

NOMINATION GUIDELINES FOR THE MEDAL FOR OUTSTANDING FEMALE RESEARCHER

Purpose

These guidelines specify the processes and key dates for nominating a candidate for the Australian Academy of Health and Medical Sciences Medal for Outstanding Female Researcher, an honorific award of the of the Australian Academy of Health and Medical Sciences (AAHMS).

Criteria

The Medal is awarded annually to a woman for one or more sustained, exceptional and impactful contributions in the health and medical sciences, primarily working in Australia.

Nominations are welcome from all fields associated with furthering biomedical and health research, whether clinical or basic biomedical research. Nominees do not need to be a Fellow of the Academy. The recipient will be a researcher who identifies as female who has made one or more sustained, exceptional and impactful contributions to health and medical research. The recipient will be an exceptional leader and mentor in their field and a leading name in the Australian health and medical sciences, with recognised international standing and reputation.

The recipient **must** be normally resident in Australia at the time of nomination and the majority of their research **must** have been conducted in or led from Australia (i.e. more than 50%).

The Medal will be awarded at the Academy's annual meeting each October.

Provisions

1. Nomination for the Australian Academy of Health and Medical Sciences Medal for Outstanding Female Researcher

1.1. Entitlement to nominate

Fellows and non-Fellows may make a nomination, but individuals cannot self-nominate.

The nomination can be endorsed by any additional number of supporters. Support is provided by way of signatures attached to the nominator support letter.

1.2. Eligibility for nomination

Citizenship/Residency

Eligibility is restricted to Australian citizens and permanent residents (including New Zealand citizens residing in Australia), who have made one or more sustained exceptional contributions in the health and medical sciences from work primarily in Australia (i.e. at least 50%) and, in the opinion of the nominator, are a leading name in the Australian health and medical sciences and, thus, eligible for an honorific award of the Academy when judged against the Medal Criteria above. Candidates will usually be residing in Australia at the time of nomination, or at least active here for a considerable portion of the year.

Career Disruption

The Australian Academy of Health and Medical Sciences is committed to ensuring all eligible researchers can be considered for its honorific awards and will assess the achievements of nominated candidates based on their demonstrated scientific excellence relative to opportunity, and relevant information should be specified by those making nominations.

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Referees

A minimum of four referee reports are required for each candidate. The nominator is responsible for providing two non-independent referee reports at the time of nomination, which must be received by the deadline. The Selection Committee will approach independent referees. Nominators are also asked to suggest up to four *independent* referees, who might be approached by the Committee. Approaches to independent referees will be at the committee's discretion, and may or may not include those listed by the nominator.

Referees must disclose their relationship to the candidate and clearly state why they are suited to comment on the candidate's research and its impact in health and medical sciences. Referees must address the criteria for the award and comment on the candidate's achievements against these criteria. They should justify why and how the candidate is an outstanding biomedical researcher and outlined the exceptional contributions made by the individual.

Referee reports would ideally not exceed two pages.

1.3. Nomination Procedure

- Nominators are to email the Secretariat (awards@aaahms.org) for the current nomination documents with the name of the intended candidate, their current email address, position and institution.
- The Secretariat will invite the nominator to login to Award Force and complete the online nomination form. The Nominator will also receive a Candidate Consent Form (which will seek confirmation that the nominee identifies as female), which needs to be signed by the candidate and uploaded to Award Force as part of the nomination documents.
- Nominators should submit all nomination documentation via Award Force.
- The nomination can be edited at any time up until the advertised deadline for completed nominations, at which point they will close, and no further edits documentation will be accepted.
- The nominator is responsible for confirming the candidate's eligibility and consent to nomination, and for securing the referee reports.
- The nominator shall be the primary contact regarding all aspects of the nomination.

1.4. Selection Procedure

- The recipient will be selected by the Australian Academy of Health and Medical Sciences Medal for Outstanding Female Researcher Selection Committee, for endorsement by Council, based on assessment of all candidates against the criteria. The Committee will usually choose one recipient.
- Only nominees for whom the Academy has received a complete application (outlined in the checklist below) will be considered by the Committee.
- The Committee will make a recommendation regarding Medal recipients and may, at its discretion, decide to extend the eligibility of an especially competitive candidate for one further year, in exceptional circumstances.
- The Committee's decision is final – appeals can be made only on the basis of process error and should be directed to the Academy's President in the first instance.
- A copy of the Committee's Terms of Reference is available from the AAHMS Secretariat.

2. Checklist for a completed nomination

- **Nomination Form**, including:
 - **Personal details** of the Candidate.
 - **Eligibility of the candidate** – confirmed as an Australian citizen or permanent resident; usually residing in Australia at the time of nomination or at least active here for a

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considerable portion of the year (in the latter case, their activity in Australia should be explained at the time of nomination).

- **Contact details** of the Candidate.
- **Citation**, in non-technical terms illustrating the candidate's research and its broader implications. This should clearly demonstrate the candidate's exceptional contributions attributable to their body of research.
- **Career disruption**, if applicable.
- **Support letter from the nominator**, signed by the nominator, plus any additional number of supporting signatures*. Please note that at least one additional supporting signature is required. The nominator should include a brief description of themselves and experience in their field of expertise and they should clearly state why they consider this candidate competitive for this award, what the candidate has achieved in the health and medical sciences and how this can be considered an exceptional and impactful contribution.
- **Candidate's Curriculum Vitae.**
- **Candidate's Full Publications List.**
- **Summary and DOI details or copies** of the candidate's Ten (10) **Most Significant Publications / Contributions**. Please ensure that candidates outline their roles/contribution to publications within large multi-author papers.
- **Two Referee Reports** (referee reports would ideally not exceed two pages).
- A **Candidate Consent Form** signed by the candidate – *this may be submitted separately by the candidate by emailing awards@aaahms.org*

* At least one additional signature is required for a valid nomination. Signatories **must not** be referees on this nomination. Electronic signatures and/or scanned documents are preferred

3. Key Dates and review process

Nominations open	October (at the AAHMS annual meeting)
Deadline for nominations	February/March
Selection committee meets to review nominations, suggest additional independent referees and select awardee	March - June
Council endorses awardee selection	July
Awardee contacted	ASAP after July Council meeting
Medal awarded (and next round opens)	AAHMS Annual Meeting (October)