

INFORMS
Health Applications Society
Policies and Procedures Manual
December 2019

Section 1 Preface

The following three paragraphs are taken from the INFORMS Policies and Procedures Manual:

“The INFORMS Board believes in and advocates the use of published policies and procedures to promote good business practice and efficient operation of the Institute.

A *policy* statement presents the position, philosophy, and thinking of the governing bodies of INFORMS on a particular subject. Policy wording is intentionally formal, broad, and in general terms. By the same token, it is concise and brief so that the normal policy length is short. Policies are meant to answer the questions “what” and “why”.

A *procedure* provides detailed coverage of a particular subject. A procedure defines and specifies the necessary steps for accomplishing a given task. Procedures are worded in clear, precise, and specific terms to provide the reader with all necessary details and information. Wording is informal with emphasis on clarity and complete subject coverage, thereby making normal procedure length longer than a policy. Procedures are meant to answer the questions “how” and “when”.

The INFORMS Health Applications Society will be abbreviated as HAS throughout this document. This document will be called the HAS Policies and Procedures Manual, or the HAS Manual.

The HAS Policies and Procedures Manual contains official policies of HAS and those procedures of general interest to persons conducting business within or for HAS. Changes to the body of the HAS Manual must be approved by the HAS Board. No Policy or Procedure may contravene the INFORMS Constitution and Bylaws, or the HAS Bylaws. The INFORMS Board has final authority to determine whether a particular policy or procedure is in conflict with the INFORMS Constitution or Bylaws, and the HAS Board has final authority to determine whether a particular policy or procedure is in conflict with the HAS Bylaws.

The HAS Secretary will ensure that the master copy of the HAS Manual and its appendices reflect all approved changes, and that a copy of the HAS Manual and its appendices are posted on the HAS web page.

Section 2 Award Procedures

Section 2.1 HAS Awards

The HAS sponsors three annual, endowed awards, the Bonder Award (INFORMS level award), Pierskalla Best Paper Award, and Sanjay and Panna Mehrotra Research Excellence Award, presented at the Annual Meeting; and one biennial award, the HAS Best Student Paper Award, presented at the INFORMS Healthcare Conference.

Pierskalla Best Paper Award

The Health Applications Society of INFORMS sponsors an annual competition for the Pierskalla Award, which recognizes research excellence in the field of health care management science. The award includes an honorarium for the best paper presented in a Health Applications Society sponsored session at the annual INFORMS conference. The award is named after Dr. William Pierskalla to recognize his contribution and dedication to improving health services delivery through operations research. Dr. Pierskalla is a Distinguished Professor Emeritus at the Anderson School at UCLA and the Ronald A. Rosenfeld Professor Emeritus, The Wharton School, University of Pennsylvania, and serves as an editor on numerous operations research journals.

Eligibility

To be considered for the award, a full paper must be submitted by the application deadline to the Chair of the Pierskalla Committee (see Application Process details in the Appendix). The submission can be a working paper, a paper under review, or a previously published paper, and is not restricted to papers written by students. If desired by the authors, the winning paper will be published in Health Care Management Science if it has not been published or is not under review elsewhere.

Judging

Papers are judged by a panel of up to four representatives from the Health Applications Society on

- Contribution to operations research/management science in health care
- Readability, clarity, and organization of the paper
- Technical content and scope relative to the length of the paper
- Originality

Up to five finalists will be selected and invited to present their work at the INFORMS annual meeting in a session devoted to the competition. The panel judging the papers reserves the right not to award a prize in any given year. The winning paper will be announced at the Health Applications Society's Business Meeting at the INFORMS annual meeting.

Bonder Scholarship for Applied Operations Research in Health Services

The Health Applications Society of INFORMS invites applications from qualified doctoral candidates for the Bonder Scholarship for Applied Operations Research in Health Services. Doctoral candidates, particularly those with two to three years remaining in their programs, with an interest in the application of process modeling and OR analyses to issues in health care design, delivery, or operations are encouraged to apply.

