



**ARMS-INORMS 2018 Travel Awards  
Information for Applicants  
Closing Date for Travel Awards: AEDST 5.00 pm on 5 January 2018**

Email applications to [admin\\_officer@researchmanagement.org.au](mailto:admin_officer@researchmanagement.org.au)

**Objective:**

ARMS recognises the importance of offering its members opportunities to develop collaborations beyond our region and to gain exposure to international research management.

[INORMS](#) is the International Organisation for Research Management Societies. Its purpose is to enable interactions, sharing of good practice, and joint activities between the member societies, to the benefit of their individual memberships.

ARMS-INORMS 2018 Travel Awards are intended to provide financial assistance for members to travel to the biennial conference. The 2018 [INORMS conference](#) will be held in Edinburgh, Scotland from **4-7 June 2018**.

The Congress will feature a variety of plenary sessions, seminars and workshops covering key research management topics, specifically exploring the theme, **Promoting Global Research Management, Supporting Global Research Challenges**. The programme will be enhanced by a variety of opportunities for delegates to develop their personal and professional skills.

**Value:**

The Society may allocate up to 5 (five) awards in 2018 to an upper limit of AUD\$3,000 per award. The number and value of the awards may vary, depending on the quality of applications received.

**Eligibility:**

To be considered for an award you must:

1. Have submitted an abstract for a presentation of a paper or poster to the INORMS. Note that offers will be made subject to *receiving confirmation that an abstract has been accepted*.
2. Have been a financial member of ARMS for at least one year at the time of the application, and for the duration of the award;
3. Demonstrate that your organisation supports your attendance at the conference and will meet costs not covered by the Travel Award; and
4. Have not received an INORMS Travel award previously. Note also that ARMS Board members are ineligible to apply under this program.

### Letter of Support or Self-Employed Statement:

Your application will need to be accompanied by a letter from a senior member of staff from your organisation. The letter should not exceed *two pages* and at a minimum should include:

- Confirmation that the organisation supports your attendance to the 2018 Congress;
- Describe the amount of financial support that you will receive to attend the 2018 Congress; and
- Describe how attending INORMS is relevant to your current role and responsibilities in the organisation and how it aligns with your career plan.

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 and/or Singaporean Research management sector.

### Assessment Criteria:

Your application should address the following criteria, up to a **maximum of 2 pages**.

#### Essential:

1. What is your Congress presentation on? Please specify if it is a presentation or poster.
2. What is the professional development benefit you expect to gain from attending INORMS?
3. How will your attendance at INORMS be of benefit to a wider ARMS membership?
4. What is your strategy for communicating these outcomes to the wider ARMS community?

**Please note** that successful applicants will also be expected to contribute to the broader international research management agenda via participation in working groups, thought leadership, etc, during the conference. Please provide a statement on your willingness to participate in such activities during the conference.

#### Desirable:

1. How will you use the Travel Award to build relationships with other national and/or international research management organisations?
2. How will your attendance at INORMS contribute to improving Australasian and/or Singaporean research management policy and/or practice?

### Report on Outcomes:

Successful applicants are required to provide a **two-page report** on their experience at the INORMS Congress within six weeks of returning. Reports must be sent to the ARMS Executive Office at [admin\\_officer@researchmanagement.org.au](mailto:admin_officer@researchmanagement.org.au)

Successful applicants may also be requested to provide a short presentation at a local Chapter event of the benefits they gained from attending the INORMS Congress.

### Assessment Process:

The INORMS Travel Awards are assessed by a sub-committee of the ARMS Board. All applicants will be notified via email of the outcome of their application. There is no appeals process, but feedback will be given by the ARMS Chief Operating Officer upon request.

Submission dates:

Date	Activity	Note
24/11/2017	Applications open for ARMS-INORMS 2018 Travel Awards	Communique disseminated to all ARMS members, details posted on website.
5/1/2018	INORMS Closing date for submission of abstracts	Visit the INORMS website for details on how to submit your abstract <a href="http://www.inorms2018.org/call-for-abstracts/">http://www.inorms2018.org/call-for-abstracts/</a>
5/1/2018	Applications close for ARMS-INORMS 2018 Travel	Applications to be sent to <a href="mailto:admin_officer@researchmanagement.org.au">admin_officer@researchmanagement.org.au</a>
By 19/1/2018	Sub-Committee of ARMS Board to assess applications for ARMS-INORMS 2018 Travel Awards	
5/2/2018	Applicants for ARMS-INORMS 2018 to be advised of their outcome	ARMS Executive Office to write to each candidate.
12/2/2018	Notification of outcome of abstract	INORMS organisers to advise  Note: successful candidates will be required to submit confirmation of acceptance of abstract to the ARMS Executive Office – <a href="mailto:admin_officer@researchmanagement.org.au">admin_officer@researchmanagement.org.au</a>
19/2/2018	Deadline for accepted authors to register to confirm their attendance	Please refer to INORMS website for full details <a href="http://www.inorms2018.org/call-for-abstracts/">http://www.inorms2018.org/call-for-abstracts/</a>
By March 2018	Announcement of all awardees posted in e-newsletter Up in ARMS and on ARMS website.	
4-7 June 2018	INORMS Congress	
19 July 2018	Submission of two page report by awardee on learning outcomes from the Congress	Submit report to <a href="mailto:arms_coo@researchmanagement.org.au">arms_coo@researchmanagement.org.au</a>

Further information:

Contact the Executive Office, telephone +61 8 8201 5592 or email [admin\\_officer@researchmanagement.org.au](mailto:admin_officer@researchmanagement.org.au)