



## Invitation to submit applications for travel grants

# International Network of Research Management Societies (INORMS) 2018 Congress

04 - 07 June 2018 | Edinburgh International Convention Centre

Through the generous support of ESSENCE on Health Research, a global research funders initiative hosted at the Special Programme for Research and Training on Tropical Diseases (TDR) of the World Health Organisation, the Southern African Research and Innovation Management Association (SARIMA) is offering a limited number of travel grants to support research managers from low and middle income countries (LMICs) to participate in the seventh INORMS Congress in Edinburgh, United Kingdom.

The theme of the conference is *Promoting Global Research Management, Supporting Global Research Challenges*. It is aimed at those involved in research management and administration. Please visit the conference [website](#) for more information.

A promotional poster for the INORMS 2018 Edinburgh congress. It features a blue background with a white silhouette of a classical building on the left. The text reads: "inorms 2018 Edinburgh", "Don't miss the next International Network of Research Management Societies Congress, taking place from 4-7 June 2018 at Edinburgh International Conference Centre", "To find out more contact events@arma.ac.uk", and "or keep an eye on our website www.inorms2018.org". The bottom half of the poster shows a photograph of Edinburgh Castle on a hillside under a blue sky.

**inorms 2018**  
**Edinburgh**

Don't miss the next International Network of Research Management Societies Congress, taking place from 4-7 June 2018 at Edinburgh International Conference Centre

To find out more contact [events@arma.ac.uk](mailto:events@arma.ac.uk) or keep an eye on our website [www.inorms2018.org](http://www.inorms2018.org)

### More about:

**SARIMA** - is a stakeholder organisation that was established in 2002. Key stakeholders are research and innovation (R&I) managers in the public and private sectors, researchers and entrepreneurs, institutional management, government departments and agencies responsible for R&I, other organisations supporting R&I, and other R&I management associations. The overall objectives of SARIMA are to: (1) Develop the discipline of R&I management, including professional development and the promotion of best practice; (2) Foster and co-ordinate activities related to R&I management; (3) Create a climate at both national and institutional/organisational level which is conducive to R&I; and (4) To seek out and establish mutually beneficial links with other associations or organisations with similar or related areas of activity or objectives, at both national and international level ([read more](#)).

**ESSENCE on Health Research** - is a global research funders initiative hosted at the Special Programme for Research and Training on Tropical Diseases (TDR) of the World Health Organisation based in Geneva, Switzerland. It was launched in 2008 at a meeting of research funders organized by the Swedish International Development Cooperation Agency (Sida) in Stockholm. The initiative builds on the principles of the Paris Declaration on Aid Effectiveness and the Accra Agenda for Action, which set standards for good practice in international aid. ESSENCE aims to enhance scientific capacity within developing countries by harmonizing the way that research is funded. This should help countries become self-sufficient in research efforts to reduce their own burden of disease and so reduce reliance on imported technologies and skills and ensure that research efforts align with country needs ([read more](#)).

**INORMS** - is the International Network of Research Management Societies and was formed in 2001 to bring together research management societies and associations from across the globe. Its purpose is to enable interactions, sharing of good practice, and joint activities between the member societies, to the benefit of their individual memberships. The first ever INORMS Congress was hosted by the Australasian Research Management Society (ARMS) held in Brisbane, Australia in 2006 ([read more](#)).

**Closing date for applications:**

**23 February 2018 by 12pm (SAST)**

## Application Criteria

- Research managers employed at a university or any other research institution in a LMIC ([country list](#)) can apply.
- Preference will be given to:
  - Applicants who have been nominated by the Executive Committee/Board of a research management association in the country/region of the applicant.
  - Applicants who are actively involved in the process of or advanced discussions to establish a research management association in his/her country/region.
  - Applicants who have submitted an abstract for presentation at the conference
  - Applicants who can provide co-funding in one or more of the cost categories below

Please note that the bullets above depict preference and do not exclude applications without endorsement where the relevant structures do not exist.

## Grants Requirements

Travel grant holders will be expected to:

- Actively participate in the pre-conference workshop on *Professionalisation of research management and administration in a developing country context* on 04 June 2018.
- Participate in the conference from 05-07 June 2018.
- Submit a report (template will be provided) within 2 weeks after the conference.

