

ARMS-NCURA Fellowship Application Form 2018

To Apply:

Send the following material to the submission e-mail (admin_officer@researchmanagement.org.au):

1. Completed application form
2. Signed Code of Conduct form
3. Brief résumé / CV
4. Institutional Letter of Commitment

Application Deadline: Friday 29th of September 2017 (11:59pm EST)

List of Host Institutions: available on the [ARMS Website](#)

Time Period for the Fellowship: between Jan 2018 – Dec 2018

Number of Awards: up to 2

Funding Amount: AUD\$3,000 (additional costs will be borne by the Fellow or Fellow's institution)

Contact Information: ARMS Executive Office admin_officer@researchmanagement.org.au or +61 8 8201 5592

Program Guidelines

This program requires Fellows to travel to a host organisation in the USA for an agreed period of time with an agreed program of work and training. While the Fellow will remain an employee of their home organisation, it is expected that the Fellow will be integrated as far as possible into the normal working arrangements of the host organisation. Ideally, the Fellow will work with a host mentor in the normal working environment of the host.

Application Procedure

The Fellowship application process is simple and straight forward. The application must not exceed 8 pages and must include:

1. ARMS-NCURA Fellowship Application Form
2. ARMS-NCURA Code of Conduct Form
3. A Letter of Commitment from your employing institution highlighting: **(1 to 2 pages)**
 - a. The proposed dates and duration of the Fellowship;
 - b. Your employing institution's agreement to your participation, including how the Fellowship is relevant to the development of the research support/research function in the institution;
 - c. Your employing institution's agreement to supplement the costs of your travel for the Fellowship; and
 - d. Your employing institution's agreement with the proposed work plan for the Fellowship.
4. A brief résumé / CV which includes: **(1 to 2 pages)**
 - a. Your experience and how long you have been working in research administration;
 - b. Your involvement in ARMS & other professional societies; and
 - c. Any publications or presentations.

Selection Criteria

Fellows are assessed and recommended by a panel of ARMS and NCURA Committee members, for approval by the ARMS Executive, against the following criteria:

1. A well-developed proposal that clearly defines the learning opportunity and learning outcomes, as it relates to the host institution/s.
2. A clear articulation of career benefit from the proposed international engagement experience. Applicants need to outline how they will apply the knowledge gained to their research management activities in the future.
3. Evidence of contribution to the body of knowledge of research management:
 - a. Publications on research administration authored or co-authored;
 - b. Presentations at workshops or conference on topics related to research administration; and/or
 - c. Contribution to professional development offerings relevant to the profession (in-house, ARMS, other providers).
4. Active membership of professional organisations related to research administration.
5. A well-developed knowledge dissemination plan.

Fellows are responsible for their own travel and subsistence arrangements and must have the Credentials and the ability to travel to the USA (this will include insurance if not covered by the home institution).

Part A: Applicant Information

Name:		
Employer:		
E-mail:		Phone:
Select your primary areas of expertise by placing an 'X' in front of those that apply.	Areas	List no. years of direct experience
	<input type="checkbox"/> Pre-award management: support of faculty and staff in the general areas of providing funding information, assistance in proposal development, compliance review of proposals prior to submission, and monitoring sponsors for changes in process and policy.	
	<input type="checkbox"/> Post-award management: fiscal and administrative management after the grant/contract/tender has been awarded.	
	<input type="checkbox"/> Contracts: review and negotiating award terms and conditions, review and negotiating tenders and contracts.	
	<input type="checkbox"/> Ethics & integrity: supporting institutional systems for meeting regulations for human and animal ethics or radioactive materials, bioterrorism, conflicts of interest, export compliance, COI, financial compliance, research misconduct.	
	<input type="checkbox"/> Postgraduate students: support the management of postgraduate research degrees and students.	
	<input type="checkbox"/> Director/ executive or senior management-level: research strategy and policy development, institution-level communications, staffing supervision and decision-making.	
<input type="checkbox"/> Other		
Your career in Research Administration	Year commenced:	Total years as Research Administrator:

Part B: Research Administration Experience

List any publications on research administration that you have authored or co-authored over the past five years, beginning with the latest. Include full citation. <i>Add additional lines as needed.</i>		
List any presentations at workshops or conferences on topics related to research administration (last five years) <i>and</i> list any committees or boards related to research administration which you have been involved (last five years). <i>Add additional lines as needed.</i>		
List your active memberships professional organisations related to research administration. Indicate if you have held an office in each organization and if that was at the national or regional level. <i>Add additional lines as needed.</i>		
Professional organisation	Date of membership	Position held (National or Chapter Level)

Part C: International Research Administration Experience

Have you worked internationally in research administration? Please list any relevant experience						
Are you currently involved in pre- or post-award efforts in the area of global research administration?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have <u>current</u> global research administration duties, check the type:	<input type="checkbox"/> Proposal development	<input type="checkbox"/> Budget and or contract negotiation	<input type="checkbox"/> Export control, compliance	<input type="checkbox"/> Financial oversight/management	<input type="checkbox"/> Other: _____	

Part D. References

Please provide details of two current ARMS members who can speak to your skills.
1. Name: Position: Email:
2. Name: Position: Email:

Part E: Institutional Support

An applicant **must** have institutional support. This must be verified by providing a Letter of Commitment from an authorised individual in the applicant’s institution, e.g., the applicant’s supervisor and/or a higher institutional administrator. The letter should state clearly the time period that the applicant would be available to participate and whether or not financial support will be offered.

Part F: Host Institution Preferences

Indicate your three top-ranked NCURA Host Institutions from the current list of Host Institutions .
1.
2.
3.

Note: Please do not contact the host institution until notification of successful outcome of the fellowship.

Part G: Statement of Interest

Provide a statement (500 word maximum) describing why you would like to serve as a Fellow. Include how you are involved and responsible for global research administration activities at your own institution, beyond your own institution and your experience in both global research administration and research administration in general. Discuss your fellowship plan and anticipated outcomes, your dissemination plan upon return to your home institution, and anticipated overall impact of the Fellowship on ARMS.
1. Describe the learning opportunity and learning outcomes, as it relates to the host institution/s.
2. Describe the career benefit from the proposed international engagement experience. (Applicants need to outline how they will apply the knowledge gained to their research management activities in the future.)
3. Provide a well-developed knowledge dissemination plan.

Applicant’s signature and date

Supervisor’s signature and date