



## **SOCIETY FOR ETHNOPHARMACOLOGY**

*"Globalizing local knowledge and localizing global technologies"*

23/3 Shaktigarh, Jadavpur, Kolkata 700032

Website: [www.ethnopharmacology.in](http://www.ethnopharmacology.in)



### **Fellow of Society for**

### **Ethnopharmacology (FSFE), Kolkata, India**

Address- 23/3, Saktigarh, Kolkata, 700032, India

### **(Instructions for filling nomination paper for the election of the fellow of SFE, FSFE)**

Nomination papers for availing fellowship can be obtained by a fellow, by writing to the Secretary, Society for Ethnopharmacology (SFE), Kolkata at the address given above or the form may be downloaded from the SFE Website- <https://ethnopharmacology.in/>

### **EXCERPTS OF REGULATIONS REGARDING ELECTION AND ADMISSION OF FELLOWS**

Indian or Foreign Fellows, whose number shall not exceed 05 (Five), will be elected on the basis of distinguished contributions to new knowledge and for promotion and application in the following subject areas:

- Ethnopharmacology and Ethnomedicine
- Phytochemistry and Pharmacognosy
- Natural Products/Nutraceuticals/Phytopharmaceuticals
- Documentation, conservation and promotion of Traditional Knowledge
- Traditional healers
- Ayurveda
- Unani
- Siddha
- Homoeopathy
- Any other persons working in the area of medicinal plants/traditional medicine, and philanthropists
- Any other scientist or expert nominated by Government agencies (DBT, DST, ICMR, CSIR etc.)

In addition to Indian scientists, Overseas Citizens of India, distinguished Non-Resident Indians, having Indian citizenship who have outstanding research work to their credit, may be nominated and be considered for the Fellowship.

1. The nominee should have at least 10 years of experience in the field of the subject areas mentioned above. Nominee should be active member of SFE for at least 3 years.
2. A scientist whose nomination for Fellowship has remained in good standing for a period of 5 years and who is not elected during this period, may be re-nominated after a gap of 2 years.

3. During the period that a nomination remains in good standing, it should be updated every year. The Secretary, SFE will write to one of the Fellows who has nominated the candidate to update the bio-data of the nominee.
4. Announcement for FSFE will be in April every year. Nomination papers would be received in the Society by 30<sup>th</sup> August every year, duly filled and signed, and addressed to the Executive Committee (EC), SFE and no paper received after this date shall be considered in that year. If 30<sup>th</sup> August happens to be a postal holiday, the next working day would be the last date.
5. Each candidate shall be nominated and seconded by a (i) Executive Members of the SFE, India (ii) Fellows of the national academies (iii) Vice-chancellor of the Universities, (iv) Director/ Head of the Institutes/Organizations (vi) Executive member of SFE & ISE. The proposer should preferably belong to the same field of specialization as the nominee; and he/she shall certify that he/she is personally acquainted with the scientific contribution of the candidate.
6. Any candidate who canvasses for support for his/her candidature, shall be disqualified from election.
7. A list of scientists duly nominated with their qualifications shall be compiled from the nomination papers by the Secretary and put on the website of the Society; a hard copy would be sent to the members of the Scrutiny Committee, one month in advance.
8. The Fellowship Scrutiny Committee will scrutinize the nominations and shall send its recommendations to the Executive Committee (EC), SFE.
9. The nomination should be made using the nomination Form prescribed by the SFE for the purpose. The proposer should ensure that the critical information required in the form is complete. The nominee should not send any information directly to the Society.
10. Communication of Nominations: All communications in respect of the nomination shall be carried on with the proposer or the seconder. However, for the purpose of updating information regarding the scientific achievements and publications, the Society may correspond with nominee directly.
11. Not later than October 1<sup>st</sup>, a list of nominees arranged in alphabetical order as per surname, together with brief statements of their most significant research achievements along with a list of ten best publications in International Journals of repute, names of Fellows who have proposed and seconded them, and the year in which the nominations were considered for the first time and the year of the birth of each nominee shall be uploaded on the SFE website and the fellowship be informed accordingly.
12. Validity of Nomination: A nomination shall remain valid for a period of five years unless the proposer or seconder of the nomination withdraws it immediately preceding an election.
13. Selection Committee: All the valid nominations, based on the subject area of the work, will be considered by the respective sectional committee of the academy. During the period that a nomination remains in good standing, it should be updated every year. The selection committee will evaluate nominees based on their contribution to the field, with emphasis on originality, quality, and impact of the work.
14. Selection Procedure: The evaluation and recommendation of the Selection committee are considered by the SFE which makes the final selection.

