



Guidelines For Applicants: EUROFINS INNOVATION AWARD

Association number: A0017462L

ABN: 50 423 289 752

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PREPARED BY

AIOH Awards & Sponsorship Committee

1. DESCRIPTION

The Eurofins Innovation Award is an award of the Australian Institute of Occupational Hygienists Inc, sponsored on an annual basis by Eurofins Australia. The award provides a selected applicant with the opportunity to develop, promote or implement innovation in an area of occupational hygiene that will benefit occupational hygiene practice and worker health.

The innovative area selected is broad, and may include for example, the development of a new method or approach to solve a problem.

The award will not be made if, in the opinion of the AIOH Awards Committee and Council, applicants do not meet the standard required. If the award is made, the successful applicant will be notified in writing by the President of the Institute and the recipient(s) will be announced and presented with an inscribed memento at the Gala Dinner held as part of the AIOH Annual Conference and Exhibition.

The recipient of the Eurofins Innovation Award will represent both the AIOH and Australia at the highest levels of the profession in any other State or Country that has been approved for travel and are expected to conduct themselves for the duration of the award accordingly.

NB: The financial aspects of this award are limited, and the successful applicant may need to supplement it to achieve the level of travel or fees payable. Details are available from the AIOH.

2. ELIGIBILITY

Provisional, Full and Fellow members of the AIOH who are in good standing are eligible to apply for the award provided that they are not a member of the AIOH Awards and Sponsorships Committee, an employee of Eurofins Australia, a relative of an employee of Eurofins Australia.

3. PREPARING YOUR APPLICATION

The attached Application Form requires the provision of information, with supporting documentation if necessary, relating to:

- Your personal details
- Your academic qualifications and postgraduate training
- Your work history and experience in occupational hygiene (including your involvement in the AIOH)
- The work which is at the heart of your application for the Eurofins Innovation Award
- The benefits you anticipate arising from your Innovation, professional development and to the field of Occupational Hygiene
- Any other information that supports your proposal (e.g., key milestones in the Innovation)

Your enthusiasm, commitment and competence as a practicing occupational hygienist will be judged almost exclusively on the information you provide in your application. Study the Selection Criteria carefully and use the notes provided below to help you present your case for selection to best advantage.

3.1 Work History and Experience in Occupational Hygiene

3.1.1. **Work History**

Provide your work history in chronological order from present day to earlier times. Supplement (in a separate statement, if necessary) job titles with sufficient descriptive material to enable assessment of the level of responsibility of your position(s) and the extent to which your work is or was occupational hygiene. Be factual, bearing in mind that you will be asked to name Innovation/professional referees and that references may be checked before a final decision is made.

3.1.2 **Your Future in Occupational Hygiene and the Innovative solution**

Both the Sponsor and AIOH want the Sponsor's investment to provide maximum Innovation development to the field of occupational hygiene of the Eurofins Innovation award. Both are naturally keen to see the recipient remain in the field for a length of time sufficient to fully utilise the knowledge and experience gained from the award. Under this heading you should provide an indication of your aspirations with respect to career development and of your commitment to the field. It would help the assessors to form a rounded picture of you as an Innovation leader if you could also comment on those occupational hygiene activities which you find particularly interesting and satisfying, on those areas of the field where you believe that you have a particular contribution to make and on your self-perceived Innovation strengths and weaknesses. Since the contents of your application will be held in the strictest confidence, you should not hesitate to express your opinions freely.

3.1.3 **Publications and Presentations**

With respect to the work on innovation, which is at the heart of your application, you have to convince the assessors that:

- It is likely to result in a significant contribution to the protection of worker health (or that it has already done so)
- It is work of quality, both in content and presentation
- It is highly innovative
- If multi-authored, your contribution has been a major one.

You may present additional evidence of your Innovation competence, in the form of publications/presentations other than that on which your application is based, but please be aware that quality is valued far more than quantity.

3.2 Your Itinerary or anticipated costs for innovation project

The Eurofins Innovation Award will be evaluated on the applicant's proposal to further investigate the area of innovation. This can be achieved by interstate or international travel to areas of excellence or further funding to implement their current innovation idea. Applicants have the ability to create their own unique award benefit which will be evaluated by the Awards Committee against the existing state of knowledge and innovation relevant to the area or topic put forward by the applicant. The award benefit can include exploration & development of the innovation as outlined in the application and may include flights, accommodation, prototypes, facilitating collaboration etc.

