

ARMS

Australasian Research Management Society



**ARMS Foundation Level
Accreditation Program**

PROGRAM GUIDE

Published April 2021

Program Overview

The Foundation Level Accreditation Program has been developed after a need was identified for support and training for research management practitioners. This program provides a series of training modules that cover many of the basic areas of research administration and management to provide a foundation level of knowledge.

The Foundation Level of Accreditation currently includes twenty (20) modules with more on offer in 2021. This selection includes three compulsory modules with two of these being specific to Australia, New Zealand and Singapore legislation and government processes.

LEARNING OUTCOMES

- Demonstrated knowledge of the key elements of research and the innovation system
- Basic understanding of legislation as it applies to research
- Understanding of the motivations and drivers for researchers and research managers
- Successfully applied learnt knowledge to a case study simulating a real life management experience

PROGRAM REQUIREMENTS

To become accredited, candidates must:

1. Attend five module workshops. Three of the modules must be compulsory and two modules being electives of the candidates choice
2. Complete the multiple choice assessment for each of the five modules. Candidates must achieve a minimum score of 75% to pass this assessment
3. Complete a Case Study. This is a critical review highlighting issues of relevance to research management professionals

In addition, to maintain accreditation, it will be necessary to complete 60 hours of continuing professional education over the initial three years of accreditation. At the successful completion of all stages you will receive the post nominal ARMS Accredited Research Manager (Foundation) or ARM(F).

BENEFITS

- Independent verification of the skills and knowledge of those engaged in research management
- An opportunity to learn from other passionate research administrators currently working within the industry and experience different perspectives
- The environment to network with other like-minded research administrators and managers

DESIGNED FOR

The Foundation Level Accreditation Program is designed for individuals who are:

- New to research management/administration (less than 5 years);
- Not new to research management/administration but seeking to update their knowledge;
- Seeking to learn more about research administration;
- Not new to research management but may be new to a specific element of it; and
- Seeking to extend their knowledge beyond existing specialisations.

Program Design

ARMS has developed a wide range of modules within the Foundation Level Accreditation Program. Modules can be taken as stand-alone units for professional development purposes.

However, those wishing to complete units with a view of becoming accredited, participants must complete three compulsory modules (including country specific modules) and a minimum of two elective modules.

NOTE: The modules and descriptors listed in this document are correct as at time of publishing (April 2021). For further updates, please refer to the ARMS website www.researchmanagement.org.au .

Module 1.1-Aus: The National Research and Innovation System in Australia: covering the role of government, business and higher education in the national research and innovation system, funding mechanisms, codes and current issues - **compulsory module for Australia.**

Module 1.1-NZ: The National Research and Innovation System in New Zealand: covering the role of government, business and higher education in the national research and innovation system, funding mechanisms, codes and current issues - **compulsory module for New Zealand.**

Module 1.1-Sing: The National Research and Innovation System in Singapore: covering the role of government, business and higher education in the national research and innovation system, funding mechanisms, codes and current issues - **compulsory module for Singapore.**

Module 1.1-Viet: National Research and Innovation System in Vietnam - covering the role of government, business and higher education in the national research and innovation system, funding mechanisms, codes and current issues – **elective module.**

Module 1.1-UK: The National Research and Innovation System in the UK – covering the role of government, business and higher education in the national research and innovation system, funding mechanisms, codes and current issues (including Brexit) - **elective module.**

Module 1.2-Aus: Legislation as it affects research in Australia - covering the most common legislative frameworks affecting research in Australia - **compulsory module for Australia.**

Module 1.2-NZ: Legislation as it affects research in New Zealand - covering the most common legislative frameworks affecting research in New Zealand - **compulsory module for New Zealand.**

Module 1.2-Sing: Legislation as it affects research in Singapore - covering the most common legislative frameworks affecting research in Singapore - **compulsory module for Singapore.**

Module 1.3: Understanding Research and Researchers - the only "soft skills" module in the Foundation level program - should cover models of research, what drives researchers how to understand and relate to researchers - **compulsory module for all regions.**

Module 2.1: Pre-award Grants Processes - looking at the role of research administrators in pre-award grant processes, grants development programs, supporting researchers, grantsmanship etc. - **elective module.**

Module 2.2: Post-award Grant Processes - including financial management and reporting requirements, institutional systems to support effective post award grants management, central vs devolved models, mechanisms for interaction with finance units, faculties, researchers and funders, IT support systems - **elective module.**

Module 2.3: Research Finance – looking at developing an understanding of how research is funded; key university finance processes as they relate to research; the cost of research and how its outcomes may be evaluated; managing the finances of research projects and allocations including reporting; effective costing and pricing of research projects; and key areas where things go wrong in research finance – **elective module.**

Module 3.1: Higher Degree by Research Scholarships - the purpose of this module is to provide an insight into the current and evolving practices around the management of scholarships for Higher Degree by Research (HDR) candidates - **elective module.**

Module 3.2: Higher Degree by Research International Partnerships - the purpose of this module is to provide an insight into the current and evolving practices of international research training - **elective module.**

Module 3.3: Higher Degree by Research Candidature Management - the purpose of this module is to provide an insight into the current and evolving practices around the management of Higher Degree by Research (HDR) candidates and candidature - [elective module](#).

