



Australasian Research Management Society

## FELLOWS OF ARMS – 2025 CALL FOR NOMINATIONS NOMINATION GUIDELINES

Nominations must be received **by 5 pm AEST, Monday the 28<sup>th</sup> of July 2025**  
[ARMSMembership@researchmanagement.org.au](mailto:ARMSMembership@researchmanagement.org.au)

**Late nominations will not be accepted.**

Fellows of ARMS are distinguished Research Management Professionals<sup>1</sup> who have made significant and lasting contributions to the **research management profession across Australasia**. Whether through practice, mentorship, training, or advocacy, these individuals embody excellence across the profession.

As part of the Society's commitment of being the foremost advocate for research management in Australasia, recipients of this prestigious honour will receive the title *Fellow of ARMS*. This distinction acknowledges their ongoing contributions to this vision, demonstrated through active involvement in the ARMS community, sharing of expertise, promotion of best practices, and provision of insights that go beyond the expectations of standard membership.

At the time of nomination, candidates must be **current financial members of ARMS** and must be nominated by another financial member.

### ELIGIBILITY CRITERIA

To qualify as a Fellow of ARMS, applicants must:

- Be a **current financial member** of ARMS, with at least **five years of ARMS membership**.
- Demonstrate **alignment with ARMS' mission, goals, and strategic direction** through their contributions.
- Provide evidence of substantial and enduring contributions to research management in Australasia.
- Show how they will continue to offer visionary leadership in the profession.

### Special Note:

Recipients of the Janet Dibb-Leigh Award for Distinguished Service to Research Management automatically attain the Fellow of ARMS status and do not need to apply.

### INELIGIBILITY

Current **ARMS Board members** are ineligible for nomination during their tenure. Nominations can only be submitted once they have officially stepped down.

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

## RESPONSIBILITIES OF FELLOWS

Fellows of ARMS are expected to remain active participants in the research management community, fostering the advancement of the profession of research management, sharing knowledge and supporting ARMS to deliver on its strategy.

## ASSESSMENT PANEL

All nominations will be evaluated by a sub-committee constituted by the Board, which will assess candidates against the eligibility criteria.

Successful candidates will be formally recognised during the Award Ceremony at the ARMS Annual Conference on Thursday, the 11<sup>th</sup> of September in Melbourne. Each Fellow will receive a plaque and a lapel pin and will be acknowledged on the ARMS website and the Report to Members.

## APPLICATION PROCESS

To submit a nomination:

- Both nominee and nominator must be current financial members of ARMS.
- Nominations must be submitted by 5 PM AEST, Monday, 28th July 2025 to [ARMSMembership@researchmanagement.org.au](mailto:ARMSMembership@researchmanagement.org.au).
- Late submissions will not be accepted.

## REQUIRED DOCUMENTATION

A complete nomination includes:

- A **three-page statement** outlining how the nominee meets the eligibility criteria, including key achievements (refer to **Section 3 of the application form**).
- A **100-word statement** and **high-resolution photo** for promotional purposes (refer to **Section 4 of the application form**).
- **Supporting statements** from **two referees** (maximum one page each, refer to **Section 5 of the application form**).

This recognition is a testament to leadership and dedication in research management. Fellows of ARMS join a [distinguished group](#) committed to shaping the future of the profession.

## KEY TIMELINES

Please observe key dates for this Award, described below:

Date	Description	Additional Information
Friday, 20 June 2025	Call for Fellows of ARMS	Notification to be disseminated to all ARMS Members.
Monday, 28 <sup>TH</sup> of July 2025	Closing date for nominations	Completed nomination forms must be submitted to the ARMS Administration Officer – <a href="mailto:ARMSMembership@researchmanagement.org.au">ARMSMembership@researchmanagement.org.au</a> by cob 5 PM AEST.  <b>Late nominations will not be accepted.</b>
30 July – 8 August 2025	Assessment of all nominations by a sub-committee constituted by 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, 11 September 2025	Fellows of ARMS to be announced at the Award Ceremony at the ARMS Annual Conference.	ARMS President to announce the Fellows at this scheduled event.
September 2025	Award announcement including highlights in e-newsletter, UP-IN-ARMS.	