

THE UNIVERSITY OF MELBOURNE

2024 Woodward Medal Guidelines



1 OVERVIEW

- 1.1 The Woodward Medal in Science and Technology and the Woodward Medal in Humanities and Social Sciences (collectively 'The Woodward Medals') were 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 Woodward 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 fields relating to 'Science and Technology' and 'Humanities and Social Sciences' respectively.
- 1.3 The award of the Woodward Medal is overseen by Chancellery (Research and Enterprise) and administered by Research, Innovation and Commercialisation (RIC) with input from faculties.
- 1.4 The Woodward Medals are awarded on the recommendation of two distinct selection committees (one with Humanities, Arts and Social Sciences expertise, and one with Science, Technology, Engineering, Mathematics and Medicine expertise). Both are chaired by a delegate of the Deputy Vice-Chancellor Research and a minimum of four senior academics. The selection committees recommend the recipients of the Woodward Medals to the Vice-Chancellor and Deputy Vice-Chancellor (Research) (DVCR) for their endorsement.
- 1.5 The physical Woodward Medals are presented to awardees during a graduation ceremony. The cash prize of \$10,000 for each Woodward Medal is provided by DVCR strategic funds.

2 ELIGIBILITY

- 2.1 Applicants for a Woodward Medal must be members of staff of the University of Melbourne at the time of their application.
- 2.2 Honorary staff whose primary academic affiliation is the University of Melbourne are eligible to apply if they satisfy all other Woodward Medal criteria and their application relates to research work completed in the timeframe set out below. In a joint application for co-authored work(s), the co-author may have an honorary appointment to the University.
- 2.3 For 2024 applications, the relevant research must have been published between 1 January 2019 and 31 December 2023.
- 2.4 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. If an application is 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 are permitted in Woodward Medal applications. If co- or joint authors are awarded the Woodward Medal, the award and prize will be shared equally.

- 2.6 Where an applicant's publication is a multi-authored work, the applicant must explicitly explain their own contribution to the research.
- 2.7 A person may not apply for both a Woodward Medal and a Marles Medal in the same year.
- 2.8 In 2024, consistent with practice in previous years and in alignment with the terms of the Woodward Medal trust record, the Science and Technology Woodward Medal is broadly interpreted and thereby open to applications from Science, Technology, Engineering, Mathematics and Health/Medicine; and the Humanities and Social Sciences Woodward Medal is broadly interpreted and thereby open to applications from the Humanities, Arts, Creative Arts and Social Sciences.

3 APPLICATION PROCESS

- 3.1 Members of staff who are applying for a Woodward Medal must be supported in writing by a colleague in the applicant's **faculty, with knowledge of the applicant's field** ('internal support statement'), and sign-off of the internal support statement must be provided by the Dean of the Faculty, Associate Dean (Research) or relevant Head of Department/School. The internal support statement must address the nature of the publication or work and its significant contribution to knowledge/research excellence.
- 3.2 Additionally, the application must also include a written supporting statement from an independent expert who is external to the University, such as a preeminent researcher in the field or a publisher ('external support statement').
- 3.3 In co-authored research where multiple researchers are applying for the Medal based on the same research publication(s), the researchers may jointly apply on the same application form. In the application form, each applicant must explicitly detail their individual contribution to the research and the publication(s), and each provide their academic curriculum vitae (CV).
- 3.4 Submitted applications will not be checked by the Researcher Development Schemes (RDS) team in RIC for completeness or eligibility prior to final lodgment; this is the applicant's responsibility. Ineligible or incomplete applications will be excluded and not considered by the selection committees.
- 3.5 Applications are to be submitted via the SmartyGrants portal. Digital access to the research work(s) under consideration is preferred. Applicants are encouraged to provide a digitised copy of publications if possible or submit a final proof version of the publication via email. If a digital copy of the work is not available, the applicant should contact the RDS team to discuss alternatives.

4 SELECTION CRITERIA

- 4.1 Based on the application forms and attachments, supporting statements and publications provided, the Selection Committees for each Woodward Medal will determine which application is considered to have made the most significant contribution by a member of staff to knowledge and research excellence.

5 EVALUATION AND ASSESSMENT

- 5.1 Applications are assessed by one of two Woodward Medal Selection Committees, depending on the nomination for Science and Technology, or Humanities and Social Sciences. 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 applicants.

- 5.3. In determining the awards, preference will be given to applicants who have not previously been awarded a Woodward or Marles Medal.
- 5.4. The Selection Committee may give preference to publications based on original research completed at the University of Melbourne. This reflects the Woodward Medal's significance, prestige and purpose within the University's system of reward and recognition.
- 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. To avoid perceptions of conflict of interest, Selection Committee members should also not be internal supporters of Woodward Medalist applicants under consideration in the same year.

6 2024 KEY DATES

March 18	Release of Guidelines and application portal
May 3 at 3 pm	Final applications due to RIC via SmartyGrants
June	Selection committees meet
July	Medalists announced (<i>subject to institutional strategic communications planning</i>) Medalists will be individually notified prior to the broader release of results.

7 CONTACTS

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