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**SECTION 7
NOMINATIONS AND AWARDS**

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I NOMINATION AND AWARDS COMMITTEE

Purpose

The Committee shall prepare a slate of candidates to be nominated for positions on Council which will be vacant as of the next Annual General meeting. If there is more than one candidate for a given position, the Committee will conduct an election. The Committee shall work with the Head Office to solicit applications for annual CSCC Grants and Awards. The Committee shall review all applications and will select recipients. The Committee falls under the umbrella of the Professional Affairs Division (PAD). The PAD Head is a member of the committee. The President-Elect may be invited as a guest at a request of the Committee Chair. The President-Elect may offer an opinion but may not vote. CSCC President may be invited to attend Committee meetings near the end of the term to ensure continuity.

Appointment of Committee by Council

1. At its First Meeting, Council shall appoint the Committee on Nominations - a Chair, usually but not necessarily the immediate Past President, and two Full Members, usually but not always Past Presidents, whose knowledge and awareness of the membership is current. The PAD Head will attend quarterly Committee meetings and will serve as a liaison between the Committee and the Council.
2. Prior to the First Meeting of Council, the incoming President may informally approach Members likely to serve on the Committee.
3. At its First Meeting, Council shall ratify the new membership and chair of the Committee, and outline for the Committee a schedule to meet deadlines relating to the date of the following year's Annual Meeting
 - * the date for the Call for Nominations
 - * the date for the Committee's report to Winter Council
 - * the date for the newsletter announcement of the proposed slate
 - * the schedule will be posted on the Council Activities Calendar
4. No member of the Committee on Nominations shall serve more than six (6) consecutive years.

Manner of Conducting Business

1. The Committee will meet on a quarterly basis. Head office will organize meetings. President and President-Elect may be invited to meetings as needed. Business shall also be carried out by correspondence / telephone / video conference call / fax / electronic mail as necessary.

Nominations Procedure

1. After acceptance of the Council's appointment, the Chair shall determine which positions on Council will be vacated as of the Annual General Meeting of the following year.
2. The Committee will develop a slate of candidates to fill the vacancies on Council by calling for nominations from the general membership, and by generating nominations from among the Committee members. The Committee must propose at least one candidate for each position, and is encouraged to put forward more than one name per vacancy, where possible, to encourage elections for positions.

3. Nominations from General Membership
 - A notice calling for nominations from the general Membership for the stated positions shall be sent to the Newsletter Editor in such time that it will appear in the issue that is two editions before the closing date for nominations. The protocol for making nominations may be quoted from the By-Laws (Article 11.1). A call for nominations will also be posted on the website and sent by email to all members.
 - The notice shall emphasize the closing date for nominations, usually 1.5 months before the Second Council meeting.
 - If the Chair's report to Second Council Meeting must be prepared before this date, the report shall specify that it has been written before the closing deadline.
 - Nominations from the general Membership shall be signed by two (2) Members qualified to nominate, one of whom shall act as the proposer, and shall be accompanied by the written consent of the nominee. CSCC members can nominate themselves for open positions on council.
 - Nominations received by the Chair after the announced deadline shall be held for consideration for the following year, providing the nominee is in agreement.
4. Nominations generated by the Committee
 - At the same time as nominations are being sought from the general Membership, the Committee shall propose suitable candidates and approach them about their willingness to let their names stand. After appropriate discussion with Committee members, the Chair will choose whether he/she or a Committee member will approach a prospective candidate.
 - A letter of acknowledgement from the candidate indicating his/her acceptance of the nomination should be sent to the Chair.
 - The Committee Members may consult with Members of Council, with the Provincial Section executive committees and with any Society Member in their consideration of possible candidates appropriate to the position(s) to be filled.
5. The Chair shall advise all nominees, before their names are put forward, of the following:
 - the commitment required and the requirement to abide by the volunteer agreement
 - the requirement to sign a conflict of interest statement
 - the policy guidelines on reimbursement of expenses
 - the requirement to provide a brief curriculum vitae in either (i.e., one) official language.
 - the nominees shall also be requested to acknowledge in writing that they recognize the time and financial commitment required which they will in turn discuss with their appropriate administrator, to seek agreement and commitment from the administrator toward fulfilment of the responsibilities.
6. The Chair of the Committee shall consult with the Chair of the CACB Nominations Committee, to ensure that no individual is nominated for both CACB Board and CSCC Council.
7. The Chair shall submit reports/budget, as required to Council.

Elections

1. Members Elected by Acclamation

1. The Chair shall write to each candidate informing him/her that he/she is elected by acclamation. Copies of these letters shall be sent to the CSCC President, members of the Nominations and Awards Committee, and Head Office.
2. The Chair of the Nominations and Awards Committee will prepare a report for the newsletter with the names and brief CVs of those acclaimed to positions on Council.

