

THE JANET DIBB-LEIGH AWARD FOR DISTINGUISHED SERVICE TO RESEARCH MANAGEMENT

NOMINATION GUIDELINES – 2016

NOMINATIONS CLOSE 5 PM AEST, 19 August 2016

Ms Janet Dobb-Leigh is the Founding President of ARMS. This award has been established in recognition of her contributions towards the establishment of ARMS and more broadly to the research management profession both nationally and internationally.

ABOUT JANET DIBB-LEIGH

Janet Dobb-Leigh has over 20 years' experience as a senior research manager and strategist, in three universities. Janet was the Founding President of the Australasian Research Management Society and co-chair, International Network of Research Management Societies; Distinguished Faculty, Society of Research Administrators International; International Editorial Board, Research Global.

Ms Dobb-Leigh has provided significant contributions to ARMS, especially during its formative years. Some of the key achievements she was involved in include:

- International profiling of the ARMS annual conference, attracting a large delegation from the UK, US, Denmark, US, Korea, South Africa, Canada in addition to our NZ members;
- Appointment of a professional secretariat service provider to manage the daily and expanding operations of the Society;
- Consistent with its professional development objectives, establishment of a range of travel grant programs;
- Establishment of closer links with ARMS' sister societies; and
- The establishment of the International Network of Research Management Societies (INORMS) and coordinated the first multi-national forum where this was formalised and hosted the first INORMS Congress on behalf of our sister societies.



A full [historical account](#) of ARMS written by Janet is available on the ARMS website.

ABOUT THE AWARD

The Janet Dobb-Leigh Award for Distinguished Service to Research Management recognises individuals who have made outstanding contributions to the enhancement of the research management sector throughout Australasia and Singapore.

The Janet Dobb-Leigh Award for Distinguished Service to Research

Management will be presented by the ARMS President at a Gala Dinner at the [INORMS2016 Conference](#) on **Wednesday the 14th of September 2016**.

ELIGIBILITY CRITERIA

The nominee and nominator must be a current member of ARMS.

ARMS Executive members, the ARMS Executive Office and past awardees are ineligible to apply.

Paid consultants who are ARMS members will be eligible to apply but will not be able to reference any of the work undertaken for the Society within their application.

SELECTION CRITERIA

Nominees will be required to demonstrate outstanding contributions to the profession through active participation in ARMS. The successful awardee will have met one or more of the following selection criteria:

- Criterion 1: Demonstrated reputation for excellence in the research management profession either via publication, development of new procedures or leadership in the field.**
- Criterion 2: Demonstrated reputation for developing and/or implementing innovation in research management.**
- Criterion 3: Influencing the practice of research management directly or indirectly at the national or international level.**
- Criterion 4: Demonstrated commitment to the development of the research management community.**

APPLICATION PROCESS

Nominees and nominators must be a current member of ARMS.

Awardee will be announced by the ARMS President at the INORMS2016 Conference Gala Dinner in on **Wednesday the 14th of September 2016**.

The results will also be posted in the Society's e-newsletter, UP IN ARMS, following the award ceremony.

Nominations must be received **by 5 pm, 19 August 2016 to the ARMS Administration Officer, email admin_officer@researchmanagement.org.au** Late nominations will not be accepted.

A completed nomination will include:

1. The submission of a completed Nomination form including description on how the nominee meets one or more of the selection criteria detailed in these guidelines;
2. Attachment of supporting statement's from nominee's referees; and
3. Provision of 100 word statement which briefly summarises the nominee's achievements and a photograph. This will be used for promotional purposes following announcement of the Award.

ASSESSMENT PANEL

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

KEY TIMELINES

Please observe key dates for this Award, described below:

Date	Description	Additional Information
13 June	Call for nominations for the Janet Dibb-Leigh Award for Distinguished Service to Research Management.	Notification to be disseminated to all ARMS Members and details will be posted on the ARMS website and our e-newsletter, Up In ARMS.
19 August 2016	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.
22-26 August 2016	Assessment of all nominations by a sub-committee of the ARMS Executive.	
14 September 2016	Awardee will be announced by the ARMS President at the ARMS 2016 Conference Gala Dinner in Melbourne Awardee to receive a trophy at the INORMS Gala Dinner.	ARMS President, Ms Janice Besch
October	Award announcement in e-newsletter, UP IN ARMS.	