

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

NOMINATION GUIDELINES – 2018

NOMINATIONS CLOSE 5 PM AEST, 17 August 2018



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. Nominations are called for annually, however this award is only offered to an individual whose contributions to the profession of research management are deemed exceptional.

If the Assessment Panel identifies a deserving candidate in this round, a trophy shall be presented to the recipient at a Gala Dinner at the ARMS Hobart Conference on the 20th of September 2018

ABOUT JANET DIBB-LEIGH

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

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;
- Appointing of a professional secretariat service provider to manage the daily and expanding operations of the Society;
- Consistent with its professional development objectives, establishing of a range of travel grant programs;
- Establishing of closer links with ARMS' sister societies; and
- Establishing the International Network of Research Management Societies (INORMS), coordinating the first multi-national forum where INORMS was formalised and hosting the first INORMS Congress on behalf of the sister societies.

ELIGIBILITY CRITERIA

The nominee and nominator must both be current financial member of ARMS.

ARMS Board members, the ARMS Executive Office and past awardees are ineligible to apply for this award.

Paid consultants and/or service providers who are also 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 need to meet the following selection criteria:

Criterion 1: Demonstrated reputation for excellence and leadership in the research management profession, including publication, development of new procedures or similar.

Criterion 2: Demonstrated reputation for developing and implementing innovation in research management.

Criterion 3: Influencing the practice of research management at the national and/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.

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.

All eligible candidates must complete the nomination form including:

- Description on how the nominee meets the selection criteria detailed in these guidelines, including related achievements (**4 page maximum – refer to *Section 3 of the application form***);
- Provision of 2 page statement which summarises the nominee’s achievements (***refer to Section 4 of the application form***);
- 100 statement and a high resolution photo which will be used for promotional purposes following announcement of the Award (***refer to Section 5 of the application form***); and
- Supporting statements from nominee’s two referees (***1 page max each - refer to Section 6 of the application form***).

ASSESSMENT PANEL

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

The Janet Dibb-Leigh award will be announced at the Gala Dinner at the ARMS Conference each year. The awardee shall receive an official trophy and will be formally acknowledged on the ARMS website and the Report to Members.

KEY TIMELINES

Please observe key dates for this Award, described below:

Date	Description	Additional Information
5 July 2018	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.
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	If an awardee is selected this round, she/he will be announced by the ARMS President at the ARMS 2018 Conference Gala Dinner in Hobart. Awardee to be presented with an official trophy.	ARMS President, Campbell Thomson
October 2018	Award announcement in e-newsletter, UP IN ARMS.	