



# The College on Problems of Drug Dependence

## Travel Awards Committee Standard Operating Procedure (SOP) *Last revised 6/9/2020*

**Mission:** This committee solicits and reviews applications for the CPDD Travel Awards for Early Career Investigators, the Stephen G. Holtzman Travel Award for Preclinical Investigators, NIDA Women & Sex/Gender Junior Investigator Awards, and the NIDA Directors Travel Awards and recommends a final list of awardees. The committee also coordinates a breakfast or lunch for each group of awardees at the annual meeting, as well as organizing the Brunch with Champions.

**Committee Members:** Committee members generally serve a three-year term. There are also ex officio members of NIDA who represent the NIDA travel awards.

**Committee Operations:** The committee is responsible for the following operations:

- Stephen G. Holtzman Travel Award for Preclinical Investigators: One award is given each year, and this person can be pre or post-doctoral.
  - Criteria:
    - Predoctoral students are individuals working towards a terminal degree.
    - Postdoctoral trainees are scientists who are not more than 5 years beyond their doctorate (Ph.D.) or residency (M.D., D.V.M., etc.) as of the start of the Annual Meeting.
    - Qualified applicants are those with excellence in research, but who have not yet received NIH support, or who have obtained research project funding but remain unfunded for travel to the CPDD meeting.
  - Receives: \$1,000.00 in travel funds to the annual CPDD annual meeting and free registration. This check is given with no receipts required. Also, the awardee receives a plaque.
  - Application Requirements:
    - CV
    - A brief letter of application on university / institutional letterhead, indicating the type of award for which you are applying, why it is needed, and your reasons for attending the meeting.
    - A mentor's signed letter of recommendation on university / institutional letterhead. Applications missing an actual signature will not be reviewed.
    - A copy of your submitted first author CPDD abstract is required.
- CPDD Travel Awards for Early Career Investigators: Typically 30 awards are given each year, and at least 2 awards should be given to international scientists and 3 awards should be predoctoral.

- Criteria:
  - Postdoctoral Awards are available to scientists who are not more than five years beyond their doctorate (Ph.D.) or residency (M.D., D.V.M., etc.). There are a limited number of awards available for foreign scientists.
  - Predoctoral Awards are available for individuals in Ph.D. programs at institutions with little or no NIH support.
  - Individuals currently supported by NIDA/NIH training grants or individuals with Predoctoral National Research Service Awards (F31) are not eligible for Predoctoral Awards.
- Receives: Up to \$1,000.00 in travel funds to the annual CPDD annual meeting and free registration. Awardee must submit receipts.
- Application Requirements:
  - CV
  - A brief letter of application on university / institutional letterhead, indicating the type of award for which you are applying, why it is needed, and your reasons for attending the meeting.
  - A mentor's signed letter of recommendation on university / institutional letterhead. Applications missing an actual signature will not be reviewed.
  - A copy of your submitted CPDD abstract is required.
- NIDA Women & Sex/Gender Junior Investigator Travel Awards: Up to 20 awarded annually.
  - Criteria:
    - Graduate and medical students, post-doctoral students, medical residents, and investigators who are no more than five years past the doctoral degree or residency are eligible.
    - Applicant MUST be first author on the CPDD abstract or an oral symposium presentation. Abstract must be research on females or sex/gender differences.
    - Priority may be given to those who have not previously received this award or held an R01.
    - Federal employees are ineligible.
  - Receives: \$1000 USD. Applicant must pay for meeting registration, but this can be submitted for reimbursement as part of the \$1000 travel stipend.
  - Application Requirements:
    - A copy of your CPDD abstract, including titles and authors.
    - CV
    - Attach a cover letter stating (1) your eligibility, (2) your interest in continuing to pursue research on women and/or sex/gender differences, and (3) your career goals.
    - Letter of recommendation from your mentor
- NIDA Director's Travel Awards: Up to 20 awards annually.
  - Criteria:
    - Must be a NIDA-supported NRSA fellow, NRSA trainee, Diversity Supplement recipient or Mentored Career Development Award PI. This item was added as an eligibility requirement.
    - This award is also contingent upon attendance at the NIDA Grant-Writing/Career Workshop, held in conjunction with the CPDD Meeting. Selection for this travel award will automatically enroll you in this workshop.