2. Election

1. In the event of an election and after approval of the proposed list of nominees by Council, the Chair of the Nominations and Awards Committee shall inform the candidates of the necessary election prior to the announcement in the newsletter. The Chair must ensure the election is conducted in accordance with the CSCC By-Laws.
2. After approval by Council, the proposed slate, along with the brief CVs, shall be sent by the Chair to the Newsletter Editor for publication in the next issue of the newsletter. The report shall make no distinction between those nominations received from the general Membership and those generated by the Committee itself. The proposed slate shall also be emailed to all members and published on the website.
3. An electronic ballot, accompanied by the brief CVs, shall be posted on the website and made available to all voting members in accordance to the voting timelines as outlined in the current By-Laws.
 - * The voting instructions shall be in both official languages.
4. The President shall appoint a Full Member of the Society, who is not standing for office, to act as Scrutineer for verifying the count of the votes. The election shall be overseen by the Society's Executive Director.
5. The outcome shall be reported to the Chair and to Council. The report shall include the number of ballots cast, spoiled or rejected, the number of votes per candidate, the declared winners, and the percentage of members who voted.
6. Head Office, on behalf of the Chair shall write to each candidate informing him/her of the results of the election. Copies of these letters shall be sent to the CSCC President, members of the Nominations and Awards Committee, and Head Office.
7. The Chair shall ensure that the names of the winners of the election are published in the newsletter and posted on the website.
8. The Chair of the Committee shall be prepared to act according to the By-Laws whenever an election for an office result in a tie.

Vacancies in Office

1. The Chair of the Committee shall be prepared to act according to the By-Laws whenever Council declares a vacancy in the office of President-Elect. Please consult CSCC By-Laws for details on the procedure

II AWARDS MANUAL

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1. INTRODUCTION

Each year the Society honours several distinguished individuals working in the field of Clinical Biochemistry through its Awards Program. The success of the Awards Program depends on the financial support of many companies and the timely coordinated effort of many individuals. This manual is written as an aid for those individuals. To ensure smooth operation, the procedure outlined in Appendix A should be rigidly adhered to.

The purpose of this manual is to help guide the Nominations and Awards Committee, the Conference Planning Committees and Head Office, as well as to serve as a reference for Council and Head Office. The manual was first prepared by Dr. J.G. Hill in 1978 and has undergone many revisions. Thanks go to all those who have devoted so much time and energy over the years to prepare and improve this manual.

The Nominations and Awards Committee in conjunction with the Professional Affairs Division and Head Office are responsible for keeping this manual up-to-date. No changes should be made to any parts of this manual without the full discussion and approval of the Nominations and Awards Committee, and the Head of PAD.

The date of the most recent revision is indicated on the front of the manual.

2. GENERAL PROTOCOL

2.1 AWARDS AND GRANTS

2.1.1 The CSCC has established four awards to honour recipients in the following categories:

- CSCC Award for Outstanding Contribution to Clinical Chemistry
- CSCC Award for Research Excellence
- CSCC Award for Education Excellence
- CSCC Award for Innovation in Laboratory Medicine

The recipients are chosen by the Nominations and Awards Committee. Their names and a brief summary of their contributions are presented to Council for confirmation at the winter meeting. The CSCC President then informs the recipient of each award.

The Outstanding Contribution and Excellence Awards consist of a framed certificate and an honorarium. The Innovation Award consists of a trophy. Presentation of each award is made at the Annual Meeting of the Society. The recipient is expected to be present to receive the award but is not expected to give a talk but may say a few words. Awards can be given posthumously.

2.1.2 The CSCC Trainee Travel Grant, to encourage research presentations by Trainees in Clinical Chemistry, is awarded to individuals to subsidize the cost of attending the Annual Meeting. The recipients are expected to present a poster or give an oral presentation of their research work at the Annual Meeting.

The Nominations and Awards Committee selects the recipient(s).

2.1.3 The recipients of the Best Poster Awards are selected by a panel of judges consisting of the person from the Conference Planning Committee who is responsible for posters, the Editor-in-Chief of *Clinical Biochemistry*, and a member of the Nominations and Awards Committee, or their designates.

The Awards consist of an honorarium and a certificate and are presented at the Annual General Meeting of the Society.

- 2.1.4 The CSCC Grant for Leadership and/or Administration, is open to applicants who are CSCC members to support activities which enhance leadership and/or administration in laboratory medicine.

The Nominations and Awards Committee selects the recipient(s) from eligible applications. The names are presented to Council for confirmation at the winter meeting.

The Grant consists of a framed certificate and the grant amount which is determined based on the application. A maximum of \$3,000 is available. The grant is not formally presented.

