ARMS Training Fellows
Foundation Level Accreditation Program
2021 Nomination Guidelines

ARMS Training Fellow is a title given to an individual recognised by the ARMS Accreditation Council as having the knowledge and skills to present the modules from the ARMS Foundation Level Accreditation Program (FLAP).

These guidelines are intended to assist nominees to complete the ARMS Training Fellow Foundation Level Accreditation Program Expression of Interest (EOI) Form for ARMS Training Fellows from Australia, New Zealand and Singapore.

Background

The Accreditation Council, the committee authorised for overseeing quality standards of module content, is now calling for nominations from qualified and experienced research management professionals to expand the pool of presenters for delivery of the Foundation Level Accreditation Program (FLAP). These authorised module presenters (**ARMS Training Fellows)** are recognised as having the knowledge and skills to speak authoritatively on selected areas of research management and the ability to effectively train others.

The Accreditation Council has identified a need for a wider spread of ARMS Training Fellows throughout **Australia, New Zealand, and Singapore** authorised to present a selected range of modules. In the current pandemic climate, it is anticipated that most modules will be delivered via videoconferencing and eventually "in-person" when safe to do so.

Selection Criteria for ARMS Training Fellows

The successful nominee must meet the following selection criteria:

- Demonstrate completion of an undergraduate degree;
- Have a minimum of five years' experience in research administration at a university or other post-secondary educational setting, hospital, not-for-profit research organisation, industry research laboratory or government research laboratory;
- Have demonstrated theoretical and practical knowledge in the field of research administration and/or sub-field or research in the module for which they wish to be considered as an ARMS Training Fellow;
- Be a member in good standing with ARMS and/or one of its INORMS member associations;
- Be recognised by other scholars and practitioners in the field as knowledge experts; and
- Have demonstrated quality instructional/presentation skills. Given that delivery of modules will be via videoconferencing platforms in the foreseeable future, applicants should also be comfortable with delivering teaching materials and able to encourage group interactions in this environment.

Responsibility of ARMS Training Fellows:

Successful nominees will be required to present the Foundation Module content to participants across the broad remit of ARMS, including Australia, New Zealand, the Pacific Islands, or Singapore as required.

ARMS Training Fellows will be required to deliver quality module presentation(s) and will be recognised by other scholars and practitioners in the field as "knowledge experts" in the following topics:

- **Pre-award grants processes (elective module)** – covering the role of research administrators in pre-award grant processes, grants development programs, supporting researchers, Grantsmanship etc.

- **Post-award processes (elective module)** – includes 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 and IT support systems.

- **Higher Degree by Research Scholarships (elective module) -** 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.

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

- **Higher Degree by Research Candidature Management (elective module**) - develops an understanding of the basic principles and purpose underlying HDR candidature management, internal and external reporting requirements and the risks associated with HDR candidature.

- **Higher Degree by Research Admissions and Completions (elective module)** - 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

- **Working with industry (elective module) -** 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.

Remuneration
ARMS Training Fellow is **a voluntary position** providing service to the Society. The Society will provide reimbursement for approved expenses when modules are delivered via "in-person" mode.

Timeline for submission of an EOI for ARMS Training Fellows:
The key timelines for the announcement and selection of ARMS Training Fellows are as follows:

Timeline	Activity	Other Details
Friday 9 April 2021	Call for nominations for ARMS Training Fellows	To be circulated via ARMS e-newsletter and e-blast to members.
Friday, 7 May 2021	Nominations due 5pm (AEDST)	Completed Nomination form to be sent to: arms.adminofficer@flinders.edu.au
10 May – 21 May 2021	Review by Accreditation Council	Via Teleconference.
Friday, 28 May 2021	Notification of outcome of Nomination to nominees	

Application Process
Nominees will be required to complete an ARMS Training Fellow EOI Form and submit a recent CV. (Please note that links to LinkedIn are not considered as an adequate substitute for a CV.)

All questions on the nomination form are compulsory.

Completed nomination forms must be filled in electronically and signed (an electronic signature is preferred) and submitted along with a recent CV to the ARMS Administration Officer at arms.adminofficer@flinders.edu.au by 5pm AEST, Friday the 7th of May 2021.

Applicant Nominated Referees

Nominees are required to identify two referees who know the nominee's knowledge of the selected research management topic area, their presentation skills and their ability to effectively train others. Nominees are advised to discuss their application with their referees prior to submission to act as a referee and provide a verbal report to the Accreditation Council if required.

Any information provided by the referees to the Accreditation Council will be kept confidential and will only accessible to members of the Accreditation Council.

Further Questions

Any questions relating to the completion of this form can be directed to: arms.adminofficer@flinders.edu.au
Telephone + 61 8 8 8201 5592