



ARMA Awards 2017

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AWARD OBJECTIVES

The ARMA Awards aim to:

- Enhance the profession of research management and administration by raising the profile of individuals, teams and organisations that have achieved excellence and/or demonstrated innovation within their profession.
- Celebrate, congratulate and showcase the achievements of ARMA members and share best practice with a growing, global professional community.
- Recognise pioneering approaches to research management and administration and disseminate that information through provision of case studies and other materials based on nominations for the Awards.
- Enhance ARMA members' team and/or organisation's profiles and reputations.
- Raise the general profile of ARMA throughout the profession and the wider research sector.

THE 2017 AWARD CATEGORIES

This year, there are five categories, each reflecting the broad range of expertise within our profession and each providing an opportunity to showcase some of the best practice that is influencing the development of research management and administration:

- Innovation in Research Management and Administration
- Communication and Outreach in Research Management and Administration
- Collaboration in Research Management and Administration
- The Carter Award for Outstanding Contribution to Research Management and Administration
- Research Management Team of the Year

1. Innovation in Research Management and Administration

Innovative approaches can enhance service delivery in research management in many areas, ranging from funding development, compliance, ethics or research review to contracts, data management or impact measurement. Showcasing innovation to promote or advance research management and administration, this Award recognises an individual or team that has invented, modernised or transformed new or existing approaches that have enhanced their organisations' research enterprise.

In general, nominees will have contributed to their organisations' research enterprise through development and implementation of innovative practices, systems or approaches. Specifically, the recipient will have demonstrated one or more of the following attributes:

- Made a demonstrable contribution to the practice of research management through innovation.
- Devised, developed and/or implemented innovation that can be readily replicated within other departments and/or research organisations.
- Influenced the practice of research management directly or indirectly at the local, national or international level.
- Facilitated enhanced quality or quantity of research.
- Achieved excellence beyond the scope of their primary professional role.

Judges will particularly look for an initiative that has transferability or addresses emerging challenges and opportunities and therefore has potential wider benefits if adopted elsewhere. They will also look for effective use of practices learned or adopted from sectors or professions outside research management.

2. Communication and Outreach in Research Management and Administration

Communication, public engagement, outreach and advocacy are central components of the research endeavour, whether for demonstrating the impact of research or securing resources and reputation. This Award recognises an individual, team, project or institution that has developed and maintained innovative ways for connecting with the public and other interested parties and/or communicating the activity and benefits of research.

In general, nominees will have demonstrated a highly successful approach to developing and delivering methodologies that actively engage interested parties in the research process from start to finish. Specifically, the nominees will have demonstrated one or more of the following attributes:

- Devised and delivered a method that explicitly ensures their organisation can demonstrate accountability and transparency, impact, relevance and/or responsiveness.
- Found a successful way to engage with and involve the local, regional and/or national community on the current and future direction of their organisation's research portfolio, strengthening the organisation's research brand and/or identity.
- Enacted an approach that enriches their organisation's research, such as opportunities for the public to contribute to that research.
- Influenced the practice of research management directly or indirectly at the local, national or international level.
- Built and facilitated proactive engagement amongst the research support team, other areas of professional services, researchers and students to deliver an internally inclusive approach to external community engagement.

Judges will particularly look for techniques for public engagement that can be replicated and therefore have potential wider benefits if adopted elsewhere. They will also look for effective use of practices learned or adopted from sectors or professions outside research management.

3. Collaboration in Research Management and Administration

Collaboration amongst research support professionals is an integral part of successful research, be it cross-organisation, pan-sector or across sectors, nationally or internationally. This Award celebrates a project or initiative that has significantly benefited from a collaborative approach to research management and administration, identifying challenges and opportunities and their resolution and enhancing the ability of researchers to work across disciplinary, organisational, sector or global boundaries.

In general, nominated collaborations will have demonstrably contributed to the respective organisations' research enterprise. Specifically, the nominees will have demonstrated one or more of the following attributes:

- Made a demonstrable contribution to the practice of research management through successful techniques or approaches in fostering and maintaining collaboration.
- Devised, developed and/or implemented techniques and approaches for collaborating that can be readily replicated within other departments, faculties and/or research organisations.
- Influenced the practice of research management directly or indirectly at the local, national or international level.
- Facilitated enhanced quality, quantity or impact of research.
- Enhanced the reputation and/or success of the partner organisations.

Where relevant, judges will look for effective collaboration between research support and other professional services, academics and/or project partners. Judges will particularly look for techniques for stewarding relationships and fostering and maintaining collaborations that can be replicated and therefore have potential wider benefits if adopted elsewhere. They will also look for effective use of practices learned or adopted from sectors or professions outside research management.

