

2024 World Congress of Psychiatric Genetics
Nomination Instructions for the Richard Todd Award
Submission Deadline: Thursday, June 6, 2024

To submit your nomination, please follow the instructions below:

1. Visit the 2023 Abstract Submission Portal by going to: ispg.societyconference.com and select “Log-In”.
2. Go to Submissions and select “Access My Dashboard”.
3. Select the large blue square “Submit ISPG Award Nomination”.
4. Under “ISPG Award Nomination” select “Richard Todd Award” in the drop-down menu. You will then be directed to the submission application.

*You can nominate yourself or another individual. For more eligibility information, please see the [ISPG Honoric Awards Information](#).

Steps for Submission:

Richard Todd Award Questions

1. Task 1 (Nominee Information): Search for the ISPG member you are nominating for the award.
2. Task 2 (Scientific Work and Achievements): Write a brief (1,000 word max) description of the scientific work and achievements justifying why the proposed scientist is eligible for the Richard Todd Award.
3. Task 3 (Current CV): Upload a current 4-page CV that includes a full list of at least FIVE (5) publications and description.

The screenshot shows a web form with three main sections, each indicated by a numbered circle on the left. At the top right, there are two orange buttons: "Save Submission" and "Submit Richard Todd Award".

- 1 Nominee Information ***: This section contains a text box with a search icon and the label "Search for person". Below the text box is a descriptive paragraph: "Please search for the name of the nominee. Nominees must be a current member of ISPG and must have completed their formal training (i.e., terminal degree, post-PhD fellowship or post-doctoral fellowship, medical residency, or other specialized training) within the past ten years. Self-nominations are allowed."
- 2 Scientific Work and Achievements ***: This section contains a large text area for writing. Below the text area is a counter: "1000 of 1000 words remaining". The instruction reads: "Please write a brief description of the scientific work and achievements justifying why the proposed scientist is eligible for the Theodore Reich Early Career Award. This should not exceed two pages or 1,000 words."
- 3 Current CV ***: This section contains an "Upload" button with an information icon and the text "max file size: 8 MB". The instruction reads: "Please attach a current four-page CV that includes a maximum of FIVE published or in-press manuscripts."

4. Once all requested information is complete, select the orange “**Submit Richard Todd Award**” button at the top of the page. You will receive an email notifying you that your submission was successful.