ARMS 2019 CONFERENCE

Guidelines for Submitting a Competitive Abstract in the form of:

Theme Leader Presentation

Oral Presentation

Poster Presentation

Pre-Conference Workshop

GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT

Abstracts submitted for the ARMS 2019 Conference should:

- ✓ **Articulate succinctly the key message(s) you wish to communicate to conference delegates:**
  - **Clearly identify** the subject matter or topic of your presentation or workshop;
  - **Emphasise the key idea(s)** regarding the problem(s) or question(s) you wish to address;
  - **Highlight** your central idea regarding the question(s)/problem(s);
  - **Outline** no more than three key points to your argument; and
  - **Demonstrate** the relevance to advancing the professionalism of research management and administration.

- ✓ **Evoke interest** so that conference participants want to hear what you have to say:
  - **Select** a title that is captivating and will draw conference delegates; and
  - **Chose** the right pitch and language, i.e. use words that are understood by both specialists and non-specialists, avoiding jargon where possible.

- ✓ **When presenting the abstract** make sure that you:
  - **Submit** your abstract online through the speaker portal website.
  - **Be concise** - Abstracts should not exceed 250 words and must relate to one of the identified conference themes.
  - **Select an interesting and engaging title** – no more than twenty (20) words;
  - **Identify the presenter's name(s)** – identify which presenter is nominated for contact; note that proxy delegations for successful abstract presenters will not be permitted;
  - **Identify the presenter's contact details -** including institution, address, email address and telephone number;
  - **Provide an indication of preferred presentation format** (theme leader, oral presenter, poster presenter or pre-conference workshop presenter). Note – inclusion in a particular presentation format is at the discretion of the ARMS 2019 Program Committee;
  - **Submission must be made** in any one of the following 11 categories listed below; and
  - **Submissions may not be advertisements** of institutions as would be more typical of vendor or institution exhibits. Abstracts must be academic and/or professional in nature.

THEME SELECTIONS FOR ARMS 2019

Creating, Recording and Communicating Engagement and Impact

All researchers want to make the world a better place in some way. Yet defining their work in terms of engagement and impact, be it at the individual level or aggregated for a Field of Research, is exercising brains and systems at all levels.

This session will take a reflective look back at *Engagement and Impact (EI) Assessment* and, in contemplating some of the challenges faced in developing responses to EI, invites abstracts that are now forward looking in identify strategic and operational procedures that are preparing organisations to collect and collate the next engagement and impact statements.

The session will also investigate institutional strategies being initiated to support researchers build their own records and statements for reporting engagement and impact in their day-to-day activities. This session is foreshadowing the growing importance of individual researchers being able to clearly articulate their research impact. With a number of high-profile grant and fellowship schemes requiring statements on research impact and benefit, researchers will be looking for advice from research managers on best practice approaches and frameworks for demonstrating engagement and impact.

Ethics & Integrity

Meeting expectations in ethics and integrity is as much about research quality as it is about meeting compliance requirements within research environments.

This stream invites abstracts on topical issues for research managers in ethics, integrity and research compliance, including:

- Reflections and experiences in implementing the new Code and Guides
- Research misconduct investigations: tools, challenges and practical solutions
- Approaches to research integrity training and the development of Research Integrity Advisor networks
- Initiatives to deal with questionable research practices and research waste that may be created through poorly designed, conducted, analysed and reported research
- Implementations of working solutions to deal with breaches of research codes proportionate to the level of breach
- Creation of comprehensive compliance frameworks, dealing with human ethics, animal ethics, gene technology, export controls, biosecurity and more
- Current issues in human ethics arising from new technologies used in research

First Nations Research

The aim of this session is to outline the steps for planning robust, culturally acceptable research, and explores the issues that affect researchers and the research process when working in a First Nations context.

Abstracts are encouraged from across the research administration spectrum, including international examples that demonstrate a process of meaningful engagement and reciprocity between the researcher and the First Peoples and/or their communities involved in the research.

The session also welcomes abstracts from institutions on approaches to ensure research is ethical, culturally safe, and benefits and enhances the lives of First Peoples and their communities, and will support and equip non-Indigenous researchers to engage with First Peoples.