- 2.1.6 The CSCC Trainee Elective Visit Grants are open to applicants who are CSCC members who are enrolled in an accredited Canadian training program to support short-term visits (i.e. elective visits) to other laboratories providing trainees in laboratory medicine with a unique opportunity to augment their skill sets.
- 2.1.7 The CSCC Provincial Education Grants are provided to provincial societies to support the provision of educational activities for their members. A maximum of \$1,000 per year is available to each provincial society. Grant requests are reviewed by the CSCC Treasurer in conjunction with Head Office. Once approved, funds are disbursed upon receipt of invoices.
- 2.1.8 The CSCC Travelling Lecture Grants are provided to host cities to hospitality extended to the Travelling Lecturer. A maximum of \$1,000 per lecture is available to each host city. Grants requests are reviewed by the CSCC Treasurer in conjunction with Head Office. Once approved, funds are disbursed upon receipt of invoices.

2.2 ACTION TIMETABLE AND ASSIGNMENTS

The "CSCC Awards Performance Schedule" in Appendix A shows the timing required for each of the tasks involved and the role that each of the participants plays in order to ensure completion of each task by the deadline dates. Please note that each of the following have essential parts to play.

Head Office
Nominations and Awards Committee, including PAD Head
Conference Planning Committee
Newsletter Editor

2.3 NOMINATIONS AND AWARDS COMMITTEE RESPONSIBILITY FOR THE MANUAL

The Nominations and Awards Committee is responsible for keeping this manual up to date. No one should change any of the guidelines in this manual without full discussion and approval by the Nominations and Awards Committee. Any recommendations agreed upon by the Nominations and Awards Committee should then be forwarded to the CSCC Council for its final decision.

3. AWARDS AND GRANTS

3.1 CSCC AWARD FOR OUTSTANDING CONTRIBUTION TO CLINICAL CHEMISTRY

3.1.1 Terms of Reference

1. The Award shall be presented as a mark of recognition of outstanding achievement in and/or contribution to the field of clinical chemistry.
2. The Award shall usually be presented annually, but if in the opinion of the Awards Committee no suitable candidate is available in any year, the Award shall not be made.
3. A framed certificate and an honorarium in the amount of \$1,500 shall accompany the Award. The balance of \$1,500 remaining after the honorarium shall be used to meet the administrative expenses, the production of the framed certificate, and to make a contribution towards expenses involved in ensuring the attendance of the recipient at the Annual Conference of the Society.
4. The Nominations and Awards Committee shall choose the recipient of the Award.
5. The Nominations and Awards Committee shall report its choice to the Council of the Society at its Winter Meeting in the year for which the Award is made.
6. The President of the Society will notify the recipient(s) of the award and inform the sponsor of the name of the recipient(s) of the Award not later than March 1, in the year for which the Award is made.
7. The recipient of the Award is not usually expected to give an address or give a paper, but the Award and the reading of the citation shall usually be made at the Annual Conference of the Society. A representative of the sponsor shall be invited to participate in the presentation.
8. No formal nomination procedure is specified, but members of the Society may propose suitable candidates to the Nominations and Awards Committee through the Head Office of the Society. Curriculum vitae and any other suitable documentation in support of the nominee must accompany nominations from the membership. Proposals shall be solicited annually in the Newsletter, website, and email/listserv of the Society.
9. The amendment of these Terms of Reference is the responsibility of the Council, subject to the concurrence of the sponsor of the Award. Council of the Society and the corporate sponsor of this award should review these terms of reference a minimum of once every 5 years.

3.2 CSCC AWARD FOR RESEARCH EXCELLENCE

3.2.1 Terms of Reference

1. The Award shall be presented to an individual or group, as a mark of recognition of their contribution to research directly or indirectly related to clinical chemistry in Canada.
2. The Award shall usually be presented annually, but if in the opinion of the Awards Committee no group or individual is available in any year, the Award shall not be made.
3. The Award shall be accompanied by a framed certificate and by an honorarium in the amount of \$1,500. The balance of \$1,500 remaining after the honorarium shall be used to meet the administrative expenses, the production of the framed certificate, and to make a contribution towards expenses involved in ensuring the attendance of the recipient at the Annual Conference of the Society.
4. The Nominations and Awards Committee shall choose the recipient(s) of the Award.
5. The Nominations and Awards Committee shall report its choice to the Council of the Society at its Winter Meeting for the year for which the Award is made.
5. The President of the Society will notify the recipient(s) of the award and inform the sponsor of the name of the recipient(s) of the Award not later than March 1, in the year for which the Award is made.
7. The recipient(s) of the Award is (are) not usually expected to give an address or present a paper, but the Award and the reading of the citation shall usually be made at the Annual Conference of the Society. A representative of the sponsor shall be invited to participate in the presentation.
9. No formal nomination procedure is specified, but members of the Society may propose suitable candidates to the Awards Committee through the Head Office of the Society. Curriculum vitae and other suitable documentation in support of the nominee must accompany nominations from the membership. Proposals shall be solicited annually in the Newsletter, website, and email/listserv of the Society.
9. The amendment of these Terms of Reference is the responsibility of the Council of the Society, subject to the concurrence of the sponsor of the Award. Council of the Society and the corporate sponsor of the Award should review these Terms of Reference a minimum of once every five years.

