2019 RMIT University - Paul Taylor Travel Scholarship

GUIDELINES FOR APPLICANTS

APPLICATIONS DUE COB 5 PM AEST to arms.adminofficer@flinders.edu.au

Dr Paul Taylor was an outstanding leader in the research management profession within Australia and around the world.   He passed away suddenly in November 2018.

Through the generous contribution of RMIT University, ARMS is pleased to announce the 2019 RMIT University - Paul Taylor Travel Scholarship to honour the life of an exemplary, well regarded and inspiring leader.

About Paul Taylor
Paul was a world-leading expert in research integrity and together with his RMIT colleague, Dr Daniel Barr, developed the Foundation Level Accreditation Module on Research Integrity.

Paul was a distinguished member of and an ambassador for ARMS, through his involvement in delivery at annual conferences, his role as an ARMS Training Fellow and his participation in several key committees and working groups during his membership. His thoughtful and determined leadership on the responsible conduct of research has been influential globally. He played a key role in developing the recently published Australian Code for the Responsible Conduct of Research, which is a critical resource referenced across Australia to guide research integrity. Paul brought research integrity to life by focusing on both its philosophical underpinnings and its practical application. He was a compassionate leader and mentor and sought to impart his expertise to future generations of research managers.

About the Scholarship
A scholarship of AUD$3,000 shall be made available to one eligible ARMS member (see eligibility criteria below) to support attendance to the ARMS Adelaide conference.

Eligibility Criteria
To be considered for an award, an applicant must:
- Be a current 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:
- Current employees of RMIT University are ineligible to apply.
- Previous ARMS branded travel award recipients to support attendance to the annual conference are ineligible to apply.

Note: If the successful awardee for the RMIT University Paul Taylor Travel Scholarship has also submitted and had approved either *a 2019 Chapter Travel Award or any other Travel Award offered by ARMS to support attendance to the 2019 Adelaide Conference*, then she/he will only be entitled to receive support for **one ARMS Travel award/scholarship** of her/his choosing.

The awardee will also be required to provide the ARMS Executive Office with a conference report within two weeks of the closing session. This information may be used for promotional purposes.

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 at the ARMS Adelaide Conference 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 the ARMS Adelaide Conference 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 ARMS Adelaide Conference.

Applications will be reviewed by a sub-committee of the ARMS Board and a representative from RMIT University.

Proposed Key Dates:

Date	Description
1 April 2019	Call for Applications – To be featured in e-newsletter and via e-blast to members
2 May 2019	Closing date for Applications – **COB 5PM AEST** - Applications to be submitted to the ARMS Administration Officer arms.adminofficer@flinders.edu.au All applications received will be acknowledged by email.
3 May 2019	ARMS Executive Office to submit applications to the sub-committee for its review.
6-17 May 2019	ARMS sub-committee to meet (either face-to-face or via teleconference) to review applications and to finalise its recommendations.
By 24 May 2019	Sub-committee to advise ARMS Executive Office of their final recommendations. ARMS Board to endorse these recommendations. Once all recommendations have been endorsed by the ARMS Board, the successful applicant will be notified of their outcome. All Unsuccessful applicants will be advised once the awardee has accepted the offer.
Before 17 September 2019	Applicants to submit ARMS Reimbursement Request Forms/invoice to obtain funding for award.
1 November 2019	Successful awardees to provide a one-page report on their learning outcomes from the conference.