Higher Degree Research Matters

Higher Degree by Research (HDR) study is a rich and rewarding experience; however, it can also be a very challenging time for candidates as they endeavour to fulfil the academic requirements of their degree, whilst considering how best to prepare themselves to meet the expectations of their future employees. Institutions are re-positioning their services to ensure they can support HDRs during their candidature, deliver contemporary services that improve research training delivery and have a positive effect on the HDR student experience, and ultimately ensure positive employment outcomes for HDRs.

This session invites abstracts that showcase best practice in HDR support services, and HDR development strategies, including:

- Innovation in HDR service delivery for quality and scale: from admission to examination
- Initiatives and support structures for greater industry-university collaboration, including industry placement opportunities
- The voice of employers in HDR training – examples of good practice
- Tracking impact in HDR – from knowledge to outcomes

Managing Research Contracts and Agreements

Contract management is a key aspect of effective research governance; it is critical to stakeholder relationships across and beyond the sector and the timely execution of research agreements and variations is a KPI for many research management teams. Research managers and administrators are increasingly involved in the full life cycle of research contract management, from first-level triage, to negotiation of terms and post-award variations.

Many institutions are looking for ways to streamline, standardise, and expedite the contract management cycle; for instance, by establishing sector-wide template agreements; by adapting new system and workflow designs; by reconsidering organisation-wide risk tolerance; and by reallocating responsibility for contract management across legal, para-legal, and professional staff. There are implications for the sector, for institutions and their relationships with stakeholders (such as research partners and funders), and for the roles and career expectations of research managers.

This session invites abstracts on the contemporary challenges facing research offices across the contract management life cycle. Case studies and examples of organisational or sector-wide approaches to expedite contract establishment and contract variations are welcome.

Managing Research Projects

This sub-theme covers a range of topics in the post-award space, to include project lifecycle, project management, project finance and reporting.

This session invites abstracts across the following topics:

- Interpretation of funding body rules relating to the financial management of grants
- Managing international grants and experience with international grant audits
- Perspectives on the role of the Research Office in managing partner organisation expectations during the project life cycle
- Case studies relating to project management or research finance that discuss new process, compliance requirements, technical developments, or innovations to reduce duplication

Next Practice

The research management paradigm is at the cusp of being challenged to embrace new technologies and emerging research in a data-driven world. The profession is beginning to tackle questions of how we can prepare for disruptive technologies, big data, open science and AI, to name a few emerging research trends. In addition, the requirements of and expectations on research managers is continually shifting in the face of revisions to the policy landscapes, drivers for growth and distinctiveness of our institutions, and an ever-broadening skill set of those providing this support.

ARMS recognises the rapidly changing landscape of the research enterprise and has a strategic commitment to facilitate innovation in research management to support research excellence. To this end, the 2019 Conference will include a stream dedicated to imaging the future of research management and planning in the longer term. We encourage members to engage with these issues that will influence future research management practice in the coming 5-10 years and to share ideas of how to develop 'next' practice.

Partnering in Research and Commercialisation

Research providers are committed to bringing the best and brightest research minds together with the skills and capabilities of industries and end-users to help develop, translate, and commercialise the next generation of products and services. Collaboration with industry in itself is not new but now, more than ever, there is a real opportunity for institutions (universities, research institutes and hospitals) and industry to engage with each other and there is a recognition that businesses are equally accountable for partnering in research and commercialisation.

This session invites case studies and best practice examples on areas, including:

- Industry partnership through commercialisation
- Mutually beneficial partnerships and projects in practice
- Institutional strategies to establish best practice in research partnerships

Research Evaluation

This theme focusses on the evaluation of activities related to research, experimental development and innovation both within Australia and overseas. This may include activities undertaken within and across universities, technology transfer offices, hospitals, research funders, research institutes, and government and non-government organisations. The level of analysis for evaluation may be at any level of the system ranging from the individual or project level through to organisation, inter-organisational, country, or inter-country analysis or complex policy implementation.

