The Catalysis Division of the Chemical Institute of Canada

Regulation and Procedure of <u>NACS Student Conference Awards</u>

0.1 As a division of the North American Catalysis Society (NACS), the Catalysis Division of the Chemical Institute of Canada receives funds from the NACS to support the student events within the division. The current amount, which is renewed every year, is $1,500 USD.

0.2 The division establishes **The NACS Student Conference Awards**. This award, in even years, is used to promote the participation of graduate students from Canadian universities in the Canadian Symposium on Catalysis (CSC). However, in odd years, it is used to promote the participation of graduate students conducting catalysis research in Canadian universities. The award is given at the Canadian Society of Chemical Engineering (CSChE) conference and the Canadian Chemistry Conference and Exhibition (CCCE).

0.3 **The NACS Student Conference Awards** include the Student Oral Presentation Award, the Student Poster Presentation Award at the CSC, and the Student Catalysis Presentation Award at the CSChE conference and the CCCE conference. However, the Student Catalysis Presentation Award is only offered during odd years. The number of awards and the monetary amount of each award will be determined yearly according to the availability of the NACS fund, the currency converting rate, and the regulations of the conference organizing committees. Usually, in even years, there are three awards in each category of the oral and poster presentations. While, in odd years there are two awards in each conference of the CSChE and CCCE.

0.4 Graduate students registered in a Canadian university (registration must cover the time when the conference takes place) must apply for the awards when they submit their abstract(s) to the conference by filling the required paperwork. The awardees are selected based on the quality of their research and/or their presentation. The quality standards are set by the conference organizing committee or by the group of judges that the Catalysis Division or the conference organizing committee chooses.

0.5 To promote the Catalysis Division as well as the student participation in catalysis research, the Catalysis Division tends to give priority to those students whose supervisor(s) are the primary or secondary member of the Catalysis Division to receive the NACS Student Conference Awards.

0.6 The Catalysis Division through its Award Committee has the final say in the interpretation of this document and the handling procedures of the NACS Student Conference Awards.

1. Application for the NACS Student Conference Award

1.1 Students who meet the following requirements can apply for the NACS Student Conference Awards when they submit the conference abstracts if : (a) When submitting the abstracts to the conference, the student is enrolled in a MSc or PhD program in a Canadian university (the enrollment should cover to the time when the conference takes place); and (b) The submitted abstract is about the research work they have conducted and the research is catalysis related.

1.2 Students who apply for **The NACS Student Conference Awards** must send their application package to the Award Committee of the division or its assigned representative in the respective conference. The application package must include: (a) a copy of the abstract submitted to the conference; (b) a form filled and signed by students and their supervisors (See Appendix 5.1); and (c, optional) one letter-size page of information on the research topic, research progress, and publications of the applicant.

1.3 The application for **The NACS Student Conference Awards** must be sent out and received before the first-set deadline (not the extended deadline) for the abstract submission set by the conference organizing committee. Any late submissions will not be accepted. The submission can be done through the conference e website or an assigned email address when the website is not functioning.

1.4 Students who have applied for the NACS Student Conference Awards must deliver their presentations in the conference. Otherwise, they are disqualified for the awards.

2. Handling of the NACS Student Conference Awards

2.1 The Award Committee of the Catalysis Division handles **The NACS Student Conference Awards**. The award information and application procedure must be made known to the primary members of the division through emails as well as to others on the division website. Working with the conference organizing committee, the Award Committee must make the blank application forms available on the conference website.

2.2 For the Canadian Symposium on Catalysis in even years the application, reception, and evaluation are handled by the student program coordinator(s) of the conference organizing committee. The Division Award Committee or its chair, the vice chair of the division, will help the conference organization and make sure they have the proper handling procedures in place, the empty application forms available, and after the conference the award results reported to the Division.

2.3 In odd years, the Division Award Committee led by the vice chair of the division handles the award, publicizing the award to respective conferences, making the empty application forms available to members of the division and their students (through emails or conference website), receiving the applications, and evaluating the submitted abstracts.

2.4 The Award Committee of the division or its assigned specific committee evaluates the applications for the CSChE and CCCE conferences. The evaluation follows the verification of the qualifications of the applicants and evaluation of the quality of the research work and presentation of the abstract(s). The evaluation standards and procedures should be made publicly available in writing. The results of the awards should be informed to awardee students one week before the conference begins. The results also need to be given to the treasurer of the division to request checks from the CIC finance officer.

3. Awards, Awarding and Reporting

3.1 The award includes a certificate in a standard printing from the division signed by the Conference Chair of the Canadian Symposium on Catalysis in even years. While in odd years the certificate is additionally signed by the Award Committee chair or the vice chair of the Division. The award also includes a check of a certain amount in Canadian dollars from the CIC.

3.2 The results of awards and the dollar amount can be announced publicly in the conference event (i.e: the conference banquet) by giving the certificate to the awarded students. The check is sent out to them by the CIC finance officer afterwards.

3.3 NACS requires emailed reports to them about how their fund is used. The division treasurer prepares this report and sends it out to the treasurer of NACS at the reporting time.

4. Acknowledgment of Appreciation

4.1 Applicants of the Catalysis Division Student Conference Awards in the Canadian Symposium on Catalysis in even years must acknowledge their appreciation in the second slide of their ppt presentation (for oral category) or in a letter size note put beside the posters (for poster category). The standard declaration is “The presentation acknowledges the Catalysis Division Student Conference Awards funded by North American Catalysis Society.” The slide or the note should contain the division logo and website link, and the NACS logo, made available to the students by the Award Committee of the division.

4.2 The recipients of the Catalysis Division Conference Awards in the CSChE and CCCE conferences in odd years declare their appreciation in the second slide of their ppt presentation (for oral category) or by using a letter size note beside the posters (for poster category). The standard declaration is “The presentation has received the Catalysis Division Student Conference Awards funded by North American Catalysis Society.” The slide or the note should contain the division logo, the division website link, and the NACS logo, made available to students by the Award Committee of the division.

5. Appendices

5.1 The application form of the Catalysis Division Student Conference Award should be filled out by the students and be verified by their supervisor, a faculty member of a Canadian university.

5.2 Sample of certificate for the award in 2018 Canadian Symposium on Catalysis.

The Chemical Institute of Canada
L'Institut de chimie du Canada

APPLICATION FORM FOR THE CANADIAN CATALYSIS DIVISION STUDENT CONFERENCE AWARD For _____ conference of _____ year (Please submit this application form with your abstract before the 1st deadline for abstracts)

Student Information	
Student Name	
Degree Sought (Check one)	PhD MSc
Start date of current graduate program	Year Month
Email Address	
University	
Student signature (when signing the form, you acknowledge that you are registered as a graduate student in the university you indicated and you confirm this application.)	
Supervisor Information	
Name of Research Supervisor(s)	
Affiliation	
Number of CIC membership	
Are you a primary or secondary member of the Catalysis Division?	Yes No
Do you verify your student is registered in a Canadian university as a graduate student?	Yes No
Email Address of Research Supervisor	
Supervisor signature	
Abstract Information	
Title of the abstract submitted	
Session to which the abstract is submitted	
Presentation format preferred	Oral Poster