

Guidance note for the Awards 2012

The IOP Awards recognise and reward outstanding achievements by physicists working in industry, business and research as well as contributions made to physics outreach and education and the application of physics and physics-based technologies.

Making a nomination

All nominations for the 2012 Awards must be submitted using the nomination form available on the website. Proposers are asked to read this guidance before submitting a nomination. Nominations are considered by the Institute's Awards Committee, which then makes recommendations to Council.

Proposers should also read the terms of reference for each award, which can be found on our website at <http://www.iop.org/about/awards>. A list of previous medallists can also be found here.

The closing date for the receipt of nominations is **Friday 13 January 2012**. Completed nomination forms should be sent by email to **awards@iop.org** or alternatively by post to;

Claire Copeland
Institute of Physics
76 Portland Place
London, W1B 1NT

Eligibility

Those eligible for awards should have made a substantial contribution to the development or reputation of physics in the UK or Ireland. The Isaac Newton Medal of the Institute of Physics is open to anyone.

Nominees for the Isaac Newton Medal should not normally have received a Nobel Prize.

Those who are currently paid employees of the Institute, those under contract to the Institute, members of Council and members of the Awards Committee are not eligible for awards. Any nominations received for a person in one of these positions, will be held over for consideration at the next sitting of the Awards Committee, after they have stepped down from their position.

It is possible that, in some cases, someone previously under contract to the Institute might become eligible as their contract comes to an end. In such cases, work performed for the Institute would not normally be considered for an award, unless it was above and beyond what might have been reasonably expected.

The Maxwell medal, Moseley medal and Paterson medal are our Early Career Awards. Council has defined 'early career' as those individuals in the first 12 years of their career (allowing for any career breaks), for example, following the award of a first degree. Nominees must be within this period before 31 July in the year which the medal is to be awarded. For example, a person nominated for the 2012 Paterson Medal, who has had no career breaks, must have received their first degree no earlier than 31 July 2000.

****Proposers should note that this definition of early career is a change from previous years.**

In addition, the awards are given in order of seniority; i.e. no one who has won a Subject Award may be awarded an Early Career Award and so on.

COMPLETING THE NOMINATION FORM

Section (1) – Award

Please indicate which award is most suitable for your nominee. The Awards Committee reserves the right to move a nominee to another category if appropriate.

Section (2) – Nominee

Please use one nomination form per award if you are nominating the same person for more than one award.

Nominating teams: for teams of up to three people, please complete an additional first page (i.e. section 2) for each member of the team. Where a team exceeds three people please nominate a team representative to act on behalf of the team and to be listed as the nominee (section 2). Individual team members should be credited in the citation (section 4).

If submitting a nomination for an Early Career Award please tick the box to indicate that the nominee meets the eligibility criteria.

Section (3) – Proposer

Nominees must be proposed by another; self-nominations will not be accepted.

Section (4) – Citation

The citation is similar to a record of achievement that documents the contribution the nominee has made to their chosen area of endeavour and highlights the significance of that contribution. It may be for one or two major achievements or a body of work. It should be no more than 300 words and should be written for a scientifically literate lay person. The full citation is a crucial factor when the Awards Committee considers the nomination.

Nominations for individuals in the industry and business communities

The IOP welcomes nominations from the business and industry communities. These nominations may be for an individual or for a team within an organisation who have made a significant contribution to the development of research or applied physics which may result or have resulted in an industrial application.

Information in support of these nominations should highlight the impact and significance on the organisation of the nominee's or team's achievement. Such evidence may include measures such as patents and IP registered, external funding attracted, projects instigated or implemented, sales achieved or other measures of growth.

Section (5) – Referees

The proposer, before completing this form, should seek the co-operation of up to three referees, at least one of whom must be external to the nominee's place of work (they need not be from international institutions). Referees will be asked to provide a supporting statement of no more than 300 words to complement the citation provided by the proposer.

Referees need not be a physics expert but should be familiar with the work of the nominee as indicated in the citation and be able to comment on the significance of the nominee's contribution. They will also be asked to confirm the accuracy of the information provided by the proposer.

For a nomination to be considered by the Awards Committee at least two supporting statements must be received. The Institute will contact referees to request supporting statements after the nomination has been submitted and the closing date for nominations has passed. To assist referees the first two pages of the nomination form and the terms of the award will be sent to them.

The deadline for receipt of supporting statements is **Friday 24 February 2012**.

The supporting statements are also a crucial factor when the Awards Committee considers the nomination.

Section (6) – Supporting evidence

The Awards Committee will look primarily at the strength of the citation and supporting statements when considering a nomination. However, it is also helpful for the committee to see a biographical statement and so should be included in the nomination.

Biographical statement

The proposer should include a brief biographical statement of the nominee. If including a curriculum vitae, this should be no longer than two pages.

Additional information

Other supporting material may be included if relevant to the nomination. This should be no longer than two pages in total. If including publications or academic papers to demonstrate significant contributions in the nominee's chosen area of endeavour, note that a full publication list is not required, please list a maximum of ten (with dates).

Section (7) – Confirmation

Please sign or type your name or add a scanned signature at the end of the form to confirm that the details provided are correct.

Personal data provided on the nomination form may be held and processed by the Institute of Physics. A summary of the Institute's data protection policy is obtainable from the Institute on request.