



Version 2020-001 [draft]

**Standard Operating Procedure for Peter A. Larkin Award for
Excellence in Fisheries at a Canadian Institution**

Contents

Background.....	1
Larkin Chair.....	2
Formation of Review Panel	2
Scoring/Ranking Applicants	3
Notification, Prize Amounts and Certificates	4
Obligations of Awardees and Runner-ups	5
Eligibility	5
Key Action Items.....	6
Appendix 1: Award Application Form.....	7
Appendix 2: Award Rubric	10

Background

The Peter A. Larkin Award for Excellence in Fisheries at a Canadian Institution is given annually to two deserving graduate students (one doctoral student and one master's student). The award recognizes one of Canada's great fisheries scientists who was passionate about mentoring students. The Peter A. Larkin Memorial Fund was established in memory of Peter Anthony Larkin, Member of the Order of Canada, Order of British Columbia, Fellow of the Royal Society of Canada, Master of Arts (University of Saskatchewan), Doctor of Philosophy (Oxford University), Doctor of Science (University of British Columbia), University Professor Emeritus, world-renowned leader in fisheries science, and an active and honoured member of the American Fisheries Society (AFS). The award is administered and supported by the Canadian Aquatic Resources Section (CARS) of the AFS. Successful applicants will be chosen by CARS based on academic qualifications, a proposal of their research, and their leadership experience (see rubric below).

Prior to 2012, the award was dispensed as a travel award, with the caveat that if a student received another travel award (e.g., Skinner Memorial Award from the Education Section), the



Larkin winner could not accept the Larkin award. In this case (and it happened often and sometime multiple times in one year), the award money would simply be passed down to the next ranking applicant. In 2012, the CARS Executive Committee decided that we would rather offer the award with no requirement that it be used for travel, and to simply award the most deserving applicants with the award. It was also decided that both a master's and a doctoral applicant would be recognized, and it was made clear that the award did not have to be strictly awarded to a Canadian Citizen, but any student AFS member enrolled at a Canadian institution.

Larkin Chair

The CARS President appoints a Larkin Chair ("the Chair") and the Chair typically serves for several years. The Chair is responsible for several key action items (see action item table), specifically updating the application each year (see example application below), coordinating advertising of the award competition with the CARS Communications Officer, forming a review panel, undertaking application review, and informing the CARS Executive Committee of the decision of the panel. The Chair also fields questions from students, receives the applications, coordinates efforts of the review panel and consolidates scores, communicates information back to students, receives the write-ups from the winners and runners-up to be posted on the CARS website, liaises with CARS Communications Officer to disseminate winner information via e-mail and newsletter, and facilitates ordering of the award (money and certificate) by providing winner mailing details.

Formation of Review Panel

The review panel is invited to serve at the leisure of the Chair. At least two professional fisheries researchers or fish biologists in Canada should be chosen (*e.g.*, professors, government research scientists/biologists, consultants, etc.). Ideally the review panel will be comprised of CARS/AFS members, but this is not a criterion, and conflicts of interest should be minimized. Additionally, where possible, equity, diversity, and inclusion should be considered to ensure a balanced review panel (early career scientists are welcome, too). The committee may hold a conference call (AFS has a number, and google spreadsheet for scheduling; ask CARS President for details) where the Chair reviews the application requirements and the rubric with the panel, although, email communication is often sufficient. Email communications between the review panel and the Chair is encouraged if any questions should arise during the process. The Chair should also decide if a follow-up call is needed to discuss rankings, or if a simple list of rankings is preferred. Assuming an application deadline in early fall, a one month minimum should be allotted for the review panel to review the applications. More time may be necessary depending on the number of applicants and other commitments of the review panel. Should many applications be received, the Chair may want to provide more time for reviews. In the judging process, the Chair should remain impartial, and should only judge the candidates if one of the judges on the review panel backs out or after a concerted effort could not find a second judge.