Objectives

The purpose of the Bonder Scholarship for Applied Operations Research in Health Services is to promote the development and application of process modeling and operations research analyses to health care design, delivery and operations. The scholarship provides funding of \$5,000 (\$US) to support the development of highly qualified individuals and promote the interchange of health services research knowledge in conjunction with INFORMS.

The Award

The scholarship offers a research fund of \$4,000 and the opportunity to apply for an additional support of \$1,000 to cover expenses that will be incurred during the winner's travel to the INFORMS Annual Conference of the awarded year. Starting with the year after the award is won, the winner also becomes eligible to apply for further research funds that are offered annually by the Seth Bonder Research Foundation exclusively to former Bonder Scholars. Bonder Scholars also find the privilege to speak and disseminate their research in designated "Bonder Scholars" sessions at INFORMS annual meetings.

Selection Criteria

The scholarship will be granted on the basis of excellence, innovation, candidate's preparation to undertake the proposed program of research, and likelihood of success in his/her projected plan.

Eligibility

Doctoral students building creative work with strong academic rigor and/or practical relevance at the crossroads of operations research/operations management and health care are all encouraged to apply.

Background

Dr. Seth Bonder was the founder and CEO of Vector Research, Incorporated (VRI) for 31 years. VRI is recognized for its quality and innovations in applying OR/MS to public and private sector enterprises. Throughout his distinguished career, Dr. Bonder has been a leader in applying operations research to national defense planning and policy issues, and subsequently to health care delivery reengineering and disease management practices. He established this scholarship to encourage the application of scientific operations research approaches to health care delivery systems, processes, and enterprises. Dr. Bonder has made major contributions to the operations research profession. He has served as president of the Operations Research Society of America and the Military Operations Research Society, and as vice president of the International Federation of Operational Research Societies. He has been the recipient of numerous awards, including the Patriotic Service Award from the US Secretary of the Army, the George E. Kimball Medal, and the INFORMS President's Award. He is a member of the National Academy of Engineering.

Sanjay and Panna Mehrotra Research Excellence Award

The Health Applications Society of INFORMS sponsors an annual competition for the Sanjay and Panna Mehrotra Research Excellence Award, which recognizes a mid-career researcher for significant contributions to the practice of health applications through operations research (OR) and management science (MS) modeling and methodologies. The award is named after Professor Sanjay Mehrotra and his wife, in recognition of Professor Mehrotra's contributions and dedication to translating OR/MS modeling and methodology research to practice so as to improve the quality and efficiency of healthcare systems, and will be presented at the Health Applications Society Business Meeting at the INFORMS annual meeting. Dr. Mehrotra is a professor in the Department of Industrial Engineering and Management Sciences at Northwestern University, and served on the Editorial Board of numerous operations research journals. The award includes an honorarium of \$1,000. The winner will also receive a certificate and a winner's plaque; all other finalists will receive certificates.

Criteria

1. A demonstrable effort in translating OR/MS modeling and methodology research to practice
2. Contributions to the practice of health applications through OR/MS models and methodologies, evidenced by measurable health-related outcomes
3. Contributions to OR/MS models or methodologies

Eligibility

- Assistant/associate professor (tenure-track/tenured, or non-tenure-track) position in an academic institution (at the time of award presentation at the INFORMS annual meeting); or
- Healthcare professional with less than fifteen years of experience since the terminating degree (by the time of award presentation at the INFORMS annual meeting).

In addition, the applicant must be a member of the Health Applications Society, and must not have been a winner in a previous Sanjay and Panna Mehrotra Research Excellence Award Competition.

Judging

The Chair of the Sanjay and Panna Mehrotra Research Excellence Award Committee is appointed by the HAS President, and approved by the HAS Board, each year. The Chair appoints 2-4 additional members to the committee. Committee chairs are strongly encouraged to ensure the "diversity" of their committee as appropriate, e.g., the representation of different types of institutions (engineering vs. business schools, industry vs. academia, etc.), gender, research areas. All committee members must be members of the Health Applications Society, and may not serve on any other HAS award committee at the same time.

