



Australasian Research Management Society

EARLY CAREER RESEARCH MANAGEMENT DEVELOPMENT PROGRAM (ECRM)

ARMS is pleased to announce a new program aimed at providing opportunities for strategic career planning and upskilling of eligible applicants. The Early Career Research Management Program (or ECRM for simplicity) aims to support Early Career Research Management Professionals to undertake education, training, and professional development programs to develop and strengthen their skills to become more proficient Research Management Professionals.

- Applications are to be submitted using the online application form click [here](#)
- Applications are due COB – 5 PM AEDT, Friday, 8th of March 2024.
- Applicants should discuss this opportunity with their supervisor (if applicable) before applying.

WHO IS ELIGIBLE?

To be considered under ECRM, an applicant must:

- Be a full-time¹ Research Management Professional² with no more than 5 years research management experience.
- 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).
- Receive written certification from their direct line manager that their ECRM application is consistent with the applicant's professional development plan approved by their employing organisation. NOTE: If self-employed, the individual must demonstrate how the ECRM funding will support their own career development plan.

WHO IS INELIGIBLE?

- Members of the ARMS Board are ineligible to seek support under the ECRM.

WHAT FUNDING IS AVAILABLE?

In 2024, the Society may support up to ten (10) ECRM awards at AUD\$760 per award.

HOW WILL APPLICATIONS BE ASSESSED?

Your application will be assessed against your responses to questions related to the following criteria:

1. How will this award support your career development plans including the benefit to your employing organisation?
2. Written evidence by way of a letter of support from your employing organisation that it is prepared to invest in your career development.
3. Evidence of your professional development experience in the research management field, over the last five years, specifically summarizing the roles held and key responsibilities.
4. Brief indication on what this award is likely to be used for including a justification for support being requested.
5. A brief description of how other costs not met through the ECRM will be covered by your employing organisation.

¹ Note: Career interruptions will be considered on a case-by-case basis.

² Research Management Professionals are defined as individuals who provide strategic, management, technical, administrative, or clerical assistance to support the research endeavor.

All applications will be assessed by an assessment panel convened by the ARMS Board. The panel shall be responsible for ensuring that there is a diverse representation of awardees across the ARMS community when making final funding recommendations under the ECRM Program.

CONDITIONS

The ECRM may be used to cover the registration cost related to a professional development program either through ARMS or via a relevant external provider. However, it is important to note that **priority will be given in the first instance** to applicants seeking support to undertake [Foundation Level Accreditation Modules](#) and/or [Master Classes](#) offered by the Society.

Applications for attendance to a conference are not permitted under the ECRM program.

Awardees will have 12 months from the time of notification to expend and reconcile their award.

Funds not expended during this period cannot be transferred to another ARMS member or rolled over to another period and must therefore be returned to ARMS.

Awardees will be required to provide a one-page final report after completing their approved professional development activity detailing the benefits that the ECRM program has provided to them in support of their career plans. This information may be used for promotional purposes.

ECRM PROGRAM TIMELINE

| Date | Description |
|-------------------------------|---|
| December 2023 | Call for Applications – To be featured in e-newsletter and via e-blast to members. |
| Friday, 8 March 2024 | Closing date for Applications – COB 5PM AEST- Applications to be submitted online click here . |
| 11-15 March 2024 | Assessment panel to meet to review applications and to finalise recommendations. |
| Week commencing 25 March 2024 | ARMS Board to endorse the recommendation of the assessment panel. Once all recommendations have been endorsed by the ARMS Board, successful and unsuccessful applicants will be notified of their outcome. |

