



2024 RMIT PAUL TAYLOR AWARD – RECOGNISES AND CELEBRATES EXCELLENCE IN RESEARCH AND INNOVATION SUPPORT

APPLICATIONS CLOSE 5PM AEST, Friday the 31st of May 2024

GUIDELINES

Through the generous contribution of RMIT University, ARMS is pleased to announce a new award in 2024 - The RMIT Paul Taylor Award – Excellence in Research and Innovation Support.

This award honours the life and work of Dr Paul Taylor, an exemplary and inspiring Research Management Professional from RMIT University, who sadly passed away in November 2018. Dr Taylor was internationally respected for his thoughtful and determined leadership in research integrity.

AWARD OBJECTIVES

The award recognises individuals or teams who, through their work, have enabled excellence in research and innovation support. The four award categories for this award include:

- **Innovation in research management** – This category recognises the development of new ideas and the creation of novel solutions.
- **Leading change** – Characterised by the adoption of best practice, collaboration and the ability to influence others to achieve objectives and organisational goals.
- **Service excellence** – This category is for those recognised by the research community for consistently delivering exceptional service.
- **Education and Training** – Through the provision of high-quality education have improved research culture and capabilities.

HOW WILL APPLICATIONS BE ASSESSED?

Applications will be assessed by a panel of representatives (Assessment Committee) determined by the ARMS Board. The Committee will assess all nominations against the selection criteria and will recommend the awardees to the ARMS Board for final endorsement. Recipients are expected to be advised of their outcome by 21 June 2024. However, formal announcement shall be under embargo and announced at an award ceremony at the ARMS Conference in Darwin.

Applications will be assessed against the following criteria:

Quality of the application.

The application must be clear and concise.

All the objectives of the award must be addressed in the application.

Value of the activity.

In enhancing the profession of research management and administration; and

In enhancing the interface between research and its management.

Effectiveness of the activity.

Is the initiative effective in its purpose?

Is there evidence that the initiative has produced a positive effect as evidenced by adoption of the new practice?

Alignment with Award objectives.

The degree to which the proposed activity has been characterised by leading change, working smarter, providing outstanding quality service, or innovation in research.

Provide at least one Statement of Support (Letter of Support)

Statements of support from a person or institution, detailing the benefit and impact of the innovation and its application. At least one, but no more than three statements of support must be provided for the nomination.

At least one statement (Letter of Support) must come from a relevant line manager.

Provide at Least two confidential referees.

Nominate at least two confidential referees who the Assessment Committee can contact to obtain additional information about the application.

The Evaluation Committee will pay attention to quantitative evidence for each of the listed questions, in particular when demonstrating achievement towards the program objectives, for the implementation of the activity, and for clients/stakeholder's impact and engagement.

Only the specific contribution of the applicant(s) in the activity will be considered but within the context of their organisation (e.g., a team of 10 or access to in-house developers will be reviewed differently in a small or large organisation).

WHO IS ELIGIBLE?

To be considered under this program, an applicant(s) must:

- Be a current financial member of ARMS at the time of application, and for the duration of the award (either as an individual or part of a corporate/small organisation membership). Nominations of both individuals and teams are encouraged (where applicable). If a team nomination, all team members must be a current member of ARMS.
- Demonstrate that your organisation supports attendance at the ARMS Darwin conference and will be prepared to meet costs not covered under this award.

WHO IS NOT ELIGIBLE?

- Members of the ARMS Board; and
- Previous recipients of the Awards for Excellence in Research Management Practice.

WHAT FUNDING IS AVAILABLE?

Two (2) awards of up to **AUD \$1,500** each may be granted to eligible ARMS members to support their attendance to the ARMS 2024 Darwin Conference, 11-13 September 2024 <https://www.arms2024.com.au/> Conditions apply – see below.

The recipients will need to demonstrate relevant professional development benefits to a broader ARMS community from attending the ARMS Darwin conference.

WHAT ARE THE CONDITIONS OF AWARD?

- The award shall be used to offset the cost of attending the conference, which may include the registration fee, discounted, economy class airfare, accommodation etc. Successful awardees are expected to travel in compliance with [ARMS' Travel Policy](#). Expenses incurred by the awardee are to be reconciled with receipts and a [reimbursement form](#) or invoice submitted to the ARMS Executive Office for reimbursement of expenses.
- In the unlikely event that the awardee is unable to travel, all funds must be returned to ARMS.
- Awards are not transferable to another person unless it is another member of the team, in the case of a team nomination.
- At the conference, Awardees may be required to participate in ARMS promotional activities.
- Awardees will 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.
- Awardees will be presented with a medal acknowledging their achievement and contribution towards enabling ethical and responsible research delivering impact. Presentations will be made at the ARMS Darwin Conference.
- Awardees will also be featured in our e-newsletter, Up in ARMS and on the ARMS website.
- Awardees will be required to receive their prize by completing an ARMS Reimbursement Request forms or by submitting an invoice to ARMS.

PLEASE NOTE: If an eligible member has applied for and is the successful recipient of a 2024 ARMS Chapter Travel Award or First Nations/Indigenous Conference Travel Award, they will only be eligible to receive one award of their choosing.

HOW DO I SUBMIT AN APPLICATION?

To nominate, please download and complete the nomination form and submit it to ARMSMembership@researchmanagement.org.au

Nominations for the 2024 round are due no later than **5PM AEST, Friday, the 31st of May 2024**

No appeals or late applications will be accepted.

KEY TIMELINES:

Proposed Timeline	Description
Monday, 22 April 2024	Call for applications– to all ARMS members to be featured in the e-newsletter and via e-blast to members.
Friday, 31 May 2024	Closing date for Applications – COB 5PM AEST - Applications to be submitted to the ARMS Membership Officer – ARMSMembership@researchmanagement.org.au All applications received will be acknowledged by email.
3 – 14 June 2024	ARMS Executive Office to submit applications to the Evaluation Committee for assessment.
	Evaluation Committee to meet to review applications and to finalise recommendations. A reserve list to also be considered by the Evaluation Committee.
Friday, 21 June 2024	ARMS Board to endorse the recommendations made by the Evaluation Committee (including those on the reserve list). 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.
Thursday, 27 June 2024	Early Bird Registration closes for the ARMS Darwin conference***
September 11-13 tbc	Presentation of all award recipients at the ARMS Darwin conference.
By Friday, 27 October 2024	Post conference article in Up in ARMS – To be produced by RMIT University

**Note: Innovation can be shown by demonstrating that a product or process is novel to the research enterprise or significantly improves an existing technology or its application. Alternatively, the product or process should anticipate the impacts of change by presenting a new way of achieving corporate objectives or improving productivity. A demonstration of innovative applications related to new information systems include how the system implementation is supporting or encouraging process improvements. It must also demonstrate how it is being used to inform improved research management and administration practices. An innovation based solely on the establishment or implementation of the system does not satisfy the required award criteria.

*** Award recipients and unsuccessful applicants will be able to register for the Darwin conference at the early bird rate after the closing date.