- Preference will be given to junior investigators presenting at the CPDD conference, and to those who have not previously received this award.
  - Application Requirements:
    - A copy of your CPDD abstract, including titles and authors.
    - CV
    - Attach a cover letter stating (1) your eligibility, (2) your interest in continuing to pursue research on substance use/misuse, and (3) your career goals.
    - Letter of recommendation from your mentor
  - Receives: \$1000 travel stipend and must pay registration fees. Registration confirmation can be submitted as part of the travel stipend. Awardee must submit receipts.
- Reviewer Scorecards: The committee typically receives the applicants for each award in Excel, ranking them 1 to 9 (1 being excellent.) Each applicant is reviewed by 3 committee members, and these reviewers are assigned by the Travel Awards Committee Chair.
- Reimbursements: In order to be reimbursed for lodging, the awardees must be in the CPDD headquarters or overflow hotels. If they stay elsewhere and our room blocks are not filled, CPDD only reimburses for other travel expenses. There is no reimbursement for meals already covered in the registration fee, and no reimbursement for alcohol.
- Brunch with Champions

#### Overall guidelines

The Brunch is typically held on last day (Wednesday/Thursday), at around noon. Please check with Parthenon or program committee chair in mid-March to verify the date, time, and location of the brunch. March is approximately when the Program Committee will be finalizing the program.

48 people total capacity = 6 champs plus 42 trainees to make 6 tables of 8 people each, or 8 Champs plus 40 trainees to make 8 tables of 6 people each. 8 tables of 6 people is strongly preferred because trainees complained that it was hard to have a good interaction with larger tables (some people got left out). Table organization may also depend in part to the size of the room. Either way, remember to save yourself a seat! Should have a back-up or two lined up in case one of the champs backs out at the last minute; members of the Executive Board are usually there at the end of the meeting and are happy to fill in.

#### The Champions

We want to have diversity in science and career path represented among the Champions. In recent years, it has become a tradition to invite the Cochin Award winner from the prior year's meeting to attend. This came from attended feedback wanting more mid-career mentorship, and was a good way to recognize these award winners as emerging leaders. If possible, one Champ should be from NIDA/government, one should be in industry or something else non-traditional. CPDD attendees are about 75% clinical researchers and 25% pre-clinical, so if possible try to have a comparable split across Champs. Some Champs do both clinical and pre-clinical, so it's really a great advantage if you can get one or more Champs who can fill both roles. It is good to also include someone who does work outside of traditional lab/clinical trials research (e.g. epidemiology, policy, etc). Again, diversity is great! Also, be aware of gender distribution and try for an equal number of male/female Champs if possible.

Good sources for Champs are people on the board, people who have won major awards such as the Eddy, Fischman, Mentorship, and Cochin awards, editors of journals such as Drug and Alcohol Dependence, Psychopharmacology, etc. Ask the program committee or the chair of the travel award committee for suggestions if you get stuck. The CPDD President doesn't necessarily have to be invited (they have so many other obligations during the meeting), though it's great if this works out. Some specific Champ suggestions are at the bottom of this document.

Other than 1 or 2 Young Awardees, Champs shouldn't be too junior. Many associate professor-level researchers will make great future Champs, but the Champs really should be on the senior side.

Contact the potential champs in late January and early February. It is usually not a struggle getting Champs to commit to the brunch. Most are interested and will do it if their schedule permits. When inviting the Champs, remember to warn them that the brunch is held on the last day of the conference. The last day of the meeting will be noted on the website when the meeting announcement goes out in September (or thereabouts).

Email addresses for all CPDD members are on the CPDD website.

### Registering trainees

Sign up for the brunch will be handled through Parthenon. The travel awards committee chair will let you know which contact at Parthenon will handle the registration portal. You will need to inform that person how many champs you have (# of tables needed for the room) and the number of registrants needed. Again, ideally this is 8 Champs and 40 registrants (1 champ and 5 mentees at each table)

Send emails periodically to the CPDD listserve, starting in about early March and increasing with frequency until your pre-registration list is full. Recommend once in March, once in April (before early registration deadline), and once every 2 weeks or so after that until early June. Remember that the listserve only gets to people who are already members, and many trainees are not yet members, so you may also want to send targeted emails to trainees as they register for the meeting (coordinate through Parthenon) and to those who apply for the travel awards (get list of email addresses from committee chair). Write a message (not on the Wall) on CPDD Facebook page.

