

International Research Management Travel Grant – 2026 (IRMTG26) Applications close 5 PM AEST, Friday, 5 June 2026

ABOUT THE INTERNATIONAL RESEARCH MANAGEMENT TRAVEL GRANT - 2026 (IRMTG26)

The International Research Management Travel Grant - 2026 (previously International Travel Award Program (ITAP)) is a vital initiative that directly supports ARMS' strategic priority to "continue to develop and elevate professional development for our members". By offering financial assistance to Research Management Professionals for international exchanges, the grant provides an opportunity for ARMS members to engage in global learning experiences that enhance their expertise, expand their professional networks, and bring back valuable insights to strengthen research management in their own institutions and more broadly across the ARMS community.

KEY OBJECTIVES OF THE INTERNATIONAL RESEARCH MANAGEMENT TRAVEL GRANT – 2026 (IRMTG26)

The IRMTG26 is designed to foster professional growth and global collaboration within the research management community. Its key objectives include:

- **Facilitating professional development and advanced training** to equip Research Management Professionals with the skills and knowledge needed to excel in their roles.
- **Strengthening global research management networks** by fostering collaboration and knowledge exchange between institutions across different regions.
- **Empowering Research Management Professionals to expand their expertise** through immersive learning experiences and enabling them to share acquired insights for the benefit of their home organisations and the broader ARMS community.

- Applications are to be submitted using the online application form – click [here](#).
- Applications are due COB 5PM, Friday 5th of June 2026
- Applicants are encouraged to discuss this opportunity with their immediate report before applying.

WHO IS ELIGIBLE?

To be considered for funding support, an applicant must:

- 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).
- Be¹ a Research Management Professional with a minimum of 5 years' experience or active contribution to research management as a profession.
- Have support from their host organisation demonstrated by a Letter of Commitment from the applicant's employing organisation.
- Be able to travel to the overseas location within the approved travel award period (see Conditions of Award).
- Be committed to disseminating knowledge and experience gained from the award within the profession, for example at Chapter events, by publication, or at a future ARMS conference.

WHO IS INELIGIBLE?

The following are ineligible to apply and receive funding support under this program:

¹ Note: Career interruptions will be considered on a case-by-case basis at the discretion of the assessment committee.

- Current members of the ARMS Board.
- Recipients of a Conference Grant (previously Chapter Travel Award) within the last twelve (12) months.
- Recipients of an INORMS Travel Award within the last five (5) years.

WHAT FUNDING IS AVAILABLE FROM ARMS?

The Society may offer two (2) eligible applicants support of up to \$AUD5,000 each under this current call – See Conditions of Award and Budget sections below.

HOW WILL APPLICATIONS BE ASSESSED?

Applications will be reviewed by a committee constituted by the ARMS Board against the following:

1. A well-developed proposal including proposed locations/ organisations/ persons to visit, proposed activities and that clearly defines the professional development / learning opportunity; learning outcomes and how the knowledge gained will be applied to their professional practice in the future.
2. A clear articulation of career benefit arising from the fellowship.
3. A well-developed knowledge dissemination plan within their host organisation and the ARMS community. In respect of the latter, this may include:
 - i. Publications on research administration authored or co-authored.
 - ii. Presentations at workshops or conference on topics related to research administration; and/or
 - iii. Contribution to professional development offerings relevant to the profession (in-house, ARMS, other providers).
4. Relevance of the proposed Fellowship program.

BUDGET

Funding support may be used in anyway relevant to achieving the professional development objectives. However, applicants will not be able to seek funding exclusively to support attendance to an international conference, i.e., applicants may choose to time their activity to attend a conference, but not specifically for this purpose.

Additional guidance on travel, meals and accommodation costs include:

- All travel support provided by ARMS will be for best-cost travel, specifically base line economy-class and not premium economy. If applicants choose a fare that is at a rate above base economy, this must be paid for from other sources.
- Value for money is expected in relation to accommodation bookings. Full per diem rates will not be paid – all funding will be paid based on the proposed budget, with applicants provide details of indicative costs of accommodation and expenses. Note – if visiting universities, many universities have on-campus visitors' accommodation.
- Other costs supported include visa and transit costs. Costs of passport renewal are not supported and are the responsibility of the awardee.
- Travel insurance must be purchased and arranged by the awardee or their employing organisation.
- Cultural gifting, i.e., gifts that hold cultural significance, whether as part of traditions, customs, or programs designed to preserve heritage will be permitted and can be included in the budget.
- The Assessment Panel reviewing applications may request revisions at their discretion.