Module 3.4: Higher Degree by Admissions and Completions - The module covers two critical stages of HDR candidature – the start (from application to enrolment) and the end (thesis submission, examination and graduation) of candidature. These two stages are of critical importance for enhancing the candidate experience and the reputation of the HEP. The purpose of this module is to provide an insight into the current and evolving practices around the management of Higher Degree by Research (HDR) candidate admission and examination. - [elective module](#).

Module 4.1: Research Ethics - human and animal - covering requirements of AHEC, the National Statement on Ethical Conduct in Human Research, the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, Harmonisation of Multi-centre Ethical

Review and the role of ethics administrators in supporting these Codes - [elective module](#).

Module 4.2: Research Integrity - covering the emerging international Responsible Conduct of Research Codes, the Australian Code for Responsible Conduct of Research - examining institutional requirements of education, implementation, compliance and monitoring - [elective module](#).

Module 5.1: Research Information and Reporting - including management information systems, reporting, repositories, use of data to support strategy implementation; the emerging role of impact assessment - [elective module](#).

Module 6.1: Working with Industry - This module examines different research drivers for industry and public research organisations; will examine the institutional strategies and parameters that build a culture of collaboration and will examine the role that the Research Office can play in ensuring industry collaborations are effective and beneficial to all parties - [elective module](#).

WHEN WILL MODULES BE OFFERED?

Starting in 2020, the three (3) Australian compulsory modules have been converted into complete online offerings:

1. **Module 1.1-Aus:** The National Research and Innovation System in Australia;
2. **Module 1.2 Aus:** Legislation as it Affects Research in Australia; and
3. **Module 1.3:** Understanding Research and Researchers.

The online modules are self-paced and may be started at any time by registering and paying for the module(s) on the ARMS website: www.researchmanagement.org.au/accreditation-modules.

When safe to do so, modules will be available for delivery at local chapter level. In consultation with the ARMS Executive Office, each chapter will put together a program of delivery each year. Some institutions may also run an in-house program for their staff. These will be advertised on the ARMS website, through Up In ARMS, throughout Chapter and ARMS announcements and e-newsletters.

Please note that due to COVID-19, the delivery of modules is subject to change and may include online delivery. During 2020 and 2021, modules have been scheduled for delivery via an online meeting platform with a maximum number of registrations per virtual meeting being capped at 16.

HOW IS ACCREDITATION MAINTAINED?

Accreditation will be for an initial period of three years and will require ARMFs to undertake 60 hours of continuing professional development (CPD) over this period.

The objective of continuing professional development helps members to:

- Maintain relevant knowledge;
- Develop and implement research management practices in their workplaces;
- Develop their career; and
- Be an example or mentor to other research management professionals in their workplace.

QUALITY CONTROL

The Accreditation Council oversees the quality standards of module content and the ARMS Training Fellows. This provides independence from the ARMS Executive in accreditation recommendations and standards.

DELIVERY MODE AND ASSESSMENT

ARMS has appointed ARMS Training Fellows. ARMS Training Fellows will act as ambassadors to the Accreditation Program and have been recognised by the ARMS Accreditation Council as having the knowledge and skills to speak authoritatively on selected areas of research management and the ability to effectively train others. ARMS Training Fellows come from varied backgrounds and provide comprehensive knowledge of research management. They also bring a fresh and innovative approach to the delivery of module material.

FEES

The fee per module for ARMS Members in 2021 is AUD\$380 (incl. GST). The fee per module for non-members is AUD\$480 (incl. GST). Our fees cover the delivery of modules, online assessments; workshop materials; formal assessment and certificate of completion following a successful Case Study.

Participants will be required to cover any additional costs associated with attendance at module delivery (including electives). These expenses may include accommodation, travel and other incidentals. Catering and refreshments are provided at each scheduled workshop when delivered in person.

ABOUT THE ARMS ACCREDITATION PROGRAM

The ARMS Accreditation Program is designed to give practicing research managers the knowledge and skills to operate as effective research managers. The Program offers two levels of learning:

1. Professional Program aimed at those in management positions wishing to develop leadership, management and strategic thinking skills and;
2. Foundation Accreditation Program aimed at:
 - Persons new to research management (1-3 years' experience);
 - Those with longer experience wishing to refresh their knowledge and
 - Those who may have specialised in one specific area of research management but wish to broaden their knowledge in other areas.

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.

FOR MORE INFORMATION

W: www.researchmanagement.org.au

T: +61 (08) 8201 5592

E: arms.adminofficer@flinders.edu.au