## What will the grant cover?

**The Travel Grant will provide partial support in one or more of the following categories:**

- Return economy class flight fare (please provide budget with quotes)
- Transfers and visa costs (please provide budget with quotes)
- Accommodation for a maximum of 5 nights (bed and breakfast)
- Dinner for 3 nights (3, 4 and 7 June)
- Conference registration fee (inclusive of lunch on 5, 6 and 7 June)

**Please note:**

- No *per diems* will be paid.
- The applicants request for funding in any of the above categories should be indicated in the online application form
- The applicants ability to co-fund any of the above categories should be indicated in the online application form
- SARIMA will deal directly with the relevant service providers when making payments.
- SARIMA reserves the right to fund travel routes that are least expensive
- The applicant's institution/organisation has to approve leave to attend the conference

**More information on how to apply on the next page**

**Enquiries • Ms Takatso Semenya • SARIMA • [takatso@sarima.co.za](mailto:takatso@sarima.co.za)**



## How to apply

- Complete the [online application form](#) and submit online before or by 12pm (SAST) on 23 February 2018
- The online application cannot be saved and must be completed in one go. A sample application is attached only as an example to allow the applicant to collect the relevant information before completing the online form.
- All applicable supporting documents (Curriculum Vitae; recommendation letter; co-funding statement; copy of abstract to be presented; travel and visa budgets along with quotations) to be sent via email to [takatso@sarima.co.za](mailto:takatso@sarima.co.za) by or before (12pm SAST) on 23 February 2018
- No late or incomplete applications will be accepted.
- Successful applicants will be informed via e-mail early March 2018.



**Closing date for applications: 23 February 2018 by 12pm (SAST)**

**Grants are limited — apply now!**

**Enquiries • Ms Takatso Semanya • SARIMA • [takatso@sarima.co.za](mailto:takatso@sarima.co.za)**



## Sub-Saharan Africa

Angola	Gambia, The	Nigeria
Benin	Ghana	Rwanda
Botswana	Guinea	São Tomé and Príncipe
Burkina Faso	Guinea-Bissau	Senegal
Burundi	Kenya	Seychelles
Cameroon	Lesotho	Sierra Leone
Cape Verde	Liberia	Somalia
Central African Republic	Madagascar	South Africa
Chad	Malawi	Sudan
Comoros	Mali	Swaziland
Congo, Dem. Rep.	Mauritania	Tanzania
Congo, Rep	Mauritius	Togo
Côte d'Ivoire	Mayotte	Uganda
Eritrea	Mozambique	Zambia
Ethiopia	Namibia	Zimbabwe
Gabon	Niger	

## East Asia and Pacific

American Samoa	Malaysia	Samoa
Cambodia	Marshall Islands	Solomon Islands
China	Micronesia, Fed. Sts	Thailand
Fiji	Mongolia	Timor-Leste
Indonesia	Myanmar	Tonga
Kiribati	Palau	Vanuatu
Korea, Dem. Rep.	Papua New Guinea	Vietnam
Lao PDR	Philippines	

## Middle East and North Africa

Algeria	Jordan	Tunisia
Djibouti	Lebanon	West Bank and Gaza
Egypt, Arab Rep.	Libya	Yemen, Rep.
Iran, Islamic Rep.	Morocco	
Iraq	Syrian Arab Republic	

## Europe and Central Asia

Albania	Kosovo	Romania
Armenia	Kyrgyz Republic	Russian Federation
Azerbaijan	Latvia	Serbia
Belarus	Lithuania	Tajikistan
Bosnia and Herzegovina	Macedonia, FYR	Turkey
Bulgaria	Moldova	Turkmenistan
Georgia	Montenegro	Ukraine
Kazakhstan	Poland	Uzbekistan

## South Asia

Afghanistan	India	Pakistan
Bangladesh	Maldives	Sri Lanka
Bhutan	Nepal	

## Latin America and the Caribbean

Argentina	Ecuador	Panama
Belize	El Salvador	Paraguay
Bolivia	Grenada	Peru
Brazil	Guatemala	St. Kitts and Nevis
Chile	Guyana	St. Lucia
Colombia	Haiti	St. Vincent and the Grenadines
Costa Rica	Honduras	Suriname
Cuba	Jamaica	Uruguay
Dominica	Mexico	Venezuela, RB
Dominican Republic	Nicaragua	



## Travel Grant Application Form - INORMS 2018

Kindly note that the application form cannot be saved and has to be completed in one go.

