

2020 CSIRO AWARDS FOR EXCELLENCE IN RESEARCH MANAGEMENT PRACTICE

APPLICATIONS CLOSE 5PM AEST, 28th of September 2020 – email ARMS.Adminofficer@flinders.edu.au

Guidelines

The COVID-19 pandemic has disrupted the way Research Management Professionals have had to work. This year's CSIRO Awards for Excellence in Research Management have been revised to place greater emphasis on the adoption of innovative changes to work practices either by teams or individuals during the current pandemic which have enabled the continuity of research support.

Two awards of up to \$1,000 may be awarded in this current round.

1. Objectives

CSIRO Awards for Excellence in Research Management Practice reward excellence in practice through:

- a) **Leading change** – characterised by engaging in best practice for sustainable outcomes; working collaboratively to enhance teamwork; and positively influencing others by building shared commitment to workplace and organisational objectives.
- b) **Working smarter** – characterised by using creative and innovative solutions that enable work to be carried out more easily, efficiently and/or productively, while not compromising the quality of outcomes.
- c) **Providing quality service** – recognised by client groups for consistently providing outstanding service that has enhanced the profession of research management.
- d) **Innovation in research management** – through the development of new ideas and the creation of novel solutions.

Applications that address business continuity during COVID-19 are **strongly encouraged**.

Innovation can be shown by demonstrating that a product or process is novel to the research enterprise or significantly improves an existing technology or its application. Alternatively, the product or process should anticipate the impacts of change by presenting a new way of achieving corporate objectives or improving productivity. A demonstration of innovative applications related to new information systems include how the system implementation is supporting or encouraging process improvements. It must also demonstrate how it is being used to inform improved research management and administration practices. An innovation based solely on the establishment or implementation of the system does not satisfy the required award criteria.

2. Recognition

Award winners will be presented with a certificate acknowledging their achievement and contribution to the field of research management. Presentations are expected to be held at a virtual event of ARMS in late November 2020 (dates yet to be confirmed). The recipient's employer will receive \$1,000 to be used for professional development of the winning individual or team. The award recipient will also be featured in our e-newsletter, Up in ARMS and on the ARMS website.

3. Eligibility

Nomination for the award is open to current financial ARMS members. Nominations of both individuals and teams are encouraged. For the latter, at least one ARMS member of the team must have played a significant leadership or initiating role.

The following ARMS members are excluded from nomination as an **individual recipient**:

- a) Members of the ARMS Board.
- b) Employees of CSIRO.
- c) Previous recipients of this award.

4. Selection criteria

a) **Quality of the application**

The application must be clear and concise.

All the objectives of the award must be addressed in the application.

b) **Value of the activity**

In enhancing the profession of research management and administration; and

In enhancing the interface between research and its management.

c) **Effectiveness of the activity**

Is the initiative effective in its purpose?

Is there evidence that the initiative has produced a positive effect as evidenced by adoption of the new practice?

d) **Alignment with Award objectives**

The degree to which the proposed activity has been characterised by leading change, working smarter, providing outstanding quality service, or innovation in research, as defined in Part 1, above.

e) **Provide at least one letter of support**

Letter of support from a person or institution, detailing the benefit and impact of the initiative and its application. At least one, but no more than three statements of support must be provided for the nomination.

f) **Provide at Least two confidential referees**

Nominate at least two confidential referees who the CSIRO Award Evaluation Committee can contact to obtain additional information about the application.

The Evaluation Committee will pay attention to quantitative evidence for each of the listed questions, in

particular when demonstrating achievement towards the program objectives, for the implementation of the activity, and for clients/stakeholder’s impact and engagement.

Only the specific contribution of the applicant(s) in the activity will be considered but within the context of their organisation (e.g. a team of 10 or access to in-house developers will be reviewed differently in a small or large organization).

5. Submitting an application

To nominate an individual or a team, download and complete the nomination form and submit it to arms.adminofficer@flinders.edu.au. Nominations for the 2020 round are due no later than **5PM AEST on 28th of September 2020**.

No appeals or late applications will be accepted.

6. Application and Selection Processes

The CSIRO Awards Evaluation Committee will comprise representatives from the ARMS Board and one representative from CSIRO. The Committee will assess all nominations against the selection criteria and will recommend the awardees to the full ARMS Board for final endorsement. Recipients will be advised of their outcome in October 2020. However, formal announcement shall be under embargo and announced formally at the scheduled virtual event in late November.

7. Key Timelines

Proposed Timeline	Description
17 th of August 2020	Call for applications– to all ARMS members
28th of September 2020	Applications close – email ARMS.Adminofficer@flinders.edu.au
Between 5-12 October 2020	Sub-committee to review and rank applications (committee shall include representative from CSIRO). Recipients will be advised of their outcome. However, formal announcement shall be under embargo until the virtual event of ARMS “Never Waste a Crisis: Lessons Learned”.
Late November 2020 (to be confirmed)	Recipient to be announced at an award ceremony at a virtual event of ARMS in November 2020 entitled: “Never Waste a Crisis: Lessons Learned”.
December 2020/January 2021	Post conference article in Up In ARMS – to be produced by CSIRO.