

**APPLICATION FORM**

**FOR CHAPTER TRAVEL AWARD TO ATTEND**

**ARMS SYDNEY CONFERENCE 2023**

### INSTRUCTIONS:

1. Complete this Application Form.
2. Attach your organisation’s letter of support OR your self-employed statement.
3. Email the Application Form and support letter or self-employed statement, **combined into a single pdf document**, to ARMSmembership@researchmanagement.org.au by no later than **5 PM AEST, 22 May 2023 (New Closing Date). Please note that late or incomplete applications will not be accepted.**

### PERSONAL DETAILS:

|  |  |
| --- | --- |
| **Your Name** |  |
| **Your Chapter**  |  |
| **Your Position** |  |
| **Your Organisation** |  |
| **Phone** |  | **Email** |  |

### ELIGIBILITY CRITERIA:

|  |  |
| --- | --- |
| I am a financial member of ARMS (as an individual or part of a corporate membership) | [ ]  yes [ ]  no |
| **Evidence of support**: |  |
| I have attached a letter of support from my employer OR\* | [ ]  yes [ ]  no |
| I am self-employed and have attached a supporting statement\* | [ ]  yes [ ]  no |
| I have not been previously awarded an ARMS Chapter Travel Award, or other ARMS sponsored travel award?  | [ ]  yes [ ]  no  |
| Please advise if you have applied for another ARMS Travel Award/Scholarship in 2023?  | If yes, please state which award  |

## \*Supporting statement must also include the level of financial assistance to be provided by the employer or the individual to support their attendance to the 2023 conference.

## ASSESSMENT CRITERIA:

Your application should address the following criteria, up to a maximum of **three (3) pages** in total.

1. Your professional experience in the research management field, over the last five years. Summarise roles held and key responsibilities.
2. Previous attendance at a past ARMS conference or conferences. Briefly indicate which ARMS conferences you have attended.
3. Barriers to attending an ARMS conference. If you have wanted to attend an ARMS conference this year or in the past, but have not been able to do so, please outline the barriers to you attending.
4. [Themes of the conference](https://arms.eventsair.com/arms2023/call-for-abstracts) you are specifically interested in. Please be specific in your response, explaining how those themes will contribute to your professional development.
5. Benefit of attending the conference and how this will fit into your career aspiration in Research Management.
6. Brief justification for the amount of support being requested including a description of how other costs not met through the Travel Award will be covered. The maximum level of support for an eligible applicant has been set to AUD$1,000 GST inclusive.