

GUIDELINES FOR THE OPERATION OF THE ITAA RESEARCH AWARD (v. 2016)

- I. PURPOSE OF THIS MANUAL
- II. GENERAL DESCRIPTION OF THE ITAA RESEARCH AWARD
- III. ITAA RESEARCH AWARD COMMITTEE
- IV. AWARD PROCEDURES

Appendices

- Appendix 1: ITAARA Time Line
- Appendix 2: Call for Nominations for the ITAARA
- Appendix 3: TA Associations Letter
- Appendix 4: Acknowledgment of ITAARA Nomination Letter
- Appendix 5: ITAARA Nominee Congratulations Letter
- Appendix 6: ITAARA Evaluator Cover Letter
- Appendix 7: ITAARA Committee Rating Form
- Appendix 8: ITAARA Voting Form
- Appendix 9: ITAARA Sample Plaque Text
- Appendix 10: ITAARA Sample Congratulations Letter
- Appendix 11: ITAARA Sample Letter to Nonwinners

I. PURPOSE OF THIS MANUAL

- A. To provide guidelines for the activities of the ITAA Research Award (ITAARA) committee members (members) and chair (chair) and the vice president of research and innovation (VP R&I) as well as for the committee's communication with the ITAA Board of Trustees (BOT)
- B. To provide guidelines for the selection of the committee members and chair

II. GENERAL DESCRIPTION OF THE ITAA RESEARCH AWARD

- A. The ITAA Research Award was established to recognize an individual(s) or team who has made a major contribution to research in any field of transactional analysis. The recipient(s) need not be an ITAA member(s).
- B. The ITAA Research Award is awarded for published and peer-reviewed research in any of the fields in which transactional analysis is applied, preferably in indexed or impacted journals.

III. THE ITAA RESEARCH AWARD COMMITTEE

- A. General Description
 - 1. The ITAARA committee is a committee of the research and innovation division of the ITAA. It reports to the BOT and coordinates its activities through the vice president of research and innovation (VP R&I).
 - 2. The committee is composed of a chair and a minimum of two and a maximum of seven members. If the committee falls below two, it will invite new members as needed.
 - 3. The committee will have the authority to add up to two consultants if specialist advice is needed or

deemed beneficial in evaluating nominations in any particular year. Such consultants will become temporary committee members and have the same rights and duties as regular committee members.

4. The procedures of the committee will be developed/revised/updated by the chair in consultation with the VP R&I as appropriate. The chair may request help from the ITAA office staff as required.
5. The deliberative process whereby committee members choose the awardee(s) will be strictly confidential during the entire period of deliberation, beginning January 1 until an ITAARA winner is chosen. Only the chair and committee members and consultants will participate in the discussions and decisions. Any attempt to approach the chair, committee members, and/or consultants regarding specific aspects of the process will be regarded as highly inappropriate.
6. In the ITAARA selection process, all parties involved will take every possible measure to minimize the impact of political pressures, the popularity of particular individuals, the previous reception or nonreception of an award, and the undue influence of any particular group or theoretical orientation.
7. The committee may propose alteration or development of the guidelines as they see fit in consultation with the chair and the VP R&I, after which the guidelines will be forwarded to the BOT for approval and incorporation into the ITAA Guidelines.

B. Committee Members

1. Nomination of Members

- a. Nominations for appointment to the ITAARA committee are open to all members of the TA community, although the expectation is that the majority will be ITAA members in good standing. Insofar as possible, committee membership will represent the diversity of the worldwide TA community with respect to gender, age, ethnicity, nationality, ITAA seniority, geography, area of specialization or application, and theoretical and practical orientation.
- b. Committee members will possess the expertise and demonstrated competence necessary for judging and rewarding research in transactional analysis (e.g., a doctorate, experience in active research, currently supervising research projects, research publications, etc.).
- c. Most ITAARA committee members will be members of the ITAA in good standing, with at least one additional non-ITAA member familiar with the concepts of transactional analysis.
- d. Committee membership will change gradually as members resign or their terms of office expire.

2. Appointment of Committee Members

- a. Nominations of committee members will be presented by the chair to the entire committee. The permission of the nominee will be obtained before nomination. Unless there is some objection, the nominee will be appointed as a member of the committee.
- b. If there is/are one or more objections to a nominee, committee members will discuss the concerns of the objector(s) and vote on whether to accept the nominee. If objections continue, the nominee will be thanked and notified that he/she will not be invited to join the committee.
- c. Appointments of committee members will be presented for ratification to the ITAA Board of Trustees by the VP R&I.

