

ARMS

Australasian Research Management Society

ARMS Report to Members

Highlights from 1 July 2014 – 30 June 2015





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About ARMS

The Australasian Research Management Society (ARMS) is an international organisation dedicated to the professional development of research managers and administrators, the promotion of the profession of research management and the enhancement of the research enterprise. The Society values a stronger, vibrant research sector in the region, higher standards of research governance including the protection of integrity and ethics of research, and the profession of research management as integral to the research endeavour.

Company Information

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ARMS Executive Office

From 30 June 2014, Flinders University has agreed to host the ARMS Executive Office on a secondment arrangement for a five year term.



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ARMS launched its Corporate Partnership Program in February 2015. The program provides organisations with an opportunity to reach a target audience of sector representatives working in research management and administration across universities, Medical Research Institutes, CRCs, government agencies, service providers and consultancies. University Office became the first corporate partner to take up a Gold Sponsorship package on the 1st of June 2015.



From the President



It seems that life gets busier and busier each year and I can say honestly that for the ARMS community, this last year has been our fullest and most exciting yet.

While I am personally a strong advocate of a balanced life, work being only one part of what we do, I am very grateful to all the work done by many people to ensure the future of ARMS as the peak body for research management and administration in the region.

This year we have been moving full steam ahead with a number of important initiatives. After a huge amount of work by a number of people, both on the Executive, in the ARMS Executive Office and by many people, we are delighted to have launched the **new ARMS website**.

A website is, of course, just a tool. But it represents the ARMS community in such an important way and we think the new site will not only provide much clearer navigation and support for members, including the ability to manage one's own profile, but also give ARMS greater visibility as a leading professional society.

I am delighted in the interest and support in the **ARMS Accreditation Program**, and very grateful to the Accreditation Council for the oversight and independence they bring to ensure the program quality is the highest possible. We have had 79 graduates from the Foundation Level Accreditation Program and anticipate interest will remain high.

We have also been working hard on the development of the **Professional Level Accreditation Program**, a more challenging program to design, to be launched at the Singapore Conference. I wish to acknowledge Dr Mark Hochman, the ARMS Accreditation Program Manager, the Professional Development and Accreditation Committee, the Accreditation Council and all those involved in providing input which collectively has resulted in an excellent and very thorough proposal to the Executive.

The other major development is the first conference outside of our traditional territory of Australia and New Zealand. The **ARMS Conference in Singapore** has attracted a significant number of registrations, many from the Singapore region. Additionally, we are seeing increased interest from universities in the region in becoming corporate members. This is testament to both the hard work of the Singapore Chapter, the Conference Organising and Programme Committees, as well as the growth of interest in research management and administration in the region. ARMS is clearly addressing a need in the region.

There are many other items of interest to read throughout this Report. I want to thank my fellow Executive members for their consistent hard work, wise counsel and collegiality in what has been an extremely productive year for the Society. Likewise, the Standing Committees are in many ways the key contributors to policy development for the Executive and critical to the successful functioning of ARMS, so I offer all the members a huge vote of thanks. Thanks also to the Special Interest Groups that make ARMS so diverse and active, run by the passion and interest of their members.

Finally, I want to acknowledge the extraordinary workload and skill of our ARMS Executive Office, Maria Zollo and Tracey Kelly. They enable the ever-increasing range of activities that ARMS supports, and without them, we couldn't accomplish anywhere near the level of our current activity. They have both helped me stay sane!

I wish you well in your careers and professional lives and trust that ARMS will continue to support you and that you continue to engage in this dynamic professional community.

A handwritten signature in black ink, appearing to read 'Simon Kerr', written over a white background.

Dr Simon Kerr
ARMS President



ARMS Office Bearers and Committee Members (ARMS Executive) 2014/2015

ARMS Office Bearers and Committee Members 2014/2015



Dr Simon Kerr
University of Melbourne
President (*appointed 2013*)



Dr Janice Besch
Western Sydney University
President-Elect
(*appointed 2014*)



Dr Gayle Morris
Flinders University
Immediate Past-President
(*appointed 2012*)



Ms Michelle Duryea
Edith Cowan University
Treasurer (*appointed 2013*)



Ms Merrilyn Lárusson
CSIRO
Secretary (*appointed 2014*)



Dr Jodi Clyde-Smith
University of Tasmania
Committee Member
(*appointed 2014*)



Dr Helen Marsden
University of Canberra
Committee Member
(*appointed 2012*)



Dr Ted Rohr
University of New South Wales
Committee Member
(*appointed 2013*)



Dr Bryony Wakefield
University of Melbourne
Committee Member
(*appointed 2013*)

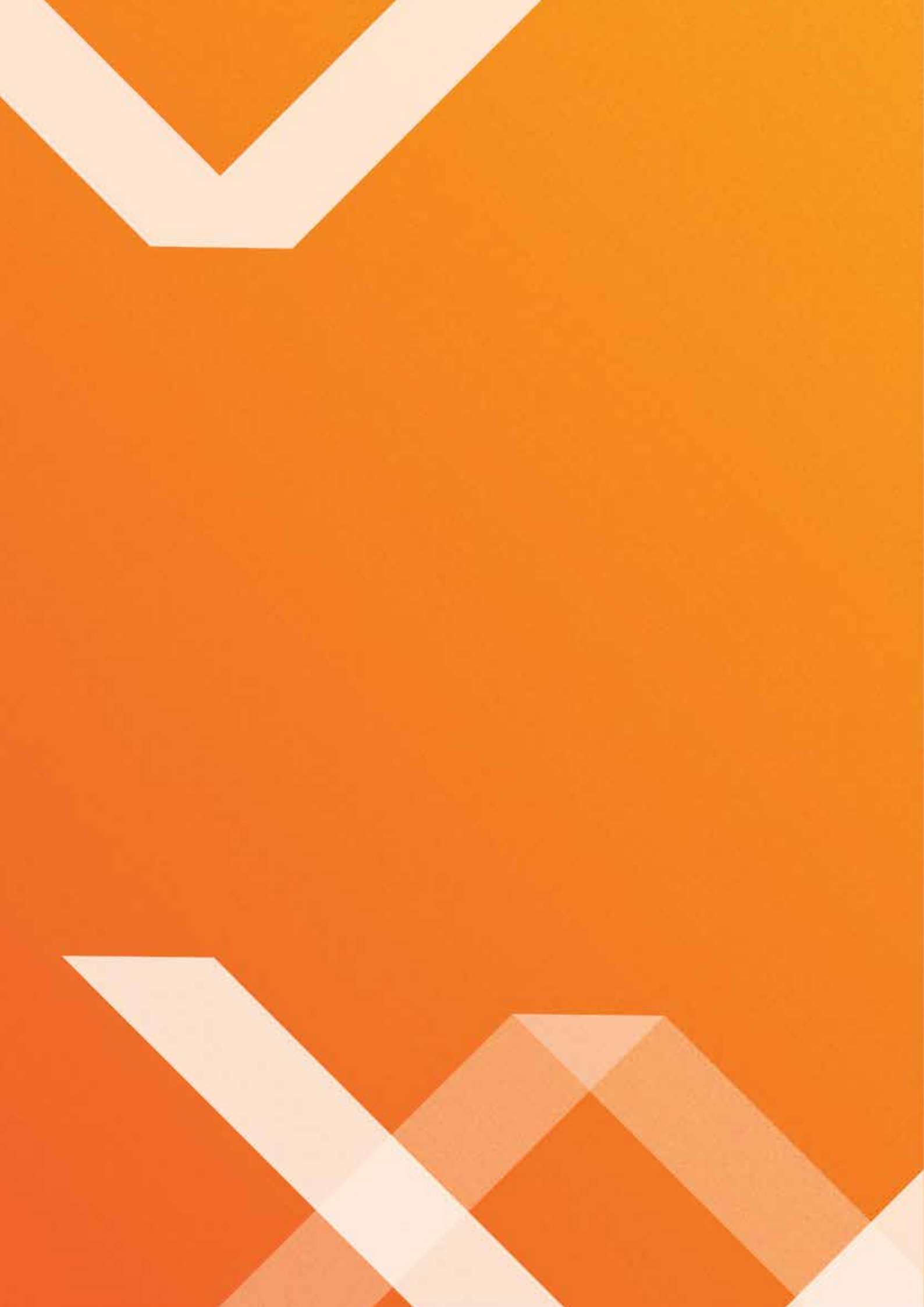
ARMS Executive Office



Maria Zollo, Chief Operating Officer
Responsible for providing operational leadership and management and supporting the ARMS Executive in the implementation of the ARMS 2020 Strategic Plan.



