

Procedures and Guidelines for the SIOP Awards Committee

Committee Eligibility and Composition

The SIOP Award Committee Chair is appointed by the President of SIOP, to serve in the role of Chair for two years. All awards committee members must be members of SIOP. An individual may serve for no more than two years as the chair of an award committee and three years as part of the award committee.

Each award requires a minimum of five votes. Accordingly, there are to be 4-6 individuals (including the chair) on each award committee. With a four-member committee, the chair must vote.

The Award Chair should strive to include a diverse representation of SIOP members as award subcommittee chairs and committee members. Subcommittee chairs for the specific awards are encouraged to do the same. In particular, SIOP members from diverse sources and backgrounds to serve on the committee as award subcommittee chairs or committee members would include members from:

- U.S. based and non-U.S. based locations
- Universities that range in terms of research intensity
- Academics and Practitioners
- Academic I/O psychologists located in non-psychology and business schools

First Round Awards

There are presently nine “first round” awards. The SIOP Award Chair oversees (i.e., serves as Chair of the Award) for the following:

- Distinguished Professional Contributions Award
- Distinguished Service Contributions Award
- Distinguished Scientific Contributions Award
- Distinguished Early Career Contributions Award

The other awards subcommittees are chaired by a SIOP member, appointed by the Award Chair, for a maximum of two years. It is preferable that the subcommittee chair of a particular award served as a committee member for that award in the past.

- Distinguished Teaching Contributions Award
- Raymond A. Katzell Award in I-O Psychology
- M. Scott Myers Award for Applied Research in the Workplace:
- William A. Owens Scholarly Achievement Award
- S. Rains Wallace Dissertation Award

There are additional awards (i.e., Wherry Award, Flanagan Award, and LGBT best paper) that are handled by other groups. The Wherry Award is selected by attendees of the IO-OB Conference. The SIOP Program Committee selects the Flanagan Award and the LGBT Best Paper Award. The Awards Chair is to contact the coordinator of the IO-OB Conference to identify the recipient of the Wherry Award. The Award Chair contacts the recipient directly to inform them of the procedures for receipt of the award. A SIOP Program Committee member will notify the Awards Chair of the Flanagan and LGBT recipients. The Award Chair contacts the recipients directly to inform them of the procedures for receipt of the award.

Nominations for the first round awards are open early May until June 30. The committee is to be formed by June 15. The nominee review process takes place from early/mid-July through August. The committee's report is due to the Award Chair by August 15. The Award Chair is to bring the Award Report to the Fall SIOP Executive Committee meeting. This report is confidential – it should not be discussed or disseminated before the meeting and must be shredded following the meeting.

The Executive Committee votes to accept (or reject) the Award Committee recommendation for each award.

Award winners (and their nominators) are notified within 48 hours following the EC meeting. An attempt should be made to call the winners, but email is acceptable if necessary. Nominators on non-winners are notified within another 48 hours via email. Non-winners can be told who won the award for the “Distinguished Awards.” Non-winners for the Scientific and Professional awards are automatically rolled-over for two additional years. The Distinguished Teaching and Myers awards can be rolled-over upon the recommendation of the committee. For all roll-overs, the nominee can opt out of being rolled-over. Material for nominations rolled-over can be updated (e.g., replace/revise vitas, letters of recommendation). The nominator for these roll-overs should be notified of the opportunity to update material once the nominations open up that following year. The web master at SIOP must be notified who to roll-over. All other winners will be archived.

Second Round Awards

The number of second round reviews can vary dependent on availability of funds. SIOP Administrative Office notifies the Award Chair (in August) regarding the funding and availability of respective awards.

- Sidney A. Fine Award
- SIOP Small Grant Program
- Leslie W. Joyce and Paul W. Thayer Fellowship
- Douglas W. Bray and Ann Howard Award
- Graduate Student Scholarships
- Lee Hakel Graduate Student Scholarship
- Mary L. Tenopyr Scholarship
- Dunnette Prize (coming soon)

Nominations for the second round awards are open early October until February 1. The committee is to be formed by January 1. The nominee review process takes place in February. The committee's report is due to the Award Chair by March 1. The Award Chair is to notify winners and non-winners of the outcome of the nomination process. Once the non-winners have been notified, the Award Committee Chair will forward the recipient information to the Administrative Office (AO). Additionally, the Awards Chair is to provide dissertation, project, and article titles, along with other team member names if applicable. The AO will contact the winners to obtain information about mailing the cash prizes to the recipients within 30 days. New in 2008, the AO will include all 2nd round winners in the Awards Brochure published at the SIOP conference. While the 2nd round award winners do not receive a plaque or individual recognition at SIOP, the winners will be asked to stand as a group for recognition during the awards portion of the plenary session.

There are no roll-overs for the second-round awards. The current Joyce and Thayer recipient may apply for a second year of the Fellowship award, provided he/she meets all the eligibility requirements and completes a renewal application.

Award Nomination Procedures

The SIOP Award Chair with the assistance of the web master updates the website a few weeks prior to the call for nominations. The call for nominations is listed in the April issue of Tip for the first round awards and the October issue of Tip for the second round awards. Call for nominations are sent to SIOP members via email.

Each set of awards (e.g., first round) is to be updated on-line by the respective nomination deadline. This includes ensuring the required application material is listed accurately; revising the rating form (if needed) per the directions of the chair of the respective award; and inputting the committee chair, sub-chair, and member names. The award is then made active. All first round awards are made inactive once the second round awards are made active, and vice versa.

All nomination material must be submitted by nominators on-line. Eligibility, evaluation criteria, and required documentation for the first round awards are included in Appendix A and for the second round awards in Appendix B.

