



UNIVERSITY OF CALGARY

TERMS OF REFERENCE

Dr. Norm Campbell Cardiovascular Disease Prevention Award

Background:

The fund was created through a generous donation from Dr. Norman Campbell with the intention of recognizing an individual or group in Southern Alberta who is working to prevent cardiovascular disease through community health promotion or primary prevention programming. The fund will remain open to contributions from other sources.

Purpose of Fund:

The purpose of the fund is to create an annual award that recognizes an individual or group in Southern Alberta who is working to prevent cardiovascular disease through community health promotion or primary prevention programming.

Use of Funds:

Funds available will be \$2,600 per year (spend-down)

Allowable expenditures include the following

- Recognition plaque for award winners.
- Community engagement grant to the selected individual or group to support their program or travel to Calgary to receive the award.

Administration of Fund:

The Libin Cardiovascular Institute will promote an annual community recognition award and request calls for applications. The P2 Initiative will determine the successful applicants and notify them ahead of Heart Health Day annually. Award recipient will be invited to attend Heart Health Day.

Selection Process:

The following criteria will be considered during the selection process:

- Evidence of nominee's commitment to promoting cardiovascular health through community programming or health promotion
- Significance and quality of the program, or proposed project
- Project or program fit with the mandate of the institute

Calls for proposals will be administered annually per the following suggested schedule:

- April – call for applicants issued to community by Libin Cardiovascular Institute
- Late June – application deadline
- Early July – Advisory committee meeting and recipient notified

The cycle may be changed in the future in response to current needs.

Advisory Committee:

An Advisory Committee will be convened at least once per award cycle by the P2 Initiative Co-Leads.

Committee members shall include:

- Co-Leads of Libin Cardiovascular Institute P2 Initiative
- Member of the Libin Cardiovascular Institute P2 Initiative
- Member of the Libin Cardiovascular Institute
- Community Member

The Advisory Committee will be responsible for maintaining meeting minutes, as well as circulating calls for proposals and selecting recipients in alignment with the selection process outlined above.

Responsibilities of recipients:


The recipient of funding from the Dr. Norm Campbell Cardiovascular Disease Prevention Award will be responsible for providing the Libin Cardiovascular Institute with a summary of the impact of the funds received.

Financial Administration:

The Director of the Libin Cardiovascular Institute, or designate will be responsible for managing expenditures in accordance with the approved budget and selection process. The Institute Director, or designate, will be responsible for reporting to the Advisory Committee on an annual basis regarding expenditures, outcomes, etc.

Agreed:


For the Cumming School of Medicine



Dr. Todd Anderson
Dean, Cumming School of Medicine

June 29 _____ 2023

For the Libin Cardiovascular Institute



Dr. Paul Fedak
Director, Libin Cardiovascular Institute

June 28, 2023 _____