Tracey Kelly, ARMS Administrative Officer
Responsible for the daily management and maintenance of all ARMS operations including accreditation program, membership database, website, preparation of e-newsletter, and events management services for the Executive and Chapters.



Membership

Corporate Membership: This category is designed for those members whose dues are met by their employing organisation, which is actively engaged in, or supports the research enterprise. The maximum number of voting members in each employing organisation under this category is twenty (20), but this does not exclude the employing organisation from identifying further non-voting members.

Individual Membership: This category has two tiers.

Tier 1: Standard Individual Membership

This category is designed for individuals who are employed or active in the field of research management and/or administration at any level and with any sector of the research community. Each individual has voting privileges of the Society.

Tier 2: Small Organisation Membership

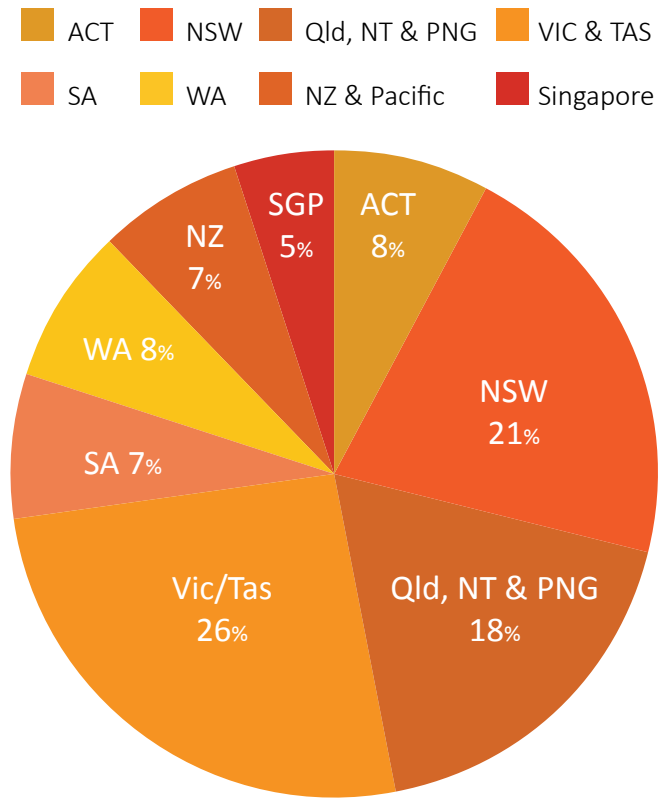
This category is designed for small organisations such as Medical Research Institutes, Government Organisations and Cooperative Research Centres, and offers a 10% discount on the Standard Individual Membership rate when 6-10 members at the same organisation pay their membership fee on a single invoice.

Each Small Organisation Member under this category has voting privileges of the Society.

Retired Membership: This category is designed for current members who have retired from the research management sector but wish to remain a part of the Society.

As at 30 June 2015, the Society had a membership base of 2123 members. The distribution of our members is summarised in Graph 1 below:

Graph 1: ARMS Membership By Chapter



The Society wishes to acknowledge the support of our corporate members for the reporting period

Australian Catholic University
 Australian National University
 Bond University
 Central Queensland University
 Charles Darwin University
 Charles Sturt University
 CSIRO
 Curtin University of Technology
 Deakin University
 Edith Cowan University
 Elsevier Australia
 Federation University
 Flinders University
 Griffith University
 James Cook University
 La Trobe University
 Macquarie University
 Massey University

Ministry of Business Innovation & Employment New Zealand
 Monash University
 Murdoch Children's Research Institute
 Murdoch University
 Nanyang Technological University
 QIMR Berghofer
 Queensland Health
 Queensland University of Technology
 RMIT University
 Singapore Health Services Pte Ltd
 Southern Cross University
 Telethon Institute for Child Health Research
 The Sydney Children's Hospitals Network
 Thomson Reuters
 University of Adelaide

University of Auckland
 University of Canberra
 University of Melbourne
 University of New South Wales
 University of Newcastle
 University of Otago
 University of Queensland
 University of South Australia
 University of Southern Queensland
 University of Sydney
 University of Tasmania
 University of Technology Sydney
 University of the Sunshine Coast
 University of Western Australia
 University of Wollongong
 Victoria University of Wellington
 Victoria University
 Western Sydney University



Management and Structure of ARMS

ARMS is the professional society for specialists in the management and administration of research. Our membership spans Australia, New Zealand and the Pacific Islands, Papua New Guinea, and Singapore.

In June 2015, the ARMS Executive approved the establishment of a Chapter in Tasmania which will become the 9th Chapter in the ARMS community. The Tasmanian ARMS members are to be congratulated on their commitment and energy for advocating this new initiative. Operations of the Victorian Chapter will not be affected with this change in structure.

The membership of the Society draws from various areas of the research management community, including universities, research institutes, government departments and private organisations.

ARMS is an incorporated association formed in 1999. It is a non-profit organisation governed by an approved ARMS Constitution and operationalised by a set of by-laws.

Appointment of Office Bearers and Committee Members (ARMS Executive)

The Executive is the governing body of the Society and it controls and directs the affairs of the Society, including its committees and publications. The Executive determines the Society's promotions, policies, and strategic planning, and it evaluates the Society's progress towards achieving its mission and goals. The Executive has statutory responsibility for all ARMS activities throughout the Society.

The Executive currently includes five office bearers - President, President-Elect, and Immediate Past President, who are all appointed on a one-year term, and Secretary and Treasurer, who are appointed on a two-year term. The Executive also includes four general Committee Members who are appointed on two-year terms. The President of the Society is the Chair of the Executive.

At the ARMS AGM held on 18 September 2014, the following amendments to the Presidential roles were approved:

- The term of the **President** was extended to two years and the role of **Immediate Past President** was phased out. Accordingly, a **President-Elect** will be elected the year before becoming **President**, then take a two year Presidential term but have no term as **Immediate Past President**; and
- In those years where there is no **President-Elect**, a **Deputy President** be appointed by the Executive from the non-office-bearing members of the Executive. The role of **Deputy President** is to stand in for the **President** when he or she is absent. Clause 7.2(e) of the amended constitution outlines the transition from the current arrangements.

The Committee endorsed that these amendments would take effect for future **President-Elect** appointments from 2014/2015 onwards.

