



## Chapter Travel Awards to attend the ARMS Sydney Conference 2023

APPLICATIONS CLOSE 5PM 22 May 2023 (Extended Closing Date)

[ARMSmembership@researchmanagement.org.au](mailto:ARMSmembership@researchmanagement.org.au)

### PURPOSE:

Chapter Travel Awards aim to provide financial support to eligible ARMS members wishing to attend the [ARMS Sydney Conference](#) from 6-8 September 2023.

Each Chapter Committee will be allocated AUD\$2,000 for Chapter Travel Awards. These awards provide some financial assistance to offset costs relating to attending the conference (i.e., flights, accommodation, or conference registration). Each eligible applicant will be required to specify the level of support being requested (including a justification for support) and to demonstrate how any shortfalls are likely to be covered.

NOTE: It will be at the discretion of the Chapter Committee to determine the number and level of financial support given to eligible applicants. The maximum level of support for an eligible applicant shall be AUD\$1,000 GST inclusive.

### ELIGIBILITY:

To be considered for an award applicant must:

1. Be a current financial member of ARMS at the time of the application, and for the duration of the award (as an individual or part of a corporate/small corporate membership).
2. **Have not** previously received an ARMS Chapter Travel Award or other ARMS sponsored travel awards or scholarship.
3. Demonstrate that your organisation supports your attendance at the ARMS Sydney Conference and will meet costs not covered by the Travel Award. Evidence of the support should be through a **Letter of Support or Self-Employed Statement as follows:**

*If you are an employee, your application must be accompanied by a formal letter of support from the Line Manager or supervisor in your organisation. At a minimum, the letter should:*

- Confirm that the organisation supports your attendance at the conference.
- Confirm that the organisation will meet the costs not covered by the Award to attend the conference; and
- Describe how attending the ARMS Sydney Conference is relevant to your current role and responsibilities in the organisation and how it aligns with your career plan.

*If you are self-employed, your application must be accompanied by a one-page statement describing your business and how it contributes to the Australasian research management sector.*

**SPECIAL NOTE:** While Chapter Travel Award applicants are not precluded from applying for any other promoted travel award for support attendance to the Sydney Conference, if successful for one or more of these awards, the recipient will only be entitled to one (1) award of their choosing.

### ASSESSMENT CRITERIA:

Your application should address each of the following essential criteria, up to a maximum of **3 pages**.

1. Your professional experience in the research management field, over the last five years. Summarise roles held and key responsibilities.
2. Previous attendance at a past ARMS conference or conferences. Briefly indicate which ARMS conferences you have attended.
3. Barriers to attending an ARMS conference. If you have wanted to attend an ARMS conference this year or in the past, but have not been able to do so, please outline the barriers to you attending.
4. [Themes of the conference](#) you are specifically interested in. Please be specific in your response, explaining how those themes will contribute to your professional development.
5. Benefit of attending the conference and how this will fit into your career aspiration in Research Management.
6. Brief justification for the amount of support being requested including a description of how other costs not met through the travel Award will be covered.

### ASSESSMENT PROCESSES:

All applications will be reviewed by an allocated Chapter Committee and a final recommendation will be endorsed by the ARMS Board.

The ARMS Executive office will notify all applicants via email stating the outcome of their application.

There will be no appeals process, but feedback may be given to all unsuccessful applicants, upon request.

Awardees will also be required to provide a one-page post conference report 6 weeks after the conference. This information will be used for promotional purposes and the report is to be submitted to the ARMS Executive Office.

Applications are to be emailed to the ARMS Executive Office by the extended closing date of **22 May 2023** email, [ARMSmembership@researchmanagement.org.au](mailto:ARMSmembership@researchmanagement.org.au)

### AWARD CYCLE:

Date	Description
Monday, 3 April 2023	Call for Applications – To be featured in e-newsletter and via e-blast to members.
<b>Monday, 22 May 2023</b>	<b>Extended Closing date for Applications – COB 5PM AEST</b> - Applications to be submitted to the ARMS Membership Officer – <a href="mailto:ARMSMembership@researchmanagement.org.au">ARMSMembership@researchmanagement.org.au</a> All applications received will be acknowledged by email.
By Friday, the 26 <sup>th</sup> of May 2023	ARMS Executive Office to submit applications to relevant Chapter Committees for assessment.
29 May - 9 June 2023	Chapter Committees to meet to review applications and to finalise recommendations. Chapter committees will be advised to identify a reserve list in the event that a recommended awardee is unable to accept their award.
By w/e 16 June 2023	Chapter Committee to advise ARMS Executive Office of their final recommendations. ARMS Board to endorse these recommendations.  Once all recommendations have been endorsed by the ARMS Board, successful applicants will be notified of their outcome.  Unsuccessful applicants will be advised once all awardees have accepted their offer.
Before Wednesday, 6 September 2023	Applicants to submit ARMS Reimbursement Request Forms/invoice to obtain funding for award. <b>NOTE: Successful applicants will be offered early bird registration price when registering for the conference.</b>
By Friday, 27 October	Successful awardees to provide a one-page report on their learning outcomes from the conference to the ARMS Executive Office.