4. The Carter Award for Outstanding Contribution to Research Management and Administration

This Award is named in honour of Dr Ian Carter, in recognition of his dedicated and outstanding contribution to ARMA during his seven years as Chair of the Board of Directors and to his ongoing contribution to the broader profession of research management and administration. The Award recognises an individual whose contributions to research management and administration are of such significance and/or span a significant part of a career that special recognition is warranted.

In general, nominees will have demonstrated an exceptional impact on the enhancement of the research support environment at the local, national or international level. Specifically, the recipient will have demonstrated one or more of the following attributes:

- Substantially enhanced the reputation of the profession.
- Substantially enhanced the quality, standards and professionalism of research management and administration.
- Made a demonstrable contribution to the practice of research management through publication, development of new procedures, contribution to professional development, or other leadership.
- Committed to continuous improvement as shown by engagement in the ongoing development of research management best practices.
- Achieved excellence in the profession beyond the scope of his/her primary professional role.
- Substantially influenced the practice of research management at the local, regional, national or international level.

An “outstanding contribution” does not automatically equate to longevity in post or the profession.

5. Research Management Team of the Year

Research management and administration comprises an increasingly diverse range of activities and requires a broad mix of talent, knowledge and skills in order to work well. This Award celebrates a research management team that has succeeded in combining the component parts of research management and administration into a robust, cohesive and effective unit, resulting in a significant positive impact on their organisation's research enterprise, within or beyond the organisation.

In general, nominees will have demonstrated an exceptional positive contribution to their organisation's research endeavour but specifically, the nominees will have demonstrated one or more of the following attributes:

- Created and managed strong and sustainable relationships with partners and customers, inside and/or outside the organisation.
- Implemented successful approaches to promoting positive and effective internal communications.
- Devised effective methods for harmonising different aspects of research management.
- Successfully integrated research management across central and/or departmental offices, responding to the unique circumstances of each environment.
- Modernised or transformed processes for engaging with and responding to the requirements of the organisation's leadership and/or academic community.
- Highlight the use of successful practices for integration, harmonisation and/or communication.
- Demonstrated a substantial positive impact on the success of the research organisation.
- Responsiveness to the changing external landscape.

Judges will particularly look for approaches and techniques that can be replicated and therefore have potential wider benefits if adopted elsewhere.

NOMINATION PROCESS

Nominations must be submitted on the ARMA Awards Nomination Form, which is enclosed with this prospectus. The Nomination Form has been designed to provide the judges with all the information they require to arrive at decisions. No accompanying or additional material will be accepted. The judges will only evaluate material contained on the nomination form, disregarding any prior knowledge they may have of the nominees.

Only current members of ARMA may submit nominations for any of the Awards.

With the exception of the Carter Award for Outstanding Contribution to Research Management and Administration, only current members of ARMA may be nominated for any of the Awards. In the case of the Research Management Team of the Year Award, at least one member of the nominated team must be a current member of ARMA.

There does not need to be a formal relationship between nominator(s) and nominee(s). It is the responsibility of the nominator(s) to secure the agreement of the nominee(s) that their nomination may be submitted. This is particularly important as it is a condition of nomination that the nominee(s) agree, if shortlisted for an Award, to work with ARMA to develop and publish case studies based on their nomination.

The closing date for receipt of nominations will be 12 noon on Friday 28 April 2017. No late or incomplete nominations will be accepted. Nominations must be submitted to Jo Edwards, Chief Operating Officer, ARMA at jo.edwards@arma.ac.uk.

JUDGING PROCESS

The Awards follow a judging process whereby nominations are judged against the criteria set out in this prospectus. Following initial consideration of all nominations, a number will be shortlisted for each Award category. The shortlist will be published in advance of the Awards Ceremony.

No shortlist will be prepared or published for the Carter Awards for Outstanding Contribution to Research Management and Administration.

The strongest nominations from the shortlist will then be chosen as the category winners. The judges may also, at their sole discretion, award a Highly Commended recognition to a maximum of one shortlisted nomination per category. The decisions of the judges will be final and no correspondence will be entered into. The judges will provide short written feedback on each of the nominations received.

ARMA reserves the right not to make an Award in any of the categories, in the event that no nominations are received which sufficiently meet the criteria.