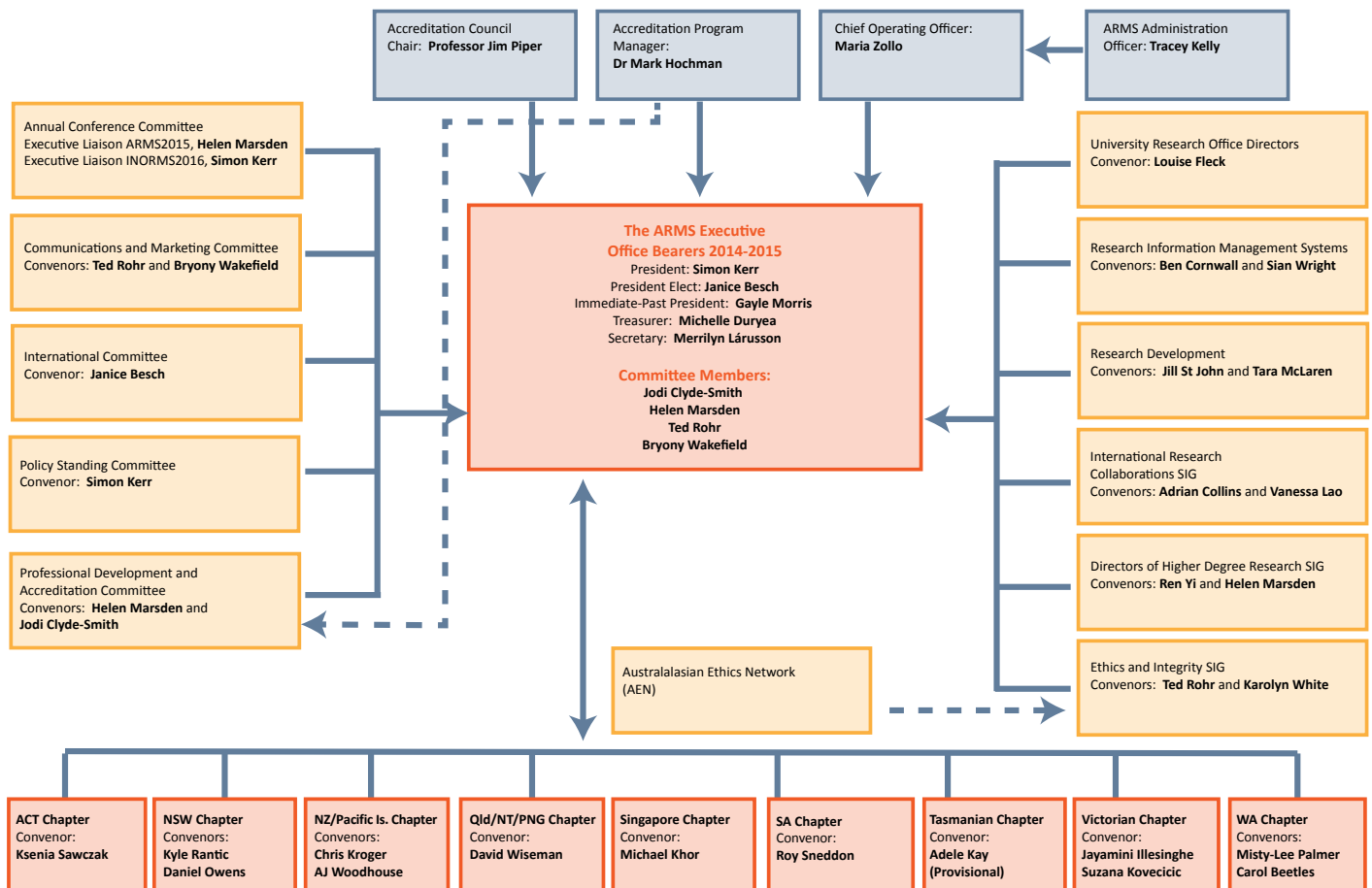
Induction

All new office bearers and committee members meet with the **President** and the **ARMS Chief Operating Officer** to be briefed about their role and their responsibilities within the context of the strategic direction of the Society. Each new member is given an **Induction Handbook** which includes an overview of the operations of the Society, its governance structure and policies.

Organisation

To further its mission, ARMS is organised into **Chapters**, **Standing Committees** and **Special Interest Groups** which may change over time, subject to the needs of the Society and the approval of the Executive. These structural groupings report to the Executive and are directed by the strategic goals and operational principles outlined in the **ARMS 2020 Strategic Plan**.

Organisational Chart of ARMS 2014/2015







ARMS Strategic Plan

The rapid professionalisation of ARMS is necessary if ARMS is to achieve its strategic objectives, but also creates new challenges. The Executive is very aware that as ARMS grows, we need to evolve from a mostly volunteer society to a more complex mixed model, one with a high functioning professional office with a management and operational function, and one that strongly supports the volunteer roles upon which the society depends. The Executive will be undertaking a governance review in November 2015. Members will be consulted and updated on progress.

Our Mission

ARMS is an international organisation dedicated to:

- The professional development of research managers and research administrators; and
- The promotion of the profession of research management; and
- the enhancement of the research enterprise.

The Society shall fulfil its mission through:

- The establishment of a strong and effective professional network of research managers; and

- research administrators at all levels and based on a variety of settings through personal relationships, presentations, formal and informal meetings and publications;
- The development and promotion of professional standards for research management and research administrations in the region consistent with international best practice; and
- The improvement of the interface between research and its management; and
- Such other activities as the membership shall adopt.

Our values

- A stronger, vibrant research sector in the region;
- High standards of research governance, including the protection of integrity and ethics of research; and
- The profession of research management as integral to the research endeavour.

ARMS Accreditation Program

Following a successful launch in September 2013, the Foundation Level Accreditation Program continued to grow during the financial year 2014/2015. By June 30th 2015 there had been approximately 880 module registrations with 79 people completing the full requirements for accreditation as Accredited Research Managers (Foundation). The names of those achieving this distinction are listed at the conclusion of this update.

Each ARMS Chapter offered one or more modules during the reporting period. Of particular significance:

- The WA Chapter arranged delivery of all Australian based Foundation modules during July 2014 with more than 40 persons attending at least one module and approximately 150 module registrations in total. Twenty eight members from the WA Chapter went on to complete full accreditation requirements and were subsequently recognised for their achievement at a Chapter event held on the 17th of April 2015.
- The Singapore Chapter hosted module E, Understanding Research and Researchers, during their inaugural Chapter event in November, 2014, with 48 persons attending. The New Zealand Chapter hosted their first Foundation Level modules during December 2014, comprising module B: National Research and Innovation System in New Zealand and Module H, Pre-award Grants Processes.

By the end of June 2015, the ARMS Accreditation Council was in the process of reviewing eight of the existing Australian Foundation Level modules: Module C: Legislation as it affects Research in Australia; Module F: Research Ethics; Module G: Research Integrity; Module I: Post-Award Processes and Module J: Research Data and Analytics. The Council is currently reviewing Module A: The National Research and Innovation System in Australia; Module E: Understanding Research and Researchers and Module H: Pre-award Grants Processes. The Council is also overseeing the development of two Singapore specific modules, K (An Overview of the Singapore National Research and Innovation System) and L (Legislation as it applies to Research in Singapore). These will be presented for the first time at the ARMS 2015 Annual Conference in Singapore.

A major outcome during the reporting period has been the acceptance of a model for the Professional Level Accreditation Program. The development of the Program was approved by the ARMS Executive at its meeting of September 2014 with a discussion paper circulated to all members for input during March/April 2015. The model has benefited from the input of an ARMS Member Reference Group comprising experienced research managers, mid-career research managers and representatives from Australia and New Zealand and the medical research fraternity. The ARMS Professional Development and Accreditation Committee has overseen development of the model in conjunction with the Accreditation Council and the ARMS Executive.

The Professional Level Program will be launched in September 2015 and contain a core residential program looking at leadership and management skills applied in research management settings, several electives containing advanced knowledge in specific research management topics and a workplace based assignment. The program will be supplemented by individual mentorship of candidates and group learning via monthly moderated teleconferences. It promises to be a very exciting and relevant program for mid-senior research management personnel.

It must be acknowledged that the Accreditation Program relies on the collegial spirit of many high quality and willing ARMS members, including those serving on the Accreditation Council and other related committees, ARMS Training Fellows who deliver Foundation modules throughout the ARMS constituency, case study assessors, module reviewers and the Professional Accreditation Reference Group.

ARMS Accreditation Council

The Accreditation Council plays an important role in the accreditation process, overseeing quality standards of module content and delivery agents and providing a measure of independence from the ARMS Executive over accreditation recommendations.

Membership of the Council for 2014/2015 period is as follows:



Professor Jim Piper, retired DVCR, Macquarie University (Chair)

A person who served in the position of Pro or Deputy Vice Chancellor Research



Professor Tony Peacock, CEO, CRC Association (Deputy Chair)

A member from a key Australian Agency involved in the research and innovation system.



Dr Laura Dan, Australian Research Council

A Member from a key Australian Agency involved in the research and innovation system.



Dr Lesley Middleton, Victoria University of Wellington

A member drawn from key New Zealand agencies involved in research and innovation.



Mr Marcus Engeman, Queensland Children's Medical Research Institute

A member who has served in the position of General Manager/Chief Operating Officer of an independent Medical Research Institute.



Dr Gayle Morris, Flinders University

ARMS Executive Delegate



Dr Campbell Thomson, University of Western Australia

A Person who served in the position of Director of a University Research Office.



Dr Peter Lilly, Minerals Research Institute, WA

A Person who has served in the role of Industry and represents a broader industry stakeholder group.



Dr Mark Hochman, ARMS Accreditation Program Manager (ex-officio role)



Ms Maria Zollo, ARMS Chief Operating Officer (Executive Officer to the Accreditation Council)

The ARMS Executive approved the appointment of an additional member to serve in the role of Industry Representative. Dr Peter Lilly Chairman of the Mineral Mining Institute, WA was appointed and will take up this role officially from 1 July 2015.

Key achievements for the Accreditation Council during the reporting period include:

- Approval for the development of two Singapore specific modules for delivery at the ARMS Conference in Singapore in September 2015.
- Input into the development of the Professional Level Accreditation Program framework, to be launched in September 2015.

- Approval of an Accreditation Policy and Procedures Manual.
- Establishment of a review process for all current Body of Knowledge course materials for the Foundation Level Accreditation Program.
- Review of the Terms of Reference for the Council, subsequently endorsed by the ARMS Executive at its meeting of 20 March 2015.
- Approval in June to further expand the existing pool of ARMS Training Fellows.

The Society acknowledges the work of all members of the Accreditation Council for their time and willingness to engage with the key issues. The involvement of these recognised research management leaders has played a critical part in the smooth operation of the Program in 2014/2015.