3.3 CSCC AWARD FOR EDUCATION EXCELLENCE

3.3.1 Terms of Reference

1. The Award shall be presented to an individual or group as a mark of recognition of outstanding contribution to education in the field of clinical chemistry.
2. The Award shall usually be presented annually, but if in the opinion of the Awards Committee no suitable candidate is available in any year, the Award shall not be made.
3. A framed certificate and an honorarium in the amount of \$1,500 shall accompany the Award. The balance of \$1,500 remaining after the honorarium shall be used to meet the administrative expenses, the production of the framed certificate and to contribute towards the expenses involved in ensuring the attendance of the recipient at the Annual Conference of the Society.
4. The Nominations and Awards Committee shall choose the recipient(s) of the Award.
5. The Nominations and Awards Committee shall report its choice to the Council of the Society at its Winter Meeting in the year for which the Award is made.
6. The President of the Society will notify the recipient(s) of the award and inform Beckman Coulter Canada Inc. of the name of the recipient(s) of the Award not later than March 1, in the year for which the Award is made.
7. The recipient(s) of the Award is (are) not usually expected to give an address or present a paper, but the Award and the reading of the citation shall usually be made at the Annual Conference of the Society. Representatives of the sponsor shall be invited to participate in the presentation.
8. No formal nomination procedure is specified, but members of the Society may propose suitable candidates to the Nominations and Awards Committee through the Head Office of the Society. Curriculum vitae and other suitable documentation in support of the nominee must accompany nominations from the membership. Proposals shall be solicited annually in the Newsletter, website, and email/listserv of the Society.
9. The amendment of these Terms of Reference is the responsibility of the Council, subject to the concurrence of the sponsor of the Award. The CSCC Council and the corporate sponsor of the Award should review these Terms of Reference a minimum of once every five years.

3.4 CSCC AWARD FOR INNOVATION IN LABORATORY MEDICINE

3.4.1 Terms of Reference

1. The Award shall be presented to an organization, working group/committee, or clinical laboratory in Canada that has distinguished itself by outstanding accomplishment through innovation in the field of Clinical Chemistry, or Pathology and Laboratory Medicine for projects where a CSCC member was directly involved. This award is intended to encourage and recognize excellence in Clinical Laboratory Services especially in the role of improving the quality of health care, improving patient outcomes, and promoting a positive public image to clinical laboratories and laboratory professionals.
2. Eligible organizations for this award include:
 - 2.1. Private, Academic and Government Clinical Laboratories and Laboratory divisions.
 - 2.2. Rural and Regional Clinical Laboratories and Clinical Laboratory Departments.
 - 2.3. CSCC or other non-profit working group/committee
3. Laboratories or organizations demonstrating outstanding accomplishments in one or more of the following areas completed within the last two calendar years are eligible for consideration:
 - 3.1. Innovation in strategic planning and implementation of laboratory services based on best practices.
 - 3.2. Innovation in development of new laboratory programs (e.g. new tests, facilities, and changes in practice).
 - 3.3. Innovation in teaching and education.
 - 3.4. Promotion of a positive public image for laboratory medicine.
4. Nominations for this award will be received from members of the CSCC to the Awards Committee through the Head Office of the Society. Nominations for this award will include:
 - 4.1. A summary of the accomplishment(s) of the nominated organization/group with supporting documentation.
 - 4.2. A letter of support from a CSCC member involved in the project for which the organization is being nominated.
 - 4.3. A letter of support from the nominee's organization administrative team
5. Nominees having received this award within the last 3 years will not be eligible to receive this award for a current year.
6. Nominations for this award shall be solicited annually in the Newsletter, Website, and email/listserv of the Society.
7. The Award shall usually be presented annually, but if in the opinion of the Awards Committee there is no suitable candidate(s) available in any year, the Award shall not be made.
8. The CSCC supporting member and a representative from the administration of hospital, institution, or an organization represented in the project will be invited to accept the award (plaque and display item) at the CSCC Annual Meeting banquet. The award will be presented by a representative from the sponsor. If applicable, the award will cover airfare, accommodations and expenses for 2 nights for both recipients, as per the CSCC Travel Guidelines. Photographs and a brief summary of the award will be provided to the hospital or institution for their publication.
9. The Nominations and Awards Committee shall select one of the nominees for the Award for recommendation to Council of the Society.

