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

2.2 For 2019 nominations, nominated works must have been published between 1 January 2014 and 31 December 2018.

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

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.

2.5 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.

2.6 Although not mandatory, preference will be given to work completed at The University of Melbourne.
2.7 Members of staff must be nominated by a colleague. The nominator must provide a statement about the nature of the work and its impact. If the nominator is not an expert in the candidate’s field, another expert may be identified to complete this statement.

2.8 Where the nominated publication is a multi-authored work, the candidate must explicitly clarify their individual contribution.

3 APPLICATION PROCESS

3.1 Applications 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 new RIC SmartyGrants portal. Any hard copy books or journals can be sent to:

   Kim Turner
   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.

5 EVALUATION AND ASSESSMENT

5.1 Applications are assessed by one of two selection committees, depending on the nomination stream (i.e. Humanities and Social Sciences or Science and Technology). Both committees are appointed and chaired by a nominee 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.

6 KEY DATES

- **Wednesday 20 March 2019**: Release of Funding Guidelines and application portal.
- **Wednesday 8 May 2019, 3pm**: Final nominations due to RIC
- **June 2019**: The selection committees meet to identify nominations to recommend to the DVCR and VC.
- **July 2019**: Outcomes announced. Winners will be individually notified prior to the broad release of results.