ARMS Training Fellows

ARMS Training Fellow is a title given to an individual recognised by the Accreditation Council as having the knowledge and skills to present module material for the Foundation Level Accreditation Program. Training Fellows for the reporting period were:

Name	Region	Organisation	Authorised to deliver
Dr Paul Wong	ACT	Australian National University	Module J: Research Data and Analytics
Dr Danielle Greenwood	New Zealand	University of Auckland	Module H: Pre-Award Grants Processes
Dr Chris Kroger	New Zealand	GNS Sciences	Module B: National Research and Innovation System in New Zealand Module D: Legislation as it Affects Research in New Zealand
Dr Greg Pringle	New Zealand	Research and Development Management Pty Ltd (RaDMAN)	Module B: National Research and Innovation System in New Zealand Module E: Understanding Research and Researchers Module F: Research Ethics Module G: Research Integrity
Ms Janice Besch	NSW	Western Sydney University	Module A: National Research and Innovation System in Australia
Mr Warwick Dawson	NSW	University of New South Wales	Module A: National Research and Innovation System in Australia Module H: Pre-Award Grants Processes
Dr Ted Rohr	NSW	University of New South Wales	Module F: Research Ethics Module G: Research Integrity
Ms Nicole Shively	Queensland	The University of Queensland	Module H: Pre-Award Grants Processes and Module I: Post Award Processes
Dr Amberyn Thomas	Queensland	The University of Queensland	Module J: Research Data and Analytics

Name	Region	Organisation	Authorised to deliver
Mr Simon Brennan	South Australia	University of Adelaide	<p>Module A: National Research and Innovation System in Australia</p> <p>Module E: Understanding Research and Researchers</p> <p>Module G: Research Integrity</p> <p>Module H: Pre-Award Grants Processes</p> <p>Module I: Post Award Processes</p> <p>Module J: Research Data and Analytics</p>
Ms Karen Burke	South Australia	University of Adelaide	<p>Module A: National Research and Innovation Systems in Australia</p> <p>Module E: Understanding Research and Researchers</p> <p>Module H: Pre-Award Grants Processes</p> <p>Module I: Post Award Processes</p>
Professor Drew Dawson	South Australia	University of Southern Queensland (based in SA)	<p>Module E: Understanding Research and Researchers</p>
Ms Kathy Heinze	South Australia	CSIRO	<p>Module I: Post Award Processes</p>
Dr Mark Hochman	Tasmania	University of Tasmania and ARMS Accreditation Program Manager	<p>Module A: National Research and Innovation System in Australia</p> <p>Module C: Legislation as it Affects Research in Australia</p> <p>Module G: Research Integrity</p>
Dr Daniel Barr	Victoria	University of Melbourne	<p>Module E: Understanding Research and Researchers</p> <p>Module F: Research Ethics</p> <p>Module G: Research Integrity</p>
Ms Megan Fincher	Victoria	CSIRO	<p>Module C: Legislation as it Affects Research in Australia</p>

Name	Region	Organisation	Authorised to deliver
Ms Tania Tambiah	Victoria	RMIT University	Module E: Understanding Research and Researchers Module H: Pre-Award Grants Processes
Dr Paul Taylor	Victoria	Melbourne University	Module E: Understanding Research and Researchers Module F: Research Ethics Module G: Research Integrity
Dr Celia Torres-Villanueva	Victoria	University of Melbourne	Module I: Post Award Processes
Mr Floris van der Leest	Victoria	Victoria University	Module E: Understanding Research and Researchers; Module G: Research Integrity Module J: Research Data and Analytics
Dr Bryony Wakefield	Victoria	University of Melbourne	Module H: Pre-Award Grants Processes
Ms Michelle Duryea	WA	Edith Cowan University	Module A: National Research and Innovation System in Australia Module J: Research Data and Analytics
Dr Marc Fellman	WA	University of Notre Dame	Module G: Research Integrity (co-presenter)

The Accreditation Council approved a call for additional ARMS Training Fellows to expand the existing pool. **New appointments** listed below will commence their term from September 2015.

Name	Region	Organisation	Authorised to deliver
Mr Ian McMahon	ACT	Consultant	Module A: National Research and Innovation System in Australia
Mr Alan Hales	NSW	University of Newcastle	Module F: Research Ethics Module G: Research Integrity
Dr Yordanka Krastev	NSW	University of Technology Sydney	Module F: Research Ethics Module G: Research Integrity
Mr Alan Melrose	NSW	UNSW	Module C: Legislation as it Affects Research in Australia

Name	Region	Organisation	Authorised to deliver
Mr Grahame Pearson	NSW	The University of Sydney	Module E: Understanding Research and Researchers Module J: Research Data and Analytics
Dr Tracey Swift	NZ	University of Auckland	Module B: National Research and Innovation System in New Zealand Module D: Legislation as it Affects Research in New Zealand Module H: Pre-Award Grants Processes Module I: Post Award Processes
Ms Amanda Jane (AJ) Woodhouse	NZ	University of Otago	Module B: National Research and Innovation System in New Zealand (co-presenter) Module D: Legislation as it Affects Research in New Zealand (co-presenter) Module E: Understanding Research and Researchers Module H: Pre-Award Grants Processes Module I: Post Award Processes
Mr David Wiseman	QLD	Queensland University of Technology	Module A: National Research and Innovation System in Australia Module E: Understanding Research and Researchers Module H: Pre-Award Grants Processes
Dr Marina Delpin	SA	Flinders University	Module A: National Research and Innovation System in Australia (co-presenter) Module E: Understanding Research and Researchers Module F: Research Ethics (co-presenter) Module G: Research Integrity (co-presenter)
Mr Steve Oswald	SA	Flinders University	Module I: Post Award Processes
Ms Pamela Smith	SA	Flinders University	Module E: Understanding Research and Researchers (co-presenter) Module H: Pre-Award Grants Processes

Name	Region	Organisation	Authorised to deliver
Mr Roy Sneddon	SA	University of Adelaide/ Freelance RAO	Module C: Legislation as it Affects Research in Australia
Ms Tricia Huang	SING	National Medical Research Council, Ministry of Health, Singapore	Module K: National Research and Innovation System in Singapore Module L: Legislation as it Affects Research in Singapore
Ms Adele Kay	TAS	University of Tasmania	Module F: Research Ethics Module G: Research Integrity
Dr Liz Barbour	WA	The University of Western Australia	Module A: National Research and Innovation System in Australia Module E: Understanding Research and Researchers Module H: Pre-Award Grants Processes
Dr Mark Dixon	WA	The University of Western Australia	Module A: Legislation as it Affects Research in Australia Module F: Research Ethics Module G: Research Integrity
Professor Margaret Jones	WA	Edith Cowan University	Module E: Understanding Research and Researchers Module H: Pre-Award Grant Processes



WA Chapter Graduation Ceremony on 17 April 2015 with graduates of the Foundation Level Accreditation Program

Accredited Research Managers (Foundation) – ARMF

During the period, 35 ARMS members successfully completed the Foundation Level Accreditation Program to the satisfaction of the Accreditation Council. The graduates are detailed below. This brings the total number of ARMFs for the reporting period to 79.

2015 ARMF Cohort

Name	Organisation	Name	Organisation
Lihong Kong	Australian Catholic University	Ashley Schoof	Telethon Kids
Angela McKeegan	Australian National University	Leanne Scott	Telethon Kids
Wayne Robertson	CSIRO	Nakia Bolt	University of New South Wales
Khyati Ananthram	Curtin University	Heather Clarke	University of Notre Dame
Tanya Chambers	Curtin University	Hayley Coppinger	University of Notre Dame
Carly Fleming	Curtin University	Natalie Giles	University of Notre Dame
Grace Lamont	Curtin University	Margaret Jones	University of Notre Dame
Shuie Liu	Curtin University	Lorraine Mayhew	University of Notre Dame
Anne Brocklebank Proud	Deakin University	Denise McLinden	University of Notre Dame
Joyce De Lucia	Edith Cowan University	Karen Dalby	University of Western Australia
Lorraine Dunbar	Edith Cowan University	Amanda Cleaver	University of Western Australia
Sharon Middleton	Edith Cowan University	Jennifer Grant	University of Western Australia
Sallyann Webster	Edith Cowan University	Caixia Li	University of Western Australia
Ruolan Lan	Macquarie University	Maruf Razzaq	University of Western Australia
Naomi Arbon	Murdoch University	Andrea Tongue	University of Western Australia
Adrian Cheng	Murdoch University	Louise Wedlock	University of Western Australia
Kiloshni Hahn	Murdoch University	Amanda Elliot	Western Sydney University
Suzanne Ryan	Queensland Health (Nambour General Hospital, Sunshine Coast Hospital & Health Services (SCHHS))		





Chapter Highlights

ACT Chapter

The ACT Chapter has a firm commitment to addressing important issues relating to the current Australian research agenda, while at the same time delivering programs that are of direct relevance to research administrators and researchers. The Chapter hosted three events in 2014/2015: Measuring the Value of ERA; The Nuts and Bolts of Research Administration; and Out of the Comfort Zone: Seeking Alternative Sources of Funding. Due to its location, the ACT Chapter was able to secure high profile speakers, including Professor Aidan Byrne (CEO, ARC) and Prof Tony Peacock (CEO, CRCA).

