



## THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

### International Committee Standard Operating Procedure (SOP)

**Mission:** The mission of the International Committee is to encourage substance abuse research and treatment at the international level by recognizing promising scientists, assisting the NIDA International Program, and assisting CPDD members in other countries to promote the scientific study of drug dependence.

#### Committee Operations:

- CPDD International Committee Traveling Fellowships (process below)
- Contest for Best International Research Poster at the joint NIDA
- International Forum/CPDD International Research Poster Session (process below)
- Promote CPDD membership among international researchers
- Represent CPDD at the Opening Plenary Session of the NIDA
- International Forum before the full CPDD meeting starts
- Other international activities as directed by the CPDD Board of Directors
- Submit quarterly activity reports to the CPDD Board of Directors

#### Process for CPDD International Committee Traveling Fellowships

- Finalize award announcement by September of the previous year
- Solicit applications for the CPDD International Committee Awards (2) via
  - CPDD website and membership emails
  - NIDA International Program website, E-News, and special alerts
  - Reminders to committee members to encourage applications
- Deadline is 1 week following the latest submission deadline for abstracts to the NIDA International Forum and the CPDD meeting
- Receive applications and ensure that applications are complete
- Assemble review packages, create a ranking sheet, and disseminate the applications to the full committee, including NIDA and WHO ex officio members
- Reviewers must return their rankings within one week
- CPDD International Committee Chair summarizes the ratings and, if necessary, sends these to the committee for qualitative feedback.
- Final selection is made by NIDA, WHO, and the University of Miami.
- Via email and a formal letter, notify CPDD office, NIDA International Program, WHO, the awardees, and unsuccessful candidates of the final outcome.
- NIDA International Program makes the arrangements for travel.

#### Process for Best International Research Poster Contest

- International Committee Chair secures a volunteer poster contest chair and judges
  - Judges include
    - International Committee Chair
    - Poster Contest Chair
    - International Committee Member
    - Representative of CPDD Board of Directors

- Representative of NIDA International Program
- Poster contest chair updates announcement
  - Entrants must be citizens of a low- or middle-income country as defined by the World Bank
  - The research must have been conducted in the entrant's home country or another LMIC
  - Entrants must submit a PDF of their poster to the Poster Contest Chair by the deadline (1 week prior to the poster session)
  - Entrants must be present during the NIDA International Forum/CPDD International Research Poster Session
  - Winner receives 3 nights' accommodation at the conference hotel for one subsequent CPDD meeting within 2 years of the award presentation
- NIDA International Program disseminates announcement to all Forum registrants
- Poster contest chair receives PDFs from entrants
- Poster contest chair electronically disseminates PDFs and ranking sheet to judges
- Judges meet in person during NIDA International Forum/CPDD meeting to select finalists
- Judges assemble 15 minutes prior to poster session to view actual posters of identified finalists
- NIDA International Program staff will finalize award certificate as soon as the winner is selected
- Judges make announcement and present certificate to winner during the poster session
- Poster Contest Chair notifies CPDD office of the winner to ensure delivery of the accommodations at a subsequent meeting