15. Fellowship: A one-time travel grant for attending international conferences (within two years, w.e.f. January 1<sup>st</sup> of the ensuing year) may be provided to the selected fellows of the Society for Ethnopharmacology (SFE) along with the certificate of appreciation, citation and a memento during the International conference of SFE.
16. Nomination Procedure: candidates may be nominated by (i) Executive committee member of the Society for Ethnopharmacology (SFE) (ii) Those who have SFE membership more than 10 years, (iii) Eminent scientists of different scientific bodies, academies etc. (iv) Coordinators from SFE Local Chapters may nominate up to two candidates each year for election to the Fellowship.
17. One time fee of Rs 10,000/- for five years will be applicable. The fee should be deposited after announcement of the fellowship award.
18. Maximum 10 fellowships will be awarded every year taking into consideration the number of nominees in different subject areas as defined in the guidelines.
19. During the award of fellowship if the nominee is observed/reported to be involved in un-ethical practices/alleged to be linked to fraudulent/un-ethical practices, the fellowship award will be withdrawn immediately.
20. Nominations made for the Fellowship of the Society shall remain in good standing for a period of five years.

## **Guidelines for the meetings of the SFE Selection committee per year on FSFE**

(Composition of Selection committee to be decided by the EC, SFE)

(a) Before the commencement of the SFE selection committee meeting, the Secretary should call the attention of the Members to get the same signed and any action resulting from it. Conflicted member(s) are expected to recuse during discussion and making decisions. This has to be recorded in the minutes/proceedings of the respective SFE selection committee meeting.

(b) There will be two meetings of the SFE Selection committee each year; the first one will be held in February/March and the second meeting will be in the month of July/August.

(c) At the first meeting, the SFE Selection committee will aim to shortlist up to 30% of the total nominations received. If committee feels that there are more deserving candidates than 30%, the number may be increased with proper justifications. The committee will make all efforts to procure the opinion of the fellowship about the nominees. The opinions received by the committee should be thoroughly discussed at the meeting.

(d) A CV to be considered (for shortlisting or rejecting the nomination). Each nominee must receive approval of a majority of the SFE Selection committee members (grading should be indicated for all the nominees [e.g. A-Outstanding, B- Borderline]. All efforts should be made to come to a consensus for the selection of each nominee. In the absence of consensus, there should be voting to select suitable nominees.

The shortlisted nominations [who receive a maximum A will be shortlisted in order of merit/ratings] will be processed for referee evaluations. All the reference letters [minimum five] should have the name and address of the referee. There should be at least three Referees.

(e) Diversity & Inclusion:

It is highly desirable that two nominees may not be shortlisted from the same institute in the same committee except under exceptional situations giving full justification.

(1) It is highly desirable that the elected fellow represents diversity / two nominees with similar areas of research (e.g., phytochemistry, ethnopharmacology) may not make it to the final shortlist.

(2) While shortlisting the names, age/gender/geographical distribution/research areas may be taken into consideration by the SFE Selection committee members.

(f) The members of the SFE Selection committee should obtain referee reports in the area concerned from the Society Fellows. It is highly desirable to have at least 3 referee letters. However, a minimum of 2 buddy letters and 1 from other experts including International Experts are essentially required.

(g) Letters to reviewers may be sent out by an SFE Selection committee member. To maintain uniformity, a common format for recommendation letters (by the Society) be shared with all the members of SFE Selection committee for obtaining letters from the referees. All letters to and from reviewers should also be copied to the Secretary and EC.

(h) During the meeting of SFE Selection Committee, the opinion of experts (on each nominee) will be placed on the table and will be critically discussed. All the referee letters will be shared by the EC among the committee members with address and affiliations. The Committee will then make a final list of up to 50% of the shortlisted nominations. For each recommended nominee, the Committee shall also state the basis for its recommendation by highlighting the importance of the scientific contributions of the concerned nominee.

(i) The primary criterion for election to the Fellowship will be the scientific and technological achievements of the nominee (e.g. contributions to new knowledge, discoveries, development of new technologies, substantial improvement in existing technologies, etc.) as evidenced by publications, patents, authenticated scientific reports and the economic impact of his/her work.

(j) The work done in Ethnopharmacology should be given primary importance.

