particular field of catalysis or someone who has completed a high-impact or controversial piece of work, but is not widely recognized. The award is restricted to Canadians, currently working in Canada in the area of catalysis and is intended to provide exposure to other Canadian scientists and engineers. The lectures will be presented in 4-6 locations including at least two other regions of Canada (BC, Prairies, Ontario, Quebec, Maritimes) outside that of the awardee's home university.

Award Details: Selection of the Award winner will be made, without regard for age, gender, nationality or affiliation, by the Members-at-Large on the CIC Catalysis Division Executive. The award consists of a \$1500 honorarium and \$5000 towards travel and, if applicable, lodging and local expenses. Travel should be completed by April of the year following the award announcement. All nomination packages must be sent electronically as a single pdf file to the Awards Committee Chair **by January 31 each even year.**

Duties of Award Committee Chair: Send out first Call for Nominations to Catalysis Division members on December 1, then reminders one month later on January 1 and on January 24, one week before the deadline. In February all nominations are forwarded to the Members-at-Large for their votes. On completion of the process, the Catalysis Division Chair is notified promptly of the results. Letters are then sent to the awardee and the unsuccessful nominees.

Selection Procedure: The Awards Committee Chair (the Vice-Chair of the Catalysis Division Executive) compiles and circulates the nominations to the Members-at-Large who rank them. If the rankings are close, a conference call is held to discuss the nominations and then another vote is held. The Awards Committee Chair chairs the call but does not vote. The Awards Committee Chair cannot submit nominations. Nominees can be nominated an unlimited number of times but a new nomination must be submitted each cycle. To avoid conflicts of interest, members of the Catalysis Division Executive are ineligible for the award during their tenure on the executive.

Tour Organization: The Catalysis Division Vice-Chair will work with the awardee and the potential host universities to ensure that at least two other regions of Canada outside that of the awardee's home university are included in the lectureship tour. Economy airfare and/or train fare will then be reimbursed **up to \$5,000**. Host universities will be asked to cover lodging and local expenses for the awardee's visit. In exceptional cases, a portion of the \$5,000 can be used for lodging and/or local expenses if approved **in advance** by the Vice-Chair.

Duties of Tour Organizer: After the Awards Committee has informed the awardee of their selection, the Catalysis Division Vice-Chair will:

- 1) Contact awardee to arrange tour: discuss potential host universities and tour dates, obtain a biography and photograph of the award winner, and a seminar abstract.
- 2) Working with awardee, arrange tour schedule to maximize impact and minimize cost.
- 3) Contact host universities to get tour onto seminar series, obtain commitment for lodging, 2 meals and local expenses, and send them awardee's biography, photo and abstract.
- 4) Prepare submission for publication in ACCN, and posting on Division website.
- 5) Write letters of thanks to awardee and host universities, and ensure that the expenses are submitted promptly.

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Expenses and Receipts: Scanned receipts will be sent by the awardee and/or the host university to the Catalysis Division Vice-Chair for approval and then original receipts will be sent to the CCF treasurer for reimbursement.

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**Appendix: Award Nomination Form for the CIC Catalysis Division's
Canadian Catalysis Lectureship Award**

Date of Nomination:

Nominator Name and Email Address:

Award Name:

Name of Nominee:

Title:

Address:

Website:

Tel. No.:

Fax. No.:

Email:

The recipient will present catalysis lectures at 4-6 locations including at least two other regions of Canada (BC, Prairies, Ontario, Quebec, Maritimes) outside that of their home university.

Initialing here ____ indicates that the nominee has been made aware of, and is willing to abide by the conditions of the award.

The nomination must include the following:

1. Public Summary of Nominee - not to exceed 150 words and to be published on the Division website if the Nominee is successful.
2. Biographical Sketch – maximum of 1 page; provide a description of the impact of the nominee's research work, and indicate why the nominee should receive the award.
3. Abbreviated Curriculum Vitae – maximum of 8 pages; include educational and employment history.

All of this information must be submitted electronically in a single pdf document to the Awards Committee Chair **by January 31 in even years.**