



ARMA – INORMS 2020 Travel Awards

Information for Applicants

Closing Date for Travel Awards: Friday 13 March 2020

Email applications to enquiries@arma.ac.uk

ARMA-INORMS 2020 Travel Awards are intended to provide financial assistance for ARMA members wishing to attend the next INORMS2020 Conference in Japan. This takes place on 25-28 May at the International Conference Center, Hiroshima.

Value

ARMA are prepared to offer 5 Travel Awards up to the value of £1,000 each.

Stipulations

1. The Travel Awards can only be used for travel and accommodation expenses incurred in travelling to and from the INORMS 2020 Congress in Japan. Travel Awards cannot be used for reimbursement of fees or subsistence.
2. Priority will be given to those who can demonstrate that they would be unable to attend without a bursary
3. Preference will be given to those who have not attended an INORMS Congress before.
4. This scheme is only open to current members of ARMA.
5. The closing date for Travel Awards will be **5pm on Friday 13 March 2020**
6. The decision of the Selection Panel will be considered final.

Eligibility

To be considered for the award you must:

1. Be a paid-up member of ARMA;

2. Demonstrate that your organisation supports your attendance at the conference and will meet costs not covered by the Travel Award (Letter of Support or Self-Employment Statement).
3. Have not received an INORMS Travel award previously.

Letter of Support or Self-Employment Statement

Your application will need to be accompanied by a short letter from your line manager or a senior member of staff from your organisation. The letter should **not exceed one page** and at a minimum should include:

1. Confirmation that the organisation supports your attendance to the 2020 Congress.
2. Describe the amount of financial support that you will receive to attend the 2020 Congress.

If you are self-employed, your application must be accompanied by a one-page statement describing your business and how it contributes to the Research Management and Administration sector.

Assessment Criteria

Your application should address the following criteria, **up to a maximum of 2 pages**.

1. An explanation of why you wish to apply for an ARMA-INORMS 2020 Travel Award.
2. Describe how attending INORMS is relevant to your current role and responsibilities in the organisation and how it aligns with your career plan.
3. Describe how others in your organisation will be able to benefit from your attendance at INORMS.
4. Provide an itemised travel and accommodation budget, briefly narrating each line item. This budget may exceed £1,000, in which case ARMA will provide a contribution not exceeding this sum.

Review of Applications

Completed applications will be checked by the ARMA UK Executive Office for eligibility and sent to a Selection Panel for approval. The Selection Panel will be led by one of ARMA's Directors and comprise the Chief Operating Officer and a representative of the membership.

Scoring Criteria

The submissions will be scored according to the following criteria:

1. Explanation of why you wish to apply for an ARMA- INORMS Travel Award (25%)
2. Explanation on how attending INORMS is relevant to your role and responsibilities and how it aligns with your career path (15%)
3. Explanation of how others in your organisation will be able to benefit from your attendance (25%)
4. Demonstrable evidence that you would be unable to attend the Congress without a bursary (15%)
5. Quality of budget information (20%)

Notification of Outcome

Applicants will be notified of the outcome by **Monday 23 March 2020**. The decision of the Selection Panel will be considered final.

Report on Outcomes

Successful applicants are required to provide a short report (not exceeding two pages) and a short article (for The Protagonist) or blog (for the ARMA website) on their experience at the INORMS Congress by **30 June 2020**. Reports must be sent to the ARMA Executive Office at enquiries@arma.ac.uk.