New South Wales Chapter

In April and May 2015, the NSW Chapter committee held an expression of interest for new committee members and has welcomed aboard from 1 July: George Carayannopoulos, Debbie Docherty, Amanda Elliott, Ross Hill and Boris Sarcevic. The new committee met at UTS in late June and plans are underway for events and workshops for the second half of the year, including a professional development workshop on Defence Trade Controls, provision of two accreditation modules in August, and a guest speaker event for the end of the year.



ACT Chapter meeting (L-R. Helen Marsden, Shubhra Roy, Mary Gray, Ksenia Sawczak and David Lewis)

The Chapter also farewelled four committee members: Gary Long, Elianne Renaud, Erin Semon and Casey Windrum. We thank them for their tremendous efforts and input into the committee and its work.

The NSW Chapter held a range of successful events during the 2014/2015 reporting period. One key event occurred on 31 July and 1 August 2014, combining accreditation modules and professional development workshops. The first day involved the presentation of Module A: National Research and Innovation System in Australia by Ms Janice Besch, and Module G: Research Integrity by Dr Ted Rohr. The second day offered two half-day workshops, attended by 50 participants. The first workshop was on *Understanding contracts: Reading, Interpreting, and Identifying Risks in Research Contracts and Agreements*, with hands-on input from Mr Warwick Dawson, Ms Ann-Marie Heinrich, Ms Anita Kelly and Mr Geoff Shelley, as participants worked through a range of issues around reading and understanding contracts. The second workshop covered *Grant development: Helping Academics to Produce Strategic Grant Applications*, with expert advice from Ms Merrilee Robb, Dr Andrew Black and Emeritus Professor Mark Wainwright.

Another well-received event for the year was *Governance Approval for an Investigator-Initiated Clinical Trial: a Scenario-Based Workshop*, held on 23 April 2015. Attendees heard from Dr Gordon McGurk, of the NHMRC, about the changing landscape for clinical trials in Australia. They then spent the morning working through a real-life scenario that illustrated a host of difficulties that can occur in preparing for a clinical trial.

New Zealand/Pacific Islands Chapter

The New Zealand and Pacific Chapter rolled out the Foundation Level Accreditation Program with two modules presented in December 2014 at Unitec in Auckland: The New Zealand specific Module C: Legislation as it affects Research and Module H: Pre-Award Grants Processes. The module presentation was aligned with the annual face to face meeting of the Chapter. Two of the Executive Committee, the President, Dr Simon Kerr and President- Elect, Dr Janice Besch attended the meeting in Auckland. The Chapter Co-Convenor, Dr Chris Kroger, was invited to present on ARMS at the Annual University Research Offices New Zealand Conference, and to the University of Auckland Research Office. At ARMS 2014 in Canberra, the Chapter met for a relaxed member breakfast to support networking among New



Out of the Comfort Zone: Seeking Alternative Sources of Funding event speakers (L-R) John Campbell (Professor, UC), Alison Verhoeven (CEO, Australian Healthcare and Hospital Association), Jock Gavel (UC, Dep Director, Advancement), Dejan Stojanovic (Postdoctoral Fellow, Fenner School of Environment and Society, ANU).

Zealand members. The Chapter submitted a bid to host the 2017 ARMS conference, proposing Wellington, New Zealand as its location.

Queensland/NT/PNG Chapter

The ARMS QLD/NT/PNG Chapter enjoyed a successful one day workshop on 30 June 2015 themed "Best Practice Support for the Multidextrous Academic".

Speakers included the Assistant Director General of Science within Queensland Government discussing 'Building a vibrant research sector in the region' and Professor Patsy Yates - a leading cancer/palliative care researcher presenting her 'Reflections of a Multidextrous academic'. There were presentations on 'Engaging with Government' and 'Tools and Practices to support the Multidextrous academic' focusing on data management and metrics.

Six breakout sessions were held covering both distinct work areas - ethics & integrity, HDR support and major grant rounds debrief; alongside discipline specific breakouts for HASS, Health & Medical and Science & Engineering.

From 61 registrants, 32 returned feedback forms with 100% providing a response of Strongly Agree/Agree to the statement "My overall experience at the workshop was great, and I would recommend similar events to colleagues" and 94% providing a response of Extremely Useful/Very Useful to the question "How useful was the content of presentations to your job role". So overall a very positive day – thank you to all who attended!

Singapore Chapter

The major highlight for the Singapore Chapter was the event "Empowering Research Administrators for Excellence" held on 21 November 2014. The event consisted of two components, a Research Administration Conference in the morning and ARMS Accreditation Module E: Understanding Research and Researchers in the afternoon. Over 90 ARMS members in Singapore and representatives from research



organisations and funding agencies attended the event. At the conference, the Chapter Convenor Professor Michael Khor and Ms Maria Zollo, Chief Operating Officer of ARMS introduced ARMS and the ARMS Singapore Chapter to the audience. Guest speakers from various organisations shared their experience and insights on research administration. There were presentations on the latest intelligent tools to empower research administrators in their daily work and an interesting and interactive Discussion Forum “**Research Administration Excellence**” where the audience and panel members discussed and exchanged ideas on a variety of issues relevant to research administration excellence.

The Chapter also organised a Beer & Pizza get-together on 23 April 2015. Representatives from Elsevier, Nanyang Technological University, National Institute of Education, Singapore Health Services Pte Ltd, Thomson Reuters and Yale-NUS College enjoyed networking with fellow research administrators, exchanging ideas on research administration, making plans for the Chapter activities in 2015 and formulating action plans for the ARMS Conference 2015.

South Australia Chapter

The South Australian Chapter is strongly supported by our corporate members; University of Adelaide, University of South Australia, Flinders University and CSIRO; with individual members representing much of the profession in the State. The SA Chapter Committee meets every two months, and aims to provide a range of professional and social activity for Chapter members. Over the past year the Chapter has hosted two networking and social events, three accreditation training days and a combined AGM and social event. The chapter also co-hosted a clinical trials workshop in association with AusBiotech.

Of particular note, our Bibliometrics training days exceeded capacity, with participants from interstate and overseas attending. These sessions have proven so popular that additional dates have been booked, and at time of print, have sold out. Special mention must go to Adam Finch at CSIRO for presenting these specialist information sessions.

The Chapter Committee will continue to provide our members with accreditation opportunities and networking events, seeking opportunities to partner with congruous organisations to further the ARMS outreach.

Victoria/Tasmania Chapter

The Chapter delivered two exciting professional development workshops. The first, titled “**Show me the money! Research Management & Finance**” attracted a crowd of research managers and administrators operating in the areas of grants/contract/donation funding, financial reporting, financial compliance and/or budgeting. Presenters included Jan Thomas from The University of Melbourne and Heather St John from Monash University and Jim Lewis.

The second professional development session “Use of Social Media Tools in Research and Research Administration” was held at Monash University, Caulfield Campus. It featured presentations from Jonathan O’Donnell, RMIT University;

Tseen Khoo, Lecturer in Research Education and Development at La Trobe University; Carol Saab from the Social Digital and Media Team at CSIRO; and Jennifer Bishop - Director, Content and Copy.

Western Australia Chapter

The **WA Annual General Meeting** and end-of-year networking function was held in December at the Harry Perkins Institute of Medical Research and was a great success.

The Accreditation Program was successfully run in July 2014 and resulted in 30 members becoming ARMS Accredited Research Managers. A graduation ceremony and network function was held in April to present the graduates with their certificates. The event was attended by 35 people including distinguished guests the Deputy Vice-Chancellors of Research and the Directors of the Research Office from WA Universities.

A workshop on **Social Media Tools for Research and Research Management**, presented by Dr Tamika Heiden, was held in February 2015, with 16 people in attendance. Tamika gave an overview of the benefits of social media tools being used by researchers and Research Managers. The presentation was followed by a networking event which allowed for further discussion.

A **Research Development Workshop** was held in May on recent government policy changes that affect research development and funding. The workshop was delivered by Dr Liz Barbour and Melina Wood, both from UWA. The workshop was attended by 34 people.

A **Careers in Research Management** workshop and network event held in June was attended by 37 members who learnt about the many interesting career pathways available in research management. Four speakers described their journey in research management and shared some tips for survival. The speakers were:

- **Emma Croager** – Education and Research Services Manager at Cancer Council WA.
- **Shelda Debowski** – Senior Consultant, Higher Education
- **Dr Cherie van Wensveen** – Technology Development Manager for Hatch
- **Professor Margaret Jones** – Director of the Office of Research & Innovation at Edith Cowan University.