The Award Chair should monitor the number of submissions for each award. The SIOP EC should be made aware of any awards that have received no (or few) nominations two weeks prior to the nomination deadline. The EC may actively encourage SIOP members to submit nominations.

Award Review Procedures

The Award Chair notifies each subcommittee chair when the nomination process has been closed and the review process can begin. It is up to the subcommittee chair to inform his/her committee to begin reviewing and evaluating material.

The review process is on-line: (<http://www.siop.org/awardsonline/committee.aspx>). A place for comments is included for each evaluation form, and committee members are encouraged to

provide feedback as this is often helpful in the decision process. The subcommittee chair is responsible for ensuring the committee members' ratings are completed and on-time.

Following the committee review process, the subcommittee chairs compile and calculate the nominee ratings/ranking and communicate the results to the entire committee via email. The chair or any committee member can make a motion to hold a "committee meeting" to discuss the evaluations and decision. This meeting is not required but is available and encouraged. This meeting would take place via email exchange or teleconference (arranged by the SIOP administrative office). The goal is for the committee to share insights, ask questions, and develop consensus on its recommendation. This process must take place in ample time for the subcommittee chair to submit his/her recommendation to the SIOP Award Chair (by the deadline listed above). This recommendation is included in the larger report to be distributed to the EC by the Award Chair.

An award can be withheld, but this would be rare. There may be multiple award winners if clearly warranted. For the 2nd round, only if funds are available may multiple awards be granted. There are honorable mention categories available for two of the categories; Owens and Flanagan.

Appendix A

First Round Awards Nomination Guidelines and Criteria

Distinguished Professional Contributions, Distinguished Scientific Contributions, Distinguished Service Contributions, Distinguished Early Career Contributions, and Distinguished Teaching Contributions Awards

1. Nominations may be submitted by any member of SIOP, the American Psychological Association, the American Psychological Society, or by any person who is sponsored by a member of one of these organizations. Self-nominations are welcome.
2. Only members of SIOP may be nominated for the award.
3. A current vita of the nominee should accompany the letter of nomination. In addition, the nominator should include materials that illustrate the contributions of the nominee. Supporting letters may be included as part of the nomination packet. The number of supporting letters (not counting the nominating letter) for any given nomination should be between a minimum of three and a maximum of five.
4. Nominees who are nonrecipients of the Distinguished Scientific Contributions Award, Distinguished Professional Contributions Award, and Distinguished Service Contributions Award will be reconsidered annually for 2 years after their initial nomination.
5. Letters of nomination, vita, and all supporting letters (including at least three and no more than five) or materials must be submitted online by **June 30, 2008**.
6. The Distinguished Professional Contributions, Distinguished Scientific Contributions, Distinguished Service Contributions, and Distinguished Teaching Contributions Awards are intended to recognize a lifetime of achievement in each of their respective areas.

Administrative Procedures

1. The SIOP Awards Committee will review the letters of nomination and all supporting materials of all nominees and make a recommendation concerning one or more nominees to the SIOP Executive Committee. Two or more nominees may be selected if their contributions are similarly distinguished
2. The Executive Committee may either endorse or reject the recommendations of the Awards Committee but may not substitute a nominee of its own.
3. In the absence of a nominee who is deemed deserving of the award by both the Awards Committee and the Executive Committee, the award may be withheld.

Distinguished Professional Contributions Award

In recognition of outstanding contributions to the practice of industrial and organizational psychology. The award is given to an individual who has developed, refined, and implemented practices, procedures, and methods that have had a major impact on both people in organizational settings and the profession of I-O psychology. The contributions of the individual should have advanced the profession by increasing the effectiveness of I-O psychologists working in business, industry, government, and other organizational settings.

The recipient of the award is given a plaque and a cash prize of \$1,500. In addition, the recipient is invited to give an address, related to his or her contributions, at the subsequent meeting of SIOP.

Criteria for the Award

The letter of nomination should address the following points:

1. The general nature of the nominee's contributions to the practice of I-O psychology.
2. The contributions that the nominee has made to either (a) the development of practices, procedures, and methods, or (b) the implementation of practices, procedures, and methods. If appropriate, contributions of both types should be noted.
3. If relevant, the extent to which there is scientifically sound evidence to support the effectiveness of the relevant practices, procedures, and methods of the nominee.
4. The impact of the nominee's contributions on the practice of I-O psychology.
5. The stature of the nominee as a practitioner vis-a-vis other prominent practitioners in the field of I-O psychology.
6. The evidence or documentation that is available to support the contributions of the nominee. Nominators should provide more than mere testimonials about the impact of a nominee's professional contributions.
7. The extent to which the nominee has disseminated information about his or her methods, procedures, and practices through publications, presentations, workshops, and so forth. The methods, procedures, and practices must be both available to and utilized by other practicing I-O psychologists.
8. The organizational setting(s) of the nominee's work (industry, government, academia, etc.) will not be a factor in selecting a winner of the award.
9. This award is intended to recognize a lifetime of contributions to the profession of I-O psychology.

Distinguished Scientific Contributions Award

In recognition of outstanding contributions to the science of industrial and organizational psychology. This award is given to the individual who has made the most distinguished empirical and/or theoretical scientific contributions to the field of I-O psychology. The setting in which the nominee made the contributions (i.e., industry, academia, government) is not relevant.

The recipient of the award is given a plaque and a cash prize of \$1,500. In addition, the recipient is invited to give an address that relates to his or her contributions at the subsequent meeting of SIOP.

Criteria for the Award

The letter of nomination should address the following issues:

1. The general nature of the nominee's scientific contributions.
2. The most important theoretical and/or empirical contributions.
3. The impact of the nominee's contributions on the science of I-O psychology, including the impact that the work has had on the work of students and colleagues.