- d. The maximum term for committee membership is 6 years. Two years after the end of his/her last term, a former committee member will be eligible for renomination to serve again on the committee.

3. Duties of Committee Members

- a. To nominate and elect a chair
- b. To deliberate and make decisions with the chair and VP R&I regarding committee policies
- c. To exclusively and independently evaluate, by rating and eventually rank ordering, the nominations presented to the committee for the ITAA Research Award

C. The Chair

1. The chair will be elected from among the committee members for a term of 3 years.
2. Should the chair resign and there is no replacement, the VP R&I will temporarily serve as acting chair or will find an ITAA member who will serve as temporary chair until a new chair is found.
3. The duties of the chair will include the following:
 - a. To oversee and publicize the call for nominations for the award
 - b. To oversee the nominating, ranking, and voting processes
 - c. To canvass the ITAA membership and the wider TA community for individuals who are willing to serve on the committee and present them for election
 - d. To work with committee members and the VP R&I to develop and improve committee operations
 - e. To work in conjunction with the VP R&I and the BOT to ensure that the TA community worldwide is informed about and engaged in the ITAARA process
 - f. To seek consultant(s) as needed so that committee members will be as well informed as possible in making their decision
 - g. To abstain from participating in the evaluation of nominations and in the vote to choose an awardee. However, the chair is authorized to decide how to break ties if/when they develop in the granting of awards.

IV. AWARD PROCEDURES

A. Nominations

1. Nominations for the Research Award will be considered each year. The award will be limited to one per year, except when there is an unresolvable tie between two worthy nominations.
2. All nominations for the ITAARA must be received no later than 1 January to be considered for that year. The materials required to make a nomination are specified in the "Call for Nominations for the ITAA Research Award" (Appendix 2 of these guidelines). This information is distributed to transactional analysis associations and published in the *Transactional Analysis Journal*, *The Script* newsletter, and other TA publications.

3. For a nomination to be eligible, the individual or team being nominated must have produced and published an exceptional research paper or body of research or contributed significantly to the development of research in transactional analysis. Any written material must have been published in a professional journal, book, or other publication. Unpublished dissertations are not eligible for the ITAARA.
4. If a nominee is a member of the ITAARA committee, he/she will stand down from the committee for that year and not take part in the award process for that year.
5. Nominations for the award may be submitted to the committee by individuals, groups, or organizations and must be accompanied by copies of the publication and specific documentation required by the committee.
6. Nominators will inform the nominee(s) of their intentions, and the nominee(s) will be invited to suggest additional materials to be submitted to support the nomination.
7. Considerations, deliberations, and decisions regarding the award are the responsibility of the chair and committee members, who may use consultants of demonstrated competence to aid in the review of nominations and to serve in an advisory capacity to the committee.
8. The ITAARA will be presented at the conference of the ITAA or on some other suitable occasion.

B. Steps in the ITAARA Selection Process

1. Overview: The award procedures have been divided into six steps:
 - Publicity
 - Screening
 - Securing committee members and/or committee consultants
 - Evaluation
 - Voting
 - Final arrangements
2. Publicity: Publicizing calls for ITAARA nominations and requests for committee consultants
 - a. ITAA publications:
 - i. The chair of the ITAARA committee will arrange with the editors and managing editor of the *Transactional Analysis Journal* and *The Script* newsletter to place publicity about the award in both ITAA publications on the schedule shown below. The document “Call for Nominations for the ITAA Research Award” (Appendix 2) may be edited as needed for this publicity.
 - ii. Although it is the responsibility of the chair to ensure that this publicity is carried out, the editors and managing editor are requested to be aware of the schedule and to arrange the publicity, informing the chairperson if any revisions or changes need to be made.
 - iii. Schedule for Publicity:
 - Transactional Analysis Journal*
 - July (April 1 deadline)
 - October (July 1 deadline)

The Script

- August issue: small announcement (15 July deadline)
- September: small announcement (15 August deadline)
- October issue: major announcement (15 September deadline)
- November issue: reminder (15 October deadline)
- December issue: reminder (15 November deadline)

The ITAA Website: As soon as nominations are sought

Other TA association journals and newsletters

- The chair will send out a letter each year to the presidents of other TA associations and to the editors of other TA journals and newsletters requesting that they publicize the Call for Nominations for the ITAA Research Award. The text for this letter can be found in Appendix 3 of this document and should be sent with the “Call for Nominations for the ITAA Research Award” (Appendix 2 of this document). The chair will also, in consultation with the committee, send the letter to the editors of other publications and scientific journals as appropriate.