ARMS member Julie Ward (far left) and Bryony Wakefield (far right) at the NCURA meeting



Standing Committee Highlights

International Committee

The International Committee develops strategies and implement initiatives to increase the international presence of ARMS and raise awareness of international professional development and collaboration opportunities for ARMS members.

Members of the International Committee during the 2014/2015 reporting period were:

- Janice Besch, Managing Director, National Institute of Complementary Medicine, (Co-Convenor, 2015).
- Dr Simon Kerr, Manager, Research and Industry, Faculty of Science, University of Melbourne, (Co-Convenor).
- Sianna Panagiotopoulos, Manager, Office for Research, Austin Life Sciences.
- Ian McMahon, Research Management Consultant, Canberra.
- Caroline Pratt, Research Manager, The Bio-Protection Research Centre, Lincoln University.
- Professor Moira Clay, Principal, Moira Clay Consulting.
- Vanessa Lao, Manager, Strategic Partnerships, Griffith University.

- Julie Ward, International Research Manager, Research Partnerships Unit, UNSW Australia.

- Adrian Collins, University of Melbourne.

The International Committee commenced 2015 with a face-to-face meeting in February in Melbourne and has subsequently met monthly via teleconference throughout the year.

Priorities identified and progressed by the Committee include a proposal:

- Jointly with the International Collaborations Special Interest Group, for a think tank with government and country representatives addressing the barriers to, and ways forward, for research across national boundaries; and
- For joint Fellowships with the US research management peak body, the National Collaboration of University Research Administrators (NCURA). Ratified by the ARMS Executive, this initiative will be announced as part of a suite of international professional development opportunities for ARMS members in the 2015-2016 year. We are grateful to the proactivity of Julie Ward on this front.

The International Committee is the primary representative for ARMS on the International Network of Research Management Societies (INORMS). Together, INORMS represents a global membership of approximately 20,000 people and 250 organisations. The INORMS Working Group has representatives from the major organisations, of which ARMS is one. As our membership spans three

countries – Australia, New Zealand and Singapore – ARMS is perhaps the most international of all research management associations amongst the group. Through the Group, the International Committee became aware of the size, scale and activities of all known associations internationally and this information is being progressively shared through the ARMS Newsletter. A more focussed survey on professional development opportunities across associations is now in its planning phase, with a view to identifying touchstones for international collaboration on this front.

Marketing and Communications Committee

The Marketing and Communications Committee is responsible for the promotion and reputation of ARMS through quality and professional communications. Members of the **Marketing and Communications Committee** during the 2014/2015 reporting period were:

- Dr Ted Rohr, Director, Research Ethics & Compliance Support, Division of Research, The University of New South Wales (**Co-Convenor**).
- Dr Bryony Wakefield, Director, Research Unit, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne (**Co-Convenor**).
- Trina Robbie, Research Development & Communications Officer, Research Support Office, QUT Business School, Queensland University of Technology.
- Barbara Slattery, Senior Information Management Coordinator, Research Unit, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne.
- Stacey Williams, Research Grants Officer, Research Branch, The University of Adelaide.
- Dr Tamika Heiden, Principal, Knowledge Translation Australia.
- Alexandra Bell, Communications and Training Officer, Grants Management Office, University of New South Wales.
- Justin Manzano, Senior Research Contracts Officer, Research Office, Latrobe University.

The Committee commenced 2015 with a planning meeting at UNSW in Sydney in January where it was decided to divide Committee activities into two operational streams: the **Social Media Sub-group** and the **Marketing Material Production Sub-group**. The Marketing Material Production Sub-group then met at the end of January at the University of Melbourne to structure its activities. The Social Media Sub-group identified the main media of interest as Facebook, LinkedIn and Twitter and assigned responsibilities for each of these media to re-build and promote among ARMS members.

The Committee has worked closely with the ARMS Executive Office on key ARMS initiatives, including:

- Enhancing the content and look of the monthly e-newsletter;
- Increasing social media presence, with more prolific use of LinkedIn, Facebook and Twitter;
- Reviewing marketing collateral to foster the profile of the Society; and
- Promoting the regular dissemination of information about the Society in news releases and other media.

Many of these initiatives will continue to be developed over the coming year.

The most significant body of work for the Committee this year, however, was the ARMS Web Platform Project. As identified by the ARMS Executive the Society's website and management system required a significant overhaul. The Marketing and Communications Committee developed a project specification brief on behalf of the Executive which went for tender. A working party consisting of a selection of members of the Executive and the Marketing and Communications Committee interviewed two short-listed tenderers and the ARMS Executive approved the appointment of the successful company, Eyedea, to carry out the project for implementation by end of August 2015.

A Web Platform Project Working Party was established to help the Committee to review content of the current website, re-write to suit the new website, and to conduct user testing. Members of the Working Party include:

- Alexandra Bell - Communications and Training Officer, UNSW
- Adele Kay - Research Integrity Coordinator, University of Tasmania
- Merrilyn Lárusson - Project Officer, CSIRO
- Suzanne Ryan - A/CNC - Research, Sunshine Coast Hospital and Health Service, Nambour
- Stephan Waibel - Senior Projects Officer, University of Technology, Sydney
- Lyndsey Wright - Contract Research and Education Manager, Bushfire and Natural Hazards CRC, Melbourne.

Beta testing of the system will commence in late July with plans to unveil the new website, logo and user management system at the ARMS 2015 Conference in Singapore.

Policy Standing Committee

The Policy Standing Committee is responsible for developing and implementing policy and advocacy strategies to ensure ARMS remains the peak body for the profession in the region. The Committee also coordinates the ARMS response to relevant government

policy documents and reviews; and contributes to annual peak body activities such as the ARC/NHMRC Research Administrators Seminar and the University Research Office New Zealand (URONZ) meeting.

The Policy Standing Committee comprises the President, Dr Simon Kerr, President-Elect, Ms Janice Besch and Immediate Past President, Dr Gayle Morris. Subject specialists are co-opted as required.

The Committee coordinated the ARMS submission to the Senate Economics Reference Committee (SERC) in relation to the Inquiry into the Australian Innovation System which was submitted on the 31st of July 2014. The Society has since been invited to attend a hearing on the Inquiry in Melbourne on the 3rd of August 2015.

The Policy Standing Committee also coordinated two round table sessions at the 2014 ARC/NHMRC Research Administrator's Seminar in Canberra. Input was sourced from the University Research Director's Special Interest Group on relevant roundtable topics which were providing and managing feedback from grant rounds and managing partner organisations. The Committee wishes to thank the following round-table panellists:

- Dr Jodi Clyde-Smith, Executive Director, Research Operations (UTAS)
- Ms Daina Garklavs, Deputy Director, RSO (Griffith University)
- Mr Craig Hill, Team Leader: Applications Support (UniSA)
- Dr Anne Johnston, Grants and Communications Manager (St Vincent's Institute of Medical Research)
- Dr Simon Kerr, Faculty Research Manager (University of Melbourne)
- Mr Douglas Macnicol, Deputy Research Manager (ANU)
- Dr Daniel Owens, Director of Research (UNSW)
- Ms Nicole Shively, Deputy Director, Research Management Office (Queensland University).

The Policy Standing Committee meets monthly to scope any emerging national and international issues of significance to the profession.

Professional Development and Accreditation Committee

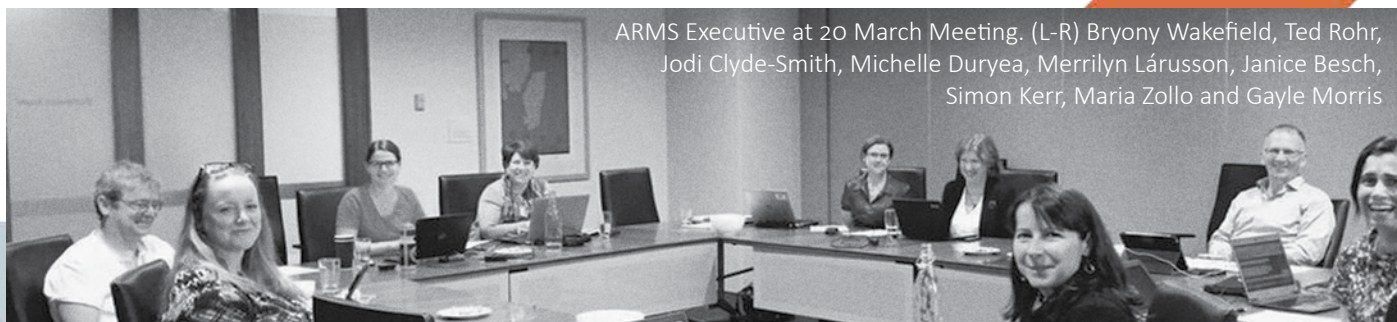
The previously named Professional Development Committee took on responsibility for formal oversight of the Society's Accreditation Program in the 2014/15 year and was renamed the Professional Development and Accreditation Committee (PDAC). In addition, the Committee is responsible for developing, promoting, and implementing quality professional development programs to serve the needs of the members, including the Society's own education and training programs and workshops as well as programs from other education and training providers. It also manages the Society's awards programs.

