

Society of Environmental Toxicology and Chemistry

Global Awards Committee Standard Operating Procedure

Objectives

The Society of Environmental Toxicology and Chemistry (SETAC) recognizes and honors the outstanding contributions of individuals or teams to the field of environmental science and the Society through its Awards Program. The Global Awards Committee (GAC) has been developed under the auspices of the SETAC World Council (SWC) and is charged with supporting the program by:

- Soliciting nominations for global awards
- Designating a committee member to be responsible for the oversight, review, and selection of individual awards. It will be the responsibility of each designee to:
 - Select a panel of reviewers
 - Oversee the review process
- Reviewing the overlap between global and regional awards
- Reviewing reviewer criteria for each award to ensure clarity and fairness
- Providing awardee recommendations to the SWC once a year
- Updating the awards program as needed
- Recommending members of the GAC

Membership

The SWC will oversee the programming of the GAC. The members of the GAC will ideally be composed of one representative from SETAC North America and SETAC Europe and at least one representative from SETAC Africa, SETAC Asia-Pacific or SETAC Latin America. Since the SWC approves all awards, SWC members should refrain from serving on the global awards committee. The overall composition of the committee should reflect sectoral balance, as much as possible, and reflect representation among the geographic units. Further, the steering committee should be balanced with an eye to diversity, equity and inclusion principles. It should also consider experience to reflect the views of a diversity of SETAC members, including younger and more senior scientists.

The chair(s) of the GAC will be identified by the President of SETAC and presented to the SWC for approval. The chair(s) will oversee the nomination of additional committee members. It is envisaged that the committee will comprise no more than five members. All proposed committee members will be presented to the SWC for approval. Membership on the GAC is for three years. The term of membership may be extended, subject to approval by a majority vote of the GAC and approval by the SWC. No more than half of the members should be replaced in any given year. The Global Executive Director (GED) or their designee and a GED-appointed staff liaison, who serves as committee secretary, are ex officio, non-voting members of the committee.

The chair or co-chair will convene in-person or online meetings at least two times a year. They will convene planning meetings or business meetings as needed. The chair or co-chair will also be responsible for providing the written award recommendations to the SWC.

When recommendations to the SWC are solicited, the steering committee should strive to reach decisions based on consensus, but if consensus cannot be reached, a simple majority can be used.

Members of the committee are not eligible to receive awards during their term.

Review Panels

Each award will be reviewed by a review panel, typically comprising a team of 6 to 8 reviewers who will undertake the review assessment. Total membership of an award review panel will vary depending on the needs of the award (e.g., a large group of nominees for the SETAC Fellows Award may require many reviewers). Each review panel will be led by a member of the GAC; this person will not be a voting member of the panel. Reviewers are not GAC members, but GAC members can serve as reviewers.

Reviewer experience, qualifications and scientific expertise should match the scope and needs of the award. The GAC will define the desired expertise and experience needed for each award. Appointments to such review panels will be made with a goal, where possible, of representation from the three membership sectors (i.e., business, government, and academia), maintaining gender balance, and having representation, to the extent possible, from all SETAC GUs. Composition of the review panel will consist of a combination of new and experienced reviewers to ensure temporal consistency in reviews.

The review panels will be assembled three months before the awards application deadline, to ensure a timely review process. The reviewers may not contribute in any manner to any nomination (e.g., nominator, written letters of recommendation) or have a “conflict of interest” associated with award nominees. After the application deadline, a SETAC staff member will check the list of nominators and those who have written letters of recommendation against the list of proposed reviewers and inform the committee about possible conflicts. Reviewers with conflicts will be excused. Each reviewer will agree to maintain the confidentiality of the submitted nomination packets and can opt out from the review if a conflict of interest exists that was not noticed before. SETAC staff will track agreements and abstentions.

Global Awards

Founders Award

The Founders Award is the most prestigious SETAC award and the recipient must have made outstanding contributions to the development of the science, consistent with the goals of SETAC.