3. Screening

- a. The screening stage will be coordinated by the chair and involves the following:
 - i. Noting the date received on all materials
 - ii. Evaluating the completion of the materials required for the nomination and deciding if additional materials are required
 - iii. Sending out the ITAARA “Acknowledgment of ITAARA Nomination Letter” (Appendix 4) to the person(s) making the nomination, confirming that the necessary materials are complete or specifying additional materials that are needed
 - iv. Sending out the “ITAARA Nominee Congratulations Letter” (Appendix 5) advising the nominee that he/she/they are being nominated for the award, inviting him/her/them to consult with nominators about additional materials in support of the nomination, and inquiring if he/she/they will accept it if awarded
 - v. If a nominee is a member of the ITAARA committee, informing him/her that he/she cannot be involved in the award process for that year

4. Securing Committee Members and/or Consultants

- a. After the nominations are screened and the number of completed nominations is determined, the chair will contact committee members and ascertain their availability for evaluating the nominations. A minimum of three committee members or consultants who will complete thorough evaluations and ratings are required for each nomination. If an insufficient number of members are able to make the commitment to evaluate the nominations, the chair will look for consultants to fulfill the responsibilities.
- b. Committee consultants will serve for one nomination term and will be selected on the basis of the

same requirements for service as described for members under section III.B.1 above.

5. Evaluation

- a. The following materials will be sent by the chair to the evaluators (members and consultants) by the ITAARA chairperson so that they can rate all of the nominations:
 - i. The ITAARA Evaluator Cover Letter (Appendix 6)
 - ii. The ITAARA Committee Rating Form (Appendix 7)
 - iii. The nomination statement received from the person(s) making the nomination
 - iv. A copy of the publication(s) being nominated for the award

b. Evaluator's responsibilities

- i. To complete the ITAARA Committee Rating Form (Appendix 7), which provides an evaluation of the nomination on the basis of a five-point scale applied in three categories

Categories

- Contribution to the development of theory: Evaluation and development of theoretical concepts, testing of theoretical concepts, operationalization of theory
- Contribution to the development of practice: In-depth research of TA practice in any field, for example, case studies or comparative studies of various approaches in TA, qualitative studies that give voice to individuals, etc.
- Contribution to the research base and recognition of transactional analysis: Research examining the effectiveness of TA practice, comparative research with other modalities, dissemination of transactional analysis within the wider scientific community, publication in ranked journals

Criteria that may also be relevant in deciding on a recipient of the award:

- Inclusiveness: How the research supports transactional analysis as a whole or a field of TA
- Research culture: What impact the individual or team has had on the development of a research culture within transactional analysis
- Social relevance: Significance of the work to the wider community

- ii. Once completed the evaluators will mail or fax their rating forms to the chair.

c. The chair's responsibilities will include the following:

- i. Making evaluator assignments and distributing the necessary materials for review
- iii. Sending all necessary materials to the evaluators no later than 15 February of the award year. Evaluations must be returned by 15 April to the chair.
- iii. Averaging the three scores from the evaluators. All nominations receiving an average score of

3.5 and higher will be deemed worthy of receiving the award. If no nomination is considered worthy, no award will be given. If only one nomination is deemed worthy, it will automatically receive the award.

- iv. If more than one nominee is deemed worthy, conducting the voting procedure among committee members to choose one nominee

6. Voting

- a. If there is more than one nomination deemed worthy, the committee will vote by rank ordering on the finalists. The evaluators—that is, the committee members participating and the consultants brought in for any given year—will receive and return the “ITAARA Voting Form” (Appendix 8).
- b. The rank orders will be summed up. The finalist with the lowest score will receive the award.
- c. If there is a tie in the vote, the chair is authorized to decide how to break the tie.
- d. If there are any grey areas that cannot be resolved with the above procedures, the chair, committee members, and consultants, in a confidential discussion without any outside influence, will deliberate and come to a conclusion. They may include the VP R&I in their deliberations.
- e. Only the evaluators (committee members and consultants) will be involved in rating and rank ordering of the nominations. The chair will participate in the voting only to break a tie.
- f. The votes will be received and counted by the chair and one ITAA staff member.