4. The stature of the nominee as a scientist vis-a-vis other prominent scientists in the field of I-O psychology.
5. This award is intended to recognize a lifetime of achievement.

Distinguished Service Contributions Award

In recognition of sustained, significant, and outstanding service to the Society for Industrial and Organizational Psychology. This award is given for sustained, significant, and outstanding service to SIOP. Service contributions can be made in a variety of ways which include but are not limited to serving as (a) an elected officer of the Society, (b) the chair of a standing or ad hoc committee of the Society, (c) a member of a standing or ad hoc committee of the Society, and (d) a formal representative of the Society to other organizations. The recipient is given a plaque and cash prize of \$1,500.

Criteria for the Award

The letter of nomination should address the nature and quality of the nominee's service contributions. A detailed history of the individual's service-oriented contributions should be provided. It should specify:

1. The offices held by the nominee
2. The duration of his or her service in each such office.
3. The significant achievements of the nominee while an incumbent in each office.
4. This award is intended to recognize a lifetime of service.

Distinguished Early Career Contributions Award

In recognition of distinguished early career contributions to the science or practice of industrial and organizational psychology. This award is given to an individual who has made distinguished contributions to the science and/or practice of I-O psychology within seven (7) years of receiving the PhD degree. In order to be considered for the 2009 Award, nominees must have defended their dissertation no earlier than 2002. The setting in which the nominee has made the contributions (i.e., academia, government, industry) is not relevant.

The recipient of the award is given a plaque and a cash prize of \$1,500. In addition, the recipient is invited to give an address that relates to his or her contribution at the subsequent meeting of SIOP.

Criteria for the Award

The letter of nomination should address the following issues:

1. The general nature of the nominee's contributions to science and/or practice
2. The most important contributions to science and/or practice
3. The impact of the nominee's contribution on the science and/or practice of I-O psychology, including the impact that the work has had on the work of students and colleagues
4. The status of the nominee as a scientist and/or practitioner vis-a-vis other prominent scientists and/or practitioners in the field of I-O psychology

5. Although the number of publications is an important consideration, it is not the only one. An equally important criteria is the quality of the publications and their impact on the field of I-O psychology

6. Documentation should be provided that indicates that the nominee received his or her PhD degree no earlier than 2002.

Distinguished Teaching Contributions Award

In recognition of SIOP members who demonstrate a sustained record of excellence in teaching, as revealed by excellence in the classroom or via Web-based teaching, student development, and community service via teaching. The annual award will be given to an individual who has sustained experience in a full-time university/college tenure-track or tenured position(s) requiring substantial teaching responsibilities. There is no restriction on the specific courses taught, only that the courses concern perspectives or applications of industrial and organizational (I-O) psychology. Nominations of individuals whose primary responsibilities lie in teaching undergraduates and terminal master's students are encouraged.

The recipient of the award is given a plaque and a cash prize of \$1,500. In addition, the recipient is invited to give an address that relates to his or her contribution at the subsequent meeting of SIOP.

Criteria for Evaluation of Teaching

Although evidence of teaching excellence is likely to come from the total of all courses that one teaches, evidence of excellence in teaching I-O psychology courses or related areas is expected. The criteria are flexible and may involve the following:

1. Demonstration of excellence in teaching. Evidence for this might include course syllabi, lesson outlines, a statement of teaching philosophy, some form of student evaluation criteria (e.g., ratings) or receiving an award for teaching, examples of innovative methods in the design and delivery of course content, a summary of courses taught within the last 3 years (include title and short description of course, along with number of students enrolled), descriptions of textbooks written, course handouts, letters from supervisor(s) or colleagues, and up to three letters of support from students.

2. Demonstration of student accomplishments. Evidence for this would include papers or projects completed by students, students presenting papers at professional meetings or students subsequently publishing their work done with the teacher, stimulation of student research, awards or grants received by students, students pursuing further graduate work, successful placement of students in jobs or graduate programs, careers or internships achieved by students, and other student-oriented activities (e.g., undergraduate student accomplishments will be highly valued).

3. Demonstration of excellence in teaching-related professional activities. Evidence for this might include publications of articles on teaching, memberships in teaching organizations, teaching awards and other forms of prior recognition, community presentations about topics related to industrial and organizational psychology, and attendance at professional meetings or workshops relevant to teaching.

The nomination should include (a) a current curriculum vitae, (b) a short biography, and (c) and a maximum of 10 additional supporting documents, addressing the criteria above.

Administration Procedures

1. A subcommittee (eight members) of the SIOP Awards Committee will review the nominations. At least four members shall work at colleges or universities focused primarily on undergraduate or master's level education.
2. The subcommittee will make a recommendation about the winning nomination to the SIOP Awards Committee, which will transmit the recommendation to the SIOP Executive Committee. If appropriate, nominators of any meritorious nonwinning candidate will be contacted to encourage renominating his/her candidate for the next year's deliberations.

M. Scott Myers Award for Applied Research in the Workplace

This annual award, honoring M. Scott Myers, will be given to an individual practitioner or team of practitioners who have developed and conducted/applied a specific project or product representing an example of outstanding practice of I-O psychology in the workplace (i.e., business, industry, government). Projects must have been conducted in the workplace within the last 40 years and cover a time period of no more than 8 years. Products (e.g., tests, questionnaires, videos, software, but not books or articles) must be used in the workplace and developed within the last 40 years. Projects or products may be in any area of I-O psychology (e.g., compensation, employee relations, equal employment opportunity, human factors, job analysis, job design, organizational development, organizational behavior, leadership, position classification, safety, selection, training).

The award recipient(s) will receive a plaque commemorating the achievement, a cash prize of \$1,500 and an invitation to make a presentation at the annual conference of SIOP. Team awards will be shared among the members of the team.