The term 'evaluation' here may apply to all stages of the research endeavour including organisational strategic planning, pre- and post-award, performance monitoring of new and on-going activities, assessment of the outputs or outcomes of research, research evaluation in policy setting and monitoring.

This session is seeking abstracts that highlight best practice and innovative approaches to research evaluation across the whole spectrum of the research endeavour whether the approach is quantitative or qualitative, disciplinary or interdisciplinary, STEM or HASS it does not matter. Abstracts and case studies on new technologies and methods are also welcome.

Research Projects Development

This sub-theme covers a range of pre-award and development strategies to support the development and submission of high quality and competitive proposals.

This session invites abstracts across the following topics:

- Approaches to the management associated with identifying and communicating funding opportunities
- Supporting researchers in 'pre-award' activities including proposal development, including case studies and lessons learnt following the evaluation of institutional grant development strategies
- Developing and facilitating collaborations internally and externally, including with government, industry, universities and other institutions
- Supporting the development of applications for major research initiatives, such as Collaborative Research Centres, Centres of Excellence, etc.
- How teams are interpreting and responding to new challenges and opportunities in the pre-award research funding cycle, including experiences in implementing the new NHMRC funding rounds.

Researcher Development

Institutions engage in initiatives to support and develop researchers to thrive and be successful in their research careers. Researchers hail from a diverse range of disciplines and span the full academic lifecycle from Higher Degree Research candidates to experienced research leaders. Researcher Development has existed as a field for some decades and a challenge for Researcher Development is to continue to provide innovative development strategies and programs that cater to a diverse cohort - where one size does not fit all - and where the national and international research landscape continually changes.

This session invites abstracts that focus on contemporary Researcher Development, including:

- Business as usual for Researcher Development versus the need for strategic change
- Creative strategies to engage researchers in development
- Evidence that Researcher Development develops researchers
- National and international agendas as drivers of Researcher Development
- Researcher Development versus Research Development

Working in Diversity

Research providers are deeply committed to developing a workforce that is diverse and in which talented people thrive. In Australia over 40 universities, medical research institutes and publicly funded research organisations have chosen to participate in the Science in Australia Gender Equity (SAGE) Pilot of Athena SWAN to create momentum, drive change, and as a means to promote gender equity and diversity in science, technology, engineering, mathematics and medicine (STEMM) in Australia. Whilst SAGE has primarily focussed on the STEMM disciplines, many institutions are taking a whole of organisational approach, and demonstrating a commitment to developing the diversity of all our people.

This session will explore institutional approaches to supporting workforce diversity in the higher education and research sector, and aims to showcase both the strategic and operational aspects being undertaken to support diversity.

SPECIAL INSTRUCTIONS

Theme Leader Presentations (25 minute presentation + 5 minute question time)

- Theme leader presentations need to be an engaging and informative talk on a topic that will act as a lead into each session.
- Abstracts should clearly outline the topic to be presented.
- Submissions should indicate why the authors consider the topic suitable as a theme leader presentation, the experience of the presenter and how the topic fits into both the overall conference theme and the chosen theme.
- Submissions for theme leader presentations should describe original research under one of the conference themes.
- Up to 25 minutes will be allocated for theme leader presentations, with an additional 5 minutes for questions. *Speakers may be given more time to present at the discretion of the Program Committee.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Currently four concurrent sessions are planned.
- Abstracts should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual speaker's preparation room on arrival at the conference so it can be loaded on to the conference laptop computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.
- Standard audio-visual facilities will be available.

Oral Presentations (12 minute presentation + 3 minute question time)

- Submissions for oral presentations should describe original research conducted by the authors under one of the conference themes. Abstracts should clearly outline the topic being covered.
- 12 minutes will be allocated for oral presentations with an additional 3 minutes for questions. *Speakers may be given more time to present at the discretion of the Program Committee.*
- The Program Committee reserves the right to adjust the presentation time in certain cases.
- Abstracts should be presented using PowerPoint projection. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual speaker's preparation room on arrival at the conference so it can be loaded on to the conference lap top computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.
- Standard audio-visual facilities will be available.