Candidates are judged by the Award Committee based on:

1. A demonstrable effort in translating OR/MS modeling and methodology research to practice
2. Contributions to the practice of health applications through OR/MS models and methodologies, evidenced by measurable health-related outcomes
3. Contributions to OR/MS models or methodologies

Up to three finalists will be selected and invited to present their work at the INFORMS annual meeting in a session devoted to the competition and sponsored by the Health Applications Society. The Award Committee reserves the right not to award a prize in any given year. If all submissions are judged by the Award Committee to be of insufficient quality to select finalists, the selection committee may declare that the competition is deserted for the current year.

Health Application Society Student Paper Competition

The INFORMS Health Applications Society welcomes students who are conducting research in health care applications to submit a single paper to its biennial student paper competition.

There are three conditions for eligibility:

1. Entrant must be a student on or after December 1, of the current year, and the research in the paper must have been conducted while the entrant was a student.
2. The submitted paper must present original research conducted primarily by the student. The paper can be co-authored with other individuals including the advisor(s) of the student. However, the student's contribution must be such that they are considered the "first author", alphabetical authorship notwithstanding.
3. Entrant must be a member of HAS on the date of submission (call INFORMS Member Services or see connect.informs.org/healthapplications/home for information on membership).

Selection and Awards:

Leading health care scholars will serve as judges. They will evaluate the papers based on quality, novelty and importance of methodology, contribution to health care research, and potential for impact on practice. Four finalists will be selected and notified. Finalists must present their work in a special session at the conference. HAS will reimburse the finalists' conference registration fees. Presentation quality will be considered in deciding the first and second prize winners. Winners will be announced during the conference. The awards are: First Prize: \$500; Second Prize: \$300; Finalist: \$100 each.

Section 2.2 Guidelines for HAS Award Committees

The following excerpts are from INFORMS P&P Manual on Award Committees (Section 6 of the INFORMS Policies and Procedures (P&P) Manual):

<https://www.informs.org/About-INFORMS/Governance/Policies-and-Procedures-Manual-PDFs>

“The members of most selection committees serve two- or three-year terms, staggered so that new members are added each year.[...] The committee is normally chaired by the member who is in his/her final year of service. “

“Committee chairs are strongly encouraged to ensure the “diversity” of their committee as appropriate, e.g., the representation of different types of institutions (engineering vs. business schools, industry vs. academia, domestic vs. international, etc.), gender, research areas, etc. “

“The selection committees are authorized by the Board to choose the award winner(s) without review or approval of the selection by the Board.”

INFORMS is now implementing the following policy and is strictly enforcing it:

“Committee members may not serve on any other INFORMS award committee at the same time.”

To conform with the INFORMS P&P, HAS is adopting the following P&P for all HAS Award Committees that are run on an annual basis (i.e., Bonder, Mehrotra, and Pierskalla). (The HAS Student Paper Competition Award, which is run every other year, is not included.)

Guidelines for Annual HAS Award Committees (Bonder, Mehrotra, and Pierskalla):

- All committee members (judges) must be members of HAS but not necessarily previous award winners.
- The selection committees are authorized by the Board to choose the award winner(s) without review or approval of the selection by the Board.
- Committee chairs are strongly encouraged to ensure the “diversity” of their committee as appropriate, e.g., the representation of different types of institutions (engineering vs. business schools, industry vs. academia, etc.), age; ethnicity; gender; gender identity; language differences; nationality; parental status; physical and mental and developmental abilities; race; religion; sexual orientation; skin color; social-economic status; work and behavior styles; the perspectives of each individual shaped by their nation, experiences and culture.
- All committee members serve two-year terms, staggered so that new members (around half the size of each committee) are added each year. The new members are appointed by the chair of each committee.
- The chairs for Bonder and Mehrotra Award Committees are selected and appointed by the HAS President, and approved by the HAS Board, among committee members who are in their final (second) year of service. There may be exceptions to this, as determined by the HAS President. Each committee chair has a strict one-year term, and will be replaced at the end of their term.
- Each committee member can serve on only one HAS Award Committee (Bonder, Mehrotra, or Pierskalla) at the same time.
- To avoid any conflict of interest, a committee member cannot have a pending submission for their respective award committee. (For Bonder, this includes submissions by the PhD students of the committee member.)

