



Australasian Research Management Society

EARLY CAREER RESEARCH MANAGEMENT DEVELOPMENT PROGRAM (ECRM)

APPLICATIONS CLOSE MONDAY THE 14TH OF JULY 2025

ABOUT THE AWARD

The **Early Career Research Management Program (ECRM)** is a key initiative that directly aligns with ARMS' strategic priority to *"continue to develop and elevate professional development for our members."* As Research Management Professionals navigate an evolving landscape of funding policies, compliance requirements, and institutional research strategies, continuous professional development becomes essential for maintaining excellence in the field.

The ECRM program supports this vision by equipping early career Research Management Professionals with the foundational skills, knowledge, and confidence necessary to excel in research management. Through structured education, training, and mentorship, ECRM provides members with opportunities to enhance their capabilities and contribute meaningfully to their institutions, funding bodies, and the broader research ecosystem.

By investing in early career development, ARMS strengthens the long-term sustainability and quality of the profession, ensuring that members are prepared to take on leadership roles and drive innovation. The program reinforces the commitment to fostering a skilled, well-supported research management community that upholds professional standards and enables impactful research outcomes.

- Applications are to be submitted using the online application form click [here](#)
- Applications are due COB – 5 PM AEST, Monday, the 14th of July 2025
- 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 current Research Management Professional¹ with up to five years' experience, which may include fractional appointments.
- Be a current financial member of ARMS at the time of the application, and for the duration of the award.
- Receive written approval 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.

¹ Research Management Professionals are individuals who provide strategic, management, technical, administrative, or clerical assistance to support the research endeavour.

WHAT FUNDING IS AVAILABLE?

In 2025, the Society may support up to ten (10) ECRM awards at AUD\$810 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 summarising 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.

All applications will be assessed by an assessment panel constituted by the ARMS Board. The assessment 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 (Updated 07 July 2025)

Date	Description
Monday, 2 June 2025	Call for Applications – To be featured in e-newsletter and via e-blast to members.
Monday, 14 July 2025	Closing date for Applications – COB 5PM AEST - Applications to be submitted online click here .
15-25 July 2025	Assessment panel to meet to review applications and to finalise recommendations.
Week commencing 04 August 2025	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.