

Einstein Foundation Award for Promoting Quality in Research

The Jury has adopted the following Rules of Procedure for the Einstein Foundation Award for Promoting Quality in Research.

Section 1 Membership

- (1) The Jury members are appointed by the Einstein Foundation.
- (2) In addition to their scientific qualifications and credentials, the members of the Jury shall comply with the [Guidelines for Research Ethics](#).
- (3) The Jury elects a president and a vice president from among its members by a simple majority of the votes for a term of three years.
- (4) The Jury president monitors the activities of the Jury and collaborates with the Awards Committee to ensure that the necessary communication structures and procedures are in place. The President convenes the Jury meetings and chairs them.
- (5) The Jury shall consist of at least 12 and a maximum of 15 members.
- (6) The Jury shall reflect the diversity of the research community in its membership structure and decision-making processes.
- (7) The Jury shall consist of at least two representatives of each of the following fields: natural sciences, social sciences, and humanities.
- (8) Members will be appointed for a term of three years. The Foundation may reappoint members for one additional term.

Section 2 Confidentiality

- (1) The Jury members maintain confidentiality regarding the content of their deliberations as well as all other information linked to their role as Jury members. This obligation to maintain confidentiality extends beyond Jury membership.
- (2) Unpublished documents provided to the Jury shall be treated confidentially.
- (3) In all cases, an embargo applies until the name of the winners is officially announced. For transparency purposes, the Einstein Foundation may make public the names of the Jury members, as well as their authorized photographs.

Section 3 Neutrality

- (1) All Jury members undertake to assess the submitted entries and all related documents in an impartial and neutral manner.
- (2) If there is a risk of bias – if, for example, an entry for the award is submitted by an institution or individual the Jury member is professionally affiliated or working with, or has been affiliated with or has worked with in the past five years – the Jury member in question will suspend his or her activities on the Jury for the respective session.

Section 4 Majority Decision

- (1) If the votes of the Jury are not unanimous, the majority principle will apply. Majority decisions shall be accepted by all Jury members. The Jury must always come to a decision. The Jury President has the right to veto a decision. In the case of a tied vote, the vote of the Jury President is decisive.
- (2) A quorum shall consist of a majority of the Jury members.

Jury meetings will be held online where possible. The Jury will, however, if possible, meet once a year in Berlin for the Award Ceremony and the preceding selection of the awardee in the category Early-Career Researcher. The Secretary is responsible for convening the meeting. Minutes will be kept of all Jury meetings and made available to all participants for review and approval within 14 days after each meeting.

Section 5 Einstein Foundation Executive Board

- (1) The chair of the Einstein Foundation board may attend the Jury's selection meetings as an observer without voting rights.
- (2) The Einstein Foundation Executive Board reviews the shortlist selected by the Jury to ensure that potential awardees will foster the reputation of the Einstein Foundation. Only publicly available information can be used during the approval process. Prior to the final selection meeting, the Executive Board will let the Jury know a) that all shortlisted candidates are eligible; or b) if one or more candidate(s) are not eligible due to justifiable reasons and will therefore be excluded from the shortlist; or c) that there are concerns that have not yet been conclusively resolved, so the candidates concerned must be deferred from selection until the matter has been fully clarified.
- (3) The Board will confirm the Jury's final decision in the form of a resolution and will inform the Foundation Council of the prizewinners selected by the Jury.

Section 6 Compensation

- (1) The Award Office is at the Jury's disposal to organize and book all necessary flights and accommodation to enable the Jury members to attend the Award Ceremony and the Jury meetings. The Einstein Foundation will cover all related expenses.

Berlin, 07 February 2022