**SRP Early Career Award (ECA) Guidelines**

1) The President-Elect appoints an ECA committee chair as late as the annual meeting in Sept./Oct.

2) If possible, the presiding chair of the ECA committee from the previous year serves as a regular member of the new committee. The new chair nominates a committee of 2 additional SRP members who ideally represent the major domains of psychopathology studied by the society (i.e., mood disorders, psychosis/ schizophrenia, personality disorders), resulting in a committee of 4 members total. Try to balance the committee based on gender. These members should range from mid-to-late career in development (i.e., post-tenure at minimum). These members are selected by the chair in consultation with the (now current) President, who approves the committee.

3) The SRP Secretary sends the call for nominations to the society in **November** with a due date in **mid-February**.

4) After the due date, the chair confirms with the secretary that all applicants are full members of SRP, an eligibility criterion for the award.

5) In **mid-late February**, the chair circulates a list of all applicants to the committee so that conflicts of interest can be identified.

*The remaining procedures are based on the notion that approximately 20 applications will be received; procedures could be reconsidered to accommodate a different volume of applications.*

6) After identifying conflicts, the chair assigns each committee an equal member of applications (that they are not in conflict with) to rate on a 1 - 5 scale, such that each applicant is independently rated by at least two committee members.  Higher scores reflect stronger applications. Ratings should be received by the chair by the **end of March**.

7) The chair then averages the two ratings for each applicant and selects the top 4 applicants who are then rated by the remaining other committee members (a phone conference may also be useful). A winner should be identified by the **end of April**.

8) The chair informs the winner and other applicants of the results (those who were unsuccessful albeit with strong records should be encouraged to reapply). Next, the chair notifies the board and the program committee of the winner (and runners-up), in case the program committee wants to hold a voices of the future symposium.

 9) About a month before the conference, the chair should remind the secretary to order a plaque for the winner.

10) The chair should plan to say a few words about the winner at the conference (e.g., at the awards cocktail party if that tradition continues). The chair can also make an introduction at the Faces of the Future symposium, if that event is held. If the chair also introduces this symposium, s/he should clarify that the speakers other than the ECA winner are persons in early career phases with the best oral talk submissions (to avoid the impression that these were runners-up for the early career award). Also, if possible, work carefully with the program chair to effectively program the Faces symposium (i.e., to avoid a clash of topics or especially competitive symposium placed at the same time). Before the awards event, make sure the early career awardee knows they will be invited to the stage, in case they want to say a couple words.