

# 2024 Australian Museum Eureka Prizes – Information for Judges

## Contents

<b>Welcome</b> .....	2
About the AM Eureka Prizes .....	2
2024 Prize Program .....	2
Biography and headshot.....	3
<b>2024 Key Dates</b> .....	3
<b>2024 Judging Timeline</b> .....	4
<b>Code of Conduct</b> .....	5
To whom the code applies.....	5
Equity, Diversity, and Inclusion.....	5
Communication, Gift and Benefits Policy .....	5
Judging Process.....	6
Why does the AM Eureka Prizes have a Conflict-of-Interest Policy? .....	7
What is a Conflict of Interest? .....	7
Disclosure .....	8
Protocol when a Conflict of Interest exists.....	8
Quorum requirements.....	8
Compliance with this policy.....	8
As a judge, can I enter or nominate for an Australian Museum Eureka Prize?.....	9
<b>Contact</b> .....	9

# Welcome

Welcome to judging of the 2024 Australian Museum (AM) Eureka Prizes. You have been selected because you have the experience and knowledge relevant to perform this important role. This document provides key information concerning the AM Eureka Prizes and the judging process.

To thank you for your time and effort as an AM Eureka Prizes judge, you will receive a complimentary ticket to attend the 2024 AM Eureka Prizes Award Ceremony, to be hosted on the evening of Wednesday 4 September at Sydney Town Hall (tickets are not transferrable). To facilitate out of town judges travelling to the Award Ceremony and Dinner, accommodation and reasonable travel costs will be covered.

## About the AM Eureka Prizes

The AM Eureka Prizes are the country's most comprehensive national science awards, honouring excellence across the areas of research & innovation, leadership, science engagement, and school science.

Presented annually in partnership with some of the nation's leading scientific institutions, government organisations, universities and corporations, the AM Eureka Prizes raise the profile of science and science engagement in the community by celebrating outstanding achievement.

Learn more: [australian.museum/eureka](https://australian.museum/eureka)

## 2024 Prize Program

In 2024, 18 prizes across four categories will be awarded, including three new prizes:

### Research and Innovation

- Eureka Prize for Applied Environmental Research
- Australian Institute of Botanical Science Eureka Prize for Excellence in Botanical Science
- Aspire Scholarship Eureka Prize for Excellence in Interdisciplinary Scientific Research
- Australian Research Data Commons Eureka Prize for Excellence in Research Software
- Australian Infectious Diseases Research Centre Eureka Prize for Infectious Diseases Research
- ANSTO Eureka Prize for Innovative Use of Technology
- Macquarie University Eureka Prize for Outstanding Early Career Researcher
- Department of Defence Eureka Prize for Outstanding Science in Safeguarding Australia
- UNSW Eureka Prize for Scientific Research
- University of Sydney Eureka Prize for Sustainability Research

### Leadership

- Eureka Prize for Emerging Leader in Science
- Eureka Prize for Leadership in Science
- University of Technology Sydney Eureka Prize for Outstanding Mentor of Researchers

## Science Engagement

- Department of Industry, Science, Energy and Resources Eureka Prize for Innovation in Citizen Science
- Celestino Eureka Prize for Promoting Understanding of Science
- Australian Museum Eureka Prize for Science Journalism
- Department of Industry, Science, Energy and Resources Eureka Prize for STEM Inclusion

## School Science

- University of Sydney Sleek Geeks Science Eureka Prize - Primary and Secondary School

Each prize winner receives a trophy and \$10,000 in prize money. Except for School Science, where prize money is shared amongst first, second and third place students and their schools.

You can read more about each prize [here](#).

## Biography and headshot

Judges are a critical and valued part of the AM Eureka Prizes. Your expertise brings credibility to the program, as such, the AM would like to share information about the esteemed judges with the broader community. To help achieve this goal, all judges are requested to share a brief (50-70 word) biography and recent head shot. These will be published on the [AM website](#).

## 2024 Key Dates

- **Entries open** Monday 12 February
- **Entries close** 7pm AEST Friday 12 April
- **Finalists announced** Wednesday 31 July
- **Winners announced at Award Ceremony** Wednesday 4 September

# 2024 Judging Timeline

Timelines correct as of February 2024. Dates may be slightly adjusted for each panel due to volume of entries and prior commitments of judges.