Criteria for Evaluation of Projects or Products

Nominations will be evaluated on the extent to which they:

1. Have a sound technical/scientific basis
2. Advance objectives of clients/users
3. Promote full use of human potential
4. Comply with applicable psychological, legal, and ethical standards
5. Improve the acceptance of I-O psychology in the workplace
6. Show innovation and excellence.

Guidelines for Submission of Projects or Products

1. Nominations may be submitted by any member of SIOP. Self-nominations are welcome.
2. Individuals or teams may be nominated. Each individual nominee must be a current member of the Society. If a team is nominated, at least one of the team members must be a current member of the Society, and each team member must have made a significant contribution to the project or product.
3. Each nomination must contain the following information:

- a. A letter of nomination which explains how the project or product meets the six evaluation criteria above.
 - b. A technical report which describes the project or product in detail. This may be an existing report.
 - c. A description of any formal complaints of a legal or ethical nature which have been made regarding the project or product.
 - d. A list of three client references who may be contacted by the Myers Award Subcommittee regarding the project or product.
 - e. (Optional) Up to 6 additional documents that may be helpful for evaluating the nomination (e.g., a sample of the product, technical manuals, independent evaluations).
4. If appropriate, nominators of highly rated nonwinning candidates will be contacted to encourage renomination of a candidate for up to 3 years.
 5. The Awards Committee will maintain the confidentiality of secure materials.
 6. Nominations must be submitted online by **June 30, 2008**

Administrative Procedures

1. Nomination materials will be reviewed by a subcommittee of the SIOP Awards Committee, consisting of at least three members, all of whom work primarily as I-O practitioners.
2. The Awards Committee will make a recommendation to the SIOP Executive Committee about the award-winning project or product.
3. The Executive Committee may either accept or reject the recommendation of the Awards Committee but may not substitute a nominee of its own.
4. In the absence of a nominee that is deemed deserving of the award by both the Awards Committee and the Executive Committee, the award may be withheld.

William A. Owens Scholarly Achievement Award

This annual award, honoring William A. Owens, is given to the author(s) of the publication in a refereed journal judged to have the highest potential to significantly impact the field of I-O psychology. There is no restriction on the specific journals in which the publication appears, only that the journal be refereed and that the publication concerns a topic of relevance to the field of I-O psychology. Only publications with a 2007 publication date will be considered.

The author(s) of the best publication is (are) awarded a plaque and a \$1,500 cash prize (to be split in the case of multiple authors).

Criteria for Evaluation of Publications

Publications will be evaluated in terms of the following criteria:

1. The degree to which the research addresses a phenomenon that is of significance to the field of I-O psychology
2. The potential impact or significance of the publication to the field of I-O psychology
3. The degree to which the research displays technical adequacy, including issues of internal

validity, external validity, appropriate methodology, appropriate statistical analysis, comprehensiveness of review (if the publication is a literature review), and so forth.

Guidelines for Submission of Publications

1. Publications may be submitted by any member of SIOP, the American Psychological Society, the American Psychological Association, or by any person who is sponsored by a member of one of these organizations. Self- and other nominations are welcome. The Owens Award Subcommittee may also generate nominations. Those evaluating the publications will be blind to the source of the nomination.
2. Publications having multiple authors are acceptable.
3. Publications must be submitted online by **June 30, 2008**.

Administrative Procedures

1. Publications will be reviewed by a subcommittee of the Awards Committee of SIOP, consisting of at least six members.
2. The Awards Committee will make a recommendation to the Executive Committee of SIOP about the award-winning publication and, if appropriate, a publication deserving honorable mention status.
3. The Executive Committee may either endorse or reject the recommendations of the Awards Committee, but may not substitute a nominee of its own.
4. In the absence of a publication that is deemed deserving of the award by both the Awards Committee and the Executive Committee, the award may be withheld.

S. Rains Wallace Dissertation Research Award

This award is given to the person who completes the best doctoral dissertation research germane to the field of I-O psychology. The winning dissertation research should demonstrate the use of research methods that are both rigorous and creative. The winner of the award will receive a plaque, a cash prize of \$1,000, and the opportunity to present their dissertation research in a poster session at the next meeting of SIOP.

Criteria for Evaluation and Submissions

Dissertation summaries will be evaluated in terms of the following criteria:

1. The degree to which the research addresses a phenomenon that is of significance to the field of I-O psychology.
2. The extent to which the research shows appropriate consideration of relevant theoretical and empirical literature. This should be reflected in both the formulation of hypotheses tested and the selection of methods used in their testing.
3. The degree to which the research has produced findings that have high levels of validity (i.e., internal, external, construct, and statistical conclusion). The setting of the proposed research is of lesser importance than its ability to yield highly valid conclusions about a real-world phenomenon of relevance to the field of I-O psychology. Thus, the methods of the research (including subjects, procedures, measures, manipulations, and data analytic strategies) should be specified in sufficient detail to allow for an assessment of the capacity of the proposed research to yield valid inferences.

4. The extent to which the author (a) offers reasonable interpretations of the results of his or her research, (b) draws appropriate inferences about the theoretical and applied implications of the same results, and (c) suggests promising directions for future research.
5. The degree to which the research yields information that is both practically and theoretically relevant and important.
6. The extent to which ideas in the proposal are logically, succinctly, and clearly presented.