7. Final arrangements: The chair will:

- a. Arrange to notify the winner(s) of the award and request that he/she/they prepare a brief acceptance speech for the awards ceremony (see Appendix 10, “Sample Congratulations Letter”)
- b. Arrange to notify the nominees who did not receive the award and their nominators (see Appendix 11, “ITAARA Sample Letter to Nonwinners”)
- c. Inform the committee members, the VP R&I, and the ITAA BOT of the award
- d. Work with the ITAA staff to design and order the plaque(s) to be presented to the winner(s) (see Appendix 9 for “Sample Plaque Text”)
- e. Organize the award presentation ceremony
- f. Work with the ITAA President to schedule and arrange for the award ceremony
- g. Arrange for a presentation speech by the chair, the VP R&I, or the ITAA President in that order of preference

APPENDIX 1
ITAA RESEARCH AWARD TIME LINE

- 1 January: Deadline for submitting nominations to the ITAARA committee. Chair reviews materials received by the deadline, acknowledges the nominations, and requests from nominators any additional information or materials required for considering the nomination
- 15 January: Deadline for submission of all materials to complete nomination. As soon as possible after all materials are received, the chair will send rating materials to the committee members for each nomination, including the “ITAARA Evaluator Cover Letter” (Appendix 6), the nomination statement, the “ITAARA Rating Form” (Appendix 7), a copy of the publication(s) being nominated for the award, and any other relevant materials determined by the chair.
- 15 February: All materials will be in the hands of evaluators.
- 15 April: Deadline for ratings to be returned to the chair. The chair will decide if an additional vote is required.
- 1 May: If needed, the “ITAARA Award Voting Form” (Appendix 8) will be sent to the committee members by the chair.
- 5 May: Deadline for evaluators to report their votes to the chair
- 1 June: The chair will forward the final decision to the ITAA President and the VP R&I.
- 15 June All communications by the chair announcing the award will be completed.
- 1 July: Arrangements will be completed for plaque and ceremonies for the award presentation.

APPENDIX 2
CALL FOR NOMINATIONS FOR THE ITAA RESEARCH AWARD

To be considered for a nomination, the following information and materials must be submitted, in electronic form (Microsoft Word or PDF), to the ITAA Research Award Committee in care of the chair no later than 1 January:

1. Name(s) of author(s) nominated
2. Publication citations: Full reference for journal articles, books, or publications in which the paper or body of work being nominated has been published
3. A brief title for the contribution: for example, a contribution to the recognition of TA in the wider field, contribution to the research evidence base for TA, theory development, development of practice, comparative research
4. A statement supporting the nomination as a significant contribution to research in any field of transactional analysis. This statement, which will not exceed 1500 words, might address:

Impact on theory: Evaluation and development of theoretical concepts, testing operationalization of theory

Impact on practice: In-depth research of TA practice in any field, for example, case studies, comparative studies of various approaches in TA, qualitative studies that give voice to individuals, etc.

Impact on the wider field: Research examining the effectiveness of TA practice, comparative research with other modalities, dissemination of TA within the wider scientific community, publication in ranked journals

The nomination may also address issues such as:

Inclusiveness: How the research supports TA as a whole, or an entire field of TA, rather than a limited perspective within TA

Research culture: What impact the individual or team has had on the development of a research culture within transactional analysis

Social relevance: Significance of the work to the wider community

5. Individual, group, or organization making the nomination: If more than one person is making the nomination, the nominating group will provide one common statement as outlined above, including the name, address, telephone and fax numbers, and email addresses of all nominators. Please indicate one person whom the ITAARA Committee chair may contact if additional material is required.
6. Copies of the publication(s): Nominations must include one copy of the article(s) or book(s) or chapter(s) in which the research being nominated appears, up to a maximum of three publications. If the contribution was published in a language other than English, a translation into English must be included along with a copy of the publication(s) in the original language. Unpublished doctoral dissertations will not be considered.

APPENDIX 3 TA ASSOCIATIONS LETTER

Date: (Current date)

To: Presidents of TA Associations and Editors of TA Journals and Newsletters

From: (Name of Chairperson), Chairperson of the ITAA Research Award Committee

Re: The ITAA Research Award

I am writing to ask you for whatever assistance you can provide in publicizing the call for nominations for the ITAA Research Award for the coming year and in encouraging your members to participate in making nominations for the award.