Poster Presentations

- Submissions for poster presentations should describe work under one of the conference themes where possible.
- Authors must attend their posters during the allocated time to answer questions.
- Posters should be 84cm wide and 119cm high.
- The poster should include author and co-authors' names, a short title, the name of the institution where the work was carried out, an abstract and section headings such as Introduction, Methods, Results, Conclusions and Recommendations.
- Posters should be succinct, easily read from a distance and engaging.
- Each poster will be allocated a poster number closer to conference. The poster number will indicate where your poster will be positioned/displayed at the conference. Posters will be on display throughout the conference.

Pre-conference Workshops

- Submissions for pre-conference workshops should describe work under one of the conference themes.
- Abstracts should be presented using PowerPoint projection. Overheads will not be permitted. Please bring your presentation PowerPoint slides on a memory stick to the audiovisual speaker's preparation room on arrival at the conference so it can be loaded onto the conference laptop computers. Please also bring a back-up of your presentation on a separate USB/memory stick in case your presentation fails.

KEY DATES

Closing Date for Submissions - PLEASE NOTE

- Pre-conference Workshops - closing date **1 March 2019**
- Theme Leader Presentations - closing date **12 April 2019**
- Oral Presentations - closing date **12 April 2019**
- Poster Presentations - closing date **12 April 2019**

Late abstracts will not be accepted.

Notification Date for Submissions - PLEASE NOTE
All submissions will be carefully reviewed by the ARMS 2019 Program Committee and authors will be notified of acceptance.

- Pre-conference Workshops – **from end March 2019**
- Theme Leader Presentations – **from 26 April 2019**
- Oral Presentations - **from 26 April 2019**
- Poster Presentations - **from 26 April 2019**

Presenters will be notified via email and will be sent a link to extended early bird rates. All presenters must register by **26 July 2019** in order for the program to be finalised.

In the event that the presenting author does not register, the abstract will be withdrawn.

For further queries, visit the FAQs section of the Conference website here.

EXAMPLE OF A SUCCESSFUL ABSTRACT

Theme Leader Presentation
Stream: ARMS 2015 Singapore

Title:

'Coordinating Research Integrity, Governance and Ethics Expectations in International Research Collaborations: Pitfalls and Solutions'

Authors/Presenters*:

Dr Ted Rohr*, Director Research Ethics & Compliance Support, UNSW Australia (ted.rohr@unsw.edu.au): As founding leader of the ARMS Ethics & Research Integrity Special Interest Group, Ted has a long-standing and significant experience in the stream topic. He is engaged at both national and international levels in shaping the discussions around research integrity, governance and ethics and focuses on the contribution towards high-quality research development.

Bronwyn Greene, Executive Officer Office of the Deputy Vice-Chancellor {Research), UNSW Australia (b.greene@unsw.edu.au): Bronwyn has worked in the Australian higher education and research administration/management sector for both government and universities for about 20 years. Amongst other things, Bronwyn is responsible for research policy, planning, strategy and research integrity at UNSW. Bronwyn has been invited to present nationally and internationally on research policy and research integrity. She is the immediate past Chair of the Group of Eight Research Integrity Group and the UNSW representative on the Universitas21 (U21) Research Integrity Committee.

Abstract:

In international research settings research compliance expectations are complicated. Institutions and researchers need to understand, and have mechanisms in place to navigate through, the different research governance expectations of all countries involved in a collaboration; from the different legislative requirements, national and institutional research codes, as well as the sometimes conflicting funding conditions when single projects are funded from multiple international sources. Institutions and researchers are pretty good at covering off the standard terms of collaboration agreements such as funding, deliverables, project terms, IP ownership and the like. These contract terms are generally well understood and managed internationally. Where collaboration agreements have generally failed is in including clear terms related to the responsible conduct or research and in identifying, investigating, reporting and dealing with allegations of research misconduct. Expectations on the responsible conduct of research, such as responsible authorship, publication and data management are encompassed in the Singapore Statement on Research Integrity but may conflict with local legislative expectations. In research involving humans or animals, there are significant cultural and legislative differences among countries and their funding bodies in expected review and monitoring mechanisms. Here, we collect and report on experiences from senior researchers and research administrators involved in international research.