As people register for the brunch you will receive an e-mail with their contact info. Keep these in a folder in your e-mail and create an email distribution list from their email addresses once registration is closed. Once registration is closed, ask Parthenon for a full registrant list and check that against your list to ensure they match.

Once the brunch is full, have Parthenon shut down the registration and start a waitlist. Send a message to the listserve to announce that the brunch is full. Send an e-mail to all registrants notifying them of the date, time and location of the brunch. If you want to align mentees with specific Champs, give them a list of Champs and ask them to reply back with confirmation that they plan to attend and to list top 3 Champs they would like to sit with (in rank-order). Create a seating chart based on the responses, trying to place people with their top choice or two as much as possible.

About a week before the meeting, e-mail the list of attendees and champs to confirm attendance.

Pull from the waitlist if anyone bails. Also, check with Parthenon that catering is sorted out and request that numbers be placed on each table to make seating easy on the day of the event.

### Emails that get sent out

#### Champs

- Invitation to participate (see sections below for example invitation).
- When the Champs are committed, send an email to them requesting a one-paragraph bio that will be sent out to registrants for the sake of a seating arrangement (this is optional and a bit more work for you, but trainees appreciate it). Give them 2-3 weeks to get back to you, then send a reminder email if necessary. The worst-case scenario is that you google the Champ and put one together yourself.
- About 2 weeks prior to the meeting send a reminder email that contains the date/time/location of the brunch.

#### Trainees

- Once you have all the Champ bios, you can send them in one document to the registrants. I let them choose their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices on a first-come, first-served basis. I also gave them until about 1 week before the meeting to respond. Furthermore I reminded them that it's not necessary for them to have research interests in common with the Champs, as all Champs have important and valuable career insights to provide. Despite this reminder, at least one person will whine about the Champ selection.
- When the registration is full, send out another email stating this and saying that if they drop out they should let you know so you can give their seat to someone on the wait list.
- If you want to send a reminder email a few days before people leave to go to the meeting that is up to you.

#### Parthenon

- Once you have Champs, contact Parthenon about setting up the registration portal. The Champs should be listed by name and discipline on the website and in e-mail advertisements.
- When you are ready to begin advertising/registration, have them activate the portal and send e-mail to the listserv. Be sure to include the registration cap.
- Be sure they have details for table arrangements and final headcount for catering (again, don't forget to include yourself).

### At the Meeting

It may be advisable to find the Champs at the meeting and make sure that they are still planning on attending the brunch. This gives you some time to line up a substitute champ if a Champ's plans have changed.

Arrive at the brunch location 20 min early and be prepared with seating chart. One year when Jen co-chaired a session immediately before the brunch, some trainees arrived before she did and seated themselves (some even started eating!).

If you've done a seating arrangement (this is when the numbered tables come in handy), then seat people as you are checking them in against your master list of registrants. Back when Sari coordinated the brunch, she didn't assign tables and she would seat the trainees first (at random

tables), then the Champs, so that certain Champs wouldn't be crushed with people while other Champs were ignored. You have some discretion here about how you would like to run this. It is up to you whether you want people to come in and socialize initially and wait to eat, versus get food as they come in (this can avoid long food lines). Depends a bit on the room set-up and number of food stations.

Once your room is full, get everyone's attention, thank everyone for attending, and introduce the Champs. If you waited for food, it is a good idea to have people go get food by table number. Encourage mentees to engage with their Champ while eating, but once eating winds down encourage people to table swap if there is another Champ they are interested in talking to.

### After the Meeting

Send a thank you email to the Champs. If you like, you can send an email out to the trainees asking them for feedback and Champ suggestions.

### Sample brunch timeline

1/18

First invite sent out to potential Champions.

Emailed Ellen to tell her brunch plans were going forward.

2/1

Sent email to Champs who had not responded and invited alternatives.

