**GUIDELINES FOR ENTRY**

**About Queensland Memory Awards**

State Library’s Queensland Memory Awards program is dedicated to supporting researchers of all kinds to interpret the collections of the John Oxley Library. Through deep engagement and interaction with the collections, these interpretations provide new insights into the collection and contribute new knowledge about Queensland’s history.

**Queensland Memory Awards fellowships and residencies on offer in 2019:**

* John Oxley Library Fellowship
* Queensland Business Leaders Hall of Fame Fellowship
* Mittelheuser Scholar in Residence
* Place Making Fellowship
* Honorary Fellowship (no application required)

*The Letty Katts Award is biennial and not offered in 2019.*

**What does a fellowship or residency offer?**

* A supportive environment for extended research and inquiry
* A shared back of house workspace in the Neil Robert Research Lounge on level 4 of State Library of Queensland
* An honorarium paid in scheduled instalments (exc Honorary Fellowship). The honorarium can be expended at the fellow’s discretion
* Free Wi-Fi, printing and photocopying
* Access to staff expertise and support
* Special borrowing privileges

**What are fellows or residents required to do?**

* Contribute at least three (3) articles to State Library’s John Oxley Library blog related to his/her research.
* Provide two (2) progress reports about their progress to date.
* Participate in at least two (2) public programs related to his/her research project.
* Deposit a copy of any work produced with the John Oxley Library
* Be available for publicity purposes relating to the fellowship or residency, including media interviews and social media engagement.
* Participate in creating a digital story about his/her fellowship or residency
* Compile and submit an annotated bibliography of the research undertaken and presented to the State Library for use as a research resource at the conclusion of the fellowship.
* Ensure outcomes of the research undertaken as part of the fellowship or residency acknowledge the State Library of Queensland.
* Provide new insights into State Library’s collection and contribute new knowledge about Queensland’s history.
* Fellows are required to sign a Memorandum of Agreement with State Library, detailing payment schedule and other requirements listed above.

**Who can apply?**

Researchers and writers of any discipline, historians, curators, visual and performing artists, filmmakers, musicians and digital creatives are all welcome to apply. The John Oxley Library Fellowship, Queensland Business Leaders Hall of Fame Fellowship, the Mittelheuser Scholar in Residence and the Place Making Fellowship are open to applications from individuals only. Applications from groups will not be accepted.

Interstate applicants are welcome however onsite use of the Neil Roberts Research Lounge at State Library of Queensland is expected for a portion of the fellow/scholar’s tenure.

If you are currently in receipt of a funded fellowship or residency from another institution, you are not eligible to apply. The fellowship is not intended to support research projects which are a component of postgraduate studies.

If your project has already commenced, you are eligible to apply

If you are a Queensland State Government employee, please provide evidence of the support of your manager (email/letter) with your completed application. State Library of Queensland employees are ineligible to apply.

If you would like to be considered for an Honorary Fellowship, please select this option on the entry form. This applies only to applicants for the John Oxley Library Fellowship. An Honorary Fellowship may be offered to the first shortlisted applicant after the winner.

**How to apply - online**

* Select the fellowship or residency you would like to apply for.
* Complete the online entry form on web page. All fields must be completed to submit your application.
* Complete the fellowship application form or an Expression of Interest (EOI)
* Attach the completed fellowship application form or EOI to your online entry form and click **SUBMIT**

**You will receive an email acknowledgement of receipt of your application.**

**Important!** If you do not receive an email acknowledging receipt, please check your spam folder first and then contact the Research Coordinator immediately at the email address or phone number listed below.

**How to apply – postal**

* Download and print the entry form and the fellowship application form or EOI form.
* Complete the entry form
* Complete the fellowship application form or complete an EOI
* Post both the entry form and the application (or EOI) to:

**Research Coordinator**

Queensland Memory – level 4

State Library of Queensland

PO Box 3488

South Brisbane QLD 4101

Email: fellowships@slq.qld.gov.au

Phone: 07 3840 7879 or 3840 7887

**All completed applications or EOIs plus entry forms (including any attachments) must be received by State Library no later than 5pm Thursday 28 March 2019.**

**What happens to my application/EOI?**

An independent judging panel approved by the State Librarian and CEO will assess all applications. The judging panel may, at their discretion, interview short-listed applicants.

The successful applicant will be notified before any public announcement.

All applicants will be notified in writing as to the outcome of their application/EOI, approximately 8 weeks after the closing date. Successful applicants will be announced at the Queensland Memory Awards ceremony in May 2019.

The decision of the judging panel is final and no discussion or correspondence will be entered into with regards to the panel’s decision.

Fellows/scholars will be provided with physical space, Wi-Fi and printing access to conduct their own research. Fellows/scholars will be expected to bring in their own laptop computers or digital devices to complete their projects. Fellows/scholars will be given an initial orientation and introduction to the Library. Fellows should liaise with the Research Coordinator to assist with their day-to-day needs.