



LIZ HILTON MEMORIAL FELLOWSHIP GUIDELINES

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Responsible Division & Unit:	Library and UOW Archives		
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1 Introduction/Background

1. A biennial Memorial Fellowship has been established through the legacy of the Hilton Estate with the principal purpose of facilitating and supporting the use of the Library's Archival collections for a sustained period of study and research by students or staff of the University. The Liz Hilton Memorial Fellowship was inaugurated in 2022.

2 Scope/Purpose

1. The aim of the Liz Hilton Memorial Fellowship is to provide financial (through an award) support to a researcher (or researchers) undertaking work on or about collections held in the UOW Archives. This Fellowship may support traditional or non-traditional uses of the material, including the development of new digital access initiatives, artistic interpretations, and re-readings of archival collections from alternative viewpoints.

It is expected that Liz Hilton Memorial Fellows will:

- i. Actively promote the research undertaken during their tenure;
- ii. Make a presentation about their project at the conclusion of the Fellowship;
- iii. Ensure any publications, outcomes or media coverage which result from the Fellowship acknowledge the support of the University of Wollongong Library and Archives and the Fellowship;
- iv. Acquit their Fellowship within the term of the Fellowship i.e. 12 months

3 Definitions

Word/Term	Definition (with examples if required)
Aboriginal and/or Torres Strait Islander Australian	An Aboriginal and/or Torres Strait Islander Australian is a person: <ul style="list-style-type: none">• Of Aboriginal and/or Torres Strait Islander descent, and• Who identifies as an Aboriginal and/or Torres Strait Islander person, and• Is accepted as such by the Aboriginal and/or Torres Strait Islander community.
Archives	The various collections of original materials held by the University Library's Archives.
Award	The monetary value of the Fellowship. The Award is to be used for costs associated with the completion of the project.
Current Staff	Employed at UOW Australia for the duration of the Fellowship in either a fixed-term, continuing, part-time or full-time capacity.
Current Student	Enrolled as undergraduate, postgraduate or higher degree research student at UOW Australia for the current academic year in either a full-time or part-time capacity for the duration of the Fellowship.
Eligibility criteria	The standards and expectations that applicants must fulfil to be considered eligible for the Fellowship



External	Not a current employee or student of UOW.
Legacy	A gift of real or personal property made by will.
Selection criteria	The standards and expectations used to rank applicants and select Fellows.
UOW	University of Wollongong, Australia

4 Eligibility and Selection Criteria

4.1 Eligibility Criteria

Applicants must be:

- i. a current UOW (Australia) student who has completed at least one year (full-time equivalent) of study, or
- ii. a UOW staff member employed at UOW Australia for the duration of the Fellowship in either a fixed-term, continuing, part-time or full-time capacity.

Students enrolled or staff employed at one of UOW's offshore campuses or operations owned and managed by UOW Global Enterprises are ineligible to apply for the Fellowship.

UOW is committed to equality, diversity and inclusion. As an equal opportunity employer, and a recognised leader in gender equality, we encourage and welcome applications from a diverse range of backgrounds and people including: culturally and linguistically diverse, women, disability, LGBTIQ+, and Aboriginal and/or Torres Strait Islander Australians.

4.2 Selection Criteria and Assessment Process

Applications will be assessed by the Selection Committee.

The Selection Committee will comprise two UOW academic staff with experience with humanities and/or archival research or scholarship and the Director Library Services.

Applications will be assessed against the following selection criteria

- i. Innovative approach to archival research, for example, including but not limited to: multidisciplinary, interdisciplinary research methods; use of technologies (e.g. coding, mining, transcription) to expand the scope of archival investigations.
- ii. The excellence of the proposed research, for example, but not limited to: approaches/methodology for viewing and adding to existing archives to augment or create knowledge out of the collected materials.

The Selection Committee will make a recommendation to the Deputy Vice-Chancellor Academic for final approval. The decision regarding the selection of the successful applicant is final. There is no avenue for appeal.

5 Application Process and Key Dates

5.1 General Requirements

Documents accompanying the application must comply with the following formatting requirements:

- i. Black type



- ii. Single column and single spacing
- iii. 12-point font size in Times New Roman or Arial font. References may be 10-point font size
- iv. At least 2cm margins on all sides

5.2 Application

Applicants must submit the application online using the Liz Hilton Memorial Fellowship Application Form and upload supporting documentation where required in PDF.

- i. Fellowship Proposal: this section should be no more than two A4 pages (PDF), and outline the applicant's research plan for the duration of the Fellowship.

The following headings will be used:

- a. Project Title
 - b. Aims
 - c. Significance
 - d. Archive collections to be consulted (applicants must accurately describe which UOW Archives collections they propose to use in their project)
 - e. Approach and methods
 - f. Project timeline
 - g. Proposed budget for the Award (e.g. outline research expenses for example, but not limited to: reproduction, copyright, software, leave without pay to facilitate intensive research)
 - h. Expected project outcomes including publications, non-traditional research outputs or activities
 - i. Referees – up to two. Nominated referees should be knowledgeable about the applicant's research ability and publication record, and must be able to talk about the applicant's research skills.
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- ii. Curriculum Vitae: including UOW affiliation, qualifications, details of track record relative to opportunity for demonstrating research performance, contributions to scholarship or the research field; and a publications list. No more than 4 pages, plus the publications list.

5.3 Key Dates

- i. Application closing date: 28 August 2022
- ii. Applicants notified of outcome: 23 September 2022
- iii. Fellowship commencement date: 10 October 2022



6 Conditions of the Award

The Liz Hilton Memorial Fellowship is granted under the following conditions:

- i. The value of the Award is valid for 1 year.
- ii. Throughout the approved Fellowship period, Fellows must be a student or staff member (either part or full time) of the University of Wollongong (see eligibility criteria – clause 4).
- iii. Appointments should commence from 10 October (commencement year) and be completed by 10 November (1 year hence from commencement), unless otherwise approved by the Committee.
- iv. An Award to the value of \$7,000 is payable to the successful Fellow. The Award will be paid in two instalments, half on commencement (October) and half at roughly the mid-way point of the Fellowship (April). Applicants are encouraged to seek financial advice to assess tax implications associated with the Award.
- v. For the term of the Fellowship, the proposed research must be based upon a collection or resource from the [UOW Archives](#).
- vi. Fellows are to perform the duties as described in the Letter of Offer, including:
- vii. Actively promote the research undertaken during their tenure;
- viii. Make a presentation about their project at the conclusion of the Fellowship;
- ix. Ensure any publications, outcomes or media coverage which result from the Fellowship acknowledge the support of the University of Wollongong Library and Archives and the Fellowship;
- x. Provide an Acquittal Report. Acquittals must report on what the Award has been used for, and relate to the success or otherwise of the project.
- xi. The University asserts certain ownership rights of Intellectual Property created in the course of the Fellowship subject to the University's [Intellectual Property Policy](#).

7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	26 July 2022	DVC (Academic and Student Life)	New Guideline
2			