

ARMA – a group of friends...

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Chair
ARMA

The Association of Research
Managers and Administrators



Overview

- ARMA Summary
- Research Management and Administration
- Who we are
- Where we are
- What we are
- ARMA – What it is
- ARMA – What it does
- ARMA – How does it keep the collegiality?
- Summary

ARMA



- The professional Association of Research Managers and Administrators in the UK
- Training, Skills and Professional Development
- **Networking and Peer Support**
- Influencing the National Research Agenda

Research Management & Admin



- Information / Funding Opportunities
- Pre-award
- Post-award
- Development / Planning
- Strategy / Policy
- Assessment / Governance
- Metrics / Management Information
- Research Students (PGRs)
- Research Staff (PDRAs, PGRAs)

RMA: where

- Universities
 - central office, faculty office, research centre
- Research Institutes
- Other Research Performers
 - E.g. NHS, Companies
- Research Funders
 - E.g. Research Councils, Charities, Companies, Government, European Commission
- Worldwide

RMA: what



- **Not** a ‘Jack of all Trades’... But multi-skilled:
- Information, Opportunities, Advice, Costing, Pricing, Submission, Negotiation, IP, Contracts, Finance, Legal, Reporting, ICT, Influencing, Enabling, Monitoring, Development, Training, CPD, Strategy, Analysis, Returns, Advocacy, Marketing, HR, Procurement, Research Students, Ethics, Project Management, Networking, Dissemination, KE/KE/TT, Partnering, Governance, Planning, Policy...
- An interface

ARMA – What is it?



- Association of Research Managers and Administrators
- UK based
- Company Limited by Guarantee
- Formed in 1991 (as RAGnet)
- Over 1900 members
- The Leading UK RMA professional association

ARMA – What does it do?



- Annual Conference: 9th -11th June 2014
- Professional Development
 - Training Seminars
 - Expert Seminars
 - Special Interest Groups
 - Study Tours
 - Mentoring
 - Publications: IRMA, Newsletter and Fact Sheets
- Peer Support Network
- Representation

The Professional Development Framework



A well-researched and evidence-based Professional Development Framework (PDF) that:

- can underpin initial and continuing professional development for research managers and administrators across the full range of roles in HE now and for the foreseeable future.
- has relevance for research managers and administrators in the NHS, funders, private Research Centres etc.
- is capable of ‘unifying’ the training and development offers of all providers in this area.
- engages senior and junior colleagues

The PDF

- 21 areas in 7 groups
- Operational, management, and leadership perspectives
- Activities, knowledge, skills, and behaviours
- Considering professional accreditation



Accreditation

- 3 levels of certification:
 - From 2014
- Research Administration
- Research Management
 - From 2015
- Research Leadership



ARMA Qualification -Features



- Optional and mandatory units across the range of RMA functions
- Engagement with units across the research support lifecycle
- Guided learning – workshops (ARMA, institutional), online learning etc., and self-directed learning – shadowing, talking to colleagues, reading etc.
- Assessment via the compilation of work-based evidence and/or written assignments

ARMA Qualification -Features



- Two cohort intakes – March and September
- The normal completion period to be 18 months (Certificate in Research Management) to 2 years (Certificate in Research Administration) from registration
- Each unit to be between 3-5 credits (e.g. 30-50 hours of learning including guided / self-directed learning and assessment preparation)
- Attendance at a minimum of 3 workshops required
- Assessment fee and workshop fee to be kept separate

CRA - Mandatory



All required:

- Understanding the UK research environment*
 - Identifying funding sources
 - Costing and pricing a funding proposal
 - Financial project management
 - Research ethics, integrity and governance
 - Enhancing research impact
-
- Planned work with EARMA for alt. EU funding environment

CRA - Optional



Two required:

- Developing a funding proposal
 - Understand contracts (for the non-specialist)
 - Staff recruitment and employment
 - Supporting postgraduate researchers
 - Supporting reporting and audit
 - Storing research outcomes
-
- NB Working with EARMA on an EU version of the CRA

CRM - Mandatory



All required:

- Developing and Implementing Policy and Strategy
- Managing Legal and Regulatory Requirements
- Optimising Unit and Organisational Performance
- Supporting the Development and Implementation of Organisational Systems and Processes
- Working with Management Information

CRM - Optional



Two required:

- Developing New Funding Opportunities
- Managing and Supporting the Development of a Project Portfolio

And working with EARMA (UK and EU versions) to develop:

- Gender Dimensions in Research and Research Administration
- Managing Pan-European Projects
- Supporting Quality Assurance

Accreditation - Developments



We are developing these in the UK and internationally in partnership:

- RCUK, CRUK, Wellcome for funder RMAs
- EARMA in Europe
- NCURA in US
- happy to work with other INORMS partners (eg DARMA)

- Certificate in Research Administration (QCF3) \approx 2x 'A' Level
- Certificate in Research Management (QCF5) \approx HND or Y1 of Degree
- Certificate in Research Leadership (QCF7) \approx Masters

