



## ARMS/INORMS 2020 TRAVEL AWARDS

### Guidelines

Closing Date for Travel Awards: AEDST 5.00 pm on 8 November 2019

Email applications to [arms.adminofficer@flinders.edu.au](mailto:arms.adminofficer@flinders.edu.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.

The ARMS/INORMS 2020 Travel Awards are intended to provide financial assistance for members to travel to the biennial conference. The 2020 INORMS congress will be held at the International Conference Centre, Hiroshima Japan from 25<sup>th</sup>-28<sup>th</sup> May 2020.

#### Value and Eligibility:

The Society *may* allocate up to five (5) awards in 2020<sup>1</sup> under the following categories:

##### Category 1:

**ARMS member travel awards** with an upper limit of AUD\$3,000 per award. To be considered for this award you:

- a. Must 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;
- b. Must not be a current ARMS Board member;
- c. Must demonstrate that your organisation supports your attendance at the conference and will meet costs not covered by the Travel Award;
- d. Must not have received an INORMS Travel award previously; and
- e. If you have submitted an abstract for a presentation of a paper or poster to the INORMS Congress, preference will be given to applicants that have had their abstract accepted<sup>2</sup>.

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<sup>1</sup> ARMS Board members are ineligible for these Awards

<sup>2</sup> The INORMS organisers will announce abstract approvals on the 28<sup>th</sup> of October 2019- refer to <https://inorms2020.org/call.html> for updates

## Category 2:

**Near-Neighbour Travel Awards** with an upper limit of AUD\$5,000 per award. To be considered for this award you:

- a. Must work as a current research management professional in an ARMS jurisdiction with an aspiration to attend INORMS 2020 but no opportunity or resources to do so. For example, applications from Papua New Guinea and the Pacific Islands are particularly encouraged;
- b. May not necessarily be a current financial member of ARMS but wish to consider membership in the future;
- c. Must not have received an INORMS Travel award previously; and
- d. Wish to take a leadership role in developing the profession of research management in your region.

### 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 at the 2020 Congress; and
- Describe how attending INORMS is relevant to your current role and responsibilities in the organisation.

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:

You must complete an application form to be considered for these Awards and your application should address the following criteria, up to a **maximum of 2 pages**.

#### Essential:

1. What is the professional development benefit you expect to gain from attending INORMS?
2. What is your strategy for communicating this benefit to the wider ARMS community?
3. If you are presenting a paper or poster, what is the topic?

#### Desirable:

1. How will you use the Travel Award to build relationships with other national and/or international research management professionals?
2. How will your attendance at INORMS contribute to improving research management practice in this region?

### 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 [arms.adminofficer@flinders.edu.au](mailto:arms.adminofficer@flinders.edu.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 ARMS/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.

**Further information:**

Contact the Executive Office, telephone +61 8 8201 5592 or email [arms.adminofficer@flinders.edu.au](mailto:arms.adminofficer@flinders.edu.au).

**Timeline:**

<b>Date</b>	<b>Time</b>	<b>Activity</b>
26 September 2019	Call for ARMS/INORMS 2020 Travel Awards	E-blast to be disseminated to all ARMS members
28 October 2019	INORMS 2020 Congress organisers to advise of the outcome of abstracts	Refer to INORMS 2020 Congress website for updates <a href="https://inorms2020.org/call.html">https://inorms2020.org/call.html</a>
8 November 2019	Applications close	Applications to be submitted by 5 PM AEST to <a href="mailto:arms.adminofficer@flinders.edu.au">arms.adminofficer@flinders.edu.au</a> .
11-25 November 2019	Applications to be assessed by a sub-committee of the ARMS Board	
W/c 28 November 2019	Outcomes to be notified to all applicants	By ARMS Executive Office.
25-28 May 2020	INORMS 2020 Congress	
w/c 13 July 2020	Two-page post Congress report due to <a href="mailto:arms.adminofficer@flinders.edu.au">arms.adminofficer@flinders.edu.au</a>	The content and images provided within this report will be included in future editions of Up in ARMS newsletter.