



Global and local
research partnerships
for a sustainable future
11 – 13 September 2024
Darwin Convention Centre



2024 ARMS CHAPTER TRAVEL AWARDS

Applications for the 2024 Chapter Travel Awards are due cob 5 PM AEST 19 April 2024 to
ARMSMembership@researchmanagement.org.au

PURPOSE:

Chapter Travel Awards aim to provide financial support to eligible ARMS members wishing to attend the ARMS [Darwin Conference](#) from 11-13 September 2024.

PURPOSE OF THE CHAPTER TRAVEL AWARDS

These awards provide financial assistance to help 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.

WHO IS ELIGIBLE?

To be considered for an award an 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. Demonstrate that your organisation supports your attendance at the ARMS Darwin 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 Darwin 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 ARMS branded travel award for support to attend the Darwin conference, if successful for one or more of these awards, the recipient will only be entitled to one (1) award of their choosing.

WHO IS NOT ELIGIBLE?

- Members of the ARMS Board
- Members who have previously received an ARMS Chapter Travel Award in the past five years.

WHAT FUNDING IS AVAILABLE?

The maximum level of support for an eligible applicant shall be AUD\$1,000 GST inclusive.

Applicants are encouraged to discuss this funding opportunity with their immediate report (or Manager) before applying.

Applicants will be required to provide a justification of the support being requested – see section on “How will applications be assessed?” for more information.

NOTE: Applications will be assessed by each Chapter Committee with a recommendation to the ARMS Board.

HOW WILL APPLICATIONS BE ASSESSED?

Intending applicants are advised to complete the application template and to address the following **assessment criteria**:

1. Your professional experience in the research management field and your career history over the last five years. Summarise roles held, key responsibilities and any challenges that you have faced during your career.
2. The themes of the conference you are interested in and how they will contribute to your professional and career development.
3. Benefit of attending the conference and how this will fit into your career aspirations.
4. Brief budget justification for the amount of support being requested including a description of how other costs not met through the travel Award will be covered.

All applications will be reviewed by Chapter Committees determined by the ARMS Executive Office. Each Chapter Committee shall review applications based on the assessment criteria with a recommendation for endorsement by the ARMS Board. Consideration will also be given to the diversity of participation including region, ECR status and research management at all life stages and institutions. *The Board reserves the right to modify the recommendations made by the Chapter.*

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 **5 PM AEST, Friday the 19th of April** 2024 – ARMSMembership@researchmanagement.org.au

CONDITIONS OF AWARD

The Chapter Travel Awards can be used to offset the cost of attending the Darwin 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 take up the award, they must immediately advise the ARMS Executive Office in writing.

Awards are not transferable to another person.

At the conference, Awardees may be required to participate in ARMS promotional activities as required.

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.

CHAPTER TRAVEL AWARDS CYCLE 2024:

Date	Description
Friday, 8 March 2024	Call for Applications – To be featured in e-newsletter and via e-blast to members.
Friday, 19 April 2024	Closing date for Applications – COB 5PM AEST - Applications to be submitted to the ARMS Accreditation and Membership Engagement Coordinator email ARMSMembership@researchmanagement.org.au All applications received will be acknowledged by email.
22-26 April 2024	ARMS Executive Office to submit applications to relevant Chapter Committees for assessment.
29 April – 10 May 2024	Chapter Committees to meet to review applications and to finalize recommendations. Chapter committees will be advised to identify a reserve list in the event that a recommended awardee is unable to accept their award.
Strictly by 17 May 2024	Chapter Committee to submit their recommendations to the ARMS Board for endorsement.
13-24 May 2024	ARMS Board to consider recommendations by the Chapter Committees
By Friday, 31 May 2024	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 Registrations close.
Wednesday 11 September – Friday 13 September 2024	ARMS Darwin Conference https://www.arms2024.com.au/
Before 1 October 2024	Applicants to submit ARMS Reimbursement Request Forms/invoice to obtain funding for the award.
Friday, 25 October 2024	Successful awardees to provide a one-page report on their learning outcomes from the conference to the ARMS Executive Office.