- Promote research, education, communication, and training in the environmental sciences.
- Promote application of interdisciplinary environmental sciences in managing environmental stressors.
- Participate in scientific interpretation and communication of exposure to and effects of environmental stressors, ecological risk assessment and/or management, and solutions for global environmental problems.
- Provide forums for communication and interactions among professionals on a multi-sector, interdisciplinary, and multinational basis on environmental issues.
- Develop principles and practices for sustainable environments, considering appropriate ecological, economic, and social aspects.

Eligibility: Membership in SETAC is not a prerequisite for the Founders Award. Individuals with an acknowledged career in any aspect of the environmental sciences, such as research, technical or regulatory contributions, and who have contributed to the development of our understanding of the influence of human activity on the environment, are eligible for the Founders Award.

Nominees may not self-nominate. Unsuccessful nominees will have the opportunity to update their package and reapply for up to two subsequent years.

Application instructions: The application package must contain all the material requested to be considered for the award. Applicants are responsible for submitting **seven** items that should complement one another:

- **One** nomination letter. The following must be addressed in the nomination letter or attachments to the nomination package:
 - The relative degree to which the nominee has promoted research, education, communication, and training in the environmental sciences. You may consider the nominee's impact on graduate students, other scientists, and academic, government, and/or industrial institutions.
 - The demonstrated participation in scientific interpretation and communication of exposure to and effects of environmental stressors, ecological risk assessment and management, and solutions for global environmental problems.
 - The demonstrated application of interdisciplinary environmental sciences in managing environmental stressors, and provision of forums for communication and interactions among professionals on a multi-sector, interdisciplinary, and multinational basis addressing environmental issues.
- **Three** additional letters of support.
- **One** list of the ten most important publications AND indicate the value of each to the field and provide detail about the nominee's specific contribution to each. We encourage the use of [CRediT taxonomy](#) to define the nominee's contributions. Defining value to the field will vary, but may include metrics with context; for example, an altmetric score may accompany broad coverage in the press; citation information may include references to your publication in policy reports and/or other academic journals.
- **One** description of two or three lifetime contributions and/or a description of seven or eight significant career achievements. Please do not highlight any more than ten items and keep this document to no more than five pages.
- **One** CV of no more than five pages.

Nominees will be asked to return a disclosure form before the nomination package is sent for review.

Review process: Nominations will be evaluated independently by a GAC-appointed review panel using a weighted rubric on a scale of 1–9, with one indicating that the nominee does not reflect the criteria and nine indicating that the nominee strongly reflects the criteria. The reviewers will be asked to review the merit of the application against the criteria and not against other applicants. The GAC will then discuss the panel's determination to select the candidate to be recommended to the SWC. A summary of the award nominees and the highest scoring applicant will be presented to the SWC for approval. If an agreement is not reached by the GAC, a resolution will be made by the SWC.

The chair of the GAC will communicate the recommended winner's name and a brief outline of their attributes to the SWC. The SWC confers the award, not the GAC; therefore, the winner's name must remain confidential until SWC has conferred the award. Staff will inform the award evaluators of the successful nominee(s) after the winner(s) have been notified. After the successful nominee(s) are notified by the SETAC Executive Director or the SWC President, staff will also inform unsuccessful nominees and nominators.

Award procedure: The Founders Award will be announced at each regional annual meetings in the given year. The awardee may choose at which meeting they wish to receive the award in person. The award includes a plaque, the cost of travel to the meeting and related expenses up to \$1500 USD, and registration associated with attending the regional meeting of the winner's choice.

Fellows Award

The SETAC Fellows Award recognizes members demonstrating both (i) significant long-term scientific or science policy contributions, and (ii) service and leadership within SETAC. Fellows constitute a body that has demonstrated long-term achievement in science or science policy and possesses institutional knowledge of SETAC. While there is no upper limit to the number of Fellows, a target of approximately 1–2% of the active membership is expected to hold this prestigious recognition. There is no specified number of recipients in a given calendar year.