The members of the Committee are Dr Helen Marsden (Convenor), Dr Jodi Clyde-Smith (Deputy Convenor), Dr David Huang, Mr Damien Hughes, Dr Eric Lord and Ms Halina Oswald.

The Committee commenced 2015 with a face-to-face planning meeting in Hobart, and met via teleconference every 6-8 weeks throughout the year. The Committee had a busy year and contributed to a number of ARMS initiatives, including:

- Input into the development of the Professional Level Accreditation Program
- Oversight of the Chapter travel awards for ARMS 2015 (Singapore)
- Organisation of the Professional Development Workshop Program for the ARMS 2015 conference
- Review of applications for various ARMS awards
- Development of the proposal to facilitate publications by presenters at annual ARMS conferences

These key activities will continue to be developed in 2016 under the Convenorship of Executive Committee member Dr Jodi Clyde-Smith.



ARMS Executive at 20 March Meeting. (L-R) Bryony Wakefield, Ted Rohr, Jodi Clyde-Smith, Michelle Duryea, Merrilyn Lárusson, Janice Besch, Simon Kerr, Maria Zollo and Gayle Morris





The Research Office Directors' Special Interest Group led by Dr Louise Fleck, Macquarie University (left) met in Sydney's MLC Tower on 18 May 2015 to discuss key topics such as, Defence Trade Controls legislation, research management systems, impact, and engagement.

Special Interest Groups

Special Interest Groups (SIGs) are responsible for developing and maintaining a network of members sharing a common area of practice or application. Six SIGs operated in 2014/2015:

Ethics and Research and Integrity Special Interest Group

led by Dr Ted Rohr, University of New South Wales

University Research Office Directors Special Interest Group

led by Dr Louise Fleck, Macquarie University

Directors of Higher Degree Research Special Interest Group

led by Dr Ren Yi, Macquarie University and Dr Helen Marsden, University of Canberra

International Research Collaborations Special Interest Group

led by Dr Adrian Collins, University of Melbourne and Vanessa Lao, Griffith University

Research Development Special Interest Group

led by Dr Jill St John, University of Western Australia. Tara McLaren from the University of WA was appointed Co-Convenor of this SIG in June 2015

Research Information Management Systems Special Interest Group

led by Dr Sian Wright, Massey University and Dr Ben Cornwell, Wollongong University



Simon Kerr at Awards ceremony at ARMS 2014 conference in Canberra



ARMS Awards

The Society supports and celebrates the professional development achievements of its members through a range of awards. Award recipients for the reporting period are detailed below:

Award Recipient

Organisation

Janet Dibb-Leigh Award for Distinguished Service to Research Management

Dr Mark Hochman

University of Tasmania

ARMS Chapter Travel Awards – ACT Chapter

Miranda Allessandra
Matt Bowden
Dr Mary Gray
Angela McKeegan

University of Canberra
Australian National University
Australian National University
Australian National University

ARMS Chapter Travel Awards – NSW Chapter

Alex Bell
Stephanie Macmillan

University of New South Wales
Cancer Institute of NSW

Award Recipient

Organisation

ARMS Chapter Travel Awards – Qld/NT/PNG

Matthew Browne

University of Queensland

ARMS Chapter Travel Awards – Victoria/Tasmania

Adelene Auyong
Donna Buckingham
Selena Costa-Pinto
Nicola Pressling

The University of Melbourne
Monash University
Monash University
The University of Melbourne

ARMS Chapter Travel Awards – Western Australia

Tara McLaren
Sallyann Webster

University of Western Australia
Edith Cowan University

Recipient of the inaugural JDL Award – Dr Mark Hochman with Ms Janet Dibb-Leigh at 2014 Award Ceremony



Award Recipient

Organisation

ARMS Chapter Travel Awards – NZ/Pacific Islands

Katie Jones
Mohit Prasad

Unitec Institute of Technology, NZ
University of the South Pacific, Fiji

ARMS Chapter Travel Awards – Singapore

Mei Feng Koh
Zhou Ting

Singapore Health Services
Singapore Eye Research Institute

ARMS Chapter Travel Awards – South Australia

Marina Delpin
Alexandra Osis

Flinders University
University of South Australia

2014 INORMS Travel Award

Dr Chris Kroger

GNS Science, New Zealand

2014 Conference Poster Awards

‘Planning for Change: An Integrated, Business
Management View of the Future’

Australian Nuclear Science
and Technology Organisation,
Lucas Heights, NSW Australia

Dr Kia Wallwork, Gr Greg Storr, Dr Bruce Begg, Dr
Jamie Schulz and Dr Scott Olsen

‘Working with the Lone Wolf: What can Really
Effective Research Support in Arts look like?’

University of Tasmania

Mandy Pink and Dr Jacqueline Fox

And an honourable mention was made to -

‘Understanding the Research Journey’

Edith Cowan University

Carol Beetles, Lorraine Dunbar, Sharon Middleton,
Kylie Rudrum, Nicky Kemp, Sallyann Webster, Claire
Blankley, Kim Gifkins and Faye Walmsley

ARMS Award for Excellence in Research Management Practice (“providing quality service”).

Dr Kerrie Jackson

Australian National university



ARMS 2014 conference Welcome Reception at the Australian War Memorial in Canberra



ARMS Conference 2014 – Think, Impact and Influence, 17-19 September 2014 – www.arms2014.org.au

Location:

Date:

Theme:

Professional Conference Organiser:

No. of attendees:

Total No of speakers:

No. of sponsors:

National Convention Centre, Canberra

Wednesday 17 – Friday 19 September 2014

Think, Impact and Influence

Consec – Conference Management

503 (inc. workshop only delegates)

92 (inc. workshops)

14 (including advertising)

A major focus of the 2014 ARMS conference was to bring together research managers and Government agency representatives to discuss challenges for the research sector. ARMS 2014 introduced for the first time the concept of Stream Leaders whose role was to set the scene for a focussed set of short presentations followed by a question and answer session.

The keynote speakers for the conference were:

- Professor Warwick Anderson, CEO NHMRC
- Dr Thomas Barlow, Director, Barlow Advisory
- Professor Frank Bowden, Chief Medical Administrator, ACT Health

- Professor Mike Brooks, DVCR University of Adelaide
- Professor Aidan Byrne, CEO ARC
- Professor Ian Chubb, Australia's Chief Scientist
- Miss Kristina Dryza, Futurist, Kristina Dryza Ltd
- Professor Brian P Schmidt, 2011 Nobel Laureate, ANU
- Professor Low Teck Seng, CEO National Research Foundation, Singapore.

The conference was well received by delegates and attracted positive feedback both in terms of content and the quality of speakers.





Snapshot of Major Achievements 2014/2015

Communication – We are the voice of the profession and have actively communicated with our members to keep them better informed about the rapidly changing research and innovation sector.

- Made a submission to the Senate Economic Reference Committee (SERC) in relation to the inquiry into the Australian Innovation System.
- Released the inaugural ARMS Report to Members 2013/2014.
- Released a new look ARMS e-newsletter, Up In ARMS.

Accreditation – We provide relevant professional development programs to keep our members up-to-date on current best practice in the global context.

- Released consultation paper on Professional Level Accreditation Program.
- Called for ARMS Training Fellows to further expand the pool of individuals authorised to deliver the Foundation Level Accreditation Program.
- Announced 35 new Accredited Research Managers (ARMFs).
- 79 ARMS members received ARMS Foundation Level Accreditation to date .
- Developed 2 new Foundation Level Modules on the National Research and Innovation System and Legislation as it applies to Research in Singapore.
- Released Foundation Level Accreditation Policy Manual.
- Approved the appointment of an additional member to the Accreditation Council to serve in the role of Industry Representative.

Financial Sustainability – We are building an economically thriving Society by diversifying our financial base to enable the realisation of our purpose, mission and strategy.

- Established an Investment Working Group to recommend an investment strategy for maximising the return on ARMS financial reserves.
- Established a sponsorship working party to develop a corporate sponsorship package.
- University Office appointed as first Gold Corporate Sponsor of ARMS.

