**Prizes**

**Publicity**

Details of the group prizes including the call for nominations and announcement of the winner should be circulated to group members by email, advertised on the group website and included in newsletters (where applicable).

**Eligibility**

Group prizes should follow an open and fair process of nomination and be consistent with the law and Institute policy.

Those who are currently paid employees of the Institute, members of Council and members of the group committee are not eligible for prizes. These exclusions apply at the time of the meeting to ratify the prize winner except in the case of group committee members where the exclusion will apply from the time of nomination.

Group prizes at conferences may be open to all regardless of the entrants geographical location and nor does the entrant need to hold membership to the Institute. However, specific criteria are left to the discretion of the group (providing it meets with Institute policy).

Groups are encouraged to promote diversity. Groups may use specific criteria for a prize if they are trying to promote widening participation (i.e. encouraging underrepresented groups). For example prizes may be aimed physicists in the early stages of their career. Note, however, that such criteria should not be worded as to discriminate on grounds of age. The Institute defines early career as meaning someone who is, as and allowing for career breaks:

* Within six years of completing their PhD
* Or, if they do not have a PhD, within 10 years of the start of their first employment contract where research and/or the application of physics is the primary function of their role

**Categories of prize and monetary value**

* *Oral presentation/poster prizes* – *the Institute’s contribution is limited to £100.*
* *Best paper* / *Best essay* / *Thesis prizes* – *the Institute’s contribution is limited to £250*.
* *Prizes for outstanding contribution* – *no financial contribution.* NB groups should present no more than one outstanding contribution prize
* *Outreach – no financial contribution*

The cash limit on prizes includes not only the winner’s money but any money given for third and second places too. Groups may present multiple prizes but the overall limit still applies e.g. five poster prizes of £20 or one poster prize of £100.

Outstanding contribution and outreach prizes should not have a monetary value and should be limited to the presentation of a framed certificate.

Groups cannot ‘save up’ money by presenting the prize in alternate years in order to offer a higher prize value. Groups may present a prize of a higher value than the stated guidelines only if additional sources of income are found to cover the increased cost. Any increase in value to an existing prize must be ratified by the Groups Committee before an agreement is made.

Groups who wish to present more than one prize must demonstrate that they are of sufficient size to administer them and that there is no overlap with existing prizes or awards. If a group presents more than one prize then the annual prize budget of that group should not exceed the equivalent of £3 x number of group members.

**Selection**

The process of selection should be fair and transparent. The selection process should be explained in the call for nominations.

**Presentation**

A certificate should accompany group prizes. These should be arranged through the Groups & Awards Officer. Please also contact the Groups & Awards Officer to arrange for prize payments to be made.

**Exemptions**

Prizes which are awarded jointly between a group and another organisation will be considered on a case by case basis; flexibility of the cash limits will be dependent on the involvement of the joint organisation. Prizes with an endowment and specific terms are exempt. All prizes must comply with current legal requirements and are subject to the same revalidation process; requests for new prizes must be ratified by the Groups Committee.