10. The Nominations and Awards Committee shall report its recommendation to the Council of the Society for approval at its Winter Council meeting in the year for which the Award is to be made.
11. The President of the Society will notify the recipient organization of the Award, and inform the sponsor of the name of the recipient of the award, not later than March 1 in the year in which the Award is made.
12. The recipient of the Award is not usually expected to give an address, but the Award and the reading of the citation shall usually be made at the Annual Conference of the Society.
13. The amendment of these Terms of Reference is the responsibility of the Council, subject to the concurrence of the donor of the Award and should be reviewed at least every five years.

3.5 CSCC AWARDS TO ENCOURAGE RESEARCH PRESENTATIONS BY TRAINEES IN CLINICAL CHEMISTRY (TRAINEE TRAVEL GRANT)

3.5.1 Terms of Reference

1. The purpose of these awards is to enable Clinical Chemistry trainees to benefit from attendance at the Annual Scientific Meeting of the CSCC, to meet with their colleagues and to encourage the presentation of their research.

Preference will be given to applicants who are CSCC members or membership applicants. The scientific presentation should be on work carried out by the candidate as part of their current training program.

Criteria:

- Applicants must be trainees in an accredited CACB or RCPSC clinical or medical biochemistry training program
 - Preference will be given to final year trainees in clinical or medical biochemistry training program.
 - Preference will be given to individuals who have not previously received the grant
 - The abstract applicability to clinical biochemistry will be clinical > analytical > basic research; preference will be given to multiple abstract presenters; work must have been performed at the training centre
 - Travel distance to the conference
 - Balanced distribution across training programs
 - At least one abstract must be submitted and accepted for presentation
2. Council shall determine the annual budget for the amount to be given for the awards in any given year, and the Nominations and Awards Committee shall determine the amount to be given to each selected recipient, which will be based on the expected travel, hotel and registration expenses of each recipient. Awards shall be presented to individuals who are enrolled either in a CACB-accredited clinical biochemistry training program or in a Royal College of Physicians and Surgeons of Canada-accredited medical biochemistry training program.
 3. The awards shall be presented annually. If in the opinion of the Nominations and Awards Committee there are no suitable individuals available in any year, these awards shall not be made.
 4. The award(s) will be formally presented at the CSCC Annual General Meeting, and they will also be acknowledged in the meeting program.
 5. The Nominations and Awards Committee shall choose recipients of these awards, based on consensus, and with consideration given to the following criteria:
 - a. Program year of trainee. Preference will be given to final year applicants
 - b. Non-recipient of Trainee Award in previous year. Preference will be given to individuals who had not previously received the Trainee Travel Award.
 - c. Quality of the Abstract. Only abstracts describing work done during traineeship at a CACB accredited training centre will be considered. Abstracts will be evaluated based on the amount of work involved in the study and the applicability of the results to the practice of Clinical Biochemistry. Preference will be given to clinical abstracts with order of preference: clinical>analytical>basic research. Preference will be given to trainees presenting more than one abstract at the conference.
 - d. Distance to travel to conference and associated costs. Preference will be given to non-local trainees with lowest preference assigned to trainees residing in the venue city of the conference for the particular year of the award.
 - e. Where possible awards will be distributed across 2 or more training programs.

6. A notice will be inserted in the October issue of the CSCC News requesting applications from individuals in training positions in Clinical Chemistry. The closing date for applications should be the last day in February before the CSCC Annual Meeting.
7. A training program director or supervisor must present the names of possible recipients of the awards. Each award is conditional upon acceptance at the CSCC Annual Meeting of a poster or oral presentation of research work carried out by the trainee
8. The Nominations and Awards Committee shall report its choice to the Council of the Society no later than two months before the Annual Meeting in the year for which the award(s) are made.
9. The recipients of the award should submit a travel budget in advance to the CSCC Treasurer. An appropriate advance payment can be made by the CSCC with a covering letter stating that the recipient must accept responsibility for returning the full sum to the Society if there is a failure to attend the meeting for a reason unacceptable to the CSCC Council.
10. The President of the Society will notify the recipient(s) and inform Siemens Healthcare. Of the names(s) of the recipients of the awards not later than two months before the Annual Meeting in the year for which each award is made.
11. The amendment of these Terms of Reference is the responsibility of the CSCC Council, subject to the agreement of the sponsor of the awards. The CSCC Council should review these Terms of Reference at least once every five years.

