

ARMS/University Office 2016 INORMS TRAVEL AWARDS – GUIDELINES FOR APPLICANTS

APPLICATIONS DUE **COB 5 PM AEST, 20 JUNE 2016** to admin_officer@researchmanagement.org.au

[University Office](#) is the inaugural **Gold Corporate Partner of ARMS**. In 2015 it strengthened this collaboration by providing financial assistance to one eligible member to attend the ARMS Conference in Singapore.

University Office is pleased to be offering additional support again in 2016 for one eligible ARMS member to attend the [INORMS Conference](#) in Melbourne, September 11-15 2016.

Our 2015 recipient, Dr Anne Brocklebank-Proud said,

“Receiving the University Office Award in 2015 allowed me to attend an international ARMS conference in beautiful Singapore. I learnt a great deal at the conference not only about areas of research management that I am less familiar with, but also some excellent tips and hints to improve our practices and engagement at both faculty and university level. I received some very useful feedback on my poster on assessor report analysis which I will incorporate in future work. The University Office Award was invaluable; it was so helpful to be able to gain this professional development without having to worry too much about the costs involved”.

About the Award

The **ARMS/University Office 2016 INORMS Travel Award** shall be used to support attendance of the INORMS Conference in Melbourne by an eligible member of the Society. Specifically, the award will cover:

- ❖ Full conference registration;
- ❖ A single, return economy direct flight to Melbourne from a capital city; and
- ❖ Accommodation for three nights at the conference venue.

These costs will be met directly by University Office.

Selection Criteria

To be considered for an award, an applicant must:

- Be an ARMS [Accredited Research Manager \(Foundation\)](#); and
- Be a financial member of ARMS at the time of the application, and for the duration of the award.

Note that employees of University Office or its associated entities are ineligible to apply for this award.

The awardee will also be required to provide the ARMS Executive with a brief post conference report two weeks after the conference. This information may be used for promotional purposes.

About University Office

University Office is a 100% Australian owned and operated software provider that has developed into an international leader in Research Management and Administration applications and solutions. University Office has worked extensively with the university and research community to deliver software solutions tailored for both universities and research driven institutions.

Application Process

1. Applicants should develop a written statement (up to 2 pages in total) [which provides the Assessment Committee with the following information:
 - a. A summary of your professional experience in the research management field over the past five years, including roles held and key responsibilities.
 - b. A description of the impact that participation in the accreditation program has had on your career.
 - c. An explanation of which themes of the [2016 INORMS Program](#) are of particular interest to you, specifically describing how participation in the specific conference sessions will contribute to your professional development.
 - d. A statement of the benefit you will gain by attending the conference, and how this contributes to your career aspirations in Research Management.

2. Provide evidence of the support through either a Letter of Support or Self-Employed Statement:
 - a. If you are an employee, your application must be accompanied by a formal letter of support from your manager or supervisor in your organisation. At a minimum, the letter should:
 - Confirm that the organisation supports your attendance at the conference;
 - Describe how attending INORMS 2016 is relevant to your current role and responsibilities in the organisation and how it aligns with your career plan; and
 - Confirm the organisation will meet the costs not covered by the award (where not met by member).

 - b. If you are self-employed, your application must be accompanied by a one-page statement describing your business and how it contributes to the Australasian research management sector.

The successful applicant will be acknowledged at an award ceremony during the INORMS Conference in Melbourne.

Applications will be reviewed by a sub-committee determined by the ARMS Executive.

Proposed Key Dates:

Date	Description
16 May 2016	Call for Applications – Target email distribution to all current ARMFs, information posted on ARMS website.
20 June 2016	Closing date for Applications – COB 5PM AEST - Applications to be submitted to the ARMS Executive Officer – admin_officer@researchmanagement.org.au
By 23 June 2016	ARMS Executive Office to submit applications to Executive appointed sub-committee.
Week commencing 27 June 2016	Sub-committee to review and rank applications for recommendation to ARMS Executive.
4 July 2016	ARMS Executive Office to notify the awardee. Unsuccessful applicants will be advised once the awardee has accepted her/his offer.
Before 9 June 2016	Early Bird registrations close. Awardee to liaise with University Office to make necessary flight, travel and conference registration arrangements.
14 September 2016	Awardee to be formally acknowledged at an official ceremony at the ARMS Conference.
By 28 September October 2016	Awardee to submit a brief post conference award two weeks after the conference. This shall be used for promotional purposes.

