

University Office 2019 Travel Award– GUIDELINES FOR APPLICANTS

APPLICATIONS DUE **COB 5 PM AEST, 2 May 2019** to arms.adminofficer@flinders.edu.au

University Office is pleased to be offering additional support again in 2019 for one eligible ARMS member to attend the [Adelaide Conference](#) from the **17-20 September 2019**.

About the Award

The University **Office Travel Award** shall be used to support attendance of the ARMS Adelaide 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 Adelaide from a capital city in Australia; and
- ❖ Accommodation for three nights at the conference venue via ARMS' preferred [accommodation providers](#).

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.

PLEASE NOTE that: While University Office Travel Award applicants are not precluded from applying for any other promoted travel award for support to the Adelaide conference, for example the ARMS Chapter Travel Awards or the RMIT Paul Taylor Travel Scholarship), if successful for one or more of these awards, the recipient will only be entitled to one (1) award of her/his choosing.

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 Adelaide 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 Adelaide 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 Adelaide Conference.

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

Proposed Key Dates:

| Date | Description |
|--------------------------|---|
| 1 April 2019 | Call for Applications – Target email distribution to all current ARMFs, information posted on ARMS website. |
| 2 May 2019 | Closing date for Applications – COB 5PM AEST - Applications to be submitted to the ARMS Administration Officer – arms.adminofficer@flinders.edu.au |
| w/c 27 May 2019 | ARMS Executive Office to submit applications to sub-committee of ARMS Board for review. |
| w/c 3 June 2019 | Once all recommendations have been endorsed by the ARMS Board, successful applicants will be notified of their outcome. Unsuccessful applicants will be advised once all awardees have accepted their offer. |
| 19 September 2019 | Awardee to be formally acknowledged at an official ceremony at the ARMS Conference. |
| October 2019 | Awardee to submit a brief post conference award two weeks after the conference. This shall be used for promotional purposes. |