In addition, we would like your assistance in finding volunteers to serve as ITAARA Committee members or consultants to the committee in the review process.

Here are some things you can do to support and encourage your members to participate:

1. Publicize the policies and procedures through your local associations, journals, and newsletters using the materials that are enclosed and make them available to associations and individuals directly
2. If possible, translate the policies and procedures into the languages that are used by your members
3. Encourage your members to make nominations for the award
4. Send names of persons in your association to serve as consultants to the ITAARA Committee in reviewing

nominations for the award

Please visit the ITAA website for the operations manual for the ITAA Research Award. A link to it can be found at <http://itaaworld.org/itaa-awards>.

Nominations must be submitted in the format described in the Call for Nominations for the ITAA Research Award to the ITAARA Committee chair on or before 1 January to be considered for the coming year. Recommendations for individuals to serve as committee members or consultants are welcome at any time. If you have any questions or would like assistance in preparing announcements, please do not hesitate to contact me.

Thank you in advance for any assistance you can offer in supporting this important research award for the worldwide TA community.

(NAME OF CHAIRPERSON)
Chairperson, ITAARA Committee

APPENDIX 4
ACKNOWLEDGMENT OF ITAARA NOMINATION LETTER

Date: (Current date)
To: (Name of Nominee)
From: ITAARA Award Committee

Thank you for submitting the following nomination for the ITAA Research Award:

Author(s): _____

Publication(s): _____

This letter is to acknowledge that the materials you have submitted for the nomination are:

- Complete and will be processed by the ITAARA Committee
- Not complete. You will need to provide the following information or send additional materials listed below in order for your nomination to be considered by the ITAARA Committee.
Additional materials required: (list here anything needed beyond what was sent)

Additional materials must be received by the ITAARA chair no later than 15 January.

If you have any questions, please contact the chairperson of the ITAA Research Award Committee (give chair's name) at (give chair's email address).

APPENDIX 5
ITAA RESEARCH AWARD NOMINEE CONGRATULATIONS LETTER

Date: (Current date)
To: (Name of the nominee)
From: Chairperson of the ITAA Research Award Committee

Congratulations on being nominated for the ITAA Research Award. You should have received a copy of the materials submitted in support of your nomination by the person(s) nominating you.

Please let me know whether you are willing to accept the nomination.

As part of the nomination process, the ITAARA Committee hopes you will discuss with your nominators the submission of additional materials in support of your nomination. Any additional materials should be sent to me as the ITAARA Committee chair no later than 15 January.

You will be notified by 1 June whether or not you are selected by the committee to receive the ITAA Research Award, and if you are, we hope that you will attend the award ceremony and present a brief (up to 20 minutes) acceptance speech.

If you have any questions, please contact me (give the chair's email address).

Sincerely,

(Name of chair)
Chairperson, ITAARA Committee

APPENDIX 6
ITAA RESEARCH AWARD EVALUATOR COVER LETTER

Date: (Current date)
To: (Name of evaluator)
From: The ITAA Research Award Committee

I am writing to request that you review and evaluate the enclosed materials, which have been submitted as part of a nomination for the ITAA Research Award. These materials include:

1. Nomination materials received from the person(s) making the nomination
2. A copy of the ITAARA Rating Form for you to complete

Please return your review to me no later than 15 April. Thank you in advance for your willingness to do this work for the ITAARA committee.