3.6 CSCC TRAINEE ELECTIVE VISIT GRANT

3.6.1 Terms of Reference

Short-term visits (i.e. elective visits) to other laboratories provide trainees in laboratory medicine with a unique opportunity to augment their skill sets. This can include learning a new technique and seeing how another laboratory works. Such visits also provide opportunities to form novel collaborative relationships with current and future colleagues.

CSCC provides a limited number of Trainee Elective Visit Grants of up to \$2,000 per grant each year in support of this important facet of laboratory medicine training.

Eligibility Requirements

1. Applicants must be members of the CSCC.
2. Applicants must be enrolled EITHER in a CACB-accredited clinical biochemistry training program OR in a Royal College of Physicians and Surgeons of Canada-accredited medical biochemistry training program.

Additional Requirements

1. The Host Laboratory must perform clinical service in biochemistry, hematology, microbiology, immunology, genetics, and/or a related area.
2. The Host Laboratory must be located outside of the home city of the Applicant's training program.
3. Funds must be used within one year of being awarded or before completion of the training program, whichever is earlier.
4. Successful Applicants must submit a summary article of their visit to CSCC News before completion of their training program. The article should describe goals that were achieved during the visit and how Applicants plan to apply their new knowledge in the future. Applicants should coordinate the length and timing of their articles with the Editor in Chief of the publication.

Application Process

An application form can be found on the CSCC website (Awards and Grants section). Applicants are to send their completed application form, together with all other required materials, to CSCC Head Office (office@csc.ca). Applications are accepted on an on-going basis throughout the year.

Awarding Of Grants

CSCC Head Office will forward all applications to the Head of CSCC Professional Affairs Division who will then appoint up to three (3) reviewers per application. All reviewers are required to be CSCC members; one should be the Head of Education and Scientific Affairs, one should be a member of the Nominations Committee, and one should be a CSCC Councillor if there is no conflict of interest. In awarding the grants, preference will be given to Applicants who will be in their final year of study during the proposed visit and/or have not previously received a CSCC Trainee Elective Visit Grant. Whenever possible, grants will be distributed across two or more training programs each year. Head Office will notify Applicants of the reviewer panel's decision within one (1) month of receiving applications.

3.7 BEST POSTER AWARDS

3.7.1 Terms of Reference

1. The CSCC Best Poster Awards are given at the Annual Conference of the Society to the author or group of authors of each of the three posters selected by an independent panel of judges.
2. A poster is eligible if at least one author is a CSCC member and none of the authors is a member of the panel of judges.
3. Each Award will consist of \$200 and a framed certificate. The Awards will be presented at the Banquet or at some other suitable occasion during the conference. Following the presentation, CSCC staff will remove the certificates from the frames and after the conference will have them inscribed with the winners' names and then return them to the winners. There is only one framed certificate per award. In the case of multiple authors, copies of the certificate will be made available to each author.
4. The panel of judges will include the person from the Conference Planning Committee (CPC) who is responsible for posters (or another CPC member), the Editor-in-Chief of *Clinical Biochemistry* (or their designate from the Editorial Board), and a member of the CSCC Awards Committee (or their designate). The Editor-in-Chief of *Clinical Biochemistry* will chair the panel. At their discretion, these judges can appoint additional judges as required.
5. Posters will be classified by the panel of judges as representative of either "basic" or "applied" research. The marking schemes will be as follows: "Basic" – Originality (20%), significance (40%), Degree of Scientific/Technical Challenge (25%), and Presentation (15%); and "Applied" – Originality (10%), Significance (40%), Degree of Scientific/Technical Challenge (30%), and Presentation (20%). The three awards will go to the highest scoring poster in each classification and the next highest scoring poster regardless of classification.
6. The CSCC President shall be invited to participate in the presentation of the Awards.
7. These Terms of Reference are subject to any restrictions that may be negotiated for Joint Meetings.
8. The amendment of these Terms of Reference is the responsibility of the CSCC Council, subject to the concurrence of the corporate sponsor.