2/16

Sent reminder invitation email to alternatives.

3/8

Emailed chair to get names of travel award winners.

3/16

Contacted Parthenon for initial coordination.

Contacted listserve and travel award winners inviting all to register.

4/9

Sent invitation email to alternative Champs.

4/12

Contacted listerve

Contacted Parthenon to check number of registrants

4/22

Contacted Champs to get bio for trainees (gave them 2 weeks)

4/28

Contacted listserve

5/12

Contacted Parthenon to inquire about which room the brunch will be held in.

5/14

Contacted listserve

5/21

Contacted registrants to date with bios so they can tell me their table preferences.

6/11

Contacted Champions and registrants to remind them about Brunch, confirm attendance, and also tell them where and when it will be held.

6/21

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Sent thank you email to champs.

## Invitations

Dear Dr. Champion (obviously don't just copy and paste the greeting----personalize), I am writing to invite you to be one of our Champs at the Brunch with Champions during the annual meeting of CPDD. As you probably know, this event is an opportunity for students, postdoctoral fellows, and junior faculty to meet with leaders in the drug abuse research community. Since you are such a leader and a respected member of the College, it would be an honor to have the opportunity to host you at this event.

The Brunch with Champions will take place on **Thursday, June 17<sup>th</sup>**, in the conference hotel. Please note that this is the **last** day of the conference. While that necessitates making travel plans accordingly, the trainees really appreciate hearing the advice and perspectives of the champions, particularly at this critical juncture of their careers.

Please let me know if you would be interested in attending. I am putting together a list of Champions to provide to the trainees as soon as I can.

Thank you!

Dear CPDD Travel Awardees (this can be sent in one group email),

Congratulations on receiving your award! Since this is the first meeting for some of you or maybe you have not yet become members, you probably didn't receive an email from me via the CPDD listserv. I am writing to invite you to attend the Brunch with Champions.

CPDD's famous Brunch with Champions is a great opportunity for pre-docs, post-docs, and junior faculty to chat informally with senior investigators in the drug abuse research field. Attendance is limited to people who have received their terminal degree within the last 10 years and are at or below the rank of Assistant Professor (or equivalent).

Champions may have done pre-clinical, clinical, treatment, epidemiology, or chemistry research in academia, industry, and/or at government agencies. Regardless of their career paths, all have important insights to offer, particularly given that they have navigated the systems that govern who meets with success and who doesn't. Even if you have attended in previous years, you should consider attending again as we will have a new group of Champs participating this year.

The brunch will be held on **Thursday, June 17<sup>th</sup>**, in the conference hotel (The Fairmont Scottsdale). Please note that this is the **last day** of the conference and plan your travel accordingly. I highly encourage pre-registration because attendance will be limited. In the past, the brunch has filled early and we have had to turn away people who waited too long to register. The registration form can be downloaded from the CPDD web site: (add appropriate link here). Scroll down and click on "Brunch with Champions" to access the registration form.

Registration costs \$5, and is paid at the time you register. This non-refundable fee is required to hold your spot at the brunch and there will be no additional charges for the lunch. This will be the cheapest meal at the meeting for certain!! The registration fee will be \$10 on-site, if space is

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available, but this is unlikely.

If you have any questions, please feel free to contact me.  
Again, congratulations on receiving this award!

CLARIFY THAT THIS INVITE IS FOR THE JUNIORS NOT FOR SENIORS OR CHAMPS!!

Dear CPDD Members (this goes to the listserve),

I am writing to invite you to attend CPDD's Brunch with Champions which will take place during the annual meeting in June.

The Brunch is a great opportunity for pre-docs, post-docs, and junior faculty to chat informally with senior investigators in the drug abuse research field. Attendance is limited to people who have received their terminal degree within the last 10 years and are at or below the rank of Assistant Professor (or equivalent). If you know someone who fits this criterion but who will not receive this email, please forward it.

Our champions will include investigators from a variety of scientific walks of life who have had a number of career experiences from which more junior investigators can learn.

*List Champs and BRIEF description of area of expertise here.*

Even if you have attended in previous years, you should consider attending again as we will have a new group of Champs participating this year.