Eligibility

Students must be conducting research for a fisheries related program at a Canadian institution (students from various disciplines can apply) or if they are not currently enrolled in a program, they must have graduated within the current award year (*e.g.*, for the 2020 award, applicant may have graduated sometime in 2020). Students should apply within the graduate level that they are currently enrolled (either master's or doctoral) or recently graduated from. The award is not restricted to students with Canadian citizenship. The applicant must be a current member of AFS; if they are not, they can join at the time of applying to this award.

A winner can only win once at the master's level and once at the doctoral level. For example, a winner at the master's level can subsequently apply for the award at the doctoral level; however, within the same graduate level (within doctoral or within master's), the winner cannot apply in subsequent years. There are no restrictions for runners-up to re-apply.

Scoring/Ranking Applicants

The rubric was developed (and revised three times) between 2010–19 by the former Larkin Award Chair, Karen Murchie and past CARS Executive Members. While it is expected that the rubric will need to be revised in the future, this SOP uses the rubric developed in 2018 because it takes a balanced approach to academics, service and outreach.

Each applicant is given a score out of 85 based on current academic standing, professional experience, peer-reviewed publications, reports and/or grey literature, oral and poster presentations at scholarly conferences/meetings, scientific communication to the public leadership activities, awards, and their thesis research summary (see rubric for details). The highest scoring master's and doctoral applicants will be awarded the Larkin Award prize (money and certificate), and the second highest scoring master's and doctoral applicants will be awarded a "runner-up" certificate.

In the event that there is a tie for either the first place or runner-up positions, the Chair should review the two top ranked applicants with the review panel and try to reach a consensus as to who should win. If this is not possible, the winner should be chosen based on the 'Peer-review publications' part (Section 2; Part 3) of the application. First, the total score out of a maximum of 15 pts (based on the rubric) should be compared between applicants, and the individual with the highest score is the winner. If both applicants have attained the maximum of 15 pts, then all points for the publication section can be added up (in excess of 15 pts) and the highest score is the winner. If there is still a tie after assessing all publications, then the 'Leadership activities' category (Section 2; Part 7) should next be assessed in the same way. If there is still a tie, then the 'Science communication to the public' category (Section 2; Part 6) should be assessed following the same protocol.



Notification, Prize Amounts and Certificates

All applicants are notified via email by the Chair after a decision has been made and before the announcement of awardees. At this time, the Chair will provide a summary to all applicants regarding the number of applicants, awardees, etc. The winner at each level is awarded \$400 and an AFS CARS certificate. Runners-up receive a certificate. All receive recognition on the CARS website. Names and addresses of prize winners and runners-up are provided to the CARS Secretary/Treasurer who will send a cheque with a letter of congratulations to the prize winners, and order the appropriate certificates from AFS (<https://fisheries.org/about/awards-recognition/award-ordering/>). The certificates are typically mailed directly to the recipients from AFS headquarters. Note that plaques or certificate holders are generally not ordered. The language used in the certificate can be seen in the screen capture of the proof below. The certificate is printed on AFS letterhead (not shown) and the CARS Secretary/Treasurer also requests that the CARS logo be included (and sends the high resolution CMYK image to AFS).



CANADIAN AQUATIC RESOURCES SECTION

Peter A. Larkin Award for Excellence in Fisheries

is hereby presented to

Theresa Mackey

*University of Winnipeg
Winner at the MSc Level*

"in recognition of outstanding achievement in fisheries research at a Canadian institution, and as a tribute to his promise as a future professional in fisheries and aquatic sciences"

2019

**Canadian Aquatic
Resources Section**
of the American Fisheries Society



**Section Des Ressources
Aquatiques Canadiennes**
de l'American Fisheries Society

Obligations of Awardees and Runner-ups

The Chair (please cc CARS Communications Officer) will inform the awardees (including runner-ups) that they must submit a brief research summary, photo, and photo caption to the CARS Communication Officer for publication on our webpage. This will also be shared when the awardees are announced on social media. All awardees will already know this, as details are also on the application instructions.



