



# EARMA

## European Certificate in Research Management (CRM)

The European Certificate in Research Management is a training program targeted for practitioners in research management and administration. It is taught in a combination of workshops and self-study and is designed to be taken in parallel with a regular day job in entities such as Research Performing Organisations (RPOs), Research Funding Organisations (RFOs), Research Consultancy Companies and other research support service providers.

It is an accredited professional qualification, and upon the completion of the full program, the successful participant will be awarded a certificate and credits equal to 20 ECTS.

While attending this program, you will consolidate and develop the knowledge and skills required to be a successful research manager. You will learn how to: describe, analyse and signpost your professional competence; take responsibility for your professional learning; and demonstrate an informed awareness of national, international, institutional and other contexts that affect you, your work and your institution.

Each year we enrol 20 new participants in the program, so this is also a unique opportunity for you to build your network of European colleagues of Research Managers and Administrators.

New cohorts start every October! Sign up by end of September.  
Contact EARMA for further information [earma@earma.org](mailto:earma@earma.org)



# About the training program



You must complete 5 mandatory units and at least 1 optional unit to earn the Certificate in Research Management. The mandatory units are held as one-day physical workshops in October, April/May and October, and you will attend three gatherings during the training. The optional units are delivered online. After each unit, you must submit a written assignment, and all units must be passed to earn the certificate. There are three annual submission deadlines, and you can plan the pace at which you aim to complete the qualification.

## The Units

### MANDATORY UNITS

- ★ Developing and Implementing Policy and Strategy
- ★ Understanding the International and European Research Environment
- ★ Gender and Diversity in Research Management
- ★ Managing and Supporting the Development of a Project Portfolio
- ★ Working with Management Information

### OPTIONAL UNITS

- ★ Identifying New Opportunities for Funding
- ★ Optimising Unit and Organisational Effectiveness

## Learning outcomes

- ★ Understand the difference between policy and strategy and how to contribute to development and implementation
- ★ Understand how organisational systems impact research management and what are key issues in process development
- ★ Understand gender and diversity in research and how to work towards a diverse research culture
- ★ Understand the key financial and risk related factors of a balanced project portfolio
- ★ Understand the potential of management information, contribute to the development and use of performance indicators and measures for research management.

In addition to the workshops, the programme includes an induction session and a digital assessment preparation Q&A session.

EARMA provides an online community platform with collaboration spaces for the enrolled candidates to meet, discuss and share information.



## Who is this for?

We recommend that you have at least 3-4 years' experience as a research manager or administrator before signing up for this training program.

You should be prepared to undertake about 180 hours of study, including workshops, mentoring and self-guided learning, reading, research and preparation of written assignments to each unit. You should also get involved in the collaboration with your fellow participants and complete the required documentation of your progress.

You should identify a mentor for the period of the study. The mentor should be an experienced research manager who can act as a professional adviser and discussion partner. The mentor should not be your line manager; we recommend that you identify someone from outside your organisation. EARMA can help you identify a mentor if needed.

## Tuition fees

### TOTAL COST OF THE COURSE

- ★ EARMA members: €3545 + 21% VAT
- ★ Non-members: €4095 + 21% VAT

These are payable in three installments. Additional costs, travel and accommodation for the three gatherings are not covered by the tuition fee.

EARMA cancellation policies apply, flexible payment available on request.

Financial support of €500 may be available for EARMA members through the EARMA Training Awards. Contact EARMA for further information.

# Testimonials

“I took part in the Certificate in Research Management because I wanted to formalise my external funding knowledge, so I thought the idea of meeting in Brussels combined with self-studies and an institution mentor was ideal. I learned that studying while also working full-time and writing strategically about your own institution and its external funding is challenging. I would recommend this course because the different subjects are brilliant, and the programme develops your strategic understanding of the connection between external funding and the strategies of your institution. Most importantly, I appreciate the great network that I have become a part of.”



**Laila**  
PARTICIPANT

“I have been a mentor in the EARMA CRM program since 2019. I enjoy sharing my expertise and experiences in research management and administration, and CRM enables me to coach and support younger RMA colleagues in their career development in a personal way. It is great and rewarding to see how mentees grow as critical thinkers on our profession and the importance of our work for research-driven organisations. And in return, through the CRM assignments I gain new insights as well and can benchmark my own knowledge. I can truly recommend taking up a CRM mentorship when asked.”



**Ellen**  
MENTOR



[earma@earma.org](mailto:earma@earma.org)

[earma.org](http://earma.org)

[@EARMAorg](https://twitter.com/EARMAorg)

[/company/earma](https://www.linkedin.com/company/earma)

Rue Joseph II, 36-38 B-1000, Brussels