



Canadian Association of Psychosocial Oncology  
Association Canadienne d'Oncologie Psychosociale

## **New Investigator Award in Psychosocial Oncology Terms of Reference**

Approved January 9, 2018  
Revised: October 26, 2020

(Note branded for 2018 as CIHR – Institute of Cancer Research)

The award honours a new investigator for outstanding contributions to research in the field of psychosocial oncology. Candidates must be CAPO members within seven years of completing their postgraduate, fellowship or equivalent specialist training (defined as a PhD or MD or equivalent).

Recipients are distinguished by the level and quality of research output at this early career stage.

### **Award Coordination**

- Managed by the CAPO Awards Committee and CAPO Head Office.
- Call for Nominations released by no later 120 days before the annual conference.
- Nomination deadline is no later than 3 months before the annual conference or as determined by the committee.
- Review, approval and confirmation of winners by no later than 45 days before the annual conference.
- Presented annually (if suitable candidate) at the CAPO Conference.
  - Are awarded a trophy/plaque at the CAPO Conference. Award production managed by the CAPO Head Office.
- A Review Panel will be formed to select the award winner.

### **Eligibility**

- The nominee must be within seven years of completing his or her highest level of training (e.g., graduate training, medical or postdoctoral fellowship, or equivalent specialist training). Times of prolonged leave (e.g. medical leave, maternity leave, compassionate leave) should not be counted towards the seven years.
- Eligibility is limited to members in good standing of CAPO (for at least one year prior to the nomination).
- Award recipients must register and attend the annual CAPO conference (in person or virtually) in order to be eligible.

## Application Criteria

- Nominator must be a CAPO Member (Regular, Affiliate, Retired) in good standing.
- Application for the award will consist of:
  - A confidential letter of nomination from the nominator.
  - One letter of support from other individuals to whom the nominee is known, also specifying why the nominee meets the award description above (supporters need not be CAPO members).
  - Complete curriculum vitae, with details of specific termination dates of degrees and post-graduate training.
  - Statement from the nominee, not to exceed 500 words, highlighting significant research accomplishments in the area of psychosocial oncology.

## Application Process

- Complete nomination packages will be submitted electronically to the Chair(s) of the Awards Committee.
- Nominations and supporting documentation can be submitted in either French or English.
- If no suitable recipients are nominated, no award will be given.
- There is no monetary value to this award.
- Awards will be presented annually at the CAPO conference.

## Review Panel:

1. Annually the Awards Committee will form an Award Review Panel (s) for all awards.
2. The Award Review Panel shall endeavour include:
  - Five individuals called from:
    - A member from the CAPO Education Committee, the CAPO Clinical Practice Committee, CAPO Research Committee and the CAPO Awards Committee.
    - Additional representatives will be invited to participate, drawing from past award winners and the Patient/Family Representatives.
    - Panelist must declare conflicts of interest (e.g. working at the nominee's institution, previous research collaboration with the nominee) and should abstain from votes in which they would have difficulty being objective.
3. The panel will be responsible for reviewing submissions and recommending winners, the winners being determined by the nominee with the majority of votes for that award.
4. In the event of a tie vote, the last three CAPO past presidents, excluding the immediate past president (who are clear of any conflict of interest) will review the tied nominations and vote amongst themselves to select a winner.
5. The panel will recommend the award recipients to the Board of Directors.

## Note:

- This award was formerly (2015 – 2016) called the CAPO Early Career Investigator Award. Reference Funding agreement 2017-2019.
- Interpretation (Post PhD award, not for candidates)