Group Prizes Guidelines

Publicity

Details of the prizes including the call for nominations and announcement of the winner should be circulated to group members by email, advertised on the group website and included in newsletters (where applicable).

Eligibility

Group prizes should follow an open and fair process of nomination and be consistent with the law and Institute policy.

Those who are currently paid employees of the Institute, members of Council and members of the group committee are not eligible for prizes. These exclusions apply at the time of the meeting to ratify the prize winner except in the case of group committee members where the exclusion will apply from the time of nomination.

Group prizes at conferences may be open to all regardless of the entrants geographical location and nor does the entrant need to hold membership to the Institute. However, specific criteria are left to the discretion of the group (providing it meets with Institute policy).

Groups are encouraged to promote diversity. Groups may use specific criteria for a prize if they are trying to promote widening participation (i.e. encouraging underrepresented groups). For example prizes may be aimed physicists in the early stages of their career. Note, however, that such criteria should not be worded as to discriminate on grounds of age. Council has defined “Early Career Awards” as applying to those individuals in the first 12 years of their career (allowing for career breaks), e.g. following the award of a first degree.

Categories of prize and monetary value

- Oral presentation/poster prizes – the Institute’s contribution is limited to £100.
- Best paper / Best essay / Thesis prizes – the Institute’s contribution is limited to £250.
- Prizes for outstanding contribution – no financial contribution. NB groups should present no more than one outstanding contribution prize
- Outreach – no financial contribution

The cash limit on prizes includes not only the winner’s money but any money given for third and second places too. Groups may present multiple prizes but the overall limit still applies e.g. five poster prizes of £20 or one poster prize of £100.

Outstanding contribution and outreach prizes should not have a monetary value and should be limited to the presentation of a framed certificate.

Groups cannot ‘save up’ money by presenting the prize in alternate years in order to offer a higher prize value. Groups may present a prize of a higher value than the stated guidelines only if additional sources of income are found to cover the increased cost. Any increase in value to an existing prize must be ratified by the Groups Committee before an agreement is made.

Groups who wish to present more than one prize must demonstrate that they are of sufficient size to administer them and that there is no overlap with existing prizes or awards. If a group presents more than one prize then the annual prize budget of that group should not exceed the equivalent of £3 x number of group members.

Last revised – May 2016
Selection

The process of selection should be fair and transparent. The selection process should be explained in the call for nominations.

Presentation

A certificate should accompany group prizes. These should be arranged through the Science Support Officer (SSO). Please also contact the SSO to arrange for prize payments to be made.

Exemptions

Prizes which are awarded jointly between a group and another organisation will be considered on a case by case basis; flexibility of the cash limits will be dependent on the involvement of the joint organisation. Prizes with an endowment and specific terms are exempt. All prizes must comply with current legal requirements and are subject to the same revalidation process; requests for new prizes must be ratified by the Groups Committee.

Revalidation

Group prizes will be revalidated every five years, unless otherwise determined by the Groups Committee.

Prizes not validated

Prizes that have not been validated may not be awarded. The validation process is ongoing, meaning that new prizes may be submitted to the Groups Committee at any time, to be validated at an appropriate meeting.

Revisions to validated prizes must also be submitted to the Groups Committee for approval.
# Group prizes validation form

<table>
<thead>
<tr>
<th>Group name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of prize</td>
<td></td>
</tr>
<tr>
<td><strong>Type of prize</strong></td>
<td><strong>Best oral presentation</strong></td>
</tr>
<tr>
<td>Prize amount</td>
<td>£</td>
</tr>
</tbody>
</table>

**Purpose of prize**

*Why do you want to present this prize? What will it achieve? E.g. to recognise research in a sub discipline of a particular area?*

**Terms of reference**

*What will it be presented for? How often will it be presented? E.g. the prize will be presented annually for the best presentation in the area of xxx at the group conference*

**Eligibility**

*Who can be considered for the prize? Are there any restrictions? E.g. any student from a UK or Irish institution having completed their thesis in the last two years*

**Who nominates**

*Who nominations a person for consideration? E.g. self-nomination, all eligible poster presented will be considered*

**Selection process**

*Who will select the winner and how will they do this? E.g. a winner will be selected by a sub-set of the group committee after review of all submitted nominations*

**Confirmed by GC:** Yes [ ] No [ ] Date: ____________________

Last revised – May 2016