



YOUNG INVESTIGATOR AWARDS SUBCOMMITTEE CHARGE

Number of Members 8

Composition

Members shall consist of a Chair and a Vice Chair, one of whom shall be a basic scientist and the other shall be a clinical scientist, and three judges in the clinical category, three judges in the basic science category. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Subcommittee Chair, Vice Chair and members shall be appointed by the President and/or Vice President, in consultation with the Chief Executive Officer.

Term of Office

One year. Reappointment for two additional consecutive terms of one year is permissible.

Key Relationships

Reports to: Heart Rhythm Program Committee

Purpose

To recognize outstanding young investigators for their contributions and potential in the field.

Responsibilities

- Work collaboratively with the Heart Rhythm Program Committee Chair and the committee staff liaison to set the subcommittee's annual work plan, timeline, budget (if any) and meeting schedule consistent with the Committee's overall priorities and agenda.
- Maintain open communications with the Heart Rhythm Program Committee via regular reports and two-way communications on issues of mutual interest.
- Refer matters to the Heart Rhythm Program Committee for approval when required by the subcommittee's or the Committee's policies or charge.
- Set criteria for awards.
- Review all abstracts and manuscripts submitted by young investigators for presentation at the HRS annual meeting.
- Select three finalists in the clinical and basic science categories, respectively, to present their work at the Young Investigator Award competition at Heart Rhythm.
- Attend the competition to judge the quality of the presentations.
- Following the competition, select one award recipient in each category.

- Participate in the recognition event.
- Recommend manuscript revisions to the *HeartRhythm* journal editors as needed.

Decision-Making Authority

- Establish award criteria
- Select finalists and award recipients
- Recommend manuscript revisions

Limitations

Owners and employees of ineligible companies* may have no role in the planning or implementation of accredited education and therefore are not eligible to serve on this committee.

* as defined by ACCME as organizations whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Additionally, members of the YIA Subcommittee are ineligible to be nominated for Young Investigator Awards while serving on the subcommittee. Members are prohibited from viewing or scoring submissions from young investigators in whose work they are involved in any way. In the event the submission is selected as a finalist in the YIA Competition, the member shall recuse her- or himself from the remainder of the selection process.

In the event that the involved member is the subcommittee Chair, the Vice Chair shall review the scores and approve the list of finalists. In the event the submission is selected as a finalist, the Chair shall recuse her- or himself from the selection process entirely, and the Vice Chair shall serve as Acting Chair of the Subcommittee for the remainder of that year's competition.

Meeting Frequency

At least two meetings annually, by teleconference or face-to-face. Face-to-face meetings occur at Heart Rhythm. Additional meetings as needed.

Estimated Time Commitment

Up to 15 hours per month (January and March)

Scheduled

In-Person Meetings (Two in-person meetings in May, at Heart Rhythm)

Busiest Times of the Year

Submission review (March)