Eligibility: This is a life-time achievement award, so nominees must be active SETAC members with 10 or more years' membership and a career of at least 15-years. If a new affiliate or chapter merges with SETAC, membership in the affiliates or chapters will count toward the eligibility requirement.

Application instructions: Nominees may not self-nominate. To avoid duplication of effort, nominators should contact SETAC staff prior to preparing a nomination package.

The individual making the nomination should communicate with the nominee when compiling the supporting information. This is particularly important in describing the nominee's five major lifetime contributions to science and/or policy issues relevant to SETAC, which may not be evident from reading the nominee's curriculum vitae. Nominees will be asked to return a disclosure form before the nomination package is sent for review.

The application package must contain all the material following the descriptions below to be considered for the award:

- A nomination letter outlining the eligibility of the nominee. The letter should describe the following supporting information and include each bulletized item as attachments.
 - A listing of committee memberships and leadership roles at the regional or geographic unit (GU) level of SETAC
 - Details of workshop participation in science and science policy (SETAC and others)
 - An overview of presentations at SETAC regional or GU meetings (an average of one presentation as author or co-author per year for the last five years would normally be expected)
 - A list of five and no more than 10 of the nominee's most important publications in peer-reviewed journals, publicly available government policy documents, or reports of international organizations on which the nominee was the primary author or a major contributor.

- A description in short paragraphs of five and no more than 10 major lifetime contributions of the nominee to science and/or policy issues relevant to SETAC.
- An abbreviated curriculum vitae for the nominee of no more than five pages
- Two additional support letters, only one of which can be from the current home institution of the nominee. The letters should explain why the nominee should be considered for the SETAC Fellows Award.

Review process: Nominations will be evaluated independently by a GAC-appointed review panel using the criteria outlined in the Fellows reviewer guidance. The GAC will then discuss the panel's determination to select each recipient. Successful applicants will score ≥ 4 in all evaluation categories. A summary of the award nominees will be presented to the SWC for approval. If an agreement is not reached by the GAC, a resolution will be made by the SWC.

The SWC confers the award, not the GAC; therefore, the winner's name must remain confidential until SWC has conferred the award. Staff will inform the award evaluators of the successful nominee(s) after the winner(s) have been notified. After the successful nominee(s) are notified by the SETAC Executive Director or the SWC President, staff will also inform unsuccessful nominees and nominators.

Award procedure: The GED will notify the new slate of Fellows. Fellows will be recognized at all GU annual meetings, and officially presented with their award at the meetings of the GU in which they are a member or will be in attendance. Fellows who cannot attend a GU meeting will receive their award by mail. The award includes a certificate and a pin.

Exceptional Service Award

This award recognizes any past or present SETAC member who has performed long-term, exceptionally high-quality service to the Society.

Eligibility: The nominee must be a SETAC member and have provided long-term, exceptional service to the Society.

Application instructions: Applicants may self-nominate or be put forward by a past or present SETAC member. The nomination must be accompanied by documentation of service made to SETAC. Unsuccessful nominees will have the opportunity to update their package and reapply for up to two subsequent years.

The application package must contain all the material requested to be considered for the award:

- A nomination letter outlining the eligibility of the nominee that includes documentation of service to SETAC.
- Three letters of recommendation. Each letter should provide an explanation for eligibility and detail the nominee's excellent standing among their colleagues, as well as their duration and extent of service to SETAC.

Review process: Nominations will be evaluated independently by a GAC-appointed review panel on a scale of 1–5, with one indicating that the nominee does not reflect the criteria and five indicating that the nominee strongly reflects the criteria. Each nomination packet will be judged on the applicant's time as governance leader, involvement in volunteer activities, support of SETAC meetings, engagement with membership and mentorship, and contributions to scientific discourse through SETAC outlets, such as

the journals. The GAC will then discuss the panel's determination to select the recipient. A summary of the award nominees and the highest scoring applicant will be presented to the SWC for approval. If an agreement is not reached by the GAC, a resolution will be made by the SWC.

