**Society for Research in Psychopathology**

 **Smadar Levin Award and SRP Travel Awards**

**Guidelines and Call for Applications**

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| **Objective** | To honor the memory of Smadar Levin, who left a lasting mark on psychopathology research before her untimely death, by recognizing the most outstanding poster presentation by a graduate student at each year’s Annual Meeting.  |

**Eligibility** Applicants must have completed research in psychopathology as a graduate student and be sponsored by a full member. In addition, applicants must be enrolled in graduate school **or** must have received the doctoral degree less than 6 months before the Annual Meeting at which the Award is conferred.

**Applications** Applicants must submit a proposal for a poster presentation at the upcoming Annual meeting and indicate at the time of submission that they intend to submit their poster for Smadar Levin Award consideration. A subset of applicants, called “preliminary finalists,” are invited to submit a complete description of their project by a deadline that is included each year in the Call for Abstracts. The complete description is a maximum of 1000 words, plus tables, figures, and references, and must include introduction/ hypotheses, methods, completed analyses, results, and discussion. Additionally, the applicant will include a brief statement describing their role in the project (e.g., concept, design, data collection, analysis); this will not count toward the 1000 word limit. The content of the supplement and poster should be essentially the same, although the form, format, and level of detail may differ (e.g., some method details may be omitted from the poster, material may be bulleted vs. in sentences, etc.). Preliminary finalists will be scheduled to present their poster at the first poster session of the Annual Meeting and must be available to discuss their work with the Award Committee members or their designees. Any applicant who fails to do so for any reason is dropped from consideration.

**Selection** Selection is made by the Smadar Levin Award Committee, consisting of at least 3 SRP full members. The Committee reviews the initial submissions and identifies a subset of “preliminary finalists,” who are invited to submit complete applications, which the committee reviews before the Annual Meeting. At the first poster session of the Annual Meeting, 2-3 committee members visit the posters of all preliminary finalists to discuss the research with the applicant. If necessary due to time constraints, the committee may request other SRP members to visit posters on their behalf.

 The committee may—but is not required to—select up to 5 additional applications to receive SRP Travel Awards.

**Criteria** The Committee’s evaluation includes the quality of the (1) complete description of the project, (2) poster, and (3) discussion with the applicant.

**Address** There is no address associated with the Smadar Levin or SRP Travel Awards.However, the Smadar Levin Awardee’s poster is displayed again at the final poster session of the Annual Meeting in which s/he receives the Award (e.g., often the Sunday morning poster session). A winner who is unable to attend the final poster session should make every attempt to find another person to take responsibility for putting up and taking down the poster.

**Award** Smadar Levin Awardees receive complimentary hotel accommodations and registration at the next Annual Meeting, as well as a ticket to this year’s and next year’s banquet (if applicable).

 SRP Travel Awardees receive $300 check at or soon after the meeting at which they win the award.

**Announcement** The Smadar Levin Awardee and his/her primary mentor, and the SRP Travel Awardeesand their mentors, are informed of the committee’s selections as soon as possible after the first poster session. Both Smadar Levin and Travel Awardees are free to disclose this information to whomever they choose.

Both Smadar Levin and Travel Awardees and their mentors are announced at the Annual SRP Member’s Meeting and at the award ceremony or banquet of the Annual Meeting.

 After the Annual Meeting, the Smadar Levin Committee Chair sends (or arranges to have sent to) the Awardee an award certificate. The format for this certificate is at the discretion of the Committee Chair.

**The Smadar Levin Award Committee Chair’s Handbook**

**(Contains additional information beyond what’s in the Guidelines above)**

**1)** The committee typically consists of the Smadar Levin Award Committee Chair, the Smadar Levin Award Committee Past-Chair (for continuity), and 1 or more additional members. Given the increasing number of applications, it is recommended that a minimum of four people serve on the committee (in 2016, due to the high number of submissions, 6 members were asked to serve on the committee.) Typically the incoming President selects the Chair at the Annual Meeting, and it is easiest also to confirm that the Past-Chair is able and willing to continue on the committee, and to solicit the third member at the Annual Meeting. It is best to include a cross-section of interests and faculty levels on the committee. Per the bylaws, committee membership must be approved by the Committee Chair in consultation with the President, and it is most expeditious for this to be done at the Sunday EB meeting prior to the subsequent year’s SRP meeting.

