



**ARMS 25**  
10 – 12 SEPTEMBER 2025  
PULLMAN MELBOURNE ALBERT PARK



## 2025 MELBOURNE CONFERENCE GRANT

Applications due cob 5 PM AEST 2 May 2025 [ARMSMembership@researchmanagement.org.au](mailto:ARMSMembership@researchmanagement.org.au)

### PREAMBLE:

ARMS is dedicated to advancing the professional development of all its members, placing this as its strategic priorities. Through the annual conference and support offered via this conference grant, ARMS demonstrates its strong commitment to fostering growth, expertise, and excellence in research management. These efforts not only enhance members' professional journeys but also reflect ARMS' strategic focus in broadening the scope and enriching the diversity of the membership.

The annual conference stands as the flagship event, offering opportunities to network, deepen knowledge, and connect with a wide array of peers across the research management community.

### PURPOSE OF THE 2025 MELBOURNE CONFERENCE GRANT:

The grant offers financial assistance to eligible ARMS members for attending the Melbourne Conference, scheduled from 10–12 September 2025 (<https://www.arms2025.com.au/>). Applicants must demonstrate how their attendance supports the Society's mission and aligns with the ([ARMS 2030 Strategic Priorities](#)).

Each eligible applicant will be required to specify the level of support being requested (including a justification for support) and to demonstrate how any financial shortfalls in attending the conference are likely to be covered.

### WHO IS ELIGIBLE?

To be considered for the 2025 Melbourne Conference Grant an applicant must:

1. Be a current financial member of ARMS at the time of the application, and for the duration of the grant (as an individual or part of a corporate/small corporate membership).
2. Demonstrate that your organisation supports your attendance at the ARMS Melbourne conference and will meet costs not covered by the 2025 Melbourne Conference Grant. Evidence of the support should be through a **Letter of Support or Self-Employed Statement as follows:**

*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 Grant to attend the conference; and
- Describe how attending the ARMS Melbourne 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.*

**SPECIAL NOTE:** While applicants for the 2025 Melbourne Conference Grant are not precluded from applying for any other promoted ARMS-branded conference grant for support to attend the Melbourne conference, if successful in securing one or more of these grants, the recipient will only be entitled to one (1) grant of their choosing.

### WHO IS NOT ELIGIBLE?

- Members of the ARMS Board.
- Members who have previously receive an ARMS Chapter Travel Award in the past five years.

## WHAT WILL BE COVERED?

Successful candidates may receive financial support of up to AUD\$1,000. The grant may be used to offset costs of attending the Melbourne conference, which may include the registration fee, discounted economy airfare, accommodation etc. Successful awardees are expected to travel in compliance with [ARMS' Travel Policy](#). Expenses incurred by the awardee are to be reconciled with receipts and a [reimbursement form](#) or invoice submitted to the ARMS Executive Office for reimbursement of expenses.

Applicants are encouraged to discuss and receive support of their immediate report (or Manager) to attend the conference before applying for the 2025 Melbourne Conference Grant.

Applicants will be required to provide a justification of the support being requested – see section on “How will applications be assessed?” for more information.

**NOTE:** To ensure fair and balanced funding allocation across all members, applications will first be evaluated and ranked by the selected Chapter Committee using a predefined rubric. These rankings will be consolidated and reviewed by an independent committee formed by the ARMS Board, which may adjust allocations to promote diversity in participation—considering factors like regional representation, and career stages. The ARMS Board retains the authority to amend the committee’s recommendations if needed.

## HOW WILL APPLICATIONS BE ASSESSED?

Eligible applicants should complete the application template and to address the following **criteria**:

1. **Professional Experience and Career History:** Summarise your roles, key responsibilities, and any significant challenges in the field of research management over the past five years.
2. **Conference Contribution and Knowledge Sharing:** Identify the conference theme you will engage with (this need not involve a presentation) and explain how you plan to apply insights from the conference within your member institution.
3. **Career Advancement:** Outline how attending the conference will benefit your professional development and support your career trajectory.
4. **Budget Justification:** Provide a brief explanation of the requested support amount, including details on covering additional costs not covered by the conference grant.

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 to all unsuccessful applicants, upon request.

## CONDITIONS OF GRANT

1. The 2025 Melbourne Conference Grant is to be used to support attendance to the ARMS Melbourne conference. The grant shall comprise of a complimentary conference registration.
2. In the unlikely event that the awardee is unable to take up the grant, they must immediately advise the ARMS Executive Office in writing and any funds transferred to the awardee must be returned to ARMS.
3. The 2025 Melbourne Conference Travel Grant cannot be transferred to another person.
4. At the conference, Awardees may be required to participate in ARMS promotional activities as required.
5. Awardees will 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 ARMS Executive Office.

Timings:

Date	Description
Friday, 4 April 2025	Call for Applications – To be featured in e-newsletter and via e-blast to members.
Friday, 2 May 2025	Closing date for Applications – <b>COB 5PM AEST</b> - Applications to be submitted to the ARMS Accreditation and Membership Engagement Coordinator email <a href="mailto:ARMSMembership@researchmanagement.org.au">ARMSMembership@researchmanagement.org.au</a> All applications received will be acknowledged by email.
5-8 May 2025	Applications to be distributed to the Chapter Committees
12 May - 6 June 2025	Chapter Committees to review applications and be provided with an assessment rubric by the ARMS Executive Office. Chapter Committees will be required to finalise recommendations and return to the Executive Office by no later than the 6 <sup>th</sup> of June.  Recommendations will be collated and presented to a working group of the ARMS Board who may adjust to ensure diversity in participation, considering factors such as regional representation, career stages.
By Friday, 13 June 2025	Sub-committee of ARMS Board to consider recommendations by the Chapter Committees – Full Board to endorse final recommendations.
By Friday, 20 June 2025	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.
Thursday, 26 June 2025	Early Bird Registrations closing date.
By Friday, 27 June 2025	Successful applicants to advise by return email to <a href="mailto:ARMSMembership@researchmanagement.org.au">ARMSMembership@researchmanagement.org.au</a> that they will, or will not, be accepting the grant.
Wednesday 10 September – Friday 12 September 2025	Melbourne Conference <a href="https://www.arms2025.com.au/">https://www.arms2025.com.au/</a>
Before Wednesday, 1 October 2025	Applicants to submit ARMS Reimbursement Request Forms/invoice to obtain funding for the grant to <a href="mailto:ARMSFinance@researchmanagement.org.au">ARMSFinance@researchmanagement.org.au</a> .
Monday, 24 October 2025	Successful awardees to provide a one-page report on their learning outcomes from the conference to the ARMS Executive Office - <a href="mailto:ARMSMembership@researchmanagement.org.au">ARMSMembership@researchmanagement.org.au</a>