Applicants should provide details of other financial support for the proposed program of activities and budget. This may occur from within their employing organisation or other sources (including fund sources already applied for or prospective). Details are to be provided by the applicant via the online application form and via the Letter of Commitment. The Letter of Commitment to also state how the applicant is likely to cover any additional costs if not supported by other sources, i.e., pending.

NOTE: Applicants will be requested to identify a preferred site for their proposed exchange/visit. Applicants will also be given an opportunity to identify two other options including details of their plans, should the first option no longer be feasible.

APPLICATION PROCESS

Applicants will be required to complete an online application form including the following:

- **Statement of Career and Experience**

In no more than one (1) A4 page, provide a brief statement of your career experience over the last five years including contributions to the profession such as:

- Any publications on research management that you have authored or co-authored.
- Presentations, workshops or conferences you have presented at on topics relating to research management.
- Active membership to professional organisations related to research management including positions you may have held within that professional organisation.

- **A brief résumé / CV which includes: (up to two (2) pages) to include:**

- The applicant's experience and length of service as a Research Management Professional.
- The applicant's involvement in other professional societies.

- **Your Proposed Plan (Statement of Intent)**

In no more than two (2) A4 pages, please provide details of your proposed visit/exchange including where you are visiting/ being hosted, anticipated dates of travels, and a brief itinerary of what you plan to do during your visit/exchange.

- **Knowledge Dissemination Plan**

In no more than one (1) A4 page, please provide a well-developed knowledge dissemination plan, i.e., describe the career benefits from the proposed visit and how you plan to disseminate your learnings to the broader research management community.

- **Budget Justification**

In no more than two (2) A4 pages, please provide the following:

- Budget justification to include the full cost of the visit to the selected sites.
- The amount of funding support being requested.
- Other sources of funding, pending or confirmed that will be used to support the cost of the travel.

- **A letter of commitment** from the applicant's employing organisation. The letter of commitment to include:

- The proposed dates and duration of the travel.
- The employing organisation's agreement to support the travel of the applicant, including how the travel is relevant to the development of the research support/research function in the organisation.
- The employing organisation's agreement to supplement the costs of travel for the applicant.
- The employing organisation's agreement with the proposed work plan for the applicant's visit/exchange.
- The employing organisation

CONDITIONS OF AWARD

- Awardees must finalise their travel plans and submit them to ARMS for approval before booking. An expenditure report must be provided within **six weeks** of completing the Fellowship. Any **unspent funds** must be returned to ARMS.
- The **IRMTG26** is non-transferable and cannot be extended beyond the approved period. However, exceptions may be considered in extenuating circumstances.
- Where possible and noting specific travel policies of the awardee's employing institutions, awardees must comply with ARMS' Travel Policy. Awardees will be required to demonstrate best-cost travel, and funding will not exceed the allocated budget. Refer also to section on budget above.
- Awardees are responsible for managing all travel arrangements, including visas, travel insurance, and subsistence expenses before departure.
- Travel to countries with **government advisories recommending against travel, or requiring high caution, is not permitted.**
- Within eight weeks of travel completion, awardees must submit a post-travel report (maximum one page) to the ARMS Executive Office. This report may be used for promotional purposes.
- Successful awardees will not be eligible for **IRMT grants or equivalent** for a period of up to five years from the year the award is accepted.

- Awardees travel at their own risk, and ARMS holds no liability for illness, emergencies, misadventures, natural disasters, civil unrest, or similar events. Awardees and their employing institutions (or the individual if self-employed) are responsible for ensuring compliance with all relevant Work Health and Safety (WHS) obligations, including the provision of a safe system of work, risk assessments, and appropriate duty of care measures. It is the responsibility of the awardee or their employing organisation to obtain suitable travel insurance and to implement reasonable precautions to safeguard health, safety, and wellbeing during travel.

SUMMARY AWARD INFORMATION

- **Applications open:** Monday, December 1, 2025
- **Applications close:** Friday, 5 June 2026. Applications must be completed [online](#).
- **Applications will be assessed** in June 2026 by an assessment committee constituted by the ARMS Board.
- **All applicants will be advised of their outcome** by the end July 2026.
- **Length of the Travel Scholarship:** nominally up to 2 weeks. The duration to be negotiated with your employing organisation and visiting organisation following the award of the IRMTG26.
- **Number of Awards:** up to 2.
- **ARMS Funding Amount:** Up to AUD\$5,000 per person for up to 2 awards.
- **Approved Travel Period:** Approved awardees must travel between 01 August 2026 – 31 January 2027.