



2024 Clinical Trials BC Awards

GUIDANCE DOCUMENT



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**Health
Research BC**

CLINICAL TRIALS BC

2024 Clinical Trials BC Awards

Guidance document

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1. Introduction

Michael Smith Health Research BC (Health Research BC) is British Columbia's health research agency. We are working towards a future where BC is recognized worldwide for its vibrant, coherent, inclusive and globally competitive health research system, which improves the health of British Columbians, the health system and the economy. Learn more at www.healthresearchbc.ca.

As part of Health Research BC, Clinical Trials BC is strengthening efforts to build a robust clinical trials ecosystem in British Columbia by building talent and capacity; improving the provincial capability to conduct trials; and maximizing their economic benefit.

About the Clinical Trials BC Awards

The awards honour individuals and organizations who have made significant contributions to strengthening the BC clinical trials ecosystem. Award recipients exemplify excellence in leadership, advocacy for clinical trials, and outstanding service and support to advance clinical trials research and improve the health of people across British Columbia.

This year, there are two award opportunities:

- Leadership & Advocacy Award
- Service & Support Award

2. The Leadership & Advocacy Award

2.1. Description of the award

This award honours outstanding leaders and advocates for clinical trials at the local, provincial and/or national level. Recipients are leaders who educate, mentor, advocate or spearhead projects, programs and strategies that benefit the clinical trials community.

The award **recognizes excellence in clinical trials efforts and leadership** rather than excellence in clinical trial research, for which there are many other prestigious provincial and national awards.

2.2. Selection criteria

Organizations and individuals are categories in this award that are evaluated separately by the Awards Committee using the following criteria for each group.

2.2.1. Criteria for organization nominations – Leadership & Advocacy Award

Nominees will be selected based on the description and/or evidence provided in the nomination package that shows how they are contributing to clinical trials leadership in British Columbia. Awardees advocate for clinical trials and positively impact the clinical trials community in BC. The leadership and advocacy work should **exceed the normal expectations of regular practice and should be an inclusive and respectful organization**.

The Awards Committee will consider organization nominees (programs or projects) if they meet any of the following four criteria:

Criteria	Description	Weight
Significant Acts	The leadership work has resulted in a significant act(s) or specific decision(s) advantageous to the clinical trials community.	6/10
Leadership Action	The leadership action(s) or decision(s) advantageous to the clinical trials community were marked by outstanding efforts, processes or innovation.	
Awareness	The leadership work generated awareness among British Columbians, policymakers or the media about the nature of clinical trials, their economic and/or social benefit to our society, community and or citizens.	
Advocacy	The leadership work mobilized grassroots advocacy at the provincial, regional or national level.	

Other criteria for organizations that will be considered and given weight for any of the following:

Criteria	Description	Weight
Sharing Knowledge	The organization shares its knowledge of and passion for clinical trials with others through writing, speaking and/or consulting.	4/10
Lead Developing Role	The organization has played a lead role in developing/growing community, provincial or national awareness related to clinical trials and is generally recognized as a leader in this field.	
Stakeholder Participation for Advocacy	The organization actively participates in stakeholder groups dedicated to advancing clinical trials and/or other means of advocating for clinical trials.	
Active Championship	The organization has actively championed the clinical trials advocacy tool/program/strategy within their organization.	
Planned Strategies	Leadership efforts that include multiple components that serve to frame an issue, develop alliances, and gather and disseminate data relevant to moving the agenda forward.	
Consistent Effort	Consistent effort over a notable period.	

2.2.2. Criteria for individual nominations – Leadership & Advocacy Award

Nominees will be selected based on the description and/or evidence provided in the nomination package that shows how they contribute to clinical trial leadership in British Columbia and/or Canada.

Nominees are leaders for clinical trials and positively impact the community and/or health innovation system in the province by working to educate, motivate, mentor and promote clinical trial development within the research community. They may also act as decision-makers; promote clinical trials in the BC community; support policy and promote initiatives through effective clinical trials advocacy at the local, provincial and/or national/international levels.