**Steps:**

- 1) Complete all fields and click "Next" to proceed from one page to the other.
- 2) Click "Done" at the end of the application to ensure that your application is recorded.
- 3) Submit all supporting documents via e-mail to [takatso@sarima.co.za](mailto:takatso@sarima.co.za).

Closing date is by 12pm (South African Standard Time) on 23 February 2018

The outcome of the review will be communicated to applicants by 09 March 2018.

**This form is a sample for the purposes of collecting the relevant information before completing the online application. Only online applications will be considered.**

## 1. Applicant information

Title (Prof., Dr., Ms., Mr.):

Name:

Surname:

Institution/organisation (please provide full name and not only abbreviation):

Institution/organisation website:

Institution/Organisation Address 1:

Institution/Organisation Address 2:

City:

ZIP/Postal Code:

Country:

Name of intended airport of departure when travelling to Edinburgh, United Kingdom:

Email address:

Re-type email address:

Telephone No.:

## 2. What is your current job title?

3. Please describe the responsibilities associated with your current position.

4. How long have you been in this position (number of months/years)?

5. Kindly choose from the list below which of the cost categories you are requesting to be funded by the travel grant and which you are able to provide co-funding for.

	Request for Travel Grant	Able to Provide Co-Funding
Economy Airfare (budget and quotation to be sent along with other required documents)	<input type="radio"/>	<input type="radio"/>
Transfers and Visa Costs (budget and quotation to be sent along with other required documents)	<input type="radio"/>	<input type="radio"/>
5 Nights' Hotel Accommodation (Bed and Breakfast)	<input type="radio"/>	<input type="radio"/>
3 Nights' Dinner	<input type="radio"/>	<input type="radio"/>
Conference Registration Fee	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<div style="border: 1px solid black; height: 20px;"></div>	

6. Do you have a professional research management association in your country or region?

- Yes
- No
- Not sure



## Travel Grant Application Form - INORMS 2018

### 7. Please provide the following information:

Full name of the research management association

Website of the research management association

When was the association established?

Is your application supported by the Executive Committee/Board of the research management association - Yes or No (support letter to be e-mailed along with other required documents).

SAMPLE





## Travel Grant Application Form - INORMS 2018

8. Are you actively involved in the process of or in advanced discussions to establish a research management association in your country/region?

Yes

No

If Yes, please provide details

SAMPLE



## Travel Grant Application Form - INORMS 2018

9. Kindly provide a brief motivation for the travel grant. Among other things, please refer to the following:

- (1) How you meet the application criteria
- (2) How you can actively contribute/learn from the workshop on the *Professionalisation of Research Management and Administration in a Developing Country Context*
- (3) How you will be actively participating in the conference e.g. submitted an abstract for presentation
- (4) The benefit that your participation in the conference will have for your own professional development
- (5) The benefit that your participation in the conference will have on your institution/organisation
- (6) How you will share your learning from the workshop and conference with your peers and/or community of practice
- (7) The source of your co-funding or strong reasons for not being able to provide co-funding

SAMPLE



## Travel Grant Application Form - INORMS 2018

### IMPORTANT POINTS TO REMEMBER

Thank you for completing the application form.

Please remember to:

1) Send all the below via e-mail to [takatso@sarima.co.za](mailto:takatso@sarima.co.za) by 12pm (SAST) on 23 February 2018:

- your support letters/recommendations
- a statement from your co-funding source (a formally written letter to validate the cost category which is to be co-funded, even if you are self-funded)
- budget for travel and visa costs including quotations used
- a brief Curriculum Vitae
- if applicable: a copy of the abstract submitted for the conference programme

2) Click "Done" to ensure that your application is recorded.