

ARMS and University Office 2018 ARMS HOBART CONFERENCE TRAVEL AWARDS – GUIDELINES FOR APPLICANTS

APPLICATIONS DUE **COB 5 PM AEST, 18 June 2018** to admin_officer@researchmanagement.org.au

University Office is pleased to be offering additional support again in 2018 for one eligible ARMS member to attend the [ARMS Hobart Conference](#) from the **18th – 21st of September 2018**.

Our 2017 recipient, Jodi McLean said:

“It was a great honour to be named the recipient of the University Office/ARMS Travel Award and attend the ARMS Conference in 2017.

Winning the Award provided the unique opportunity to meet and network with peers and industry leaders and undertake professional development.

Furthermore, the recognition has provided me with confidence, enthusiasm and momentum in my career.

I am proud of what I have achieved and it is wonderful to be recognised for this, I encourage everyone who is thinking about applying to do so.”

About the Award

The **ARMS and University Office 2018 Travel Award** shall be used to support attendance of the ARMS Hobart conference by an eligible member of the Society. Specifically, the award will cover:

- ❖ Full conference registration (not including pre-conference workshops);
- ❖ A single, return economy direct flight to Hobart from a capital city; and
- ❖ Accommodation for three nights at the conference venue.

Selection 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:

- Previous awardees of the University Office travel award are ineligible to apply
- employees of University Office or its associated entities are ineligible to apply for this award.

The awardee will also be required to provide the Member Services Standing Committee 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 an Australian based international leader in research management applications and solutions. Our solutions minimise the administrative workload faced by researchers and research managers, while providing timely and concise information to support operational and strategic decision making.

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 [ARMS Hobart 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 Hobart 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 Hobart Conference.

Applications will be reviewed by a sub-committee of the ARMS Board.

Proposed Key Dates:

Date	Description
22 May 2018	Call for Applications – Target email distribution to all current ARMFs, information posted on ARMS website.
18 June 2018	Closing date for Applications – COB 5PM AEST - Applications to be submitted to the ARMS Administration Officer – admin_officer@researchmanagement.org.au
w/c 18 June 2018	ARMS Executive Office to submit applications to sub-committee of ARMS Board for review.
w/e 22 June 2018	ARMS Executive Office to notify the awardee. Unsuccessful applicants will be advised once the awardee has accepted her/his offer.
20 September 2018	Awardee to be formally acknowledged at an official ceremony at the ARMS Conference.
October 2018	Awardee to submit a brief post conference award two weeks after the conference. This shall be used for promotional purposes.