

The Neuro-Irv and Helga Cooper Foundation Open Science Prizes (hereafter, the C-F OS Prizes)

Terms of Reference August 29, 2022, Updated February 15th, 2024

1. Preamble

These Terms of Reference should be read in conjunction with the Neuro webpage(s) dedicated to the C-F OS Prizes.¹

The C-F OS Prizes refer to 3 defined prizes:

- 1) the *Neuro-Irv and Helga Cooper Foundation Open Science Prize*, an International Prize awarded to between one (1) and five (5) individuals and including both salary support and unrestricted research funds;
- 2) the *Neuro-Irv and Helga Cooper Foundation Open Science Prize—Trainee*, an International Prize for a Trainee (Ph.D Student, Ph.D. Candidate, or Post-Doctoral Researcher) and including both salary support and fellowship funds; and
- 3) the *Neuro-Irv and Helga Cooper Foundation Open Science Prize—Canadian Trainee*, a Prize awarded to the highest-ranked application for the Trainee prize (see above) from a trainee (Ph.D Student, Ph.D. Candidate, or Post-Doctoral Researcher) employed at a Canadian Institution and including salary support.

Up to five runner-up Trainee awards may also be awarded depending on the funds available in any given year.

Winners are selected from a set of applications received in accordance with the guidelines found on the Neuro webpage(s) dedicated to the C-F OS Prize.

A Prize Selection Committee (see Section 4) will judge applications and select the winners of the C-F OS Prizes.

This document outlines the structure of the Prize Selection Committee, how it will operate in an fair and unbiased fashion to select winners and award the C-F OS Prizes, the responsibilities of the winners of the C-F OS Prizes, the dispersal of prize funds, institutional eligibility conditions, and the review and updating of these Terms of Reference.

¹ <https://www.mcgill.ca/neuro/open-science/open-science-prizes>. Retrieved on August 23, 2022.

2. Prize Purpose

To promote and incentivize Open Science practices by recognizing and rewarding projects, initiatives, services, tools, and platforms that unlock the power of Open Science in neuroscience to advance research, innovation, and collaboration for the benefit of health and society.

3. Key Responsibilities

The Prize Selection Committee's primary responsibility is to assess applications in a fair and unbiased manner that respects the C-F OS Prizes' purpose (see Section 2) as well as a commitment to recognizing Early Career Researchers (ECRs) and Equity, Diversity, and Inclusion (EDI).

4. Committee Membership, Appointments, and Terms

Members of the C-F OS Prize Selection Committee (the "Prize Committee") shall consist of 7 volunteer members:

- One (1) Member will be the **Chair of the Prize Committee** (the "Chair"). The Chair must be one of the Neuro Members (see below).
- One (1) Member will be the **Co-Chair of the Prize Committee** (the "Co-Chair"). The Co-Chair must be one of the Neuro Members (see below).
- Three (3) **Neuro Members**, including Neuro-based researchers, clinicians, trainees currently affiliated with The Neuro; patients of The Neuro or patient representatives; and/or TOSI representatives,
- Four (4) **Non-Neuro Members**, which may include researchers, clinicians, trainees, patients, patient group representatives, representatives from organizations committed to or key to Open Science, or whomever else not currently affiliated with or having a substantial connection to The Neuro is deemed to have the relevant expertise to appropriately judge the quality of applications based on the purpose and key responsibilities stated above.

The Members, including the Chair and Co-Chair, will be appointed by the Director of the Tanenbaum Open Science Institute ("TOSI").

5. Term

The Chair will serve a three-year term. The Co-Chair in the fourth year of the Chair's term will be appointed Chair in the subsequent year.

No non-Chair and non-Co-Chair Members can participate for more than four consecutive years.

6. Member Responsibilities

The Chair and Co-Chair will be responsible for overseeing that the Prize competition is run in a fair and unbiased manner commensurate with the purpose of the Prize, recommending Prize Committee Members for appointment by the Director of Tanenbaum Open Science Institute, ensuring term limits are followed, and participating in the review and updating of these Terms of Reference.

The Neuro Members will be responsible for conducting a pre-selection procedure whereby all applications are reviewed prior to review by the full committee in order to exclude applications that are clearly inappropriate due to their being outside of the scope of the competition, from applicants that do not meet the eligibility requirements, or failing to follow the submission guidelines. Neuro Members will also participate in the full review and selection process.

All Members will participate in the full review and selection process whereby successful applications are chosen for each Prize. Members must carefully review each application package prior to the yearly meeting.