Date	Task
Friday 12 April	<ul style="list-style-type: none"><li>• Entries close</li></ul>
Monday 15 - Friday 19 April	<ul style="list-style-type: none"><li>• Eligibility checks conducted by AM Eureka Prizes team</li></ul>
Monday 22 April	<ul style="list-style-type: none"><li>• AM distribute entry materials to judges via Award Force (online judging platform).</li></ul>
Monday 22 - Wednesday 24 April	<ul style="list-style-type: none"><li>• Judges review names of entrants and entry description; alert AM Eureka Prize team of all Conflict of Interests (COIs)</li></ul>
Wednesday 24 April	<ul style="list-style-type: none"><li>• <b>Deadline for judges to identify COIs</b></li></ul>
Friday 26 April - Friday 10 May	<ul style="list-style-type: none"><li>• Stage 1: Judges individually review and score entries via Award Force</li></ul>
Friday 10 May	<ul style="list-style-type: none"><li>• <b>Deadline to submit individual scores</b></li></ul>
Monday 13 - Wednesday 15 May	<ul style="list-style-type: none"><li>• AM Eureka Prizes team update judging platform and create score spreadsheets as discussion starters</li></ul>
Thursday 16 May - Wednesday 29 May	<ul style="list-style-type: none"><li>• Stage 2: Judging panel discussion commences (via email and online meeting) to agree 3 finalists, including 1 winner</li></ul>
Wednesday 29 May	<ul style="list-style-type: none"><li>• <b>Deadline to select 3 finalists, including 1 winner</b></li></ul>
Wednesday 31 July	<ul style="list-style-type: none"><li>• Finalists publicly announced</li></ul>
Wednesday 4 September	<ul style="list-style-type: none"><li>• Winners announced at the Award Ceremony</li></ul>

# Code of Conduct

## To whom the code applies

The Code of Conduct (including the Conflict of Interest Policy) applies to those who have agreed to provide their time and expertise as a judge of an AM Eureka Prize.

## Confidentiality

The judging panels are composed in such a way that ensures there are individuals with a broad range of experience and knowledge relevant to the prize, eliminating the need to consult with others outside of the judging panel. The judging material is to be handled in the strictest of confidence and must not be shared or discussed with anyone outside the judging panel. In addition:

- Judges are not permitted to discuss the details of the entries or entrants outside the official judging deliberations. The deliberations of the judging panel will remain strictly confidential, even after the panel concludes.
- All recommendations and decisions taken are binding and final and no correspondence will be entered into on such matters with entrants, nominators, assessors, members of the public etc.
- Judges must adhere to all embargoes relating to the official announcement of judging outcomes as directed by the AM Eureka Prizes team.

## Equity, Diversity, and Inclusion

The AM Eureka Prizes is committed to equitable opportunity, promoting diversity and an environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equity and dignity. Judges should always be mindful of their responsibility to promote equality of opportunity and to avoid discrimination throughout the judging process. When carrying out judging responsibilities, judges should treat everyone with respect and courtesy, and without harassment.

## Communication, Gift and Benefits Policy

During the entries open and judging periods, judges must not communicate with entrants or assessors about the specific AM Eureka Prize they are judging without the prior approval of the AM Eureka Prizes team.

The acceptance of gifts or benefits by judges can impact the impartiality of the judging process. During the entries open and judging periods, judges must declare any gifts or other benefits they receive which may give rise to an actual or perceived conflict of interest in accordance with the Conflict of Interest Policy.

## Judging Process

### i. **Judges review all entries to identify any Conflicts of Interest**

Judges review all entries to identify any potential or actual Conflicts of Interest (COI) and report these to the AM Eureka Prize team via the template provided so that additional judges can be sourced as required. At this stage, judges are asked to:

- review the names and institutions of all entrants
- read the 50-word description and the 150-word non-technical summary (where available) provided by the entrant/s for each entry.

If judges identify additional COIs throughout the latter stages of the judging process, they should alert the AM Eureka Prizes team via email ([eureka@australian.museum](mailto:eureka@australian.museum)) immediately.

### ii. **Judges' individual assessment and scoring**

To reach a judging outcome each judge is expected to read and/or watch and/or listen to all the eligible entries supplied and then score the entries against the prescribed assessment criteria. Judges must submit their individual scores via the online judging platform to the AM Eureka Prizes team by the agreed deadline.

### iii. **Judging panel email discussion and teleconference**

Judges will make themselves available for email discussions and an online meeting to discuss their top entries in further detail.

### iv. **(If required) Additional reports and follow-up with assessors**

The judging panel may request additional reports from short-listed candidates if one or more of the judges are not satisfied with those supplied. In addition, judging panels reserve the right to contact Assessors, who provide reports with additional perspective and informed opinion on entries, for further information or clarification. These requests would be facilitated by the Australian Museum who will contact the assessors on behalf of the judging panel.

### v. **Reaching a judging outcome**

In line with the deadline provided by the AM, the judging panel must reach a consensus and identify three finalists including one winner. Note: the judges have the right not to award a prize in any given year if, in their view, the quality of entries is insufficiently meritorious when considered against the assessment criteria.

