



***Australasian Cognitive Neuroscience Society
Awards Review Panel Policy***

Introduction

Policy for the establishment and review of applications for Society awards. This Policy should be used to review applications for the Emerging Researcher Award (ERA), Young Investigator Award (YIA) and Lifetime Contribution Award (LCA) .

Diversity Statement

Applicants will not be discriminated against with regard to race, colour, ethnicity, religion, creed, sex, marital status, ancestry, sexual orientation, gender identity or expression, physical or mental disabilities, or other factors. We encourage people who have experienced barriers in their career progression due to any of these factors to apply, and are welcome to submit an equity statement (no more than one page) to highlight and contextualise any relevant issues they have had to deal with in their careers.

General Procedure

1. The following Policy identifies key personnel for certain tasks – e.g., the ACNS President, Secretary, etc. In all instances, a nominated representative of this person can complete the tasks if required.

2. If required, more than one Awards Review Panel can be established per year – for example, one to review each award category. It is at the discretion of the ACNS Executive, how many Review Panels are required each year.

Procedure for Establishment of an Awards Review Panel

1. At the close of the Award round, the ACNS Secretary will compile a list of applicants in each Award category and send to the Executive to call for members for Review Panels in each category. Potential Panel members will declare any conflicts of interest (see Point 5).

2. The Awards Review Panel(s) should comprise at least four members, plus one observer:
 - a. The Panel members should represent diversity in terms of gender, with the expectation of no more than half the members of one gender.
 - b. The observer is one representative from the ACNS Inclusion, Diversity, Equity & Accessibility (IDEA) Committee to oversee the process and monitor for potential bias.

- c. All Panel members should have no high conflicts of interest (see Point 5) for any application in that category (i.e., so all members can discuss all applications).

3. In the first instance, Panel members should be drawn from the current ACNS Executive. If insufficient numbers are available from the Executive for any award, then previous members of the ACNS Executive should be approached, starting with the members who have most recently vacated the Executive. If after this, there are still insufficient numbers to fill a Panel, then previous ACNS awardees should be approached.

4. It is the responsibility of the ACNS Inclusion, Diversity, Equity & Accessibility (IDEA) Committee Chair to organise observers for the Panel(s).

- a. If a representative of the IDEA Committee cannot be obtained, previous members of that working group may be approached to oversee the process.
- b. The observer must not also serve as Panel Member for that award category.

5. Conflicts of Interest: Potential members of an Awards Review Panel are deemed a high conflict if:

- (a) One of the applicants is a previous student or employee (e.g., Research Assistant or Postdoctoral Fellow) from their research group.
- (b) One of the applicants is the Panel Member's former PhD or Postdoctoral supervisor.
- (c) One of the applicants is a current student or employee from their research group or Institution/Department/School.
- (d) One of the applicants is a current or previous collaborator (co-authored manuscripts, grants, member of the same research group) within the last 5 years.
- (e) The prospective Panel member feels they are unable to rank the applicants without actual or perceived bias (e.g., due to current or previous social relationships).

6. Membership of an Awards Review Panel, together with the IDEA representative should be sent to the President for approval.

Ranking of Candidate Applications

1. Members of the Awards Review Panel will independently rank each of the applicants within each category.

2. The ACNS Secretary will organise a teleconference time to review the applications and meet a consensus on the successful applicant for each category.

3. During the meeting of the Panel, the Panel will:

- a. Consider any eligibility issues in the first instance. For each application that raises a question of eligibility, the Panel will discuss the application, and come to a consensus regarding whether the application is eligible or not. Ineligible applications will be removed from the process.

- b. Discuss matters of career disruption and equity, and how they have taken this into account within their rankings. Individuals may wish to change their rankings following this discussion.
 - c. Discuss any further matters of equity and diversity for the Awards category, including but not limited to historic trends in the category, and any factors specific to the applications under consideration.
 - d. Come to a consensus on the successful applicant in the Award category.
4. The ACNS Secretary will attend each Review Panel and:
- a. Keep minutes for ACNS records.
 - b. At the end of the review of each category, invite the IDEA observer to note any concerns around diversity or bias during the Review.
- Note, if the Secretary has a conflict for that category, they will not contribute to the Review and their role will be limited to points 4a and 4b above.
5. The IDEA observer will:
- a. Observe the review process and judge whether any concerns regarding bias or procedural unfairness have occurred.
 - b. Not be involved in the review process.
6. Career disruption should be taken into account by estimating the corrected time since PhD conferral, and considering the impact on the applicant's ability to conduct research, publish manuscripts and/or apply for research funding.
7. The equity statement should be taken into account by considering the impact on the applicant's ability to conduct research, publish manuscripts and/or apply for research funding.
8. The ACNS Executive Secretary will notify the President of the winner(s) in each category. If the President has any concerns (e.g., diversity of winners), they may request a meeting with the Panel. The President will notify the winner, as well as the unsuccessful applicants.
9. In the interest of transparency, the names of members of each Awards Review Panel, and IDEA observer, will be made public in the ACNS conference materials, ACNS AGM slides, or on the ACNS website. Minutes of deliberations are confidential to the ACNS Executive.

Announcement of Award Winners

Award winners will be publicly announced on the ACNS website and social media platforms at the earliest convenience.

Version Control

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