Special Rules:

- The winner of the previous year's Pierskalla Award serves as the next year's Pierskalla Committee Chair, and the following year's committee member.
- At least one member of the Bonder Committee must be a previous HAS Bonder Scholar. It is desirable, but not required, to have around half of the Bonder Committee members to be previous HAS Bonder Scholars.

Suggested sizes of Award Committees:

Pierskalla: 15-25 members

Bonder: 4-6 members

Mehrotra: 4-6 members

All award committee chairs should send the list of their committee members to the HAS Secretary once their committees are formed. The HAS Secretary is responsible for awards management (e.g., keeping track of the committee members and award status and report to the board). This is to ensure that there is no overlap among award committee members, and that all award committee members are members of HAS.

Section 2.3 Guidelines for HAS Cluster Chairs

HAS VP serves as the HAS Cluster Chair at the annual meeting, and may request the HAS Communications & Outreach Coordinator or another HAS member to serve as the Cluster Co-chair.

Required Award Sessions:

- HAS Pierskalla Award session: One session, to be chaired by the previous year's Pierskalla winners.
- HAS Mehrotra Award session: One session, to be chaired by the Mehrotra Award Committee Chair.

Special Sessions to Consider:

- HAS Distinguished Scholar Lectures: One to three sessions; one or two speakers per session (90-minutes). Speakers to be invited and the session to be chaired by the Cluster Chair.
- Bonder Scholars session: One session, to be chaired by a previous Bonder Scholar (selected by the Cluster Chair). (This session is for former Bonder scholars to present their research.)
- Lightning session: One session; for HAS Ph.D. graduates and post-docs on the job market; session chair to be selected by the Cluster Chair.

Cluster chairs are encouraged to initiate other special sessions based on the interests of HAS members.

Section 3 Fostering Relationship with Academic Journals

Currently HAS is sponsoring the Healthcare Department of Naval Research Logistics (NRL); this involves promoting the journal and appointing the Department Editor (DE).

NRL DE Appointment Process:

The HAS President appoints, and the HAS Board (“the Board”) approves, the Chair of the Strategic Initiatives with Academic Journals Committee (“the Committee”). The Committee Chair appoints 3-4 additional members.

Step 1. (i) The Board seeks nominations (including self-nominations) for the DE position from HAS members; all nominees need to be HAS members at the time they are being considered (unless there is clear evidence of involvement in past HAS activities or a high degree of synergy with the HAS). The Board shares the “list of nominees” with the Committee.

(ii) The Committee creates a “long list” of candidates (the long list can include names not in the list of nominees), and passes the long list on to the Board.

Step 2. The Board reviews both the long list and the list of nominees, and develops a "short list" (the short list can include names not on the long list), and passes the short list on to the EIC of NRL.

Step 3. The EIC of NRL makes the final decision of selecting from the short list after consulting with the Board and with the candidates. The DE is expected to maintain their HAS membership during their term.

Steps 2 and 3 are expected to be iterative in that if all candidates on the first short list decline the position, then the Board will draft and present a second short list to the EIC, etc.

Conflict of interest issues: If a member of the Committee or the Board is on the list of nominees, the long list, or the short list, then they need to recuse themselves from the remainder of the process.

