



# PROCESS FOR GRANTING AWARDS

# European Federation of Psychologists' Associations AISBL

## Process for granting awards

This awarding process was first put in place following a review and revision of EFPA's awards and awarding process that concluded in 2021. The process is updated as necessary following each awarding round. 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 Members. The nomination should comprise:

- A statement (not to exceed 1,000 words) from the Member (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, European and international conferences.
- A statement confirming the individual making the nomination has no conflict of interest (e.g. close personal relationship). If there is found to be a conflict of interest that has not been declared, the nomination will be set aside.
- Confirmation in accordance with the General Data Protection Regulation (GDPR) that the nominee is informed of the fact that their personal data will be shared with EFPA and that consent has been obtained to share their personal data with EFPA for the purposes of processing and evaluation of the nomination, and publication in the event the award is made.

Where the work is carried out by the individual nominee as part of a team, except in the case of the nomination of a team to receive the award, nominations should make 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 Awarding Committee will generally comprise 5 members. The membership will generally include:

- EFPA President (the President chairs the Awarding Committee)
- EFPA Other Director
- A representative with current expertise and experience related to the award from EITHER the Co-operating association or institution OR EFPA Working Group, Ad Hoc Working Group, EuroPsy Committee, or (at the invitation of EFPA) from the Scientific Committee of the current European Congress of Psychology. A second expert can be included if the circumstances of the award indicate it would be helpful.
- A representative of the Co-operating association or institution
- EFPSA representative (if the award is related to students)
- A volunteer from a Full Member with experience in the process of making awards (the main focus of this individual being in relation to the quality of the process)

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 require 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 summary both for the record and for use in the letter to the successful nominee.

The awarding process will be reviewed by the Board of Directors or the Executive Director acting on their behalf to determine if the process has been carried out in accordance with

EFPA's procedures as documented in this policy before the decisions of the Awarding Committee are announced.

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

#### **4. Record keeping and data retention**

Records of the awards round (nomination papers and assessment) will be kept for two (2) 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 Board of Directors or Executive Director will gather feedback as appropriate from Members, 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.

EFPA Board of Directors, June 2025

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