



## Global and local research partnerships for a sustainable future

11 – 13 September 2024  
Darwin Convention Centre

### ARMS INDIGENOUS/FIRST NATIONS CONFERENCE TRAVEL AWARD PROGRAM (ICTAP)

ARMS is pleased to announce a call for applications for one of its newest awards - *The ARMS Indigenous/First Nations Conference Travel Award Program (ICTAP)*.

The award is designed to provide modest financial support to eligible Indigenous/First Nations Research Management Professionals<sup>1</sup> who wish to attend the [ARMS Darwin conference](#) from 11-13 September 2024.

While it is strongly encouraged that Awardees present at the conference either as a lead or co-author, it is not essential under this Award. The recipient will however need to demonstrate relevant professional development benefits to a broader ARMS community from attending the ARMS Darwin conference.

- Applications are to be submitted using the online application form click [here](#)
- Applications are due cob – 5 PM AEDT, Friday, the 15<sup>th</sup> of March 2024.
- Applicants should discuss this opportunity with their supervisor before [applying](#).

#### WHO IS ELIGIBLE?

To be considered under this program, an applicant must:

- Be an Indigenous/First Nations Research Management Professional or identify as an Indigenous/First Nations person in the Australasian context.
- Be a current financial member of ARMS at the time of the application, and for the duration of the award (either as an individual or part of a corporate/small corporate membership).
- Demonstrate that your organisation supports your attendance at the [ARMS Darwin](#) conference and will be prepared to meet costs not covered under the ICTAP.

#### WHO IS NOT ELIGIBLE?

- Members of the ARMS Board.
- If an awardee for the ICTAP has requested funding from other currently promoted ARMS Awards, examples include but not limited to the Chapter Travel Awards, International Travel Award Program (ITAP), INORMS Travel Awards etc., they will only be eligible to receive **one award** of their choosing.

#### WHAT FUNDING IS AVAILABLE?

The Society may offer up to (3) eligible applicants an Indigenous/First Nations Research Conference Travel Award of up to \$AUD2,500 per awardee – Conditions apply see below.

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<sup>1</sup> Indigenous/First Nations Peoples are distinct social and cultural groups that share collective ancestral ties to the lands and natural resources where they live, occupy or from which they have been displaced. ARMS Members who are Indigenous or First Nations Research Management Professionals in the Australasian context or who identify as Indigenous in the Australasian context are eligible to apply for ICTAP support.

## HOW WILL APPLICATIONS BE ASSESSED?

Your application should address each of the following essential criteria:

1. Your professional experience in the research management field and your career history over the last five years. Summarise roles held, key responsibilities and any challenges that you have faced during your career.
2. The themes of the conference you are interested in and how they will contribute to your professional and career development, especially in an Indigenous research management context.
3. Benefit of attending the conference and how this will fit into your career aspirations as an Indigenous Research Management Professional.
4. Brief budget justification for the amount of support being requested including a description of how other costs not met through the travel Award will be covered.

Applications will be reviewed by a committee constituted by the ARMS Board.

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

While there will be no appeals process, unsuccessful applicants may seek feedback upon request.

## CONDITIONS OF AWARD

The ICTAP be used to defray the cost of attending the conference, which may include the registration fee, discounted, economy class 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.

In the unlikely event that the awardee is unable to travel, all funds must be returned to ARMS.

Awards are not transferable to another person.

At the conference, Awardees may be required to participate in ARMS promotional activities.

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.

## LETTER OF SUPPORT

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 Award to attend the conference; and
- Describe how attending the ARMS Darwin 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.*

## ICTAP KEY DATES

Date	Description
December 2023	Call for Applications – To be featured in e-newsletter and via e-blast to members.
<b>Friday, 15 March 2024</b>	<b>Closing date for Applications – COB 5PM AEST-</b> Applications to be submitted online – click <a href="#">here</a> to commence the application.
Week commencing 18 March 2024	ARMS Executive Office to submit applications to the dedicated assessment panel (sub-committee of the ARMS Board).
18-28 March 2024	Assessment panel to meet to review applications and to finalise recommendations.
Week commencing Monday, 8 April 2024	ARMS Board to endorse the recommendation of the assessment panel.
May 2024	Notification to all successful and unsuccessful applicants.
August 2024	Applicants to submit ARMS Reimbursement Request Forms/invoice and expense receipts to obtain under the ICTAP. <b>NOTE: Successful applicants will be offered early bird registration price when registering for the conference.</b>
11 – 13 September 2024	<b>ARMS Darwin Conference</b>
Friday, 11 October 2024	Successful awardees to provide a one-page report on their learning outcomes from the conference to the ARMS Executive Office.