Where the award is redeemed for travel subject to approval by the AIOH Council, you should be able to negotiate rest breaks of up to two days in total. Travel or stop-overs for business or personal reasons additional to this approved scope will not be considered. Committee members or previous award winners are usually very willing to discuss these aspects with enthusiastic applicants prior to submission of your application so feel free to contact them.

If you plan to travel overseas, you are likely to be asked questions about the occupational health practices in Australia so be prepared. Other areas often explored often include geography, topography, people, climate, animals etc... of Australia

4. **SELECTION CRITERIA AND THE SELECTION PROCESS**

4.1 Selection Criteria

Your application will be assessed in terms of the following criteria, and you should frame it in such a way as will maximise its impact in these terms:

With respect to the principal work on which your application is based:

- The significance of the contribution it makes to the field of occupational hygiene in areas for example such as innovation in: development of controls, exposure assessment, elimination of occupational hygiene hazards, prevention of fatality, and/or reduction in occupational illness in an industry sector.
- Demonstrated social, economic, environmental and/or cultural impact or potential impact.
- Demonstrated commitment to communicating project outcomes
- Evidence of potential industry uptake or recognition which indicates innovation excellence.
- The proposal can be submitted in a form that best show cases the innovation. This can include a video pitch, written pitch or other media that is relevant.
- The quality of the work performed
- The quality of its description and presentation

- The degree of innovation it exhibits
- The part played by the applicant in the performance of the work and the presentation of results.

With respect to your Innovation development:

- The part played by the applicant in the performance of the work and the presentation of results.
- Your current Innovation/professional standing in the field of occupational hygiene
- Your involvement in the practice of occupational hygiene
- Your perceived enthusiasm for, and commitment to, the field; potential for development
- Perceived benefit to the applicant's career of interstate or international travel to visit a centre of excellence, organisations that can extend the innovation, e.g. presenting at AIOH and/or international conferences and/or financial support to further develop, advance and/or communicate the innovation within the Occ. Hygiene industry locally and/or abroad

4.2 The Selection Process

Copies of your application, including supporting documentation and reports/papers, will be sent to members of the Awards and Sponsorship Committee.

Individual members will independently assess each application in terms of the selection criteria, both absolutely and in relation to the other applications submitted. The assessments of individual members of the Committee will be forwarded to the AIOH Office for collation, standardisation and tabulation. The result of this process will be sent to each Committee member in the form of a table and subsequently discussed in one or more telephone conferences until a consensus is reached.

The applications and supporting documentation received remain the property of the AIOH, the working papers of the Committee, and any records of discussions and decisions will be held in confidence by the Committee, AIOH Administrator and AIOH Council and are usually destroyed at the completion of the annual selection and presentation cycle for the Award.

The names of the first and second choices of the Committee will be forwarded to the AIOH Council for consideration and, hopefully, ratification. The successful applicant will be notified in writing by the President, AIOH, and kept confidential until the announcement at the Annual Conference and Exhibition.

Please note that the decision by Council is final and no correspondence concerning a decision will be entertained.

5. RESPONSIBILITIES OF THE PARTIES TO THE AWARD

5.1 The Institute

- Seeks nominations
- Provides written guidelines to applicants
- Arranges for the assessment of the applications
- Notifies the successful applicant
- Negotiates with the successful applicant with respect to an itinerary and confirms the arrangements with the Sponsor
- Arranges for a presentation at the Gala Dinner at the Annual Conference and Exhibition Dinner.

5.2 The Sponsor

- On an annual basis provides the award payment to AIOH who then assists the recipient in arranging and pays for travel and accommodation (if required) as per the approved itinerary,
- Presents the award and provides a suitably inscribed memento

5.3 The Successful Applicant Must:

- Arrange leave-of-absence with their employer if required.
- Obtain a passport and any necessary visas (as required) if undertaking travel.
- Signs and indemnity for the AIOH and Eurofins Scientific Australia.
- Negotiate with the Sponsor and the AIOH Council with respect to the application of the award grant
- If travelling, prior to travel, submit for publication in the AIOH Newsletter a synopsis of the work on which the successful application was based
- Submit to the Institute and the Sponsor a written report on the Outcome of the Innovation suitable for publication in the AIOH Magazine the Filter.
- At all times for the duration of the Award, conduct himself/herself in a manner befitting of a representative of AIOH and of Australia.