The judges will be an ARMA Awards Panel appointed for this purpose by the Board of Directors of ARMA UK. For the 2017 Awards, the Panel comprises:

The Deputy Chair of ARMA

The ARMA Special Interest Group Champions Co-ordinator

The 2015 and 2016 winners of the Carter Award

The ARMA Award Winners and any Highly Commended awards will be announced at the Gala Dinner during the 2017 ARMA Annual Conference and publicised on the ARMA website thereafter.

CONFLICT OF INTEREST

There are a number of measures in place to prevent any conflict of interest arising in the selection of Award winners.

- In the event that any nominee for an Award is an employee of the same institution as a member of the Awards Panel, the relevant member of the Panel will take no part in the judging process for that Award and an alternative judge shall be appointed by the ARMA Board of Directors.
- Current members of the ARMA Board are not eligible for nomination for any of the Awards.
- Members of the Awards Panel are not eligible for nomination for any of the Awards.

- The Carter Award is not open to former members of the ARMA Board until a period of two years has passed following their term of office.
- The Research Management Team of the Year Award is not open to the institutions of current members of the ARMA Board.

CONFIDENTIALITY

Until shortlisted nominations and Award winners are announced, the results of the judging are confidential. Judges are not permitted to discuss or disclose the contents of nominations outside the confines of Award Panel discussions and meetings. The names, details and contents of nominations which are not shortlisted will remain confidential.

FURTHER INFORMATION

Contact: Jo Edwards, Chief Operating Officer, ARMA, jo.edwards@arma.ac.uk

CONFIDENTIAL

**ARMA Awards 2017
Nomination Form**

| |
|--|
| 1. Award Category: |
| 2. Name(s) of Nominee(s): |
| 3. Nominee(s) contact details: Business Address: Phone: Email: |
| 4. Nominee(s) ARMA Membership Number: |
| 5. Name of Nominator: |
| 6. Nominators contact details: Business Address: Phone: Email: |
| 7. Nominators ARMA Membership Number: |
| 8. Short Description (Maximum 100 words): |

9. Full Description (maximum 1000 words):

10. Declaration by Nominee(s):

I/we declare that I/we consent to being nominated for the 2017 ARMA Award Category as set out in this form. I/we agree that, in the event of being shortlisted for the Award, I/we will work with ARMA staff to prepare a case study on the subject matter contained in this nomination which may include text, photographs, audio and video material (to be prepared at ARMA's cost). The case study will become and remain the property of ARMA UK Ltd and may be made freely available by ARMA to members of the Association.

Signed:

Date:

11. Declaration by Nominator:

I declare that I nominate the above named person(s) for the 2017 ARMA Award Category set out in this form. I certify that I have the agreement of that/those person(s) to submit this nomination. I certify that the information contained in this form is true and accurate.

Signed:

Date:

Nomination Form Guidance Notes:

1. Insert the number and full title of the Award for which this nomination is being made.
2. Insert the title and full name of the nominee(s).
3. Insert the usual business address, telephone number and email address of the nominee(s).
4. Insert the ARMA membership number(s) of the nominee(s). This may be found by logging in to the ARMA website, www.arma.ac.uk, and checking under “My Profile”.
5. Insert the title and full name of the nominator.
6. Insert the usual business address, telephone number and email address of the nominator.
7. Insert the ARMA membership number of the nominator. This may be found by logging in to the ARMA website, www.arma.ac.uk, and checking under “My Profile”.
8. Set out a short description, using a maximum of 100 words, of the project, initiative, work and/or person(s) on which the nomination is based. In the event of the nominee(s) being shortlisted for the Award, this short description will be published as part of the shortlist. It is important, therefore, that it is self-contained (i.e. does not rely on other information contained in the form), is readily comprehensible to non-expert readers, and is free from jargon and acronyms. It is not necessary to use the full 100 words but any words in excess of the 100 limit will be disregarded by the judges.
9. Set out a full description of the project, initiative, work and/or person(s), explaining how it meets the criteria for the Award. It is not necessary to repeat text contained in the short description, as both will be read by the judges. The description should contain all the information necessary for the judges to assess the nomination against the criteria. It should not contain links or references to external information, testimonials or resources. Where such are relevant to the nomination, they should be included within the text. It is not necessary to use the full 1000 words but any words in excess of the 1000 limit will be disregarded by the judges.
10. All nominees must sign and date the form. Scanned or digital signatures will be accepted and submission of the completed form by email or other electronic means will be taken as confirmation that the form has been signed.
11. The nominator must sign and date the form. Scanned or digital signatures will be accepted and submission of the completed form by email or other electronic means will be taken as confirmation that the form has been signed.