



FELLOWS OF ARMS – 2018 CALL FOR NOMINATIONS NOMINATION GUIDELINES

Nominations must be received **by 5 pm AEST, 17 August 2018** to the **ARMS Administration Officer**, email admin_officer@researchmanagement.org.au **Late nominations will not be accepted.**

ABOUT FELLOWS OF ARMS

Fellows of ARMS are recognised as individuals who have made an **enduring and substantial contribution** to research management as a practitioner, mentor, trainer or advocate in the research management profession.

Fellows of ARMS will be entitled to carry the post-nominal “Fellow of ARMS” and are encouraged to participate actively in the work of the ARMS community to share best practice in the profession of research management well beyond their membership with ARMS.

At time of submission, nominees must be a current financial member of ARMS and must be nominated by a current financial member of ARMS.

ELIGIBILITY CRITERIA

Applications for Fellows of ARMS must:

- Be current financial member of ARMS either as an individual or as part of a corporate membership; with 5 or more years of continued membership;
- Provide evidence of how their contributions are congruent with the [mission, goals and strategic direction of ARMS](#);
- Provide evidence of their **enduring and substantial contributions** to research management; and
- Provide evidence of how they will continue to provide visionary leadership in research management.

RESTRICTIONS

Current members of the ARMS Board are not eligible for consideration during their term of office. Nominations cannot occur until the candidate has stepped down officially from the ARMS Board.

RESPONSIBILITIES OF FELLOWS OF ARMS

All individuals accepted as ARMS Fellows are encouraged to continue participating actively in the research management community as a means of enhancing and advancing the profession.

ASSESSMENT PANEL

All nominations will be assessed against the eligibility criteria by a sub-committee of the ARMS Board.

Fellows of ARMS will be announced at the Gala Dinner at the ARMS Conference each year. In addition to a plaque, each inductee receives a lapel pin at that time. ARMS Fellows will also be acknowledged formally on the ARMS website and in the Report to Members.

APPLICATION PROCESS

At the time of submission, nominees and nominators must be a current member of ARMS.

Nominations must be received **by 5 pm AEST, 17 August 2018 to the ARMS Administration Officer, email admin_officer@researchmanagement.org.au** Late nominations will not be accepted.

A completed nomination form includes:

- Description on how the nominee meets the eligibility criteria detailed in these guidelines, including related achievements (**3 page maximum – refer to *Section 3 of the application form***);
- 100 word statement and a high resolution photo which will be used for promotional purposes following announcement of the Award (**refer to *Section 4 of the application form***); and
- Supporting statements from nominee's two referees (**1 page max each - refer to *Section 5 of the application form***).

KEY TIMELINES

Please observe key dates for this Award, described below:

Date	Description	Additional Information
5 July 2018	Call for Fellows of ARMS	Notification to be disseminated to all ARMS Members and details will be posted on the ARMS website and our e-newsletter, Up In ARMS.
17 August 2018	Nominations close	Completed nomination forms must be submitted to the ARMS Administration Officer – admin_officer@researchmanagement.org.au by cob 5 PM AEST. Late nominations will not be accepted.
20-24 August 2018	Assessment of all nominations by a sub-committee of the ARMS Board.	
20 September 2018	Fellows of ARMS to be announced at the Gala Dinner at the ARMS Hobart Conference.	ARMS President, Campbell Thomson
October 2018	Award announcement in e-newsletter, UP IN ARMS.	