



THE JANET DIBB-LEIGH AWARD FOR DISTINGUISHED SERVICE TO RESEARCH

MANAGEMENT NOMINATION GUIDELINES – 2025

NOMINATIONS CLOSE 5 PM AEST, Monday, 28th of July 2025

ABOUT THE AWARD

As part of ARMS' ongoing commitment to advancing research management and being the foremost advocate for the profession across Australasia, we proudly present the **Janet Dibb-Leigh Award for Distinguished Service to Research Management**. This prestigious award, the highest order of awards for the Society, aligns with ARMS' strategic vision to recognise and celebrate Research Management Leaders who have shaped the field through outstanding contributions, mentorship, and advocacy on an international scale.

Nominations for this honour are called for annually, but only the most exceptional eligible members—those whose impact extends beyond borders and has influenced research management on an international scale will be considered for recognition.

If the Assessment Panel identifies a deserving recipient in this round, the award will be formally presented at an award ceremony at the ARMS 2025 Melbourne conference on Thursday, 11 September 2025.

ABOUT JANET DIBB-LEIGH

Janet Dibb-Leigh is the Founding President of ARMS. This award celebrates Ms Dibb-Leigh's significant contributions to establishing ARMS and her broader impact on the global research management profession.

With over 30 years of experience as a senior Research Management Leader and strategist at three universities, Janet played a pivotal role in shaping ARMS and advancing research management on an international scale. She was the Founding President of ARMS, co-chair of the International Network of Research Management Societies (INORMS), Distinguished Faculty at the Society of Research Administrators International, and served on the International Editorial Board of *Research Global*.

Key achievements by Ms Dibb-Leigh include:

- Enhancing the international profile of the ARMS annual conference, attracting delegates from across the globe.
- Appointing a professional secretariat to manage ARMS' expanding operations.
- Establishing travel grant programs to support professional development within ARMS.
- Strengthening ARMS' connections with sister societies.
- Founding INORMS and hosting its first Congress, formalising the network of research management societies worldwide.

ASSESSMENT PANEL

A Board-endorsed sub-committee, composed of past award recipients, will evaluate all nominations based on the established criteria.

Should a recipient be chosen, the awardee will be acknowledged at the ARMS Melbourne Conference Award Ceremony. The awardee will receive an official trophy in recognition of their outstanding contributions and will be publicly acknowledged on the ARMS website, via social media and in the annual Report to Members.

RESPONSIBILITIES OF THE AWARDEE

In addition to fulfilling the duties expected of ARMS Fellows, award recipients are encouraged to remain actively engaged in the research management community. They play a vital role in advancing the profession, sharing their expertise, and supporting ARMS in achieving its strategic goals.

As part of their commitment, recipients of the JDL Award must:

1. Publicly share their profile and contributions to ARMS.
2. Act as ambassador for the Research Management Profession within the ARMS community.
3. Deliver an address at an ARMS event within 12 months of receiving the award, emphasising the essential role of research management in the broader research ecosystem.

ELIGIBILITY CRITERIA

- Both the nominee and the nominator must be current financial members of ARMS.
- ARMS Board members, the ARMS Executive Office, and previous awardees are not eligible to nominate.
- Paid consultants or service providers who are also ARMS members may apply but cannot reference any work conducted for ARMS in their capacity as a consultant or service provider.

SELECTION CRITERIA

Nominees must demonstrate significant contributions to the research management profession through active engagement with ARMS. The successful nominee will meet the following criteria:

1. Commitment to developing the Research Management Community (35%)
2. Influence on Research Management Practices at the National/International Level (30%)
3. Reputation for Excellence and Leadership in Research Management (20%)
4. Reputation for Innovation in Research Management (15%)

SPECIAL NOTES

- The Society reserves the right to withhold the award.
- The award recipient will also become a Fellow of ARMS if not previously conferred.

APPLICATION PROCESS

Nominees and nominators must both be current ARMS members. All nominations must be submitted by 5 PM AEST, Monday, 28 July 2025, to ARMSMembership@researchmanagement.org.au. Late submissions will not be accepted.

Each nomination should include:

- A description of how the nominee meets the selection criteria, including related achievements (4-page maximum – see Section 3 of the nomination form).
- A 2-page summary of the nominee's achievements (Section 4 of the nomination form).
- A 100-word statement and a high-resolution photo for promotional purposes (Section 5 of the nomination form).
- Supporting statements from two referees (1-page maximum each – Section 6 of the nomination form).

KEY TIMELINES

Date	Description	Additional Information
Friday, 20 June 2025	Call for nominations for the Janet Dibb-Leigh Award for Distinguished Service to Research Management.	Notification to be disseminated to all ARMS Members and details will be posted on the ARMS website and our e-newsletter, Up In ARMS.
Monday, 28 July 2025	Nominations close	Completed nomination forms must be submitted to the ARMS Administration Officer – ARMSMembership@researchmanagement.org.au by cob 5 PM AEST. Late nominations will not be accepted.
30 July – 9 August 2025	Assessment of all nominations by a sub-committee of the ARMS Board.	The Society reserves the right not to make an Award in the event that no nominations are received which sufficiently meet the above selection criteria.
Thursday, 11 September 2025	If an awardee is selected for this round, they will be announced at the Award Ceremony at the ARMS Melbourne Conference. The Awardee to be presented with an official trophy at the Award Ceremony.	Presentation by ARMS President.