The brunch will be held on **XXXX**, in the conference hotel (XXXX). Please note that this is the **last day** of the conference and plan your travel accordingly. I highly encourage pre-registration because attendance will be limited. In the past, the brunch has filled early and we have had to turn away people who waited too long to register. The registration form can be downloaded from the CPDD web site: *Insert link here*. Scroll down and click on "Brunch with Champions" to access the registration form.

Registration costs \$5, and is paid at the time you register. This non-refundable fee is required to hold your spot at the brunch and there will be no additional charges for the lunch. This will be the cheapest meal at the meeting for certain!! The registration fee will be \$10 on-site, if space is available, but this is unlikely.

If you have any questions, please feel free to contact me.  
Best,

### **Previous Champions**

Sari Izenwasser's champs (2002-2004):

Mary Jeanne Kreek

Linda Dykstra

Linda Porrino

Bill Woolverton

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Clyde McCoy  
Sharon Hall  
Kathy Cunningham  
Lou Harris  
Scott Lucas  
David Shurtleff  
Glen Hanson  
Loretta Finnegan  
Roland Griffiths  
Roger Spealman  
Warren Bickel  
Chris Ellyn Johanson

Jen Tidey's champs (2005-2007)

Maxine Stitzer  
Cindy Miner (NIDA champ)  
Bob Balster  
Tom Kosten  
Ivy Carroll  
Lisa Gold (Industry champ)  
Richard Foltin  
Jim (JC) Anthony  
William Schmidt (Industry champ)  
Cora Lee Wetherington (NIDA champ)  
Nancy Ator  
Ian Stolerman  
Jesse Milby  
Conan Kornetsky  
Howard Chilcoat (industry champ)  
Harriet de Wit  
Steve Higgins  
Nancy Mello  
Jack Mendelson  
Tom Kosten  
Sharon Walsh  
Jim Woods

Stephanie Licata's champs (2008-2010)

Beatriz Rocha (industry)  
Anna Rose Childress (human; fMRI, cocaine, opiates)  
Charles France (preclinical NHP; drug discrimination, cocaine, club drugs)  
Craig Rush (human; cocaine, amphetamine, subjective effects)  
S. Michael Owens (preclinical; molecular/vaccine development)  
Sam Deadwyler (endocannabinoids, electrophysiology)  
Martin Iguchi (RAND)  
Athina Markou (preclinical, rodent, nicotine, MGLuRs)  
Dorothy Hatsukami (Fischman 2007; human; nicotine)  
Bryon Adinoff (M.D.; human; cocaine, alcohol, stress)  
Thomas McLellan (clinical, health services, policy research)

Joseph Frascella (NIDA)  
Kat Kantak (preclinical; cocaine, memory, reinstatement)  
Alice Young (preclinical; rodent, morphine)  
Roger Weiss, M.D. (human, clinical, treatment)  
Reginald Fant, Ph.D. (smoking cessation-Pinney Associates)  
Edythe London (Fischman 2008; clinical; neuroimaging)  
Ellen Unterwald (preclinical rodent; MOR, cocaine, morphine)  
Linda Dwoskin (preclinical, dopamine release, nicotine)  
Peter Meltzer (Industry, chemistry)  
Charles Schuster (clinical, treatment; former director NIDA and overall expert)  
Bertha Madras (Deputy Director of Office of National Drug Control Policy)  
Linda Cottler (epidemiology, risk reduction; president APPA)  
Alan Budney (marijuana withdrawal)

Stephanie Collins Reed's champs (2010-2012)

Kathy Carroll (clinical, humans, psychotherapy/neurocog)  
Marilyn Carroll (preclinical, rats, sex diffs)  
Dick Meisch (preclinical, NHP, alcohol)  
Rolley Johnson (PharmD)  
Larry Toll  
Martin Iguchi (drug policy research center)  
Jane Acri

Colleen Hanlon (2013)

Scott Lukas  
Richard DeLaGarza  
Frank Vocci  
Linda Porrino  
Kathleen Brady  
Anna Rose Childress  
[Josh Lile - CPDD young investigator invited but unable to attend]

Colleen Hanlon (2014)

Bill Stoops - CPDD young investigator  
Eric Strain  
Jim Anthony  
Sari Izenwasser  
Meg Haney  
Marty Adler

