

Administration Terms of Reference for the CIC Catalysis Division's RB Anderson Award

1) RB Anderson Award: Sponsored by the Canadian Catalysis Foundation (CCF), the RB Anderson Award, named after the prominent Canadian catalysis researcher, is awarded every two years (alternate years to the Canadian Catalysis Lectureship and North American Catalysis Society's Burwell Lectureship). The awardee will be an internationally recognized leader in the catalysis field, without regard for nationality or location at which the research was carried out. The awardee will present two lectures at the Canadian Symposium on Catalysis; one educational lecture on the Sunday afternoon before the opening reception, aimed towards graduate students and post-doctoral fellows, and one research-based plenary talk during the symposium.

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, one year in advance of the Canadian Symposium on Catalysis. The long lead-time is required to ensure that the awardee can attend the Symposium. The award consists of \$5000 towards travel, lodging and local expenses and a \$1500 honorarium. All nomination packages (Appendix) must be sent electronically as a single pdf file to the Awards Committee Chair **by January 31 each odd year.**

Duties of Award Committee Chair: Send out first call for Nominations to Catalysis Division members on November 1 each even year, then reminders two months later on January 1 and one week before on January 14. 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 (generally the Secretary-Treasurer 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.

Expenses and Receipts: The award winner will receive a complementary conference registration and will be reimbursed for economy air travel, lodging and local expenses at the symposium venue up to a total of \$5,000 CAN. Scanned receipts will be sent by the awardee to the Catalysis Division Vice-Chair for approval and then original receipts will be sent to the CCF treasurer.

Duties of Nominator of the Award Winner

- 1) Contact award winner to arrange travel to Canadian Symposium on Catalysis.
- 3) Prepare submission for publication in ACCN, and also send to Division website editor.
- 4) Distribute biography and abstract to Symposium Chair for website advertising.
- 6) Continue to follow up on travel arrangements.
- 7) Write a letter of thanks to awardee, and work with Vice-Chair and CCF to ensure that the expenses are handled promptly.

Updated Jan. 2016

Appendix: Award Nomination Form for the CIC Catalysis Division's RB Anderson 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 attend the next Canadian Symposium on Catalysis and present two lectures.

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 in the Newsletter and on the website if the Nominee is successful.
2. Biographical Sketch – maximum of one 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 eight 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 of each odd year.**