The leadership and advocacy work should **exceed normal expectations of regular practice and be inclusive and respectful of the values and personal autonomy of those affected by it.**

Individual nominees will be considered if they meet one or more of the following criteria:

Criteria	Description	Weight
Significant Acts	The leadership work has resulted in a significant act(s) or specific decision(s) advantageous to the clinical trials community. The leadership work has been the primary reason the decision was made or the improvement was achieved.	4/10
Leadership Action	The leadership action(s) or decision(s) advantageous to the clinical trials community were marked by outstanding efforts and contributions, process, program development or implementation or establishment of a notable work/body.	
Awareness	The leadership work raised awareness among the clinical trials community, the public, policymakers, the media and/or the public about the nature or aspects of clinical trials, its economic and/or social benefit and its critical role.	
Advocacy	The leadership work involved representation, mobilized action, elevated knowledge, or improved practices - at the national, provincial, regional or community level.	

Other criteria for individuals that will be considered and given weight:

Criteria	Description	Weight
Sharing Knowledge	Shares their knowledge of and passion for clinical trials with others through writing, speaking and/or consulting.	6/10
Lead Developing Role	Has played a lead role in representing/developing/growing an initiative, community, institute or provincial or national awareness related to clinical trials and is generally recognized as a leader in this field.	
Stakeholder Participation for Advocacy	Actively participates in stakeholder groups dedicated to advancing clinical trials and/or other means of advocating for clinical trials.	
Active Championship	Has actively championed the clinical trials advocacy tool/program/strategy within their organization or externally.	
Planned Strategies	Leadership efforts that include multiple components that serve to frame an issue, develop alliances, and gather and disseminate data relevant to moving the agenda forward.	
Consistent Effort	Consistent effort over a notable period.	

3. The Service & Support Award

3.1. Description of the award

This award recognizes the community-based, volunteer commitment of an individual, organization, company or agency to improve the clinical trials community.

The award recognizes **distinguished contribution in clinical trials support or service** rather than occasional volunteer or general acknowledgement for common efforts which are appreciated but for which there are many other forms of thanks and recognition.

3.2. Selection criteria

Organizations and individuals are categories in this award that are evaluated separately by the Awards Committee using the following criteria for each group.

3.2.1. Criteria for organization nominations – Service & Support Award

Organization (program, project) nominees will be considered if they meet one or more of the following criteria:

Criteria	Description	Weight
Impact	The significant positive impact of the organization in the research and clinical trials community or others through their service or support activities. Or Exemplary service of the organization to the research community through active and impactful participation in associations, societies, institutes and other professional bodies.	10/10
Leadership	Exemplary service or support initiative to set the stage for others to follow or participate.	
Advancement of Knowledge	Success in advancing understanding clinical trials, research and professionals in society through service or support.	
Contribution	The organization's significant support or service contribution for the advancement of clinical trials through activities that address challenges within the area and/or inspire and mentor the next generation of clinical research teams and professionals.	
Other Factor	Active and notable participation or presence of an organization to foster growth or advancement of the clinical trials community through volunteerism or another form of support or service. This may include volunteer roles with non-profit and charitable organizations; participation in voluntary commissions, boards or task forces; government administration or other service contributions that benefit their community over an extended period.	

3.2.2. Criteria for individual nominations – Service & Support Award

Individual nominees will be considered if they meet one or more of the following criteria:

Criteria	Description	Weight
Impact	The significant positive impact of an individual in the research and clinical trials community or others through their service or support activities. Or Exemplary service of the organization to the research community through active and impactful participation in associations, societies, institutes, and other professional bodies.	10/10
Leadership	Exemplary service or supportive initiative by an individual to set the stage for others to follow or participate.	
Advancement of Knowledge	Success in advancing understanding clinical trials and research and professionals in society through service or support.	
Contributions	An individual's significant support or service contribution for the advancement of clinical trials through activities that address challenges within the area and/or inspire and mentor the next generation of clinical research teams and professionals.	
Other Factor	Active and notable participation or presence of an individual to foster growth or advancement of the clinical trial community through volunteerism or another form of support or service. This may include volunteer roles with non-profit and charitable organizations; participation in voluntary commissions, boards or task forces; government administration; or other service/support initiatives or contributions that benefit their community over an extended period.	