Appendix – Guidelines

This section provides some guidelines for HAS Award Committee Chairs and Cluster Chairs. Any deviations from these guidelines should be discussed with the HAS President prior to implementation.

Pierskalla Best Paper Award

Application Process

A complete entry consists of:

1. A single-page PDF cover letter containing the following:

- Names and affiliations of all co-authors
- Complete contact information of the corresponding author
- The paper title
- Appropriate keywords for the submitted paper

The filename of the cover letter should be **CorrespondingAuthorLastName_CoverLetter.pdf**.

2. A completely anonymous paper in PDF format that meets the following criteria:

- Author(s) names or affiliations should not appear anywhere in the paper
- At most 32 pages excluding the appendix but including tables, figures, and references. The paper must include all material necessary for judges to assess its technical correctness and confirm the validity of results.
- The formatting standards for submitting a paper to major INFORMS journals (such as *Management Science* or *Operations Research*) apply.
- The filename of the submitted paper should be **ShortTitleOfThePaper.pdf**.

The above two documents should be sent by the entrant as e-mail attachments to XXX. The email's subject line should be: XXX INFORMS Pierskalla Award Submission. Complete entries must be received on or before XXX. Any question(s) related to the competition should be sent by email to: XXX

Bonder Scholarship for Applied Operations Research in Health Services

Application Process

A complete application must consist of the following documents as PDF files:

1) A detailed curriculum vitae of the applicant, which must include the applicant's complete educational history with dates of enrollment in graduate studies (in months and years; e.g., September 2016).

2) Two letters of support: One letter is expected to be from the applicant's main academic advisor (or dissertation committee chair) and this letter must include a statement that the applicant has completed at least one academic year but no more than three academic years in any doctoral program. Letter writers should separately send their nominations/support letters to the email address provided below. Each applicant is responsible for ensuring that letters are sent by the application deadline.

- 3) A one-page career goals statement describing why the candidate is interested in applying operations research/operations management to health care issues and problems.
- 4) A three-page summary of applicant's proposed program of research including all graphics and technical supplements (the three-page limit does not include the references to be cited therein). Applicants should pay particular attention to delineating the completed and projected contributions of their doctoral studies within this three-page document.

All application materials including support letters should be submitted to: XXX. Applicants will be notified with the results of the competition before XXX.

Sanjay and Panna Mehrotra Research Excellence Award

Application Process

A complete application must consist of the following documents submitted as PDF files:

1. A curriculum vitae of the applicant, which must include the applicant's complete educational and professional history with degree dates, and the applicant's entire research portfolio on health applications
2. A 3-4 page statement (excluding the references cited in the document) that summarizes the applicant's use of OR/MS models and methodologies to address significant problems that arise in health systems, the developed solutions, the effort conducted for translating research results to practice, and the impact on practice (demonstrated through measurable health-related outcomes)
3. Two letters from practitioners that discuss the significance of the problems studied by the applicant and the practical impact of the applicant's research
4. Up to four manuscripts (published or under review) written by the applicant (manuscripts can be submitted electronically, or links to manuscripts can be provided)
5. A one-page statement describing the future research goals of the applicant in health applications
6. Written commitment, if selected as a finalist, to make a high quality, 30-minute presentation for the Sanjay and Panna Mehrotra Research Excellence Award session organized by the Health Application Society at the INFORMS annual meeting.

All application materials including support letters should be submitted electronically to: XXX

Health Application Society Student Paper Competition

Application Process

The following submission requirements will be strictly enforced:

1. Cover letter (PDF) signed by both the student and advisor that includes:
 - Name, affiliation, and contact information of the student, advisor, and other co-authors
 - The paper title
 - Up to three keywords that describe the application area and up to three keywords that describe the main methodologies used
 - A statement attesting to the fact that the eligibility requirements are met
 - The filename of the submitted cover letter should be **EntrantLastName_CoverLetter.pdf**
2. Paper (PDF) that meets the following criteria:

