



## Chapter Travel Awards for Attending ARMS Adelaide Conference 2019

APPLICATIONS CLOSE 5PM AEST 2 May 2019

[arms.adminofficer@flinders.edu.au](mailto:arms.adminofficer@flinders.edu.au)

### PURPOSE:

Chapter Travel Awards aim to support the cost of attending and participating in the [ARMS Adelaide Conference](#) to be held on 17-20 September 2019.

Each Chapter Committee will be allocated AUD\$2,000 to be used for Chapter Travel Awards. These awards provide support to affray some of the costs (flights, accommodation or conference registration) to attend the ARMS Adelaide Conference. Each Chapter Committee will award a minimum of two (2) Travel Awards to eligible ARMS members at AUD\$1,000 each.

Alternatively, Chapter Committees may offer smaller awards, for example 4 x \$500 awards or can use surplus funds they may have generated to offer additional travel awards to members in their region.

### ELIGIBILITY:

To be considered for an award applicants must:

1. Be a current financial member of ARMS at the time of the application, and for the duration of the award (as an individual or part of a corporate/small corporate membership);
2. **Have not** previously received an ARMS Chapter Travel Award;
3. **Have not** been awarded an ARMS/ University Office Travel Award or any other Travel scholarship offered by ARMS;
4. Demonstrate that your organisation supports your attendance at the ARMS Adelaide Conference and will meet costs not covered by the Travel Award. Evidence of the support should be through a **Letter of Support or Self-Employed Statement**:

*If you are an employee, your application must be accompanied by a formal letter of support from the Line Manager or supervisor in your organisation. At a minimum, the letter should:*

- Confirm that the organisation supports your attendance at the conference;
- Confirm that the organisation will meet the costs not covered by the Award; and
- 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.

*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.*

**PLEASE NOTE that:** While Chapter Travel Award applicants are not precluded from applying for any other promoted travel award for support to the Adelaide conference, for example the University Office Travel Award 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.

### ASSESSMENT CRITERIA:

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

1. Your professional experience in the research management field, over the last five years. Summarise roles held and key responsibilities.
2. Previous attendance at a past ARMS conference or conferences. Briefly indicate which ARMS conferences you have attended (to help the committee consider applications on frequency of attendance).
3. Barriers to attending an ARMS conference. If you have wanted to attend an ARMS conference this year or in the past, but have not been able to do so, please outline the barriers to you attending.
4. [Themes of the conference](#) you are especially interested in. Please be specific in your response, explaining how those themes will contribute to your professional development.
5. Benefit of attending the conference and how this will fit into your career aspirations in Research Management.

### ASSESSMENT PROCESSES:

All applications will be reviewed by the Chapter Committee and a final recommendation will be endorsed by the ARMS Board.

The ARMS Executive office will notify all applicants via email stating the outcome of their application.

There will be no appeals process, but feedback may be given by the Chapter Convenor to all unsuccessful applicants, upon request.

Awardees will also be required to provide a one-page post conference report 6 weeks after the conference. This information will be used for promotional purposes and the report is to be submitted to the Chapter Convenor.

Applications are to be emailed to the ARMS Executive Office by the closing date of **2 May 2019** email, [arms.adminofficer@flinders.edu.au](mailto:arms.adminofficer@flinders.edu.au)

The award cycle is summarised below:

Date	Description
1 April 2019	Call for Applications – To be featured in e-newsletter and via e-blast to members
2 May 2019	Closing date for Applications – <b>COB 5PM AEST</b> - Applications to be submitted to the ARMS Administration Officer – <a href="mailto:arms.adminofficer@flinders.edu.au">arms.adminofficer@flinders.edu.au</a> All applications received will be acknowledged by email.
3 May 2019	ARMS Executive Office to submit applications to relevant Chapter Convenors.
6-17 May 2019	Chapter Committees to meet (either face-to-face or via teleconference) to review applications and to finalise its recommendations. Chapter committees will be advised to identify a reserve list in the event that a recommended awardee is unable to accept her/his award.
By 24 May 2019	Chapter Committee to advise ARMS Executive Office of their final recommendations. ARMS Board to endorse these recommendations.  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.
Before 17 September 2019	Applicants to submit ARMS Reimbursement Request Forms/invoice to obtain funding for award.
1 November 2019	Successful awardees to provide a one-page report on their learning outcomes from the conference.