Key Action Items

Action Item	Mode	Persons Responsible	Latest Date For Completion*
First Announcement of competition	Social media + professor email list	Communications Officer (SM) + Larkin Chair (professor email list)	early April
Second Announcement of competition	Social media	Communication Officer	mid June
Final Call for Applications	Social media + professor email list	Communications Officer (SM) + Larkin Chair (professor email list)	mid September
Formation of review panel	Email/phone	Larkin Chair (President to assist if needed)	July
Application review	Email/Shared folder	Larkin Chair and review panel	October
Decision	CARS conf. call	Larkin Chair	December
Award summary (number of applicants, awardees, thanks, etc.)	Email to all applicants	Larkin Chair	December
Announcement of Awardees	Social media + annual Canadian Conference For Fisheries Research	Communications Officer + CARS President (CCFFR)	January during CCFFR

*The Chair may choose to go with an earlier timeline at their discretion.



Appendix 1: Award Application Form

Peter A. Larkin Award for Excellence in Fisheries at a Canadian Institution

Applications are now being accepted for the Peter A. Larkin Student Award for Excellence in Fisheries. The purpose of the award is to identify the top *current* master's and doctoral level students that are conducting fisheries research at a *Canadian institution*. The award is not restricted to students with Canadian citizenship.

The winner at each level is awarded \$400 and an AFS CARS certificate. Runners-up receive a certificate. Both winners and runner-ups receive recognition on the CARS website.

The award is administered and supported by the Canadian Aquatic Resources Section (CARS) of the American Fisheries Society (AFS). To be eligible for the award, you must be a current member of AFS (go to fisheries.org). You can join at the time of applying to this award. We also encourage you to check the box to be a CARS member in the AFS application form, which comes at no additional cost for students. Note if you are already an AFS member but didn't know about CARS, you should be able to make changes to your membership by logging into the AFS membership page.

When filling out the application, please pay attention to the page limitations for each section. Note that Times New Roman, 12pt font is to be used, with page margins of 2 cm on all sides. Upon completion of the application, please **convert the document to a pdf** and name the file with your last name followed by an underscore and Larkin (i.e., **YourLastname_Larkin.pdf**). Points will be deducted for not adhering to formatting guidelines or if material is omitted. Completed documents are to be sent to: **Sarah Lehnert, CARS Larkin Committee Chair, sarah.lehnert@dfo-mpo.gc.ca**

Completed applications must be received no later than 4pm EDT June 12, 2020

Note that all winners (1st place & runners up) will be notified via email after the judging is complete. A public announcement to all CARS members will be sent via email, and public notification of the award winners will occur on the CARS website (<http://cars.fisheries.org>) and CARS social media. Note that winners (1st place & runners up) of the award must submit a short research write-up for the CARS webpage.

SECTION 1 – not to exceed one page.

Name of applicant:



Institution name: (if you are co-supervised, please only list your degree granting institution)

Program (master's or doctoral) and program start date:

Applicant's permanent mailing address:

Email:

AFS member #

CARS member (Yes/No)

SECTION 2 - RESUME (65 pts) - *not to exceed three single-spaced pages with information in the following format: (please use the headings provided)*

- 1) ***Current academic standing:*** Provide your average (as a percentage) for your current degree. If you have not taken courses to date for your current degree, provide your overall average for your last degree (as a percentage). Specify which degree you are providing your average for. A screen shot of your unofficial transcripts should be attached with the application.
- 2) ***Professional experience related specifically to fisheries:*** positions held and relevant duties; include duration (e.g., May-July 2017, 2015-present if continuous). This includes both paid and volunteer activities.
- 3) ***Peer-reviewed publications:*** follow citation format for *Transactions of the American Fisheries Society* and only include manuscripts that are either published/accepted/in press. Manuscripts conditionally accepted, in review, or in preparation will not be considered.
- 4) ***Government reports and/or grey literature:*** provide details of any government or consulting reports that you contributed to.
- 5) ***Oral and poster presentations at scholarly conferences/meetings:*** Only list presentations where you were first author. Provide authorship information, presentation title, conference, location and date.
- 6) ***Scientific communication to the public:*** include non-peer reviewed popular press articles that you authored, science blogs that you maintain or have contributed to (provide a current url and date accessed), public presentations given such as science cafes (list presentation title, location,



date), vimeo/youtube videos (include current url and date), or any other relevant scientific communication to the public.