**2)** Work with the Program Chair:

(a) to get abstracts of all accepted poster submissions for which the students have indicated they would like to be considered for the Smadar Levin Award and

 (b) to decide on the deadline for submission of the complete descriptions.

**3)** When you have the abstracts, contact the committee members to develop a plan for

(a) reviewing the initial abstracts

(b) identifying the top 10-12 “preliminary finalists” who will be invited to submit complete descriptions of their research project (see *Appendix* 1 for template email with requirements/instructions), and

(c) dividing up the final submissions for review prior to the meeting.

(d) coordinating a plan so that any student(s) who may have a working relationship with one or more of the committee members is recused from reviewing any aspect of the student’s submission.

(d) Typically it’s a good idea for at least two committee members to review each submission, but depending on the number of submissions, you may need to develop some kind of triaging plan, and/or some phone, videochat, or e-mail discussion before the meeting as well.

4) In 2016, the Smadar Levin committee chose 11 finalists (in 2015, 12 finalists were selected) to be placed in the Thursday poster session (there is flexibility about this exact number). **This means that you will want to forward those finalists to the program chair by June 1 (and at least 2.5 months) before the conference.**  Those short listed applicants are also asked at that time to write a more complete description, and so it is important to give applicants as much time as possible to develop their complete application descriptions. The deadline for submission of complete descriptions should be included in the Call for Abstracts. A suggested timeline would include requesting extended written proposals by August 1, giving the committee 1 month to review proposals before the SRP conference.

Work with the Program Chair to determine the best way to contact the preliminary finalists, to solicit their complete project descriptions, and for them to submit their materials (this may vary depending on whether the website is used for submission process, etc.). It is recommended all preliminary finalists be notified by June 1st (and that this information is forwarded to the Program Chair) and a request for a fuller research report and deadline be sent at that time. All applicants not being considered further should also be notified at this time (see *Appendix 2* for suggested email template).

**4)** In 2015, after reading the longer summaries, the committee shrank the list of finalists to visit during the poster session to 6 (this number is at the discretion of the chair and the committee). The subset of “preliminary finalists to visit” should be a manageable number, ideally few enough to allow each member of the committee to visit with each applicant during the poster session but, if in doubt about including a few applicants “on the bubble,” depending on the number already selected, it may be best to be inclusive, as there is relatively little information in the written summaries on which to judge the final merit of a project. In 2016, the committee decided to visit all 11 finalists.

**5)** Prior to the meeting, contact Smadar Levin’s mother, Lia Levin, to invite her to attend the banquet. Her mother is older and typically does not travel. The best way to contact her is by email: liastarlev18@live.com. In the past, Ms. Levin has been responsive to emails within a week. It is recommended to send this email at least 1 month prior to the SRP conference.

**6)** Work with the Local Host to arrange for a room for the Committee to discuss the applications of the preliminary finalists before the poster session. Use this time to identify a “top set” (6-12, or whatever you are comfortable with) list to which you will pay special attention, and to review thoughts of the committee members ahead of time. Ideally, at least 2 committee members should visit the posters of all preliminary finalists. If the committee members decide they will not have time to visit some posters, they may request other SRP members to visit posters on their behalf. If this is done, be sure that those members are available to meet with the committee after the poster session. The committee should consider the quality of the work, but also the degree of contribution of the student (as compared to their advisor).

**8)** After the poster session, the committee and any designees should meet to select 1 SLA winner, and may (but are not required to) select up to 5 individuals to win “SRP Travel Awards.” As soon afterwards as possible, the Committee Chair should inform:

(a) the SLA and SRP Travel Award winners and their mentors of their selection, and ask the SLA Awardee (only) to attend the banquet at SRP’s expense and/or the awards ceremony (see *Appendix 3 and 4* for suggested email templates). At the awards ceremony, they should be prepared to come to the front of the room for a photograph when the awards are announced. If s/he will attend, find out her/his preference for the banquet meal (e.g., vegetarian, chicken, or fish). When informing the winners, obtain their e-addresses and surface addresses in case they need to be contacted about any aspect of their award and/or to be mailed their check or certificate.