The SWC confers the award, not the GAC; therefore, the winner's name must remain confidential until SWC has conferred the award. Staff will inform the award evaluators of the successful nominee(s) after the winner(s) have been notified. After the successful nominee(s) are notified by the SETAC Executive Director or the SWC President, staff will also inform unsuccessful nominees and nominators.

Award procedure: The GED will notify the winner. The Exceptional Service Award will be announced at each annual meeting in the given year. The awardee may choose at which meeting they wish to receive the award in person. The award includes a plaque, the cost of travel to the meeting and related expenses up to \$1500 USD, and registration associated with attending the meeting of the winner's choice.

ICA Award for Metals Research

The International Copper Association (ICA) Chris Lee Award for Metals Research is awarded annually and is sponsored by ICA and was initiated by the society to recognize the leadership and technical contributions by the late Chris Lee. It provides up to US\$5,000 to a single graduate student or recent graduate who has focused on research related to the fate and/or effects of metals in the environment. A key consideration for this award is that the recipient will continue research on metals-related environmental issues, and funding will be provided by ICA toward the recipient's ongoing research.

Eligibility:

- Nominees must be a graduate student or recent graduate (less than 2 years since the completion of their studies) who is expected to continue research in metals-related environmental fate and/or effects issues.
- Nominees must have published in a peer-reviewed journal on metals-related subject within two years prior to the award date (prior to the year the nomination packet being submitted).
- Nominees must be an active SETAC member at the Explorer level or higher

Application instructions: Any individual, group or organization can nominate nominees. Self-nominations are acceptable. An application package containing, in order, the following materials must be submitted to be considered for the Award.

- Curriculum vitae of no more than 5 pages, including education, employment and volunteerism history, awards and recognition, peer-review publications (with DOIs), technical reports, presentations, workshops and meetings, and professional memberships.
- A letter of no more than 5 pages, describing their research and its contribution and/or impact to their research area, and their future research plans, plus any biographical information, such as outside interests, volunteer work, or personal statements.
- Three letters from any of their major professors, graduate committee members, or research associates who are familiar with both their work performance and the nature of their research.

Nominees will be asked to return a disclosure form before the nomination package is sent for review.

Review process: Nominations will be evaluated independently by a GAC-appointed review panel on a scale of 1–5, with one indicating that the nominee does not reflect the criteria and five indicating that the nominee strongly reflects the criteria. Each nomination packet will be judged on the on the quality and originality of the research and the contribution of the nominee, the significance of the findings to the metals industry, and the proposal to continue their work in the field. The GAC will then discuss the panel's determination to select the recipient. A summary of the award nominees and the highest scoring applicant will be presented to the SWC for approval. If an agreement is not reached by the GAC, a resolution will be made by the SWC.

Award procedure: The GED will notify the winner. The ICA Chris Lee Award will be announced at all SETAC annual meetings and is presented at the meeting of the recipient's choosing. The award consists of a plaque, a cash award of \$5,000 USD, and complimentary registration to the annual meeting where the award will be presented.

Award requirement: Please notify SETAC any article, paper, or manuscript prepared with support from the Award at awards@setac.org. Publications resulting from work supported by the Award should bear the following statement:

"This research was made possible [in part] by the ICA Chris Lee Award for Metals Research and the Society of Environmental Toxicology and Chemistry (SETAC). Its contents are solely the responsibility of the author(s) and do not necessarily represent the official views of ICA or SETAC."

SETAC Journals Best Paper Awards

See ET&C Best Paper SOP, IEAM Best Paper SOP, Best Student Paper SOP

A note about all awards: While it is preferable to have one overall winner for each award, there may be instances where either no winner, or more than one, is recommended by the Committee to the SWC. There is no obligation to award a winner every year.

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