

Association of Professional Biology Advocacy Awards

2021 Terms of Reference

Last Updated September 14, 2021

1. Objective

The Association of Professional Biology (APB) encourages and supports APB members to share professional and expert guidance on issues impacting the professional biology in British Columbia. To support advocacy and discussion among members and the community, the APB may grant financial awards to APB members who provide professional guidance or advocacy on key federal and provincial policy topics related to biology initiatives.

This Terms of Reference (TOR) document outlines the terms and conditions for offering the advocacy competition, reviewing member submissions, offering awards for submissions, and distributing or posting advocacy documents.

2. Definitions

Advocacy: Refer to the APB's Definition of Advocacy under section 1.3 of the [APB Professional Biology Advocacy Policy](#).

Advocacy Prompt: A topic submitted through the APB for the purpose of the competition. The prompt may be developed by the APB Board of Directors or provided by members for approval by the Board. Advocacy prompts will range in topic and are intended to increase membership engagement through thoughtful discussion and communication of complex or large issues related to applied biology.

Award: The financial compensation provided by the APB for the chosen advocacy submission.

Competition: An event, sponsored by the APB, in which members provide submissions to address the advocacy prompt. Selected submissions are eligible for award.

Member: Person holding any membership status with the APB and part of a regulated professional organization such as the College of Applied Biology.

Submission: A complete document received by the APB that addresses the advocacy prompt.

3. Purpose of the Award

Biologists are tasked with working in not only a dynamic natural environment, but also the social, regulatory, economic, and political environment that further shapes the professional field of professional biology. As these events and critical subjects intersect with the effective application of the profession, the APB looks to its members, who span an expansive range of specializations, to provide expert guidance.

The APB may sponsor a competition in which members submit an advocacy document used to inform the community of biologists and the general public on the critical subject. These advocacy documents can serve as discussion points, state of science reports, or technical reference on important issues. Advocacy efforts that explicitly incorporate a mechanism for public outreach (e.g., video, infographic, art) are expressly encouraged.

The APB also encourages members and the public to submit advocacy documents outside of these competitions and welcomes perspectives from those involved or interested in applied biology. If you are interested in sharing advocacy efforts in applied biology, please feel free to reach out to the APB. Outstanding submissions outside of the competition may receive recognition by the APB and may receive an honorary financial award.

4. Eligibility:

This award is available to professional biologists (R.P. Bio or P. Biol) and Biologists in Training (B.I.T.) holding membership with the APB and in good standing with the College of Applied Biology.

5. Competition Guidelines:

- a. The APB will send, through BioServe or similar membership notification service, an advocacy prompt to APB members that defines the advocacy subject, deadline, and expected deliverables.
- b. Completed submissions must be sent to the APB at info@professionalbiology.com by the provided deadline. The APB may choose to extend the deadline as necessary or cancel the competition in the event that too few responses or inadequate submissions are received.

- c. Submissions will undergo screening (Section 6) with only one award being granted for each advocacy prompt.
- d. The winning advocacy piece and information on the author will be displayed on the APB website and may be presented on APB social media pages.
- e. APB will not take ownership of any submissions and is not responsible for the claims, opinions, or recommendations included in the submissions.

6. Submission Screening:

- a. Submissions must be complete and fulfill all requirements outlined in the prompt.
- b. Submissions will be independently screened by at least two APB Board of Directors as they are received. Submissions will be reviewed in accordance with the Principles of Peer Review described in the [Canadian Institutes of Health Research Standards of Practice for Peer Review](#).

7. Award Details and Conditions:

- a. The APB offers a financial award to the competition winner. The amount of the award will be specified in the prompt. The award will be sent directly from the APB to the winner within 30 days of declaring a winning submission.
- b. Awards may be revoked by the APB at any time if the application, after acceptance, includes any of the following faults:
 - i. Plagiarism
 - ii. Falsification of information
 - iii. Incorrect or misleading data or information
 - iv. Violation of CAB Code of Ethics

The author of the award must be provided with an opportunity to be heard prior to the Board making a decision to revoke. The author will be provided with up to 14 days to respond. A revoked award includes notification of the revoked award status to members on any platform that announced the award. The APB may request a return of the financial award.

- c. The APB may offer competition runner-ups an opportunity to have their submissions posted on the APB website to support discussion and additional perspectives related to the prompt.

8. Amendments and Changes to the Terms of Reference:

- a. These terms of reference may be amended by a majority vote (50% plus 1) of the APB Board of Directors during a duly convened meeting of the Board of Directors having met quorum.
- b. All amendments must be noted in the meeting minutes and full amendments saved on a shared file in the APB file directory.

Approved:

**Keith Story, R.P.Bio
APB Director**



September 14, 2021

**Domenico Iannidinardo, MBA, RPBio, PEng, RPF
APB President**



November 21, 2021