(b) the SLA winner that s/he will receive complimentary hotel accommodations, registration, and banquet at next year’s Annual Meeting.

(c) all preliminary finalists who did not win an SLA or travel award that they did not receive an award (see *Appendix 5* for suggested email template).

(c) the current local host as soon as possible of the name and dinner preference of the winner and work with the local host to ensure that s/he receives a free banquet ticket.

(d) the SLA winner that his/her poster will be presented again (ideally in a prominent spot with something to designate that the poster is the SLA winner) at the final poster session (typically held on Sunday morning). If she is not able to attend, ask him/her to identify someone who can be responsible for putting up and taking down the poster.

(e) the Treasurer of the names of the SRP Travel Award winners, so s/he can give them check for $300 to use towards the next SRP meeting, if possible. Give their surface and e-addresses to the Treasurer, in case s/he needs to follow up on anything regarding the Award payments.

(f) the President, to be sure that announcement of the winners is on the Member’s Meeting Agenda and the Awards Ceremony list. The President typically asks the Committee Chair to announce the winners, but may choose announce them him/ herself, so coordinate with the President about this. Be prepared to share the names, titles of the posters, and the mentor names.

**9)** At the Member’s meeting, the SLA winner and his/her mentor are announced, and then each of the Travel Award winners and their mentors are announced by the SLA Committee Chair.

**10)** At the banquet, the Committee Chair says a few words about the SLA, using the information on the SRP website (see http://www.psychopathology.org/smadar\_levin/). Then the winner’s name, institution, sponsor/mentor’s name, and title of the presentation are announced. The winner is asked to stand for applause. Next, winners of the SRP Travel Award are announced, giving the same information as above. Each winner also is asked to stand for applause (either individually or as a group – your call).

**11)** After the meeting, prepare a certificate and mail it to the SLA winner. This can be done electronically using a canned certificate program or by hand if a professional calligrapher is available. SRP funds can be used to reimburse you for paying for the certificate (e.g., if a calligrapher is used) and for sending it, by sending the Treasurer the receipt for reimbursement.

**12)** After the SRP meeting, contact Lia Levin to let her know who won the Award. In addition, provide the SLA winner with Ms. Levin’s e-address and ask him/her to contact Ms. Levin to express what the award means to him/her, along with a copy of the poster. Note, however, there is no need to thank Ms. Levin (some previous Awardees have erroneously assumed that Ms. Levin funds the award).

**13)** After the meeting, update this document, if necessary, save it to a new name by changing the date, and upload it to the SRP Handbooks webpage: <http://www.psychopathology.org/category/handbooks> (userid: handbooks, pw: handbooks).

**14)** There is no set term for SLA Committee Chair. Some Chairs have done it for 2-3 years in a row; others have done it for only 1 year, so after you have selected the year’s Awardees, let the incoming President know whether or not you are interested in continuing for another year. If not, then let the new Chair know either (a) where this document is if it does not need updating, or (b) that you plan to update the document and will let him/her know how to access it as soon as you have uploaded it to the webpage. You are then finished as Chair, congratulations!

**Appendix 1**

Email template to contact the finalists before the conference

Dear [NAME],

On behalf of the Smadar Levin Award Committee for the Society for Research in Psychopathology (SRP), we are pleased to inform you that your poster "[TITLE]" has been selected as one of the preliminary finalists for further consideration at the SRP Annual Meeting. Congratulations!

We have a few details for you to read through for next-steps. As stated in the application instructions for the award, you should plan to submit a more detailed supplemental write-up of the project. It should be a maximum of 1,000 words, plus tables, figures and references; it must include the introduction/hypotheses, methods, completed analyses and results for all proposed study aims, and a discussion. The content of the supplemental material may be the same as the poster, although the form, format and level of detail may differ (e.g., some method details may be omitted in the poster or be bullet-pointed).

Additionally, please include a brief statement describing your role in the project (e.g., concept, design, data collection, analysis). This will not count toward the 1000 word limit.