- The paper should be completely anonymous. Author(s) names and affiliations should not appear in the paper.
- The formatting standards for submitting a paper to major INFORMS journals apply. See pubsonline.informs.org/page/mnsc/submission-guidelines
- 36-page limit (1.5 line spacing) including the main body, figures, tables, and any appendices, but excluding the list of references. The statements of theorems, propositions, and other technical results may be given in the main body, but all proofs of technical results as well as unessential/supplementary figures/tables should be placed in appendices.
- The filename of the submitted paper should be **ShortTitleOfThePaper.pdf**

Both items must be sent as e-mail attachments to XXX. Complete entries must be received on or before XXX. E-mail XXX if you have any questions.

Guidelines for HAS Cluster Chairs

Typical time-line:

January-February: Send invitation e-mails to potential session chairs.

February-May: Enter session chair information into the system and send formal invites to session chairs; organize panels/special sessions; create award sessions:

Required Award Sessions:

- HAS Pierskalla Award session: One session, to be chaired by the previous year's Pierskalla winners.
- HAS Mehrotra Award session: One session, to be chaired by the Mehrotra Award Committee Chair.

Special Sessions to Consider:

- HAS Distinguished Scholar Lectures (DSL): One to three sessions; one or two speakers per session (90-minutes). Speakers to be invited and the session to be chaired by the Cluster Chair.
- Bonder Scholars session: One session, to be chaired by a previous Bonder Scholar (selected by the Cluster Chair). (This session is for former Bonder scholars to present their research.)
- Lightning session: One session; for HAS Ph.D. graduates and post-docs on the job market; session chair to be selected by the Cluster Chair.

Cluster chairs are encouraged to initiate other special sessions based on the interests of HAS members.

June-July: You will be contacted by INFORMS to provide "preferred order" for scheduling of the sessions within the HAS Cluster. This is typically only for award and special sessions (e.g., DSLs, panels), and it is best for our special sessions to not overlap. Here is a sample schedule from a previous year:

HAS Distinguished Scholar Lectures: SC, MB, MC, TB

HAS Pierskalla session: Sunday, SB

HAS Bonder session: MD

HAS Business Meeting is on Monday 6:30pm. Pierskalla and Mehrotra sessions need to be scheduled prior to the Business meeting. INFORMS will typically schedule 5-6 parallel tracks for HAS Sunday through Wednesday.

Sample Call for the Lightning Session

HAS Job Market Session - Call for Participants "on the Market"

We are excited to announce a new initiative to bring visibility to the students and postdocs looking for academic positions with a focus on health applications and/or theory. We are organizing a "lightning" session at the 2019 INFORMS Annual Meeting. We hope this session will facilitate recruitment for departments interested in growing their capabilities in healthcare-related research/teaching.

The format of this 90-minute session will be 1-2 slides per participant, which they must present in 1-2 minutes. The detailed criteria are as follows:

Eligibility Criteria to Participate:

1. Be a member of HAS at the time of the session;
2. Be working on healthcare-related problems;
3. Be on the job market at the time of the session;
4. A participant is eligible to partake in HAS Job Market Sessions only once as a PhD student and once as a Postdoc.

Application Documents:

1. A letter from the PhD/postdoc advisor that contains the following statement: "The participant, [full name of the participant], will be on the job market after August 1, 2019. At least one-third of the participant's dissertation/past research is healthcare-related."
2. A proof of HAS membership that is valid at the time of the session. This includes a membership receipt, or a screenshot of "Membership Summary" under "View My Account" from the "INFORMS Self Service Menu."

Deadline:

Interested applicants should send an email with the application documents and the subject line "Application to HAS Job Market Session 2019" to jobmarket.has@gmail.com by July 15, 2019. Once accepted, participants will be required to submit their slides by September 1, 2019.

This session will provide candidates who are on the job market with great exposure to schools that are hiring in 2019! Participation will be based on a first come first serve basis and space is limited. We encourage those who are interested to apply early!