3.8 CSCC GRANT FOR LEADERSHIP AND/OR ADMINISTRATION

3.8.1 Terms of Reference

1. The Grant shall be presented to a member of the CSCC to support leadership and/or administrative contributions in the field of Clinical Chemistry or Pathology and Laboratory Medicine. This award is intended to encourage and support the administrative and leadership role of Laboratory Physicians and Scientists including (but not limited to):
 - a) administrative positions in hospitals, universities, private laboratories, government and industry,
 - b) participation in committees of Provincial, National and International professional and regulatory agencies,
 - c) leadership role in the strategic planning and implementation of laboratory services.
 - d) leadership in the development of new programs and initiatives
2. The Grant shall usually be presented annually, but if in the opinion of the Awards Committee no suitable candidate(s) is available in any year, the Grant shall not be made.
3. Recipients of the Grant shall receive a maximum of \$ 3000 donated by Abbott Diagnostics and a framed certificate. This grant is to be used to support and facilitate the administrative/leadership activities of the recipient (e.g. travel expenses associated with participating on national/international committees (e.g. IFCC, WHO, NIH, etc.), presentations at conferences, educational courses in administration and management.
4. The Nominations and Awards Committee shall choose the recipient of the Award.
5. The Nominations and Awards Committee shall report its choice to the Council of the Society at its Winter Council meeting in the year for which the Grant is made.
6. The President of the Society will notify the recipient(s) of the Grant and inform the sponsor of the name of the recipient of the grant not later than March 1 in the year in which the Grant is made.
7. The recipient of the Grant is not usually expected to give an address or present a paper, but the Grant and the reading of the citation shall usually be made at the Annual Conference of the Society. A representative of the sponsor shall be invited to participate in the presentation.
8. Candidates will submit an application to the Nominations and Awards Committee through the Head Office of the Society. Proposals shall be solicited annually in the Newsletter of the Society.
9. The amendment of these Terms of Reference is the responsibility of the Council, subject to the concurrence of the donor of the Award and should be reviewed at least every five years.

3.9 CSCC GRANT FOR EDUCATIONAL ACTIVITIES AND PROFESSIONAL DEVELOPMENT

3.9.1 Terms of Reference

1. The Grant(s) shall be presented to a Full member(s) of the CSCC to support their educational activities and/or development of the profession in the field of Clinical Chemistry or Pathology and Laboratory Medicine. The grant is intended to encourage and support Full CSCC members who require additional funding, beyond that provided by their employer, to attend national/international conferences or take additional courses, including (but not limited to):
 - a. Attendance at the CSCC annual meeting or another national or international meeting relevant to Laboratory Medicine
 - b. Visiting other laboratories to obtain specialized expertise in areas of Laboratory Medicine
 - c. Attendance at provincial, national, or international Courses, Workshops, Task Forces or Committees that promote professional development in Laboratory Medicine.
2. This grant is not intended to cover examination fees or related expenses
3. Candidates will submit an application to the Nominations and Awards Committee through the Head Office of the Society. The deadline for applications is November 30 each year. Candidates will submit with their application a statement explaining why this award is required, and a proposed budget. If their employer provides funds for education and travel, the candidates shall explain why these funds cannot be used for the purpose requested.
4. The grant shall usually be presented annually, but, if in the opinion of the Awards Committee, no suitable candidate is available, the Grant shall not be made. A maximum of three awards shall be given in any fiscal year.
5. Recipients of the Grant shall receive a maximum of \$3,000, sponsored by the CSCC Council. Awarding of this grant is subject to available funds from the CSCC. Grant amounts may be reduced, or the grant may not be funded in any given year, at the discretion of the Council.
6. The Nominations and Awards Committee shall choose the recipient(s) of the grant.
7. The Nominations and Awards Committee shall report its choice(s) to the Council at the Winter Council meeting in the year for which the grant is made.
8. The President of the Society will notify recipient(s) not later than March 1 in the year in which the grant is made.
9. Grant recipients must provide a full accounting of expenses not more than 60 days following completion of the funded activity.
10. The amendment of these Terms of Reference is the responsibility of the Council, subject to the concurrence of the donor of the Award and should be reviewed at least every five years.

3.10 PROVINCIAL EDUCATION GRANTS

3.10.1 Terms of Reference

The purpose of Provincial Education Grants is to assist provincial societies with the provision of educational activities for their members. To further this goal, funding is allocated in advance to each provincial section so that they can plan events with the assurance that funds will be available. Funds will only be disbursed following the actual event.

Amount of Grant: up to a maximum of \$1,000 payable upon receipt of invoices

Applications form can be downloaded from the CSCC website; see CSCC Awards and Grants section. An executive member of the provincial society will send application to the Head Office. The Head Office will forward the application to the Head of the Professional Affairs Division (PAD) to confirm application appropriateness.

3.11 TRAVELLING LECTURESHIP GRANTS

3.11.1 Terms of Reference

Purpose: Host cities are responsible for any hospitality extended to the Travelling Lecturer. Generally, this consists of a dinner on one of the nights the lecturer is in town. The host city is also responsible for an additional honorarium for the lecturer, if he/she is asked to give additional talks after the initial one. CSCC covers all other costs including travel, accommodation, and honorarium.