Colleen Hanlon (2015)

Leonard Howell (president, animal research)  
Tom Kelly (human and animal research, adolescents)  
Roland Griffiths (human research, experience with nonNIH funding)  
Sandra Comer (human research, experience with the media)  
CoraLee Wetherington (NIH)  
Adam Leventhal - the 2015 CPDD young investigator winner

### Kenzie Preston (2016)

Beatriz Rocha	industry
Elise Weetz	preclinical/clinical
Annie Umbricht	clinician scientist
Carlos Blanco	Government, epidemiology
Betty Tai	government, clinical trials
Jun-Xu Li	Preclinical/ CPDD young Investigator

### Kenzie Preston (2017)

Bill Stoops	Human Laboratory
Meg Haney	Clinical Science
Richard Lamb	Translational Science
Ivan Montoya	Government
Sharon Walsh	Clinical Science/Industry Experience
Mike Nader	Preclinical

### Justin Strickland (2018)

Colleen Hanlon	Translational Science/Young Investigator
Thomas Prisinzano	Medicinal Chemistry
Jack Henningfield	Industry, Policy
Jennifer Tidey	Clinical Trials, Human Laboratory
Sherry McKee	Clinical Trials, Human Laboratory
Hendree Jones	Community

### Leslie Lundahl and Ryan Vandrey's Champs (2019)

Kelly Dunn	Human Lab and 2018 Cochin Young Investigator
Geoff Mumford	APA/Friends of NIDA, Policy
Brian Thomas	Analytical Chemistry/Industry (Government Contractor)
Marcel Bonn-Miller	Human Clinical/Industry (Pharma)
Ivan Montoya	NIDA/Government
Sandy Comer	Pre-Clinical/CPDD BOD
Jim Anthony	Epidemiology
Anna Rose Childress	Imaging

### Leslie Lundahl and Ryan Vandrey's Champs (2020)

Stephen Kohut (last year Cochin winner; pre-clinical med development; academic)  
Alan Budney (past president; clinical; champ in 2008-2010; academic)  
Martin Iguchi (epidemiology; last champ in 2012; non-profit academic)  
Sharon Walsh (Lab studies; last champ in 2017; academic)  
Kathleen Brady (Clinical; last champ in 2013; academic)  
Ed Sellers (Industry; never champ)  
Kathryn Cunningham (preclinical; last champ in 2002-2004; academic)  
Chad Reissig (FDA/government; never champ)

- Awards Luncheon
  - Early Career Investigator Awardees are invited for three additional lunches **after their award year**

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- Time and location of event determined by program staff.
  - Strict response deadlines must be set on RSVPs (it is extraordinarily expensive to “plate” a meal that was not ordered – so even current awardees who don’t respond may be turned away by the CPDD staff).
  - The invitation is a **big deal** to many former awardees – and an excellent way to maintain interest in CPDD.
  - Parthenon will send out invitations to the past and current awardees and keeps a count on the people who RSVP.
  - The chair should confirm with Parthenon in April to ensure that these invitations are sent.
  - The Chair and CPDD staff send Early Career Travel Award Luncheon invitations to the CPDD executive committee; the NIDA Director, members of the Travel Awards Committee; to the originator of the program (Dr. M.J. Kreek), and previous chair of the awards program. Again, RSVPs are important. The Chair’s office informs Parthenon of who accepted the invitation.
  - Week prior to meeting, send e-mail reminder of the event including time and location to all registered attendees.
  - Often winners of the NIDA Travel Awards mistakenly come to the luncheon, but are not eligible.
  - Have new awardees introduce themselves at the luncheon and say something briefly about their current status and area of interest (e.g., I’m a post-doc with Dr. Jones studying treatment of cigarette smoking) – it gives a great overview of the breadth of the field. It was also useful to “engineer” the seating (gently) so that people meet new colleagues. The current CPDD President, Dr. Kreek, the Exec Officer and the NIDA Director are invited to say a few words of welcome and encouragement to awardees.
- Plenary slide show

Committee chair to coordinate with Parthenon to solicit pictures of all travel awardees, compile into slideshow for display during the meeting.