4. Eligibility for awards

Nominees for any of the awards may be an individual or organization/company/institution who or which represents or is drawn from a stakeholder group across the clinical trial community: research team members and administration, academia, industry, non-governmental (not-for-profit sector), projects/programs, patient partners, participants, health product consumers and professional organizations.

All nominees must be a Canadian citizen/landed immigrant/permanent resident, a Canadian-based/situated organization or a program/project with preference to British Columbia.

Nominees have not previously received a Clinical Trials BC Award in the same category.

All nominees must be advocating for clinical trials activities taking place in BC and/or within Canada.

Current members of Awards Committee and Michael Smith Health Research BC's current Board of Directors are ineligible to be nominated.

5. Nomination

First nominators are accepted widely from the clinical trials research community and from the Awards Committee.

A secondary nominator is required for the nomination to be considered and the second nominator cannot originate from a current member of the Award Committee.

Any nomination submitted may be considered for up to two award cycles if it is in the recommended ranking from the previous year.

Nominations must be received within the deadline and must be complete (with minor exceptions to partial missing contact information).

Duplicate or multiple nominations of the same individual or organization are screened and noted in the review minutes. Support letters may be combined to form a single nomination package.

6. Governance

The Awards Committee is chaired by an individual appointed by Clinical Trials BC Director. The director also appoints the members of the Awards committee.

The Awards Committee ideally comprises one to two representative(s) of the Clinical Trials BC Advisory Council and two to three additional representatives drawn from the clinical trials community (staff, supporters, patient partners and other stakeholders). An odd number of committee members should be assigned. They must be available to conduct reviews from December 15, 2023 to January 15, 2024 and be able to attend up to two meetings on January 25, 2024 and January 31, 2024 (second meeting if necessary).

The Awards Committee Chair is responsible for the 'call for nominations,' preliminary evaluation of the nominee applications, chairing the review process, committee meetings and forwarding the recommendations of the Awards Committee on the recommended award recipients to the director of Clinical Trials BC.

Clinical Trials BC Director is responsible for leading the **secondary reviews and approval process** at the organizational level. The director also handles any protests, complaints or inquiries of the process.

7. Process and timing

The 2024 Clinical Trials BC Awards will open for nominations in **August 2023**. The nomination deadline for the 2024 Clinical Trials BC Awards is 11:59 p.m. PST **December 10, 2023**.

Clinical Trials BC reserves the right not to select an award recipient in a given year or may name more than one award recipient in a given year in either award category.

The Awards Committee will make its recommendations based on evaluating the nomination packages received. Each nomination package will include a completed form outlining the nominee's and nominators' contact information, two letters of recommendation from two nominators and a comprehensive description of an organization, company, institution, program or project.

The Awards Committee conducts the selection process, including the reviews. The process is outlined in a procedure, documented and filed.

The chair will provide the committee recommendations to Clinical Trials BC Director in writing. Health Research BC will then conduct a formal approval of the recommended nominees. Finally, Clinical Trials BC Director will notify the award recipients.

The awards will be presented in Spring 2024. The name of the award recipients will be kept confidential until the awards are presented.

8. Reporting the award recipients

Clinical Trials BC will promote and publicize the awards, the recipient's accomplishments, their contributions to clinical trials in BC and the award event itself through its website, video, photographs, social media, local publications and networks. Clinical Trials BC may organize speaking engagements, interviews, posts and other opportunities to promote/profile the award recipient's accomplishments.