Guidelines for Submission of Proposal

1. Entries may be submitted only by individuals who are endorsed (sponsored) by a member of SIOP, the American Psychological Society, or the American Psychological Association.
2. Each entrant should submit a copy of their paper (not to exceed 30 pages of double-spaced text) based on his or her dissertation. The name of the entrant, institutional affiliation, current mailing address, and phone number should appear only on the title page of the paper.
3. Papers are limited to a maximum of 30 double-spaced pages. This limit includes the title page, abstract, text, tables, figures, and appendices. However, it excludes references.
4. Papers should be prepared in accord with the guidelines provided in the fifth edition of the *Publication Manual of the American Psychological Association*. Note, however, that the abstract may contain up to 300 words.
5. The paper must be based on a dissertation that was accepted by the graduate college 2 years or less before June 20, 2008, with the stipulation that an entrant may only submit once.
6. The entrant must provide a letter from his or her dissertation chair that specifies the date of acceptance of the dissertation by the graduate school of the institution and that the submission adequately represents all aspects of the completed dissertation. In addition, the entrant must provide a letter of endorsement from a member of SIOP, the American Psychological Society, or the American Psychological Association who is familiar with the entrant's dissertation. Both of these letters may be from the same individual.
7. Entries (accompanied by supporting letters) must be submitted online by **June 30, 2008**.

Administrative Procedures

1. All entries will be reviewed by the Awards Committee of SIOP.
2. The Awards Committee will make a recommendation to the Executive Committee of SIOP about the award-winning dissertation and, if appropriate, up to two dissertations deserving honorable mention status.
3. The Executive Committee may either endorse or reject the recommendations of the Awards Committee but may not substitute recommendations of its own.
4. In the absence of a dissertation that is deemed deserving of the award by both the Awards Committee and the Executive Committee, the award may be withheld.

Raymond A. Katzell Award in I-O Psychology

This award is designed to recognize a SIOP member who, in a major way, has shown to the general public the importance of work done by I-O psychology for addressing social issues, that is, research that makes a difference for people. The award recipient will receive \$3,000.

Criteria for Evaluation and Submissions

The Katzell Award Committee will select a SIOP Member based on the following criteria:

1. The awardee(s) must be a member of SIOP, preferably with a degree in psychology
2. The work shown to the general public must be research-based, and its application clearly demonstrated
3. The work must have an impact on society's well-being: e.g., making work organizations better places to work, more satisfying to workers, more efficient, or creating a service that is beneficial to the public
4. The demonstration to the public must be widespread, reaching a substantial part of the public
5. If the creators of the work and those who publicized it were not the same, the creators would be the awardee(s). An exception would be the creation of a book, film, or other publication that summarized and popularized a significant body of research and application. In that instance, the creator(s) of that publication would be the awardee(s)

Required Documentation

Nominations for the Katzell Award must include:

1. Copies of the publication and documentation as to the breadth of distribution
2. Name of the member(s) being honored (e.g., writer, director or producer)

Administrative Procedures

Nominations must be submitted at www.siop.org/awardsonline/main.aspx. Publications submitted electronically must be in the form of either a Word document or a .pdf file. For multimedia publications (e.g., video), where video or audio copy is available through the Internet, the Web site where the publication can be viewed should be submitted with the nomination. In cases where multimedia publications are not accessible through the Internet, nominees should submit eight copies of a DVD containing the publication to the SIOP office:

SIOP Administrative Office
440 East Poe Rd., Suite 101
Bowling Green, OH 43402

1. All entries will be reviewed by the Awards Committee of SIOP.
2. The Awards Committee will make a recommendation to the Executive Committee of SIOP about the winning nomination.
3. The Executive Committee may either endorse or reject the recommendations of the Awards Committee but may not substitute recommendations of its own.
4. In the absence of a nomination that is deemed deserving of the award by both the Awards Committee and the Executive Committee, the award may be withheld.

Appendix B

Second Round Awards Nomination Guidelines and Criteria

The following awards are dependent on the availability of funding for any particular year. The information below is based on the 2008 award cycle.

Small Grant Program

General Procedures and Policies

The overarching goal of the Small Grant Program is to provide funding for research investigating topics of interest to both academicians and practitioners. Thus, considerable weight will be given to whether the proposal consists of a cooperative effort between academics and practitioners. In addition, the principal investigator of the project must be a SIOP Member or Student Affiliate. Proposals submitted with a Student Affiliate as the principal investigator should include a letter of endorsement from a SIOP Member, preferably the student's academic advisor. In order to ensure that there is a clear commitment of the organizational partner to the research, a letter recognizing this support is required.

In order to encourage wide participation and a large variety of individuals and institutions involved in the program, an individual can only be involved in one proposal per review cycle. In addition, individuals who received a grant within the last 2 years are ineligible.

Guidelines for Proposal Budgets

It is the explicit policy of the SIOP Small Grant Program that grant funds may not be used for overhead or indirect costs. In the committees' experience, most universities will waive overhead and indirect costs under two circumstances: (a) the grant is relatively modest in size, and/or (b) the awarding institution (i.e., SIOP) does not allow it. If the above statement disallowing funds to be used for overhead is insufficient, the chair of the Small Grants Subcommittee will provide additional documentation and evidence explicitly recognizing this policy.

The SIOP Small Grant award can be used in conjunction with other funding for a larger scale project. If this is the case, the proposal should describe the scope of the entire project, the entire budget, and the portion of the budget for which SIOP award money will be spent.

Size of the Grants

Currently \$15,000 is available. Although there is no minimum amount per grant proposal, the maximum award for any one grant is \$5,000.

Criteria for Selecting Award Winners

Each grant proposal will be reviewed by both academic and practitioner members of the subcommittee. The following criteria will be used to evaluate each proposal:

- **Significance:** Does the proposal address an important problem relevant to both the academic and practitioner membership of SIOP? Will the proposal advance knowledge and practice in a given area?

