

**EUROPEAN FEDERATION OF PSYCHOLOGISTS'
ASSOCIATIONS
PROCESS FOR GRANTING AWARDS**

OCTOBER 2021

European Federation of Psychologists' Associations Process for granting awards

EFPA's awards are made according to a process approved by its Executive Council and developed in conjunction with its Board of scientific affairs. The current process has been put in place following a 2020/2021 review of both the awards portfolio and process. The process aims to place robustness and transparency at the heart of all EFPA does in offering and evaluating nominations for awards, in the interests of awarding innovation and excellence while promoting equality, diversity and inclusion in psychological research, practice, and allied work.

1. Award purpose and criteria

Each award has its own specific profile. This profile is described in the fact sheet for the respective award, together with clear criteria applicable to the different fields of psychology and an equality statement about openness to all who meet the criteria. Information about EFPA's portfolio of awards is available at <https://www.efpa.eu/activities/awards>

Nominations

Nominations are to be made as specified in the call for nominations, this will generally be by the Member Associations (MA). The nomination should comprise:

- A statement (not to exceed 1,000 words) from the MA (or other nominating institution). addressing how the nominee has met the criteria for the award, signed by the President, CEO or other appointed officer.
- Supporting documentation which may include:
 - Curriculum Vitae not exceeding 4 pages in length
 - 2 letters of recommendation
 - a list of publications and presentations at national and international conferences.
- A statement confirming the individual making the nomination has no conflict of interest (eg close personal relationship). If there is found to be a conflict of interest that has not been declared, the nomination will be set aside.

Where the work is carried out as part of a team, except in the case of a team nomination, nominations should make it clear what the individual contributed and how this differed from others.

The submission of the documents will be online with an online form to make the nomination and to submit the supporting documents. Supporting documents should be in pdf format and any picture or logo should be in jpg format.

2. Awarding Committee

EFPA will set up an Awarding Committee comprising individuals with appropriate expertise. The awards committee will generally comprise 5-7 members. The membership will include:

- EFPA President (the President chairs the Awarding Committee)
- EFPA EC Member
- A representative with current expertise and experience related to the award from EITHER the Co-operating association or institution OR EFPA Working Group. A second expert can be included if the circumstances of the award indicate it is necessary.

- A representative of the Co-operating association or institution
- EFPSA representative (if the award is related to students)
- A volunteer from the Member Associations with experience in making awards

EFPA will work to achieve diversity in relation to gender, age / career stage, European region, and other criteria as reasonably practical.

All those involved in the selection sign a declaration of their personal interests (code of conduct).

3. Awarding Procedure

The criteria against which selection will be made will be specified in the fact sheet for each award. These will generally include:

- Depth of engagement with the area of focus of the award
- Demonstrable research or practitioner contribution
- Advancement of the discipline / practice of psychology and legacy to others
- Impact of the activity on people / organisations/ communities / society as a whole - Contribution to equality
- Fit to the specific criteria of an award (including career stage, team vs individual for example)

The individual or team nominee's contribution to the aims of the award will only be assessed using the information provided as part of the nomination process and will not draw on other knowledge held by members of the Awarding Committee.

The Awarding committee scores the nominations according to the award criteria on a scale of 1-5 (where 1 = weak, 3 = Good and 5 = exceptional) and scores are aggregated, averaged and summarised. A threshold total score is set in advance, below which an award cannot be made, this will generally be over 50% of the possible total score that can be achieved.

A video conference is held at which the awarding committee discusses the nominations and makes the award. If necessary a vote will be taken. The rationale for the choice is documented in a short minute for the record.

The awarding process will be reviewed by the Executive Council to determine if the process has been carried out in accordance with EFPA's procedures as documented in this policy. The decisions of the Awarding Committee will then be confirmed.

An electronic system for the evaluation will be considered for cost and time effectiveness and used once available.

4. Record keeping and data retention

Records of the awards round (nomination papers and assessment) will be kept for two years by EFPA to allow for any queries to be addressed, after which the nomination information about individuals will be destroyed.

Aggregate data about numbers of applications will be retained to enable review of the popularity and progress of the awards.

5. Timeline

The timeline will vary according to operational demands related to each award round. The timetable for each round will be issued separately online.

6. Presentation of Awards

Where the award is endowed, it will be presented jointly by the EFPA President and donor representative. Arrangements for presentation for each round will be decided by EFPA.

7. Review

The EC will gather feedback as appropriate from MAs, nominees, co-operating institutions, members of the Awarding Committee and other stakeholders as part of continual improvement of the process. Lessons learned will be integrated into the process for the subsequent round.

Procedure agreed by EFPA Executive Council, October 2021