



EARMA Travel Grants

Programme Guidelines, Revised December
2021

Awards Committee publication

**Approved by EARMA Board
V 18.12.2017**

Recipient(s)
EARMA members

Level of confidentiality
None

Objectives

One of the key benefits of EARMA membership, as identified by members, is the importance of continuous professional development and networking between fellow professional research managers and administrators at all levels nationally, regionally, European and internationally. To facilitate this EARMA arranges its annual conference, workshops and other professional development seminars to provide an opportunity for EARMA members to meet, learn, and share their experiences. EARMA also encourages its members to visit Research Offices in other parts of the world and to attend the conferences and other events of its sister Professional Associations (SPAs) with three major objectives in mind:

1. The training of research administrators and managers;
2. Exchange of best practice between research managers and administrators
3. Enhancing international research collaboration through the building of strong links between research management and administration personnel and institutions.

To support these objectives EARMA operates a highly flexible '*EARMA Travel Grants*' Programme. The EARMA Travel Grants is its way to provide the opportunity to secure financial support for the professional learning endeavours of its members including at the annual EARMA Conference.

The EARMA Travel Grant is a lump sum of €500, as a contribution to travel costs. In each case, payment of the award will take place after a final report has been submitted to and accepted by the EARMA Board. EARMA reserves the right to publish such reports in EARMA communication channels (e.g. EARMA newsletter, website). No detailed justification of costs is necessary. The applicant will be obliged to sign a declaration that they have incurred costs equal to or in excess of the grant, and that they are not reimbursable from any other source.

Applications may be made for planned travel to visit other research institutions for the exchange of experience and for the attendance of conferences organised by EARMA or its SPAs.

We particularly welcome applications from those that proposing to undertake an activity that they have not done before (e.g. presenting at a conference).

Eligibility

The following eligibility rules must be met for all applications:

- Applicants must have a minimum of two years' experience in Research Management and Administration.
- All current EARMA members (individual and institutional) of good standing may apply.
- Applicants must be members of EARMA for at least the previous membership year.
- Board and Award Committee members are ineligible and remain so for 3 years after the end of their term.

Given the above, members may not hold grants in consecutive years or two grants in the same calendar year.

- For example if you want to take part in 2018; you must have been a member of EARMA since January 2017. In this case, you can apply in 2017 to take part in 2018.
- If you have successfully applied for a grant in 2019 you may not hold another grant in 2019 but you can apply to hold another one in 2020.

What costs are covered?

The grant is a lump sum of €500. The awardee may use this to cover any out-of-pocket costs associated with taking part in the proposed programme.

Application procedure

As an applicant you must complete the online application form proposal to be considered for selection.

Selection criteria

For all eligible applications the selection criteria used will be as follows:

- 1) The strength of the case made to demonstrate the impact and enhancement to the individual and to their professional development.
- 2) The strength of the contribution to be made to the objectives of EARMA
- 3) The strength of the contribution to be made to the objectives of the institution
- 4) The extent to which the applicant will share their experience within their own organisation and outside their organisation. (

Candidates will be ranked according to the criteria described above and applications which are ranked highest will be considered for award. However, EARMA reserves the right to not grant awards to poorly justified applications regardless of ranking.

Travel arrangements and insurance

Applicants are responsible for their own travel and subsistence arrangements and must be eligible for foreign travel and have appropriate visas, inoculations etc. They should arrange their own travel insurance either through their employing organisation or through their own efforts. EARMA cannot accept any responsibility for any of these matters or for any of the consequences that might arise where the applicant does not make adequate preparation.

Calls, decisions & notification

Please see the EARMA web link for information about specific call information on EARMA Travel Grant applications.

All applications will be evaluated by the EARMA Awards Committee (AC). The AC will make recommendations to the EARMA Board which will be reviewed for ratification at the next EARMA Board meeting.

Successful applicants will receive a written notification of the outcome of your application no later than two weeks after the Board meeting at which it was considered.

Contact us for further information

For further information about the EARMA Travel Grants, please contact earma@earma.org, with any questions about the programme.

Rue Joseph II, 36-39

B-1000 Brussels

Belgium

earma@earma.org

www.earma.org

EARMA VAT No: BE.0831.444.012

Copyright © 2022 EARMA. All rights reserved.