Because the voting procedure is accomplished through a consensus approach (see Section 8), all members agree to the following principles²:

- Take responsibility for helping group achieve a positive outcome
- Listen very carefully to what others are saying
- Monitor their level of participation (neither dominate nor withhold)
- Be aware of the purpose, stay on topic
- Engage with, build on, respond to the ideas of others
- Express disagreement or concerns constructively and with respect
- Be aware of how both verbal and non-verbal signals impact group dynamics
- Avoid side conversations when we are conducting business in the group as a whole

7. Meetings

The Chair and Co-Chair will organize preparatory meetings prior to the prize being announced each year to ensure that the relevant guidelines, webpage(s), and this Terms of Reference are up to date.

The Prize Committee will meet once per year for the full review and selection process. Full application dossiers will be sent to the Prize Committee in advance of the yearly meeting.

² Adapted from: *A Practical Guide for Consensus Decision Making*. James Madden. 2017. pg. 5. Retrieved on June 07, 2022 from:
<https://www.tamarackcommunity.ca/hubfs/Resources/Tools/Practical%20Guide%20for%20Consensus-Based%20Decision%20Making.pdf>

Meetings may be held virtually or in person. Virtual attendance through video-chat or other telecommunications means is sufficient for attendance.

8. Consensus Voting Procedure

Decisions will be made by consensus voting. The procedure for reaching consensus will operate as follows.

1. An initial vote will be taken where each Member votes for their top choice for the Prize being assessed.
2. Any application receiving no votes will be removed from further consideration.
3. Each remaining application will be discussed in an order determined by the Chair.
4. The Members will be asked if they would like to speak to the application under review. In an order determined by the Chair, each Member who expresses the desire to speak to the application under review will be given time to do so.
5. After all interested Members have had an opportunity to speak to an application, if a Member who has already spoken to an application indicates that they wish to respond to comments made by another Member, the Chair will call on them to do so. Such responses should speak directly to substantive issues raised by other Members rather than raising new matters for discussion.
6. When all Members have had the opportunity to speak to an application or respond to the comments of other Members, another vote will be taken.
7. Any applications receiving no votes will be removed from further consideration.
8. If there remains more than one application under consideration, repeat steps 3-6 until only one application remains. Members speaking to an application in this second round should concentrate on the relative merits of remaining applications with reference to the purpose of the Prizes and any remaining questions they feel are important for the Committee to consider.

9. Recording of Committee Decisions

A written record of the discussions arising at each meeting of the Prize Committee will be documented and the committee meetings will be recorded. The minutes and records will be securely stored by TOSI for the purposes of reporting on the Prize and improving future selection procedures.

10. **Announcement**

- a. Within one (1) week of the yearly meeting the winners will be informed, including the amounts being awarded the applicant(s). Winners will be asked to confirm (1) that the awardee, or a selected awardee in the case of multiple applicants, can attend the Prize Ceremony, which may or may not include attendance at the annual Open Science in Action Symposium, (2) which institution the unrestricted research funds or fellowship should be sent to, and (3) which institution(s) the in-cash funds should be sent to. Once these items are confirmed, The Neuro and TOSI will publicly publicize the winners.
- b. The winners, including the title of their application and a short summary, will be posted on the Neuro website in a manner accessible to the public.

11. **Dispersal and Distribution of Funds**

- a. The dispersal of salary support funds will be distributed to the winners through their employing institution through TOSI and McGill's normal dispersal procedures and in accordance with any relevant McGill Policies. In cases where the winning application has multiple applicants the salary support funds will be distributed evenly between applicants. It is the responsibility of the winners and their employing institution to account for any potential tax consequences of receiving prize funds.
- b. The dispersal of unrestricted research funds or fellowship funds will be made to a single institution. In cases where the winning application has multiple applicants from different institutions, it is the responsibility of the applicants to decide which institution should receive the funds and to inform TOSI of that selection at the time they confirm their acceptance of the Prize.

12. **Eligibility for Receiving Prize Funds**

- a. Only applicants currently employed at an academic organization are eligible to receive salary support prize funds.
- b. Only academic organizations are eligible to receive the unrestricted research or fellowship Prize funds.
- c. Any of the funds associated with the *C-F OS Prize* will only be distributed to applicants affiliated with McGill once out of every five (5) years (the "restricted period").
 - a. If applications are received for the *C-F OS Prize* within the five (5) year restricted period that include applicants affiliated with McGill, the McGill-affiliated applicant(s) will not be eligible to receive salary support funds. In such cases salary prize funds will be distributed equally between applicants not affiliated with McGill. Furthermore, the unrestricted research funds must be transferred to an institution other than McGill during the five (5) year restricted period.

13. Updating these Terms of Reference

- a. These terms of reference will be reviewed and updated by TOSI as needed and at the discretion of the Director of TOSI and in consultation with the Irv and Helga Cooper Foundation.
- b. Review for the purposes of assessing whether updates are needed will be conducted by TOSI at least every two (2) years.