



## ARMS-INORMS 2023 Travel Awards Guidelines for Applicants

Closing Date for Travel Awards: AEST 5 PM, Thursday the 1<sup>st</sup> of September 2022

Email applications to [ARMSAdmin@researchmanagement.org.au](mailto:ARMSAdmin@researchmanagement.org.au)

### Objective:

ARMS recognises the importance of offering its members opportunities to develop collaborations beyond our region and to gain exposure to international research management best practice.

[INORMS](#) is the International Organisation for Research Management Societies. Its purpose is to enable interactions, sharing of good practice, and joint activities between the member societies, to the benefit of their individual memberships.

ARMS-INORMS 2023 Travel Awards are intended to provide financial assistance for members to travel to the biennial conference. The 2023 INORMS Conference shall be held in [Durban, South Africa](#) from the 30<sup>th</sup> of May to the 2<sup>nd</sup> of June 2023.

The Congress will feature a variety of plenary sessions, seminars and workshops covering key research management topics, specifically exploring the theme, **Towards a Utopia in Research and Innovation Management**. The programme will be enhanced by a variety of opportunities for delegates to develop their personal and professional skills.

### Value:

The Society may allocate up to 5 (five) awards in 2023 to an upper limit of AUD\$3,000 per award. The number and value of the awards may vary, depending on the quality of applications received.

### Eligibility:

To be considered for an award you must:

1. Have submitted an abstract for a presentation of a paper or poster to the INORMS Congress. Note that Abstract Submission to INORMS are due **Thursday the 1<sup>st</sup> of September 2022**.
2. Offers for the ARMS/INORMS Travel Awards will only be made subject to *receiving confirmation that an abstract has been accepted*. The INORMS Congress organiser are expected to confirm the outcome of all abstract submissions by **Tuesday, the 1<sup>st</sup> of November 2022**.
3. Have been a financial member of ARMS for at **least one year at the time of the application**, and for the duration of the ARMS/INORMS Travel award.
4. Demonstrate that your organisation supports your attendance at the conference and will meet costs not covered by the ARMS/INORMS Travel Award; and

5. Have not received an ARMS/INORMS Travel award previously. Note also that current ARMS Board members are ineligible to apply under this Travel Award program.

#### Letter of Support or Self-Employed Statement:

Your application will need to be accompanied by a letter from a senior member of staff from your organisation. The letter should not exceed *two pages* and at a minimum should include:

- Confirmation that the organisation supports your attendance to the 2023 Congress;
- Describe the amount of financial support that you will receive to attend the 2023 Congress; and
- Describe how attending INORMS 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 and/or Singaporean Research and innovation management sector.

#### Assessment Criteria:

Your application should address the following criteria, up to a **maximum of 2 pages**.

##### Essential:

1. What is your Congress presentation on? Please specify if it is a presentation or poster.
2. What is the professional development benefit you expect to gain from attending INORMS?
3. How will your attendance at INORMS be of benefit to a wider ARMS membership?
4. What is your strategy for communicating these outcomes to the wider ARMS community?

**Please note** that successful applicants will also be expected to contribute to the broader international research management agenda via participation in working groups, thought leadership, etc, during the conference. Please provide a statement on your willingness to participate in such activities during the conference.

##### Desirable:

1. How will you use the Travel Award to build relationships with other national and/or international research management organisations?
2. How will your attendance at INORMS contribute to improving Australasian and/or Singaporean research management policy and/or practice?

#### Specific Conditions of Acceptance:

The following are additional conditions of the award which successful candidates will need to observe:

- Successful candidates will be required to provide a **two-page report** on their experience at the INORMS Congress within six weeks of returning. Reports must be sent to the ARMS Executive Office at [ARMSadmin@researchmanagement.org.au](mailto:ARMSadmin@researchmanagement.org.au)
- Successful candidates will be required to provide a more detailed presentation at a local Chapter event or via ARMS' PD Sessions @ Zoom webinar series.
- If the successful candidate is unable to attend the 2023 Congress, the award cannot be transferred to another person and funds transferred to the awardee by ARMS must be returned to the Society in full.

### Assessment Process:

The INORMS Travel Awards are assessed by a sub-committee of the ARMS Board. All applicants will be notified via email of the outcome of their application. There is no appeals process, but feedback may be given by the ARMS Chief Operating Officer upon request.

### Key dates to be observed:

Date	Activity	Note
Friday, 8 July 2023	Applications open for ARMS-INORMS 2023 Travel Awards.	Open Call to be communicated to all members, details posted on website.
Thursday, 1 <sup>st</sup> of September 2022	Applications <u>close</u> for ARMS INORMS 2023 Travel Awards: and Closing date for submission of Abstracts to INORMS.	<b>Applications to be sent to</b> <a href="mailto:ARMSAdmin@researchmanagement.org.au">ARMSAdmin@researchmanagement.org.au</a>  <b>PLEASE NOTE that this is also the official date for submission of abstracts to the 2023 INORMS Congress committee. Visit the INORMS website for details on how to submit an abstract</b>
12 – 16 September 2022	Sub-Committee of ARMS Board to assess applications for ARMS/INORMS Travel Awards.	
By Friday, 30 September 2022	Applicants for the ARMS-INORMS Travel Awards to be advised of their outcome.	ARMS Executive Office to write to each ARMS/INORMS Travel Award recipient.  <b>Offers to be made subject to a range of conditions as detailed in the nomination guidelines.</b>
Tuesday, 1 November 2022	INORMS Congress Organisers to advise of success of abstract submissions.	
Wednesday, 30 November 2022	Deadline for acceptance of abstract presentation to INORMS.	Successful ARMS/INORMS Travel Award recipients will also need to confirm abstract presentation with the ARMS Executive Office, email <a href="mailto:ARMSCOO@researchmanagmeent.org.au">ARMSCOO@researchmanagmeent.org.au</a>
Tuesday, 30 May – Friday, 2 June 2023	INORMS Congress	Congress to be held in Durban, South Africa.
Wednesday, 1 February 2023	Early Bird registrations close for INORMS 2023 Congress	Click <a href="#">here</a> for registration details.
1 March 2023	Successful awards to submit a two-page report by awardee on learning outcomes from the Congress.	<b>Submit report to</b> <a href="mailto:ARMSCOO@researchmanagement.org.au">ARMSCOO@researchmanagement.org.au</a>

### Further information:

Contact the ARMS COO, [ARMSCOO@researchmanagement.org.au](mailto:ARMSCOO@researchmanagement.org.au) for further information.