OVERVIEW

1.1 The Woodward Medal in Science, Technology, Engineering and Mathematics (STEM) and the Woodward Medal in Humanities, Arts and Social Sciences (HASS) (collectively 'The Woodward Medal') was established in 2001 from a Trust donated by Sir Edward Woodward, a former Chancellor of the University, and Lady Woodward, and supplemented by the office of the Vice-Chancellor on behalf of the University.

1.2 Up to two Medals are awarded annually to University of Melbourne staff for research published within the preceding five years that is considered to have made the most significant contribution to knowledge and research excellence in STEM and HASS fields respectively.

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 Faculties. The Medals are awarded on the recommendation of two distinct selection committees (one HASS and one STEM), which both comprise the Chair (Deputy Vice-Chancellor Research, or delegate) and a minimum of four senior academics. The selection committees recommend the recipients of the Woodward Medal to the Vice-Chancellor and Deputy Vice-Chancellor (Research) (DVCR) for their endorsement.

1.4 The physical Woodward Medals are presented to awardees during a graduation ceremony. The cash prize of $10,000 each for the STEM and HASS Woodward Medalists is provided by DVCR strategic funding.

ELIGIBILITY

2.1 Nominees must be members of staff of the University of Melbourne at the time of application.

2.2 Honorary staff whose primary academic affiliation is the University of Melbourne are eligible for nomination if they satisfy all other Woodward Medal criteria and their nomination relates to research work completed in the timeframe set out below. In the scenario of a dual nomination for co-authored work/s, the co-author may have an honorary appointment to the University.

2.3 For 2023 nominations, nominated works must have been published between 1 January 2018 and 31 December 2022.

2.4 The form of publication of nominated work 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. 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.

2.5 Co- or jointly authored publications may be nominated. If co- or joint authors are awarded the Woodward Medal, the award and prize will be shared equally.

2.6 Where an individual is nominated and the publication for which they are nominated is a multi-authored work, the nominee must explicitly explain their specific contribution to the research.

2.7 A person may not be nominated for both a Woodward Medal and a Marles Medal in the same year.
3 NOMINATION PROCESS

3.1 Members of staff must be nominated by a colleague in the nominee’s Faculty (‘internal nomination’) and sign-off of the nomination must be provided by the Dean of the Faculty 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 nominee’s field, another expert may be identified by the applicant to complete this statement.

3.2 Additionally, the nomination 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.

3.3 In the situation of co-authored research where both/all researchers are nominating, each researcher should submit an individual nomination form that references the other researchers/nominees. The nomination support letters must meet the scheme requirements, and publication attachments must be the same. Each nominee must explicitly detail their individual contribution to the research and the publications/s and provide their research CV.

3.4 Submitted nominations 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 selection committees.

3.5 Nominations are to be submitted via the SmartyGrants portal. Digital access to the research work/s under consideration is preferred; nominees are encouraged to provide a digitised copy of publications if they can, or submit a final proof version of the publication via email. If a digital copy of the work is not available, the nominee should contact the RIC RDS team to discuss alternatives.

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 and research excellence in a STEM or HASS field.

5 EVALUATION AND ASSESSMENT

5.1 Nominations are assessed by one of two selection committees, depending on the nomination stream (i.e., STEM or HASS). Both committees are appointed and chaired by a delegate of the DVCR.

5.2 In exceptional cases, selection committees may decide to share an award between two nominees.

5.3 In determining the awards, preference will be given to nominees who have not previously been awarded a Woodward or Marles Medal.

5.4 To avoid perceptions of conflict of interest, selection committee members should not also be nominators of Medalist nominees under consideration in the same year.

5.5 If an appropriate awardee cannot be identified for one of the medals, the relevant selection committee may choose not to award a Woodward Medal in that year.
5.6. 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

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<td>7 July, 3pm:</td>
<td>Final nominations due to RIC via SmartyGrants</td>
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<td>August 2023:</td>
<td>The selection committees meet and make recommendations on 2023 awardees.</td>
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<tr>
<td>September 2023:</td>
<td>Outcomes announced (subject to institutional strategic communications).</td>
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<td>Winners will be individually notified prior to the broader release of results.</td>
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### 7 CONTACTS

Please direct any queries regarding eligibility and compliance to res-devschemes@unimelb.edu.au