- Appropriateness of budget: Is there clear justification and rationale for the expenditure of the award monies? Can the proposed work be accomplished with the funds requested or is there evidence that additional expenses will be covered by other sources of funding?
- Research approach: An assessment of the overall quality of the conceptual framework, design, methods, and planned analyses.
- Innovation: Does the proposed research employ novel concepts, approaches or methods? Does the proposal research have original and innovative aims?
- Aimed at a wide audience: The proposal should be clear, understandable, and communicable to a wide audience and have implications for all members of SIOP (academics and practitioners).
- Realistic timeframe: Likelihood that the project can be completed within 1 year of award date.
- Academic–practitioner partnership: Does the grant involve a partnership between an academic and a practitioner?

Deliverables

All grant award recipients will be required to deliver a final report to the SIOP Small Grant Subcommittee and the SIOP Foundation Committee within 1 year of the date of the award. Awardees should be aware that a synopsis of their research will be placed on the SIOP Web site. This synopsis will be of such a nature so as not to preclude subsequent publication of the research. It is strongly encouraged that the results of the research be submitted for presentation at the annual SIOP conference.

Topic Areas of Interest

For this administration of the Small Grant Program, the subcommittee has decided to leave the topic areas open. Thus, any and all topics are welcome as long as they are consistent with the objectives listed above.

Format of the Proposal

The proposal should adhere to accepted formatting guidelines (e.g., APA guidelines) and should include the following sections:

- Abstract
- Literature review and rationale for the project
- Method—including information about the sample, measures, data collection strategies, and, analytical strategies
- Implications for both academicians and practitioners
- Budget and justification for expenditures of the award

The proposals should not exceed **10 pages** of text (not including references, tables, appendices). The proposal should be double-spaced and use a 12-point font and 1 inch margins. The proposal must be a single document, either a Word document or a .pdf file, named to indicate the first author, as follows: lastname.doc or lastname.pdf.

All awarded authors will need to certify, by signature or other means, that the research will be carried out in compliance with ethical standards with regard to the treatment of human subjects (e.g., institutional review board or signed statement that the research adhered to the accepted professional standards regarding the treatment of human subjects).

Graduate Student Scholarships

Description of Activities

The Graduate Student Scholarship recognizes achievement in a graduate career and is intended to assist doctoral students in the field of industrial and organizational psychology with the costs of carrying out their dissertation work. The award will be distributed to the student in a single payment and may be used for graduate school expenses (without additional restriction). The student will have two options regarding the award stipend: (a) to receive the stipend directly; or (b) to have the stipend placed in a “professional development” account at the recipient’s university, contingent upon the regulations and policies of the recipient’s university. The award recipient will be liable for any tax payments associated with the stipend.

Description and Size of Award

For the upcoming year (2008), three scholarships will be awarded.

- The highest ranked student will receive the Lee Hakel Graduate Student Scholarship; \$3,500
- Two additional scholarships will be awarded at \$3,000 each
- The second highest ranked student will receive the Mary L. Tenopyr Graduate Student Scholarship; \$3,000 (this scholarship will not be awarded this year)

Selection of Recipients and Administration of Award

The SIOP Awards chair will appoint a Graduate Student Scholarship Subcommittee consisting of at least four members who are not members of the SIOP Foundation Board. This subcommittee will be responsible for evaluating the eligibility of applicants, the quality of applications, and making recommendations to the SIOP Executive Committee about award of the scholarship. The committee reserves the right to recommend that the scholarship be withheld if a suitable candidate does not apply. SIOP will disburse the scholarships within 30 days after recipients are selected.

Eligibility

- Applicants must be enrolled full time and be in good standing in a doctoral program in industrial-organizational psychology or a closely related field (e.g., organizational behavior) at a regionally accredited university or college. Eligibility is not limited to students in programs located in the USA.
- Applicants must be Student Affiliates of SIOP. Students who are not Affiliates should apply for membership before submitting materials for the Graduate Student Scholarship Award. The SIOP Student Affiliate membership form is available on the SIOP Web site at www.siop.org/pdf/forms/studentaffdefault.aspx.
- Applicants must have a plan for their dissertation, which has been approved by their dissertation advisor/chair.
- Each program may endorse no more than one (1) student per year. If more than one student from a program wishes to apply for a scholarship, the program must perform an initial screening and endorse only one applicant. If multiple distinct programs reside at an institution (e.g., an I-O program in the psychology department and a separate

organizational behavior program in the business school), each program may endorse one student.

- Applicants who have already defended their dissertations are not eligible to apply for these funds.
- Applicants must not have previously received a SIOP Graduate Student Scholarship.

Application Procedure

The Graduate Student Scholarship Subcommittee of the Awards Committee will examine all applications for eligibility.

- 12-page maximum summary of the dissertation research, including an explanation of research design and other important aspects of the project. NOTE: Figures or tables may be included only if they can be incorporated into the twelve (12) page limit. A list of references should be included with the summary; references will not be included in the 12-page maximum. Summaries should be double-spaced, 12 point font, with 1” margins.
- 2-page maximum curriculum vitae including scientific publications and presentations.
- A letter from the advisor indicating that the dissertation plan has been approved.
- A letter of endorsement from the chair or director of the program in which the applicant is enrolled.

All documentation must be submitted by the applicant and must be either a Word document or a .pdf file.

Criteria for Judging Proposals

Proposals will be evaluated with respect to the following criteria:

- Clearly expressed understanding of the field of inquiry
- Ability of the research design to provide meaningful answers to questions posed by the researcher
- Potential of the proposed study to make significant theoretical and application contributions to the field of industrial-organizational psychology

Deliverable

One year after the scholarship is awarded, each recipient will be asked to provide the SIOP Awards Committee chair with a one-page report summarizing the research that was conducted under the auspices of the award. The report should be cosigned by the student’s advisor or dissertation chair.