(Name of chair)
Chairperson, ITAARA Committee of ITAA

APPENDIX 7
ITAA RESEARCH AWARD COMMITTEE RATING FORM

IMPACT ON TA THEORY						
<i>Scoring key: Scale of 1-5 where 1 = no impact and 5 = high impact</i>						
Evaluation and development of theoretical concepts		1	2	3	4	5
Testing of theory through empirical research		1	2	3	4	5
Operationalization of TA theory		1	2	3	4	5
IMPACT ON TA PRACTICE						
<i>Scoring key: Scale of 1-5 where 1 = no impact and 5 = high impact</i>						
This research has impacted practice in its field by:						
Conducting in-depth research into practice		1	2	3	4	5
Developing an understanding of the particular field of practice		1	2	3	4	5
Highlighting/challenging an established area of practice		1	2	3	4	5
IMPACT ON TA RECOGNITION/DISSEMINATION						
<i>Scoring key: Scale of 1-5 where 1 = no impact and 5 = high impact</i>						
Recognition of TA by worldwide leading scientific organization (e.g., SPR)		1	2	3	4	5
Recognition of TA by a national organization as an approved treatment (APA, NICE)		1	2	3	4	5
Dissemination of TA through publication of studies/theory in highly ranked journal		1	2	3	4	5
Dissemination of TA theory and research in wider scientific community by national or international congresses organized by non-TA organizations		1	2	3	4	5
METHODOLOGICAL QUALITY						
<i>Scoring key: Scale of 1-5 where 1 = low standard and 5 = high standard</i>						
Methodological standards of effectiveness/efficacy research		1	2	3	4	5
Comparative research with other modalities		1	2	3	4	5
OPTIONAL ADDITIONAL CONSIDERATIONS THAT ARE NOT ESSENTIAL BUT MAY BE USED TO DIFFERENTIATE NOMINATIONS						
<i>Scoring key: Scale of 1-5 where 1 = no impact and 5 = high impact</i>						
Promoting research within the TA community		1	2	3	4	5
Teaching research in TA community		1	2	3	4	5
Engaging with and leading research with other training institutions/universities (please list):		1	2	3	4	5
Contributing to research journals (as reviewer/editor/member of an editorial board)		1	2	3	4	5
Developing research within TA bodies (please list roles undertaken) Nationally: Internationally:		1	2	3	4	5
Promoting TA within external bodies (please list): National research communities: International research communities:		1	2	3	4	5

**APPENDIX 8
ITAA RESEARCH AWARD VOTING FORM**

CONFIDENTIAL

Date: (Current date)
To: ITAARA Committee Members
From: The ITAARA Committee Chair
RE: Voting Form for the (year) ITAA Research Award

Thank you for completing the ITAARA rating forms for the (year) nominations. We still have work to do. Because a number of nominations were rated as being worthy of an award, we need to narrow the choice to one.

The nominations rated worthy of an award are, in alphabetical order: (nominees' names).

Please rank these nominees in the order of worthiness for the award, with #1 being the most worthy. Then return your completed form to me no later than (give date). Mark "CONFIDENTIAL" on the form and scan and email it to me at (give chair's email address) or fax it to me at (give chair's fax number if one is available; if not available, remove this from the instructions here).

Rank Order for Nominees (#1 being the most worthy)

1. _____
2. _____
3. _____
4. _____

If you have questions, please contact me (chair email). Thanks again for your contribution to this important process.

Sincerely, (Signature)

Chairperson, ITAARA Committee

**APPENDIX 9
ITAA RESEARCH AWARD SAMPLE PLAQUE TEXT**

In recognition of significant research in any of the fields of f transactional analysis,
the International Transactional Association grants the

(Give year) ITAA RESEARCH AWARD TO

(Recipient's name)

(title, reference, and date of publication)

Signatories (Committee Chair and ITAA President)

APPENDIX 10
ITAA RESEARCH AWARD SAMPLE CONGRATULATIONS LETTER

Date: (Current date)
To: (Award winner)
From: Chair, ITAA Research Award Committee

Congratulations! You have been awarded the (year) ITAA Research Award for your (work, and date of publication).

The award will be presented to you or a representative of your choice at the award ceremony to take place on (day, date, time, and place).

We very much hope you will be able to attend the ceremony as your presence would be appreciated and meaningful for those in attendance as you accept this important honor. Please let us know if you will be coming and, if not, who you want to take your place in accepting the award. If you attend, we hope you will give a brief, 20-minute presentation/speech about your research.

Again, please accept our congratulations, and thank you for your valuable work on behalf of transactional analysis.

Warmly,
(signature of chair)

Chairperson, ITAARA Committee

APPENDIX 11
ITAA RESEARCH AWARD SAMPLE LETTER TO NONWINNERS

Date: (Current date)
To: (Nominee name)
From: Chair, ITAA Research Award Committee

Dear (nominee name):

On behalf of the ITAARA Committee, I regret to inform you that you have not been selected to receive the (year) ITAA Research Award.

There were XXX strong candidates this year, and after much deliberation the committee selected a clear winner, to be announced shortly.

I want to take this opportunity to express our appreciation for your work on behalf of transactional analysis research and the significant effort your nominators put into preparing your nomination package. The committee was highly impressed by the quality of the submissions this year.

Kind regards,

(Signature of chair)
Chairperson, ITAARA Committee