Member Benefits – We are expanding our alliances to ensure that we provide quality benefits to our diverse membership base.

- Established a formal strategic alliance with the Australasian Ethics Network (AEN).
- Progressed discussions regarding a formal strategic alliance with the Australasian Research Training Network (ARTN).
- Launched the Tasmania Chapter of ARMS.
- Launched new website and user management project including appointment of web platform working party.

Acknowledging our Members – We celebrate the achievements of our members by offering prestigious prizes and awards.

- Announced inaugural ARMS Janet Dibb-Leigh Award for distinguished Service to Research Management.
- Awarded 19 ARMS Chapter Travel Awards.
- Awarded an INORMS 2014 Travel Award.
- Awarded an ARMS Award for Excellence in Research Management Practice.



2014 AEN conference organising committee: Dr Karolyn White (MQ), Dr Jane Hobson (UWS), Dr Margaret Faedo (USyd), Dr Yordanka Krastev (UTS), Dr Ted Rohr (UNSW) and Dr Susanna Gorman (ACU)



Strategic Partnerships

ARMS Collaborates with the Australasian Ethics Network

The Australasian Ethics Network (AEN) is a professional network of members and administrators and researchers from human research ethics committees or involved in human research. The AEN started as a network of NSW Human Research Ethics Committee Chairs and administrators in 1994 and has since evolved into a strong network with a broad audience and geographic coverage. AEN conferences in recent years have attracted 300 plus attendees and are now a regular and well-established event.

The relationship between ARMS and the AEN has been growing steadily and has resulted in an agreement on operating principles in January 2015. The AEN does not have its own legal structure and now operates as a stream of the ARMS Ethics & Research Integrity Special Interest Group (SIG). This collaboration with ARMS provides the AEN with a governance structure and operating support beyond the capabilities of a sole network. The AEN Advisory Group steers the activities of the AEN and works with the ARMS Executive and the SIG. The functionalities of the new ARMS web platform will open exciting opportunities for AEN members to communicate with each other. The next AEN Conference is expected to be held in Adelaide in late 2016.

The AEN2014 Conference Organising Committee: Dr Karolyn White (MQ), Dr Jane Hobson (UWS), Dr Margaret Faedo (USyd), Dr Yordanka Krastev (UTS), Dr Ted Rohr (UNSW) and Dr Susanna Gorman (ACU).

ARMS Collaborates with the Australasian Research Training Network

The Executive gave provisional approval in June 2015 for an alliance with the new Australasian Research Training Network (ARTN). The formation of the ARTN and the agreement with ARMS is the culmination of discussions following a survey of senior higher degree research administrators at each member institution of the Australian Council of Graduate Research (ACGR – previously DDoGs).

The functions of the ARTN are to:

- Provide a forum for discussion of research training issues and the administration of research training throughout Australasia;
- Provide opportunities for professional development, networking and peer support;
- Support the coordination of regional and international conferences relevant to the needs of its members;
- Provide an avenue for the publication and distribution of relevant professional material including occasional papers;
- Participate in appropriate local and regional activities; and,
- Make recommendations for strategies that support the operation of research training administration.





Promotion of the INORMS 2016 Conference at the ARMA, UK Meeting in Brighton, June 2015

Expanding our International Networks

ARMS is a member of INORMS, a network formed in 2001 to bring together research management societies and associations from across the globe. Its purpose is to enable interactions, sharing of good practice, and joint activities between the member societies, to the benefit of their respective members.

Membership of INORMS Comprises:

- Association of Research Managers and Administrators (ARMA, UK)
- Canadian Association of Research Administrators (CARA)
- Danish Association for Research Managers and Administrators (DARMA)
- European Association of Research Managers and Administrators (EARMA)
- National Council of University Research Administrators (NCURA)
- Southern Africa Research and Innovation Management Association (SARIMA)
- Society of Research Administrators International (SRAI)
- West African Research and Innovation Management Association (WARIMA)

- Association of Commonwealth Universities (ACU)
- PraxisUnico, United Kingdom

Each society has its own distinct remit, constitution, membership and geographical base.

The objectives of INORMS are:

- to internationalise the body of knowledge on research management
- to exchange best practice
- to develop international approaches to supporting the research enterprise.





Our Finances



Building on the success of my inaugural year in this role, we are continuing to improve the sophistication of our financial management processes and associated reporting. There is an unavoidable learning curve in any new role however, as ARMS Treasurer, it seems like the learning never stops, particularly as ARMS continues to grow and expand the breadth of its activities throughout the region!

ARMS operations are largely funded from membership fees and any profits arising from the annual conferences – this currently includes our flagship ARMS conference as well as the Australasian Ethics Network (AEN) conference facilitated by our Ethics and Integrity Special Interest Group, both which saw increased profits in this financial year.

Any income we generate is then reinvested into key strategic priorities to progress the aims and objectives of the Society and for the benefit of members.

A major initiative, in this regards, has been the establishment and ongoing development of the ARMS Accreditation Program. This financial year has seen an over \$30k profit for the Society from this program, which is \$8k improvement on the previous financial year. It's great that we are starting to recoup our initial investment outlay in this program.

There have also been other costs incurred associated with the development of the Professional Level program that are reflected in the increased costs incurred by the Professional Development and Accreditation Program Committee.

We also increased our investment in our Marketing and Communications Committee which progressed a number of significant initiatives this year, including the rebranding of our logo and establishment of our new and improved website.

In order to support these and other new initiatives, we established an Administrative Officer position in our Executive Office and, given we now have two staff members, also created a budget for professional development costs in support of our valuable team.

Michelle Duryea
ARMS Treasurer

Australasian Research Management Society Inc.

Detailed Profit and Loss Statement for the Year Ended 30 June 2015

Information for Members on the 2015 Financial Statements

	2015	2014
	\$	\$
INCOME		
Membership revenue	141,660	229,128
Conference revenue	610,722	644,297
NSW Chapter revenue	5,565	9,168
Accreditation income	96,574	110,224
Sponsorship	37,085	37,364
SA Chapter revenue	471	-
ACT Chapter revenue	-	2,538
Qld Chapter revenue	5,638	13,818
Sundry income	25	-
Advertising revenue	1,182	2,107
Interest received	22,181	23,391
Total Income	921,103	1,072,035

EXPENDITURE - ORDINARY ACTIVITIES

Bank charges	825	2,665
Secretariat support	43,897	49,110
Audit fees	3,915	3,380
ARMS Awards	1,000	3,557
Professional Development Committee	6,496	2,166
International Committee	3,962	2,202
Marketing & Communications Committee	4,026	1,618
Bookkeeper	1,225	1,470
NZ Chapter expenses	2,548	2,463
ACT Chapter expenses	1,575	1,601
NSW Chapter expenses	1,180	10,504

Australasian Research Management Society Inc.

Detailed Profit and Loss Statement for the Year Ended 30 June 2015

Information for Members on the 2015 Financial Statements

	2015	2014
EXPENDITURE - ORDINARY ACTIVITIES (cont.)	\$	\$
Qld Chapter expenses	3,543	6,354
Vict/Tas Chapter expenses	1,179	3,787
WA Chapter expenses	2,213	3,648
SA Chapter expenses	2,785	2,653
Singapore Chapter expenses	205	162
Special interest group	955	45
Insurance	1,157	264
Legal fees	8,343	-
Strategic plan expenses	-	4,800
Executive office expenses	4,545	6,829
Executive officer	132,844	125,010
Administrative officer	31,778	-
Staff development expenses	3,412	-
ARC/NHMRC Conference	5,890	5,575
Conference expenses	393,059	499,591
Website expenses	7,557	4,561
Other expenses	545	594
Sponsorship expenses	17,278	-
Executive Committee expenses	4,061	4,479
Executive Committee meetings	21,984	30,830
Amortisation expense	2,816	-
Teleconference expense	2,112	1,235
ACT awards	909	1,000
NSW awards	909	1,029

	2015	2014
EXPENDITURE - ORDINARY ACTIVITIES (cont.)	\$	\$
Qld awards	1,818	1,718
SA awards	-	1,941
NZ awards	2,769	1,960
Vic/Tas awards	1,364	500
Singapore awards	1,909	-
WA awards	1,818	-
Total Ordinary Expenses	730,406	789,301
Profit (loss) from ordinary activities	190,697	282,734
EXPENDITURE – SPECIAL INITIATIVES		
PD Consultancy	43,200	41,867
Accreditation	23,325	46,499
Total expenses – special initiatives	66,525	88,366
Profit (loss) before income tax	124,172	194,368
Income tax expense	-	-
Profit (loss) after income tax	124,172	194,368
Retained profits at the beginning of the financial year	858,793	664,425
Retained profits at the end of the financial year	982,965	858,793