Supplemental descriptions must be emailed (as a .doc or .docx attachment) to [NAME] at [EMAIL ADDRESS] no later than [DATE] by [TIME].

Preliminary finalists must attend the 1st poster session of the SRP Annual Meeting and be available to discuss their work with the Smadar Levin Award Committee members. This is a requirement for consideration of the award.

Sincerely,

[NAME]

Smadar Levin Award Committee Chair

[NAME]

[NAME]

[NAME]

[NAME]

[NAME]

Smadar Levin Award Committee Members

**Appendix 2**

Email template to contact the **NON-**finalists before the conference

On behalf of the [NUMBER] Annual Meeting of the Society for Research in Psychopathology and the Smadar Levin Award Committee, we are sorry to inform you that your poster submission has not been selected as a preliminary finalist for the Smadar Levin Award (or SRP Travel Award). We received many excellent submissions this year (well over 100), and we were limited in the number we could select as finalists.

The program committee will email you separately regarding the date and time of your poster session during the conference.

Again, we regret that we could not select your submission for further consideration and we hope that you will consider submitting your work for these awards in the future.

Best wishes,

[NAME]

Smadar Levin Award Committee Chair

[NAME]

[NAME]

[NAME]

[NAME]

[NAME]

Smadar Levin Award Committee Members

**Appendix 3**

Email template to notify SLA winner

Dear [NAME]:

On behalf of the Smadar Levin Award Committee and the Society for Research in Psychopathology, I am delighted to let you know that you have been selected as the recipient of the 2016 Smadar Levin Award. Congratulations!

The selection was based on both the written document you submitted as well as the poster presentation, and the committee was very impressed by your work.

A few important points:

1) The Smadar Levin Awardee receives complimentary hotel accommodations and registration at the next Annual Meeting. I have cc [NAME], SRP Treasurer, so that you can coordinate with her about this.

2) Smadar Levin Awardee (and your mentor) will be announced at the Member’s Meeting as well as the award ceremony on Saturday. Please let me know whether you are able to attend both events. At the awards ceremony on Saturday, we will ask you to come to the front of the room for a photograph when the award is announced.

3) The Smadar Levin Awardee’s poster is displayed again at the final poster session (Sunday morning) in a prominent spot (I have cc the local hosts, [NAME], so that you can coordinate with them about this). Please let me know if you are able to attend the Sunday poster session. If you are unable, please find another person who will take responsibility for putting up and taking down the poster.

4) Please provide your mailing address so that we can mail you a certificate.

Congratulations again for your outstanding submission and presentation.

Best regards,

[NAME]

(SLA Committee Chair)

**Appendix 4**

Email template to notify SRP Travel Award winners

Dear [NAME]:

On behalf of the Smadar Levin Award Committee and the Society for Research in Psychopathology, I am delighted to let you know that you have been selected as one of the recipients of the 2016 SRP Travel Award. Congratulations!

The selection was based on both the written document you submitted as well as the poster presentation, and the committee was very impressed by your work.

A few important points:

1) SRP Travel Awardees receive a $300 check. I have cc [NAME], SRP Treasurer, so that you can coordinate with her about this.

2) Travel Awardees (and their mentors) will be announced at the Member’s Meeting tonight as well as the award ceremony on Saturday. Please let me know whether you are able to attend both events. At the awards ceremony, I will ask all SRP Travel Awardees to come to the front of the room for a group photograph when the award is announced.

Congratulations again for your outstanding submission and presentation.

Best regards,

[NAME]

(SLA Committee Chair)

**Appendix 5**

Email template to notify non-winners (after poster presentation)

Dear [NAME]:

On behalf of the Smadar Levin Award Committee and the Society for Research in Psychopathology, I am contacting you to let you that, unfortunately, you have not been selected for this year’s awards.

Although the committee was very impressed by both the written document you had submitted as well as the poster presentation, we were regrettably unable to extend an award due to the many outstanding submissions we have received this year.

Thank you again for allowing us to review your work, and we wish you continued success in graduate school and beyond.

Best regards,

[NAME]

(SLA Committee Chair)