Leslie W. Joyce and Paul W. Thayer Graduate Student Fellowship

This graduate student fellowship recognizes the mentoring relationship existing between Dr. Leslie Joyce and Dr. Paul Thayer, both during graduate school and during Dr. Joyce’s subsequent career. The Joyce and Thayer Fellowship is designed to provide financial support to a doctoral student in I-O psychology who is specializing in training and development and/or selection and placement. The fellowship provides an annual award of \$10,000 (from start of academic year through the following summer). Eligible recipients may reapply for a second year of funding.

Eligibility

Recipients of the Lee Hakel, Mary L. Tenopyr, or student scholarships are not eligible for the Joyce and Thayer Fellowship.

Each I-O program may endorse no more than one (1) student per year. If more than one student from a program wishes to apply for the fellowship, the program must perform an initial screening and endorse only one applicant.

Nominees meet the following eligibility requirements:

- PhD student in I-O psychology
- Specializing in training and development or selection and placement
- Should be committed to a practitioner career as evidenced by work experience and/or a statement of career goals
- Should have some experience in an applied setting relevant to I-O psychology

Evaluation Criteria

The Joyce and Thayer Fellowship Committee (appointed by the Award Committee chair), will select one fellow based on:

- The quality of the undergraduate or graduate record, including appropriateness of coursework to specialization in training and development and/or selection and placement
- The quality of the master's thesis or research summary, both scientifically and practically
- The clarity and realism of the statement of goals and aspirations
- Relevance of any applied experience to career specialization
- Appropriateness of faculty recommendations

Size of the Award

For 2008, the fellowship will be \$10,000.

Required Documentation

Nominees for the Joyce and Thayer Fellowship must submit:

- An official copy of undergraduate and graduate transcripts
- A statement of graduate program goals and career aspirations
- A summary of the nominee's master's thesis or summary of other completed research not to exceed 10 pages (12 point font, 1" margins, double spaced); the proposal must adhere to accepted formatting guidelines (e.g., APA guidelines)]
- Resumé that includes work assignments, paid or unpaid, related to I-O psychology
- Letters of recommendation (at least 1 and not more than 3) from graduate faculty
- Letter of endorsement from the university (or department, or I-O area)

All documentation must be submitted by the applicant and must be either a Word document or a .pdf file.

Sidney A. Fine Award

This grant is for research on analytic strategies to study jobs and is designed to support research that will further the usefulness of analytic strategies to study jobs, especially as to the nature of job content and organizational structures in which work is performed. In this context, research

may take many forms including, but not limited to, bibliographic, empirical, methodological, model development, and theoretical investigations.

General Procedures and Policies

The explicit policy of the Fine Program is that grant funds may not be used for overhead or indirect costs. In the committee's experience, most universities will waive overhead and indirect costs under two circumstances: (a) the grant is relatively modest in size (e.g., under \$10,000), and/or (b) the awarding institution (i.e., SIOP) does not allow it. If the above statement disallowing funds to be used for overhead is insufficient, the chair of the Fine Award Committee will provide additional documentation and evidence explicitly recognizing this policy. The Fine grant can be used in conjunction with other funding for a larger scale project. In this case, the proposal should describe the scope of the entire project, the entire budget, and the portion of the budget for which SIOP award money will be spent.

Criteria for Selecting Award Winners

The Fine Grant Subcommittee (appointed by the Awards Committee chair) will evaluate proposals based on the following criteria:

- Have a sound technical or scientific base
- Demonstrate innovation and excellence
- Have the potential for advancing our understanding of jobs and/or methods of analyzing jobs
- Be feasible and possible to complete within 2 years of the award date
- Be submitted by members of SIOP including Student and International Affiliates
- Have a clearly defined project plan, defined deliverables, and budget

Size of the Grant

For 2007, the maximum size of the grant is \$7,500. This grant was not available in 2008.

Format of Proposals

The proposal must adhere to accepted formatting guidelines (e.g., APA guidelines) and should include the following:

- Abstract
- Literature review and rationale for the project
- Method (if applicable)—including information about the sample, measures, data collection strategies, and analytical strategies
- Implications of the findings or conclusions for research and practice
- Project plan, defined deliverables, and budget

Proposals should not exceed 10 pages of text (not including references, tables, appendices). The proposal should be double-spaced and use a 12-point font and 1 inch margins. The proposal must be a single document, either a Word document or a .pdf file, named to indicate the first author, as follows: lastname.doc or lastname.pdf.

If the research involves human participants, all awarded authors will need to certify, by signature or other means that the research will be carried out in compliance with ethical standards concerning the treatment of human subjects (e.g., institutional review board or signed statement

that the research will adhere to accepted professional standards regarding the treatment of human participants).

Proposals submitted with a Student Affiliate as the principal investigator should include a letter of endorsement from the student's academic advisor.

Deliverables

All award recipients will be required to deliver two copies of a final report to the SIOP office within 2 years of the date of the award. This report will be forwarded to the SIOP Foundation. Awardees should be aware that a synopsis of their research will be placed on the SIOP Web site. This synopsis will be of such a nature so as not to preclude subsequent publication of the research. Grant awardees will be encouraged to submit the results of their research for presentation at SIOP's annual conference.

Douglas W. Bray and Ann Howard Award

The grant is designed to support research on assessment center methods as well as research into the development of managers and leaders. The grant may focus on the assessment method (e.g., simulations and other techniques that rely on the observation of behavior), the content area of interest (e.g., managerial career advancement, leadership development), or preferably both.

General Procedures and Policies

Proposals for this grant should describe how the research will have a significant impact on assessment center methods and/or the development of managers and leaders. The explicit policy of the Bray/Howard Program is that grant funds may not be used for overhead or indirect costs. In the committee's experience, most universities will waive overhead and indirect costs under two circumstances: (a) the grant is relatively modest in size (e.g., under \$10,000), and/or (b) the awarding institution (i.e., SIOP) does not allow it. If the above statement disallowing funds to be used for overhead is insufficient, the chair of the Bray/Howard Grant Committee will provide additional documentation and evidence explicitly recognizing this policy.