Amount of Grant: up to a maximum of \$1,000 payable upon receipt of invoices

Procedure For Travelling Lectureship Grant:

1. Application for the grant is to be made to CSCC Head Office, which will be forwarded to the Head of the Education and Scientific Affairs Division (ESAD) with supporting documentation of the event in the form of copies of the program and a proposed budget.
2. Request for reimbursement must be received at CSCC Head Office within 60 days from the event.
3. If a host does not have the ability to fund an event, application for an advance may be made to the Head Office. At the discretion of the ESAD Head and the Treasurer, funds can be advanced on the understanding that documentation of how the funds were used will be provided after the event takes place.

**APPENDIX A
CSCC AWARDS PERFORMANCE SCHEDULE**

Table 1: Summary of CSCC Awards/Grants and Main Features

For	Award for Outstanding Contribution to Clinical Chemistry	Award for Research Excellence	Award for Education Excellence	Award for Innovations in Laboratory Medicine	Awards to Encourage Research Presentations by Trainees in Clinical Chemistry	Trainee Elective Visit Grant	Best Poster Presentations at Annual Meeting	Grant for Leadership and/or Administration	Grant for Educational Activities and Professional Development	Provincial Education Grants	Travelling Lecture Grants
Current Sponsor	Siemens	Ortho Clinical Diagnostics	Beckman Coulter Canada	Roche Diagnostics	None	None	None	None	None	None	None
Form	Framed certificate & honorarium	Framed certificate & honorarium	Framed certificate & honorarium	Trophy	Maximum of 10 awards of up to \$1,000 each	Each grant is up to \$2,000	3 awards of framed certificates + \$200 each	Framed certificate an up to \$3,000	Framed certificate an up to \$3,000	Each grant is up to \$1,000	Each grant is up to \$1,000
Other Criteria	Presented to an individual	Presented to an individual or group	Presented to an individual or group	Presented to a group	Awardee must present a poster or oral presentation at Meeting	Application Form	One of the authors must be a member of the CSCC	Presented to an individual	Presented to an individual	Request by November 30 with program outline and budget	Request by November 30 with program outline and budget
Selected by	Nominations and Awards Committee	Nominations and Awards Committee	Nominations and Awards Committee	Nominations and Awards Committee	Nominations and Awards Committee	PAD-selected Panel as per Terms of Reference	Independent Panel as per Terms of Reference	Nominations and Awards Committee	Nominations and Awards Committee	CSCC Treasurer/Head Office	CSCC Treasurer/Head Office
When Named	Confirmed at Winter Council Meeting	Confirmed at Winter Council Meeting	Confirmed at Winter Council Meeting	Confirmed at Winter Council Meeting	Names presented to Council two months before meeting	Ongoing	At the Annual Meeting at a time set by the Conference Planning Committee	Confirmed at Winter Council Meeting	Confirmed at Winter Council Meeting		
When Presented	Banquet at Annual Meeting	Banquet at Annual Meeting	Banquet at Annual Meeting	Banquet at Annual Meeting	Annual General Meeting	Not formally presented	Banquet at Annual Meeting	Not formally presented	Not formally presented	Payable upon receipt of invoices	Payable upon receipt of invoices
For Complete Terms of Reference	Page 8	Page 9	Page 10	Page 11	Page 12	Page 15	Page 16	Page 17	Page 18	Page19	Page 20

APPENDIX B
BACKGROUND INFORMATION ON AWARDS AND GRANTS

In 1989 a change was made in the naming of the Awards to reflect the name of the Society more prominently. Also, two new Awards were introduced: The CSCC Award for Outstanding Contribution to the CSCC, and the CSCC Award for Outstanding Contribution to Education. In 1990 three Research Trainee Travel Awards were established.

The CSCC Award for Outstanding Contribution to the CSCC was established in 1994. In 1996, the CSCC assumed sponsorship of this award and the terms of reference were revised. This award became inactive in 2000 and was formally discontinued in 2007.

In 1995, Lectureships became the responsibility of the Annual Meetings Committee and in 1998 responsibility was transferred to the Education and Scientific Affairs Division.

The CSCC Grant for Leadership and/or Administration was established in 2006.

In 2007 the terms of reference of the Awards Committee were revised to designate the immediate Past President of the Society as the Chair of the Awards Committee.

The CSCC Young Investigator Award was established in 2008 and became inactive in xxxx.

The CSCC International Visitor Award was established in 1996. In 2007 this award was merged with the International Travel Grant (established in 2005) to create the International Exchange Grant. This award became inactive in 2015.

The CSCC Award for Innovation in Laboratory Medicine was established in 2015.

In 2018 the CSCC Trainee Elective Visit Grants were established, to support short-term visits (i.e. elective visits) to other laboratories provide trainees in laboratory medicine with a unique opportunity to augment their skill sets.

In 2022 the Nominations and Awards Committee was assigned to the Professional Affairs Division.