

ARMS International Travel Award Program (ITAP) 2024 (NEW)

ABOUT THE ARMS INTERNATIONAL TRAVEL AWARD PROGRAM (ITAP)

Excellence of the Individual is a key strategic priority for ARMS, and in this regard, ARMS provides professional development opportunities for members to continually enhance their skills, expertise, and professional networks globally.

The ARMS Board is pleased to announce an exciting new **International Travel Award Program (ITAP)** commencing in 2024.

The ARMS International Travel Award Program (ITAP) provides modest financial support for up to two (2) ARMS members to participate in international visits and exchanges for an agreed period of time (nominally up to two weeks) with an agreed program of work and training. While the awardee will remain an employee of their host organisation, it is expected they will be integrated as far as possible into the normal working arrangements of the host organisation. Ideally, the awardee will work with a host mentor in the normal working environment of the host.

The Key objectives of the ITAP include:

- Providing development and training opportunities for Research Management Professionals¹;
- Enhancing global research management collaboration; and
- Enabling Research Management Professionals with an opportunity to develop their expertise and to pass on what they have learned for the benefit of their host organisation and other members within the ARMS community.

- Applications are to be submitted using the online application form – click [here](#).
- Applications are due COB 5PM AEST, 07 June 2024.
- Applicants are encouraged to discuss this opportunity with their immediate report before [applying](#).

WHO IS ELIGIBLE?

To be considered under the ITAP, 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).
- Be a full-time² Research Management Professional with a minimum of 5 years full time equivalent 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:

- Current members of the ARMS Board.
- Recipients of a Chapter Travel Award within the last three (3) years.
- Recipients of an INORMS Travel Award within the last five (5) years.
- Applicants who have applied for or have been awarded funding under the Indigenous Conference Travel Award Program (ICTAP) are ineligible to receive funding under the ITAP.

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

² Note: Career interruptions will be considered on a case-by-case basis at the discretion of the assessment committee.

WHAT FUNDING IS AVAILABLE FROM ARMS?

In 2024, the Society may offer two (2) eligible applicants support of up to \$AUD5,000 each – 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 from the proposed international engagement experience.
3. A well-developed knowledge dissemination plan within their host organisation and more broadly to 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. Strength of proposed international collaborative activities.

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 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.

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**
 - Budget justification to include the full cost of the visit to the selected sites.
 - The amount of funding support being requested by ARMS under the ITAP.
 - 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; and
 - The employing organisation's agreement with the proposed work plan for the applicant's visit/exchange.

CONDITIONS OF AWARD

- Awardees will be required to finalise their travel plans and provide to ARMS prior to booking travel. ARMS will then provide funding as per the approved budget upon receipt of a reimbursement form or invoice together with receipts received.
- The Award will not be transferrable to any other persons, nor can it be extended beyond the Approved Travel Period (see below). However, exceptions may be considered under extenuating circumstances.
- Awardees are expected to travel in compliance with [ARMS' Travel Policy](#) as well as abiding by their own employing institution's travel policies and requirements.
- Awardees are responsible for their own travel and subsistence arrangements, including coordinating visa and other such travel insurance before and prior to departure.
- Applicants are not permitted to travel to countries where there is a government advisory notice or similar stating that travel to the relevant country is not advised, or a high level of caution is required.
- Awardees will be required to provide a post travel report ***of no more than one page 8 weeks after travel***. This information will be used for promotional purposes and the report is to be submitted to the ARMS Executive Office.
- Successful awardees will not be eligible for other ARMS Professional Development or Travel Awards for five years from the year the award is taken up.
- Awardees travel at their own risk and ARMS will not be liable for any illness, medical or other emergencies, misadventure, natural disaster events, civil unrest or similar. Suitable travel insurance to cover such risks are the responsibility of the awardee or their employing organisation.

SUMMARY AWARD INFORMATION

- **Applications open:** December 2023/ January 2024.
- **Applications close:** 07 June 2024. Applications must be completed [online](#).
- **Applications will be assessed** in June 2024 by an assessment committee constituted by the ARMS Board.
- **All applicants will be advised of their outcome** by the end July 2024.
- **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 ITAP.
- **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 2024 – 31 January 2026.