7) **Leadership activities:** include participation in university committees, other professional societies, mentoring, community outreach, etc., that have not been included above. Provide a short description of the activity, your level of involvement, and duration of the activity.

8) **Awards:** include scholarships (plus value), leadership, academic, or communication. For each award, indicate their level (i.e., institutional, provincial, national, international).

SECTION 3 – THESIS RESEARCH SUMMARY (20pts) - *not to exceed one single-spaced page, excluding 1 separate page for literature cited. Use #s, e.g., The rate of sound absorption increases by almost an order of magnitude between 69 kHz and 300 kHz [4], to denote literature cited to save space.*

The proposal must be submitted in the following single-spaced format with the following headings:

- 1) Title
- 2) Introduction (provide project background and justification)
- 3) Objectives/Hypotheses (provide problem statement with specific objectives or hypotheses)
- 4) Methods (provide a summary of procedures)
- 5) Significance of research
- 6) Literature cited (follow citation format for *Transactions of the American Fisheries Society*)



Appendix 2: Award Rubric

Peter A. Larkin Award for Excellence in Fisheries at a Canadian Institution Rubric

SECTION 2 – RESUME (TOTAL OF 65 pts) – *Applicant should not to exceed three single-spaced pages. Subtract 2 points for exceeding the page limit and 2 points if they do not include headings for the required information.*

- 1) ***Current academic standing (5 pts)*** – 5 pts for avg >95; 4 pts for 90-94%; 3 pts 85-89%, 2 pts for 80-84%, 1 pt 70-79%
- 2) ***Professional experience related specifically to fisheries (15 pts maximum)*** – for each experience listed, score up to 1 point for position/duties relevancy (use 0.25 increments), and up to 1 point for duration (e.g., 1 pt for long term (>1yr); 0.5 pt for short term (<1yr))
- 3) ***Peer-reviewed publications (15 pts maximum)*** – first author publications non-review paper (1 pt each); first author publication review paper (0.5 pts); co-author publication (0.25 pts each). Only count manuscripts that are published/accepted/in press.
- 4) ***Government reports and/or grey literature (1 pt maximum)*** – 0.25 pts for each contribution to government reports/grey literature
- 5) ***Oral and poster presentations at scholarly conferences/meetings (4 pts maximum)*** – 1pt for each presentation. Must be first author as indicated on the application.
- 6) ***Scientific communication to the public (10 pts maximum)*** – Up to 1 pt for each unique public outreach activity (judges can use their discretion to weight activities based on substance in 0.25 increments; publishing in popular press or production of video outreach would be 1 pt where outreach is greater versus a science café style talk with a small audience at 0.25 pts)
- 7) ***Leadership activities (10 pts maximum)*** – Up to 1 pt for each leadership activity (Judges can use their discretion to weight activities based on substance/duration in 0.25 increments. e.g., serving on a committee in a position with responsibilities for 1+years = 1pt; moderating a session of talks at an AFS conference = 0.25pts)
- 8) ***Awards (5 pts maximum)*** – 2 pts for international awards, 1.5 pts for national awards, 1 pt for provincial awards, 0.5 pts for institutional awards



SECTION 3 – THESIS RESEARCH SUMMARY (20 pts) – *subtract 1 point for exceeding page limits, subtract 1 point for not following TAFS reference format for literature cited section.*

Points are allocated as follows:

- 1) Title
- 2) Introduction (5pts)
- 3) Objectives/Hypotheses (3pts)
- 4) Methods (5pts)
- 5) Significance of research (5pts)
- 6) Literature cited (2pts)