

ARMA Awards 2026: Guidance Notes for Nominators

Before you begin:

- Please refer to the description and eligibility criteria of the award and ensure your examples meet one or more of the attributes of the award.
- The nominee must be an ARMA member and can be nominated or self-nominate for any of the Awards.
- In the case of the Research Management Team of the Year Award and Collaboration in Research Management, at least one member of the nominated team must be a current member of ARMA.
- The nominator can be an ARMA member or non-member.
- If you are nominating the same nominee for different award categories, please complete a new nomination form for each award.

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 Awards Working Group reserves the right to move a nomination to a different award category. You will be informed if this is the case.

The closing date for receipt of nominations will be **Friday 16 January 2026**. No late or incomplete nominations will be accepted.

Guidance on use of artificial intelligence (AI) tools

Nominators are permitted to use AI as a support tool. However, the nomination must reflect the voice of the nominator and original work of the nominee. Any use of AI (such as ChatGPT, Grammarly, Gemini etc) must be declared in the nomination form.

The judging panel will not use AI for assessing nominations.

The Awards Working Group reserves the right to disregard any nominations which are predominantly/inappropriately AI generated.

How to make a nomination

All nominations must be submitted using the **online Nomination Form**. This online Nomination Form has been designed to provide the judges with all the information they require to arrive at decisions.

Below you will find the questions that appear on the online Nomination Form. This should help you gather the information required to make your nomination(s).

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.

1. Award Category:
2. Name(s) of Nominee(s):
Nominee(s) contact details 3. Place of work: 4. Job title: 5. Email: 6. Phone (optional):
7. ☐ By ticking this box, I hereby confirm the Nominee is an ARMA member
Nominator contact details: 8. Name of Nominator: 9. Place of work: 10. Job title 11. Email: 12. Phone (optional):
13. Short Description (maximum 100 words):

14.Full Description (maximum 750 words):

If you are nominating an individual for an award, please aim to avoid repeating their name frequently in your description.

15.Declaration of AI use

Nominators are permitted to use AI as a support tool. I/we declare that the nomination reflects my voice as the nominator and the original work of the nominee.

☐ By ticking this box, I hereby confirm AI has been used in the nomination.

16.Please state the AI tool, app or programme used:

17.Explain how you have used AI in your nomination:

18.Declaration by Nominee(s):

I/we declare that I/we consent to being nominated for the 2026 ARMA Award Category as set out in this form. I/we agree that, in the event of being shortlisted for the Award, I/we may be required to 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.

☐ By ticking this box, I hereby confirm my consent to be nominated.

19.Declaration by Nominator:

I declare that I nominate the above named person(s) for the 2026 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.

☐ By ticking this box, I hereby confirm I am the nominator of the above-named person.

Nomination Form Guidance Notes:

1. Select the Award category for which this nomination is being made.
2. Insert the title and full name of the nominee(s).

Nominee(s) contact details

3. Place of work
4. Job title

5. Email address
6. Telephone number
7. Confirm the ARMA membership status of the nominee(s)

Nominator contact details

8. The title and full name of the nominator.
9. Place of work
10. Job title
11. Email address
12. Telephone number

Nomination details

13. 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. ARMA reserves the right to retain the short description and use it over subsequent years for promotional activities of ARMA Awards.
14. 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 750 words but any words in excess of the 750 limit will be disregarded by the judges.
15. Declare the use of AI.
16. Confirm the name of the AI tool used.
17. Explain how the AI tool was used in the nomination.
18. Confirm that the nominee(s) has consented to be nominated.
19. The nominator must confirm they are the nominator.

Timeline

Thursday 16 October 2025	Call for nominations open
Tuesday 18 November 2025	ARMA Awards Information Session
Friday 16 January 2026	Call for nomination closes

January and February 2026	Judging panels score the nominations
Late March 2026	Shortlist for each award category is announced
Wednesday 17 June 2026	Winners announced

Further information

Contact: ARMA Awards Team at awards@arma.ac.uk