# Conflict of Interest Policy

Judging panels consist of four or five individuals with experience and knowledge relevant to the nature of the individual prize – including, in most cases, one prize partner representative. Given this, it is unrealistic to expect that an individual judge may not at some time know, or know of, an entrant in the prize they are judging, or have some relationship with them or their work.

The integrity of the AM Eureka Prizes requires that all effort be made to deal with conflicts of interest in the prize judging process.

## Why does the AM Eureka Prizes have a Conflict-of-Interest Policy?

The purpose of the AM Eureka Prizes Conflict of Interest Policy is to:

- identify conflicts of interest that would make it difficult for judges to reach an unbiased decision or would result in a perception of bias in the judging process; and
- determine appropriate actions that can be taken to address conflicts of interest.

## What is a Conflict of Interest?

A “Conflict of Interest” includes any facts, matters or circumstances that influence, have the potential to influence, may be perceived as influencing, or having the potential to influence:

- the opinions, decisions or conduct of the judging personnel in connection with the AM Eureka Prizes
- the opinions or decisions of the judging personnel regarding the persons and/or projects who are selected to be an AM Eureka Prize finalist and/or winner.

Judges must declare to the AM Eureka Prizes team any conflict of interest concerning any entries at the start of the judging period. The AM Eureka Prizes team, will advise whether the conflict of interest is considered to be a real or apparent conflict of interest and will advise the course of action.

Examples of real and apparent conflicts are set out below:

- **Real Conflict (Actual):** Covers direct involvement with someone who would benefit from the entry becoming a finalist and/or winner. This could be because the judge holds a personal or professional relationship with the entrant/s. This includes being a relative, a recent or current workplace colleague, superior or subordinate, a colleague within a professional association, and/or a contributor to the achievements that are the subject of the entry. A real conflict may also arise if a judge has a significant financial interest in the organisation for which an entrant is working.
- **Apparent (Perceived) or Potential Conflict:** Where there is a connection, for example where an entrant is a past workplace colleague (at least more than one year previously) or belongs to the same organisation without any active professional association with the judge (an example being where the entrant is in one faculty of a University and the judge is part of another faculty, with no professional association). A potential conflict may also arise if an entrant has a prospective future employment with a judge.

## Disclosure

Each judge has an obligation to disclose to the AM Eureka Prizes team at the commencement of the judging process any actual or potential conflict/s of interest, or matter that may lead to a perception of a conflict of interest, so this can be shared with the associated judging panel. The AM Eureka Prizes team will keep records of such disclosures.

## Protocol when a Conflict of Interest exists

Where a judge discloses a conflict and the AM Eureka Prizes administrative team advises that the conflict is a **real (actual) conflict**, the judge concerned will be required to withdraw from scoring and discussing that entry or entries. The judge in question may continue to participate in the discussion of other entries, so long as the discussion is not focused on the merits of an entry relative to an entry where a conflict exists.

To ensure an entrant is not disadvantaged because of a judge's conflict, the average of the other judges' scores would be added to determine the overall score in the first round of judging.

Where another judge raises a question or concern regarding a judge's possible conflict of interest that has not previously been declared, the panel will need to review the judging process to date to ensure adherence to these guidelines.

Where a judge discloses a conflict and the AM Eureka Prizes administrative team advises that the conflict is an **apparent (perceived) or potential conflict**, the judge may continue to participate in the discussion of this entry unless otherwise advised by the AM Eureka Prizes team. The whole panel will be advised of all apparent (perceived) or potential conflicts as well as all real (actual) conflicts.

The AM Eureka Prizes team reserve the right to oversee the judging process or engage an independent third party to oversee the judging process to ensure that any declared conflicts of interest are appropriately managed by the judging panel.

## Quorum requirements

A quorum of three judges is required to determine the judging outcome of an AM Eureka Prize. If a judging panel does not meet quorum due to conflict of interest or other reasons, an additional judge with relevant expertise will be appointed to fulfil quorum and finalise the judging outcome. The additional judge will be appointed by the AM Eureka Prizes team.

## Compliance with this policy

If the AM Eureka Prizes team has a reason to believe that a person subject to the policy has failed to comply with it, they will investigate the circumstances. If it is found that this person has failed to follow this Code of Conduct, the AM Eureka Prizes team may take action against them. This may include terminating their role as an AM Eureka Prize judge.

If a judge suspects that one of their fellow judges has failed to disclose a conflict of interest, they should notify the AM Eureka Prizes team who will follow up the matter.



## As a judge, can I enter or nominate for an Australian Museum Eureka Prize?

Judges are eligible to enter, nominate or provide assessors reports for the AM Eureka Prizes, as long as they *do not* enter, nominate or provide assessors reports for the specific Eureka Prize that they are judging.

## Contact

For further information or for assistance during the judging process, please email [eureka@australian.museum](mailto:eureka@australian.museum)