The Bray/Howard grant can be used in conjunction with other funding for a larger scale project. In this case, the proposal should describe the scope of the entire project, the entire budget, and the portion of the budget for which SIOP award money will be spent.

Criteria for Selecting Award Winners

The Bray/Howard Grant Subcommittee (appointed by the Awards Committee chair) will evaluate proposals based on the following criteria:

- Have a sound technical/scientific base
- Show innovation and excellence
- Advance the understanding of assessment center techniques, managerial or leadership development, or preferably both
- Use a longitudinal design where appropriate
- Be submitted by members of SIOP, including Student and International Affiliates
- Have a clearly defined project plan, defined deliverables, and budget.
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Size of the Grant

For 2007, the maximum size of the grant is \$10,000. This grant was not available in 2008.

Format of Proposals

The proposal must adhere to accepted formatting guidelines (e.g., APA guidelines) and should include the following:

- Abstract
- Literature review and rationale for the project
- Method (if applicable)—including information about the sample, measures, data collection strategies, and analytical strategies
- Implications of the findings or conclusions for research and practice]
- Project plan, defined deliverables, and budget

Proposals should not exceed **10 pages** of text (not including references, tables, appendices). The proposal should be double-spaced and use a 12-point font and 1 inch margins. The proposal must be a single document, either a Word document or a .pdf file, named to indicate the first author, as follows: lastname.doc or lastname.pdf.

If the research involves human participants, all awarded authors must certify by signature or other methods that the research will be carried out in compliance with ethical standards concerning the treatment of human subjects (e.g., institutional review board or signed statement that the research will adhere to accepted professional standards regarding the treatment of human participants).

Proposals submitted with a Student Affiliate as the principal investigator should include a letter of endorsement from the student's academic advisor.

Deliverables

All grant award recipients will be required to deliver two copies of a final report to the SIOP office within 2 years of the date of the award. This report will be forwarded to the SIOP Foundation.

Awardees should be aware that a synopsis of their research will be placed on the SIOP Web site. This synopsis will be of such a nature so as not to preclude subsequent publication of the research. Grant awardees will be encouraged to submit the results of their research for presentation at SIOP's annual conference.

Dunnette Prize

The SIOP Foundation (in consultation with the SIOP Board of Trustees and/or other appropriate governing bodies/committees) shall be responsible for developing and implementing the process for identifying prospective award nominees and selecting members of the Dunnette Prize award subcommittee.

Nominees for the Dunnette Prize may be nominated by members of SIOP, including students and international affiliates, upon a public call for nominations, and also by any member of the Dunnette

Prize award subcommittee. However, individuals to be honored with the Dunnette Prize must have conducted and reported research, development, and/or application that:

- a) Has a sound technical/scientific base.
- b) Shows innovation and excellence.
- c) Advances industrial and organizational psychology.
- d) Illuminates understanding of differences among individuals.

Members selected to serve on the Dunnette Prize award subcommittee will be appointed by the SIOP Executive Committee with the SIOP Foundation Board of Trustees ensuring the process follows all applicable guidelines. With the possible exception of members named by Lead Contributors, the members of the award subcommittee will be members of SIOP who are recognized experts in industrial and organizational psychology. Members of the award subcommittee will serve without compensation and may not be recipients of the Prize during their tenure as judges. Each Major Contributor to the Fund (those contributing \$25,000 up to \$100,000) may recommend SIOP members for appointment to the Dunnette Prize award subcommittee to the SIOP Executive Committee. Each Lead Contributor to the Fund (those contributing \$100,000 or more) shall have the right during the lifetime of the Lead Contributor to name a member of the Dunnette Prize award subcommittee. No such subcommittee member may participate in the award selection process if a person from their family or employer is being considered for the Dunnette Prize. The SIOP Executive Committee shall ensure that a majority of the judges serving on the Dunnette Prize award subcommittee are independent, that is, they were not named to serve by Lead Contributors.

Following the close of any period of public nominations, the Dunnette Prize award subcommittee will evaluate the work of the nominated individuals, and make its recommendation regarding award of the Dunnette Prize to the SIOP Executive Committee. The SIOP Executive Committee may accept or reject the recommendation.

The SIOP Foundation Board of Trustees will decide the size of the award, and it is expected that the initial value of the Dunnette Prize will be \$50,000. The award shall not be larger than available earnings from the Fund. In any given year the Dunnette Prize will not be awarded if sufficient funds are not available. The Dunnette Prize may be withheld if no deserving nominations are received. If there is no deserving recipient the SIOP Foundation shall notify the Toledo Community Foundation that no Prize shall be given that year.

The SIOP Foundation shall be responsible for ensuring that all aspects of the awards process (including, but not limited to, withholding the Dunnette Prize due to a lack of acceptable nominees identifying/selecting awardees, payment of the Prize, monitoring the use of funds by the awardees, etc.) are in keeping with all federal, state, local or other laws, rules and regulations pertaining to grants made to individuals. This process shall be reasonably related to the guidelines and procedures outlined in this Fund Agreement. In addition, the SIOP Foundation shall be responsible for ensuring that the process used in selecting award recipients is designed to assure that selection is made on an objective and nondiscriminatory basis.

The SIOP Foundation shall provide annual reports to the Foundation regarding: a) the selection process, including the criteria used in selecting Prize recipients; b) the names and qualifications

of recipients; and c) other information (relevant to the use of distributions from the Fund) which may be requested by the Foundation from time to time.

The Fund may be increased by additional gifts by the Donor or others, and any such additional gifts shall be held subject to the provisions and conditions herein stated.