

**ANNEXURE A: PROPOSAL FORM**

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| **HOW TO SUBMIT YOUR APPLICATION:** |
| All questions on this form are compulsory.  Any questions relating to the completion of this Proposal form can be directed to the **ARMS Chief Operating Officer**, Maria Zollo, email [armscoo@researchmanagement.org.au](mailto:armscoo@researchmanagement.org.au)  All Proposals are to be submitted by the Proposal Closing Date **of 29 May 2023 by cob 5 PM Australian Eastern Standard Time.**  Please submit your proposal in PDF to the ARMS Contact Person, Maria Zollo, email [armscoo@aresearchmanagement.org.au](mailto:armscoo@aresearchmanagement.org.au) |

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| **SECTION 1: APPLICANT(S) DETAILS** | |
| Applicant(s) name: (title/Given Name/Surname): |  |
| Full Trading Name: |  |
| Email Address: |  |
| Preferred Contact Phone Number: |  |
| Postal Address: |  |
| Highest Qualifications of Applicant |  |
| Add additional applicants below if applicable. | |
| Applicant(s) name: (title/Given Name/Surname): |  |
| Full Trading Name: |  |
| Email Address: |  |
| Preferred Contact Phone Number: |  |
| Postal Address: |  |
| Highest Qualifications of Applicant |  |

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| **SECTION 2: MINIMUM OF FIVE YEARS DEMONSTRATED SPECIALIST KNOWLEDGE AND EXPERTISE RELEVANT TO THE DEVELOPMENT AND DELIVERY OF PROGRAM ON LEADERSHIP, MANAGEMENT AND STRATEGIC THINKING SKILLS (Max 2 pages)** |
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| **SECTION 3: PROVIDE A DESCRIPTION OF PREVIOUS EXPERIENCE IN DEVELOPING AND DELIVERING TOPICS COVERED UNDER THE LEADERSHIP, MANAGEMENT AND STRATEGIC THINKING SKILLS PROGRAM (REFER TO PROPOSAL CONDITIONS, SECTION 3). (Max 2 pages)** |
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| **SECTION 4: A DESCRIPTION OF THE PROPOSED METHODOLOGY AND TIMELINE FOR DEVELOPING CONTENT FOR THE LEASERSHIP, MANAGEMENT AND STRATEGIC THINKING SKILLS PROGRAM (Max 1 page)** |
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| **SECTION 5: A DESCRIPTION OF THE TRAINING METHODOLOGIES TO BE USED IN DELIVERY OF THE PROGRAM. (Max 1 page)** |
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| **SECTION 6: AN UNDERSTANDING OF THE NEEDS OF THE RESEARCH MANAGEMENT COMMUNITY AND HOW THE TOPIC AREA(S) WILL BE TAILORED TO THIS COMMUNITY.** **(REFER TO PROPOSAL CONDITIONS, SECTION 3).** **(Max 2 pages)** |
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| **SECTION 7: DETAILED PROGRAM DELIVERY SCHEDULE (INCLUDING ANY SUBCONTRACTORS TO BE INVOLVED AND OTHER RESOURCES TO BE MADE AVAILABLE) (Max 2 pages) – REFER TO PROPOSAL CONDITIONS, SECTION 3.** |
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| **SECTION 8: DETAILS OF ANY OTHER MATTER(S) OF RELEVANCE. (Max 1 page)** |
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| **SECTION 9: REFEREES: PROVIDE DETAILS OF UP TO TWO REFEREES WHO CAN VERIFY YOUR DEMONSTRATED KNOWLEDGE ON THE PROGRAM** | | | | |
| Full name | Employment Position | Organisation | Contact Numbers | Email Address |
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| **SECTION 10: VERIFICATION: I VERIFY THAT THE DETAILS PROVIDED ARE TRUE AND CORRECT.** | | |
| Name: | Signature | Date |
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