(k) The selection should be recommended based on the work done in the entire career of the scientist. The work done in Ethnopharmacology should be given more importance, and also notable contributions made that are relevant to the field. Work done well before the nomination is proposed should also be given due consideration.

(l) The Selection Committee is charged with the responsibility of studying the work of the nominees by consulting fellows/experts in the area of specialization of the nominee, where necessary.

(m) Both Application Scrutiny Committee and Selection Committee will be constituted by EC-SFE.

(n) The proforma application can be requested from the office of SFE with a fee of Rs. 250/-

**Proforma of Nomination Paper for the**  
**Election of Fellows**  
of  
**Society for Ethnopharmacology (SFE), Kolkata, India**  
Address- 23/3, Saktigarh, Kolkata, 700032, India

(All entries in the nomination paper should be completed)

The **undersigned Fellows** of the FSFE, India **propose**, and **second** the name of  
Prof./Dr./Mr./Ms .....for election to  
the Fellowship of the Society.

1. Proposer's Name : ..... Signature.....  
Address .....  
..... Date: .....
2. Secunder's Name : ..... Signature.....  
Address .....  
..... Date: .....

**Notes –**

1. The proposer should preferably belong to the same field of specialization as the nominee and he/she shall certify that he/she is personally acquainted with the scientific work of the candidate.
2. Proposer must sign on the Nomination Paper. The Secunder may either sign on the Nomination Paper or write letters to the proposer and these letters must be enclosed with the Nomination Paper. Photocopies of this form can also be used for this purpose.
3. The duly filled nomination paper and information as desired on Nomination Paper be sent (hard copy) to the office of the Society at address- 23/3, Saktigarh, Kolkata, 700032, India.
4. While nominating a scientist to the Fellowship of the Society, proper attention is to be given to nominate only those who are not engaged in unethical behavior.
5. The last date for receipt of complete Nomination Papers in the Society's office is 30<sup>th</sup> August. Nominations received after this date will be considered next year. Additional sheets may be used as and when required.

Name in Full: .....//.....  
Surname Forename(s)

2. Designation and  
Name of the Institution.....

3. a. Date of Birth..... b. Gender: Male / Female

4. Member of SFE (Yes/No) ..... Active Membership No. ....

5. Address  
(a) Official

.....  
.....

(b) Residential

.....  
.....

(c) Email .....

(d) Mobile No./Contact No.....

6. (a) Subject .....

(b) Specialization.....

(c) Area of Research.....

(d) Subject Area in which the  
Nomination is to be considered.....  
**(Please select one from the attached list of Subject Areas)**

7. Educational Qualifications:

Degree/Diploma  
Year

University/Institution








**Note -**

- a. Please arrange the list in chronological order; while citing the research publication give author's name first, followed by the year of publication, title of the paper, name of the journal, volume/issue and page number.
  - b. The Impact factor of Journals and Citation Index of each of these 10 publications is also to be given. (Attach reprints of these publications)
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13. Statement by the nominator highlighting major scientific contributions of the nominee citing relevant references. **(Kindly ensure that this does not exceed 250 words)**

**(Signature of the Nominator)**

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- \* If it exceeds 250 words, only the first 250 words will be printed in the 'Booklet of Nominations')

**Addendum by the Nominator**  
**(Not subject to RTI)**

Nominee's Name:

Please answer the following:

1. All nominations are expected to meet the commonly held standards of professional ethics and scientific integrity.

Are there any concerns that INSA should be made aware of regarding the nominee, in order to fulfil this expectation?

☐

No

☐

Not aware

☐

Yes, please explain (if required, you may attach extra documents):

2. Please elaborate on your relationship with the

nominee: Name of the proposer/seconder:

Present affiliation:

Signature:

Date:

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*This form is mandatory to be filled and signed by the nominator to be submitted along with the nomination form.*

*Separate sheets are to be used by the Nominator*

*The nomination form, addendum, and all the Annexures must be received by the last date at the SFE, HQ, Kolkata.*

(Form of undertaking by nominee)

To

The President/ Secretary

Society for Ethnopharmacology, India

23/3 Shaktigarh, Jadavpur, Kolkata 700032, India Dear

President,

I, \_\_\_\_\_ agree to be admitted to the Society for Ethnopharmacology, India as a FELLOW, if elected in accordance with the by-laws of the Society.

Date:

\_\_\_\_\_  
Signature of nominee with date