



## ARMS/CSIRO AWARDS FOR EXCELLENCE IN RESEARCH MANAGEMENT PRACTICE 2017

APPLICATIONS CLOSE 5PM AEST, 28 July 2017

### Guidelines

**ARMS/CSIRO Awards for Excellence in Research Management Practice** recognise outstanding contributions by an individual or team that have enhanced the profession of research management and administration, and reflect the goals of ARMS. Two awards of up to \$1,000 may be awarded annually.

### 1. Objectives

ARMS/CSIRO Awards for Excellence in Research Management Practice reward excellence in practice through:

- a) **Leading change** – characterised by engaging in best practice for sustainable outcomes; working collaboratively to enhance teamwork; and positively influencing others by building shared commitment to workplace and organisational objectives.
- b) **Working smarter** – characterised by using creative and innovative solutions that enable work to be carried out more easily, efficiently and/or productively, while not compromising the quality of outcomes.
- c) **Providing quality service** – recognised by client groups for consistently providing outstanding service that has enhanced the profession of research management.
- d) **Innovation in research management** – through the development of new ideas and the creation of novel solutions.

Innovation can be shown by demonstrating that a product or process is novel to the research enterprise or significantly improves an existing technology or its application. Alternatively, the product or process should anticipate the impacts of change by presenting a new way of achieving corporate objectives or improving productivity. A demonstration of innovative applications related to new information systems include how the system implementation is supporting or encouraging process improvements. It must also demonstrate how it is being used to inform improved research management and administration practices. An innovation based solely on the establishment or implementation of the system does not satisfy the required award criteria.

## 2. Recognition

Award winners will be presented with a certificate acknowledging their achievement and contribution to the field of research management. Presentations will be held at the ARMS Wellington Conference Gala Dinner on the 28<sup>th</sup> of September 2017. The recipient's employer will receive \$1,000 to be used for professional development of the winning individual or team. The award recipient will also be featured in our e-newsletter, Up in ARMS and on the ARMS website. The awardee(s) attending the conference will be required to provide the ARMS Executive Office with a brief report 6 weeks after the conference. This information may be used for promotional purposes by ARMS.

## 3. Eligibility

Nomination for the award is open to current financial ARMS members. Nominations of both individuals and teams are encouraged. For the latter, at least one ARMS member of the team must have played a significant leadership or initiating role.

The following ARMS members are excluded from nomination as an **individual recipient**:

- a) Members of the ARMS Professional Development and Accreditation Committee; and
- b) Members of the ARMS Executive.

Members of these committees may be part of a team nomination provided they are not the lead role in the application.

NOTE: Employees of CSIRO are also ineligible to apply for this award.

## 4. Selection criteria

### a) Quality of the application

The application must be clear and concise.

All the objectives of the award must be addressed in the application.

### b) Value of the activity

In enhancing the profession of research management and administration; and

In enhancing the interface between research and its management.

### c) Effectiveness of the activity

Is the initiative effective in its purpose?

Is there evidence that the initiative has produced a positive effect as evidenced by adoption of the new practice?

### d) Alignment with Award objectives

The degree to which the proposed activity has been characterised by leading change, working smarter, providing outstanding quality service, or innovation in research, as defined in Part 1, above.

### e) Provide at least one letter of support

Letter of support from a person or institution, detailing the benefit and impact of the initiative.

At least one, but no more than three statements of support must be provided for the nomination.

### f) Provide at Least two confidential referees

Nominate at least two confidential referees who the ARMS/CSIRO Award Evaluation Committee can contact to obtain additional information about the application.

The Evaluation Committee will pay attention to quantitative evidence for each of the listed questions, in

particular when demonstrating achievement towards the program objectives, for the implementation of the activity, and for clients/stakeholder's impact and engagement.

Only the specific contribution of the applicant(s) in the activity will be considered but within the context of their organisation (e.g. a team of 10 or access to in-house developers will be reviewed differently in a small or large organization).

### 5. Submitting an application

To nominate an individual or a team, download and complete the nomination form and submit it to [admin\\_officer@researchmanagement.org.au](mailto:admin_officer@researchmanagement.org.au) Nominations for the 2017 round are due no later than **5PM AEST on 28 July 2017.**

No appeals or late applications will be accepted.

### 6. Application and Selection Processes

The ARMS/CSIRO Awards Evaluation Committee will comprise representatives from the ARMS Executive and one representative from CSIRO. The Committee will assess all nominations against the selection criteria and will recommend the awardees to the ARMS Board for final endorsement.

### 7. Key Timelines

Proposed Timeline	Description
12 June 2017	Call for applications– to all ARMS members
<b>28 July 2017</b>	<b>Applications close</b>
w/c 31 July 2017	Sub-committee to review and rank applications (committee shall include representative from CSIRO).
28 September 2017	Recipient(s) to be announced at an award ceremony at the ARMS Conference in Wellington.
October 2017	Post conference article in Up In ARMS – to be produced by CSIRO.