**FELLOWS OF ARMS – 2022 CALL FOR NOMINATIONS**

**NOMINATION GUIDELINES**

Nominations must be received **by 5 pm AEST, Monday the 1st of August 2022 to** **ARMSAdmin@researchmanagement.org.au**

**Late nominations will not be accepted.**

**ABOUT FELLOWS OF ARMS**

Fellows of ARMS are recognised as individuals who have made an **enduring and substantial contribution** to research management as a practitioner, mentor, trainer or advocate in the research management profession.

Fellows of ARMS will be entitled to carry the post-nominal “Fellow of ARMS” and are encouraged to participate actively in the work of the ARMS community to share best practice in the profession of research management well beyond their membership with ARMS.

At time of submission, nominees must be a current financial member of ARMS and must be nominated by a current financial member of ARMS.

**ELIGIBILITY CRITERIA**

Applications for Fellows of ARMS must:

* Be current financial member of ARMS either as an individual or as part of a corporate membership; with 5 or more years of continued membership.
* Provide evidence of how their contributions are congruent with the [mission, goals and strategic direction of ARMS](https://researchmanagement.org.au/content/about-arms/arms-strategic-plan/).
* Provide evidence of their **enduring and substantial contributions** to research management; and
* Provide evidence of how they will continue to provide visionary leadership in research management.

**RESTRICTIONS**

Current members of the ARMS Board are not eligible for consideration during their term of office. Nominations cannot occur until the candidate has stepped down officially from the ARMS Board.

**RESPONSIBILITIES OF FELLOWS OF ARMS**

All individuals accepted as Fellows of ARMS are encouraged to continue participating actively in the research management community as a means of enhancing and advancing the profession.

**ASSESSMENT PANEL**

All nominations will be assessed against the eligibility criteria by a sub-committee of the ARMS Board.

Fellows of ARMS will be announced at the Virtual Award Ceremony on Thursday the 8th of September and aligned with the Virtual Conference (7-9 September 2022). In addition to a plaque, each inductee receives a lapel pin at that time. Fellows of ARMS will also be acknowledged formally on the ARMS website and in the Report to Members.

**APPLICATION PROCESS**

At the time of submission, nominees and nominators must be a current member of ARMS.

Nominations must be received **by 5 pm AEST, Friday the 29th of July to** **ARMSAdmin@researchmanagement.org.au** **Late nominations will not be accepted.**

A completed nomination form includes:

* Description on how the nominee meets the eligibility criteria detailed in these guidelines, including related achievements (**3 page maximum** – **refer to *Section 3 of the application form***).
* 100-word statement and a high-resolution photo which will be used for promotional purposes following announcement of the Award (***refer to Section 4 of the application form***); and
* Supporting statements from nominee’s two referees (***1 page max each - refer to Section 5 of the application form***).

**KEY TIMELINES**

Please observe key dates for this Award, described below:

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| **Date** | **Description** | **Additional Information**  |
| **Friday, 24 June 2022**  | Call for Fellows of ARMS | Notification to be disseminated to all ARMS Members. |
| **Monday, 1 August 2022**  | Closing date.  | Completed nomination forms must be submitted to the ARMS Administration Officer – ARMSAdmin@researchmanagement.org.au by cob 5 PM AEST**.** **Late nominations will not be accepted.**  |
| **3-5 August 2022**  | Assessment of all nominations by a sub-committee of the ARMS Board.  | The ARMS Board reserves the right not to make an Award if no nominations are received which sufficiently meet the above the selection criteria.  |
| **Thursday, 8 September 2022.**  | Fellows of ARMS to be announced at the ARMS Virtual Conference.  | ARMS President to announce the Fellows at this scheduled event.  |
| **October/November 2022**  | Award announcement in e-newsletter, UP IN ARMS.  |  |