

THE UNIVERSITY OF MELBOURNE

2022 Woodward Medal Guidelines



1 INTRODUCTION AND OBJECTIVES

- 1.1 The Woodward Medal in Science and Technology and the Woodward Medal in Humanities and Social Sciences (collectively 'The Woodward Medal') was established from a Trust donated by Sir Edward Woodward, a former Chancellor of the University, and Lady Woodward (\$20,000), supplemented through the office of the Vice-Chancellor (\$20,000) on behalf of the University.
- 1.2 Up to two Medals are awarded annually to two University of Melbourne staff for research published in the preceding five years considered to have made the most significant contribution to knowledge in the field of Science and Technology or Humanities and Social Sciences.
- 1.3 The award of the Woodward Medal is overseen by Chancellery (Research and Enterprise) and administered by Research, Innovation and Commercialisation (RIC) in conjunction with Academic Divisions. Each medal is awarded on the recommendation of a separate selection committee (Humanities and Social Sciences, and Science and Technology) comprising the chair (Deputy Vice-Chancellor (Research) (or delegate) and a minimum of four members of academic staff. The selection committees recommend the recipients of the award to the Deputy Vice-Chancellor (Research) and Vice-Chancellor, for their endorsement.
- 1.4 The physical Woodward Medals are presented during a graduation ceremony and the cash award of \$10,000 each for Science and Technology and Humanities and Social Sciences is provided by the office of the Deputy Vice-Chancellor (Research).

2 ELIGIBILITY

- 2.1 Nominees must be members of staff at the University of Melbourne at the time of application.
- 2.2 For 2022 nominations, nominated works must have been published between 1 January 2017 and 31 December 2021.
- 2.3 In determining the awards, preference will be given to nominees who have not previously been awarded a Woodward or Marles Medal.
- 2.4 The same person may not be nominated for both a Woodward Medal and a Marles Medal in the same year.
- 2.5 Honorary appointees whose primary academic affiliation is the University of Melbourne are eligible to apply if they satisfy all other eligibility criteria and their application relates to major research work completed in the timeframe set out above at 2.2.
- 2.6 The form of publication may be a book, a refereed journal article or a suite of related books and/or articles published electronically or in hard copy, or other creative work published in an appropriate digital medium in the preceding five years.
- 2.7 If nominations are for a suite of related books and/or articles, applications may include up to but no more than three items for review.

- 2.8 Members of staff must be nominated by a colleague in the nominee's Academic Division ('internal nomination') and sign-off of the nomination must be provided by the Dean of the Academic Division or relevant Head of School. The internal nominator must provide a statement about the nature of the work and its significance. If the nominator is not an expert in the candidate's field, another expert may be identified by the applicant to complete this statement.
- 2.9 Additionally, the application should also include a supporting statement from an independent expert who is external to the University, such as a preeminent researcher in the field or a publisher ('external nomination statement'). If there is no external expert available, this should be noted in the internal nomination statement and the selection committee will only rely on the internal nomination statement.
- 2.10 Where the nominated publication is a multi-authored work, the candidate must explicitly clarify their individual contribution.
- 2.11 In the scenario of a dual nomination for co-authored works, the co-author may have an honorary appointment to the University.

3 NOMINATION PROCESS

- 3.1 Nominations submitted will not be checked by RIC for completeness or eligibility prior to final lodgment; this is the responsibility of the applicant. Ineligible or incomplete applications will be excluded and not considered by the Committees.
- 3.2 Nominations are to be submitted via the SmartyGrants portal. Digital access to the work under consideration is preferred, however, any essential hard copy books or journals can be sent to:
- Researcher Development Schemes (APPII)
Research, Innovation and Commercialisation
Level 4, 161 Barry Street (Alan Gilbert Building)
Carlton, VIC 3010

4 SELECTION CRITERIA

- 4.1 On the basis of the documentation provided, the selection committee will determine which nomination is considered to have made the most significant contribution by a member of staff to knowledge in a field of science and technology or humanities and social sciences. The selection committee may give preference to research completed at the University of Melbourne.

5 EVALUATION AND ASSESSMENT

- 5.1. Applications are assessed by one of two selection committees, depending on the nomination stream (i.e. HASS or STEM). Both committees are appointed and chaired by a delegate of the Deputy Vice-Chancellor (Research).
- 5.2. In exceptional cases, selection committees may decide to share an award between two candidates.
- 5.3. If an appropriate awardee cannot be identified for one of the medals, the relevant selection committee may choose not to award a medal that year.
- 5.4. Although not mandatory, the selection committee will give strong preference to publications based on

original research completed at the University of Melbourne. This reflects the Woodward Medal's significance and purpose within the University's system of reward and recognition.

6 KEY DATES

- **May 13 2022: Release of Funding Guidelines and application portal.**
- **July 11 3pm: Final nominations due to RIC via SmartyGrants**
- **August 2022: The selection committees meet and recommend nominations to the DVCR and VC.**
- **September 2022: Outcomes announced. Winners will be individually notified prior to the wider release of results.**