Note that ARMS are currently self accrediting

ARMA –The Office & Board

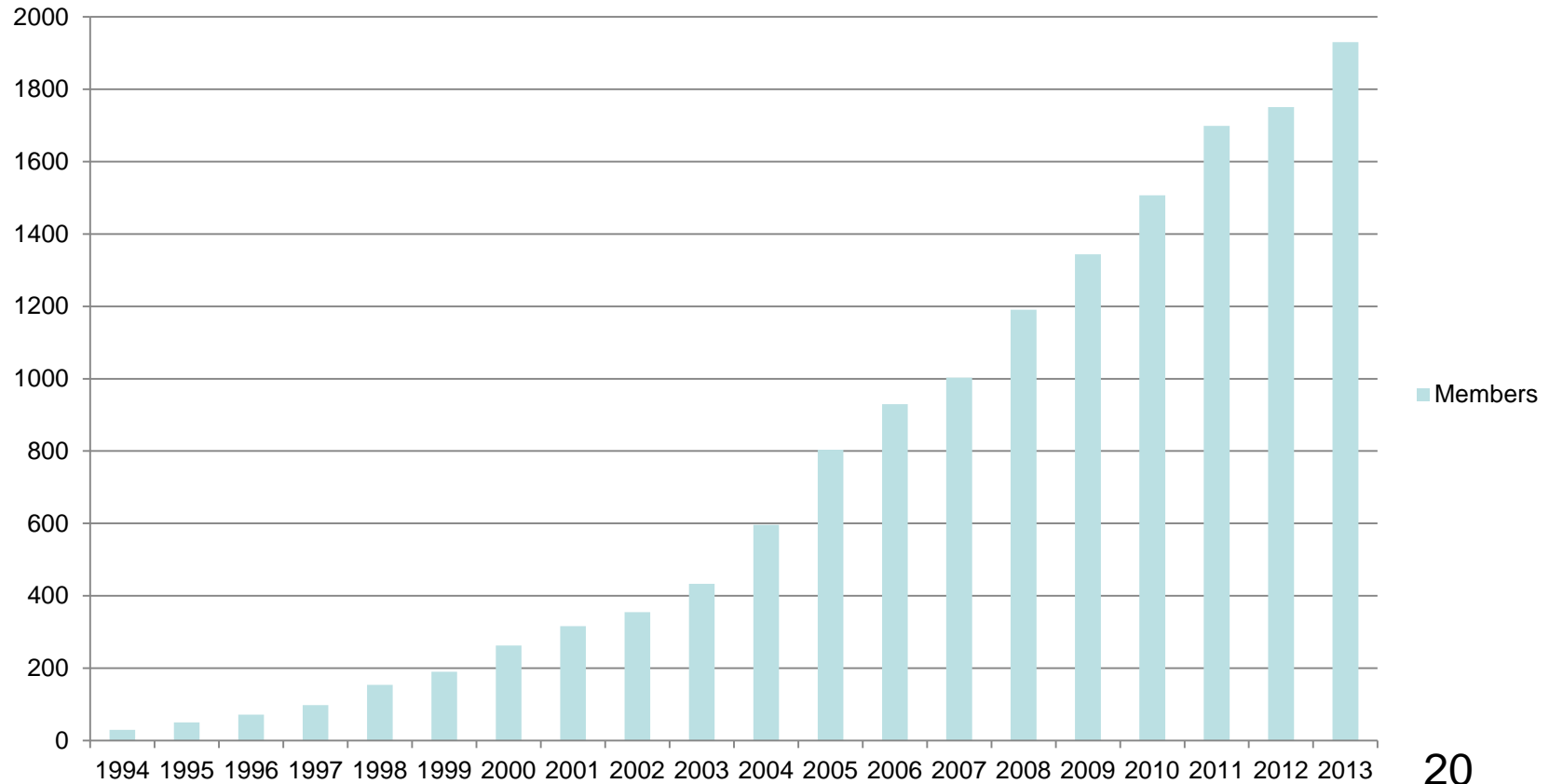


- Chief Executive – Andrew Chamberlain [and Board member]
 - Professional Development Manager – Marie Garnett
 - Events and Professional Development Co-ord – Harriet Frankland
 - Membership and Communications Co-ord – Emma Thompson
 - Finance and Office Manager – Jenny Adams
- Chair: Simon Kerridge (Kent)
 - Deputy Chair: Zoe Stockdale (Loughborough)
 - Membership Services: Louise Shelley (Bangor)
 - Training and Development: Stephen Conway (Oxford)
 - Conference Planning: David Coombe (LSE)
 - Treasurer: Pam Gurney (Peninsular Medical School)
 - Martin Hamilton (Leeds)
 - Nikki Muckle (Warwick)
 - Linsey Dickson (Heriot-Watt)

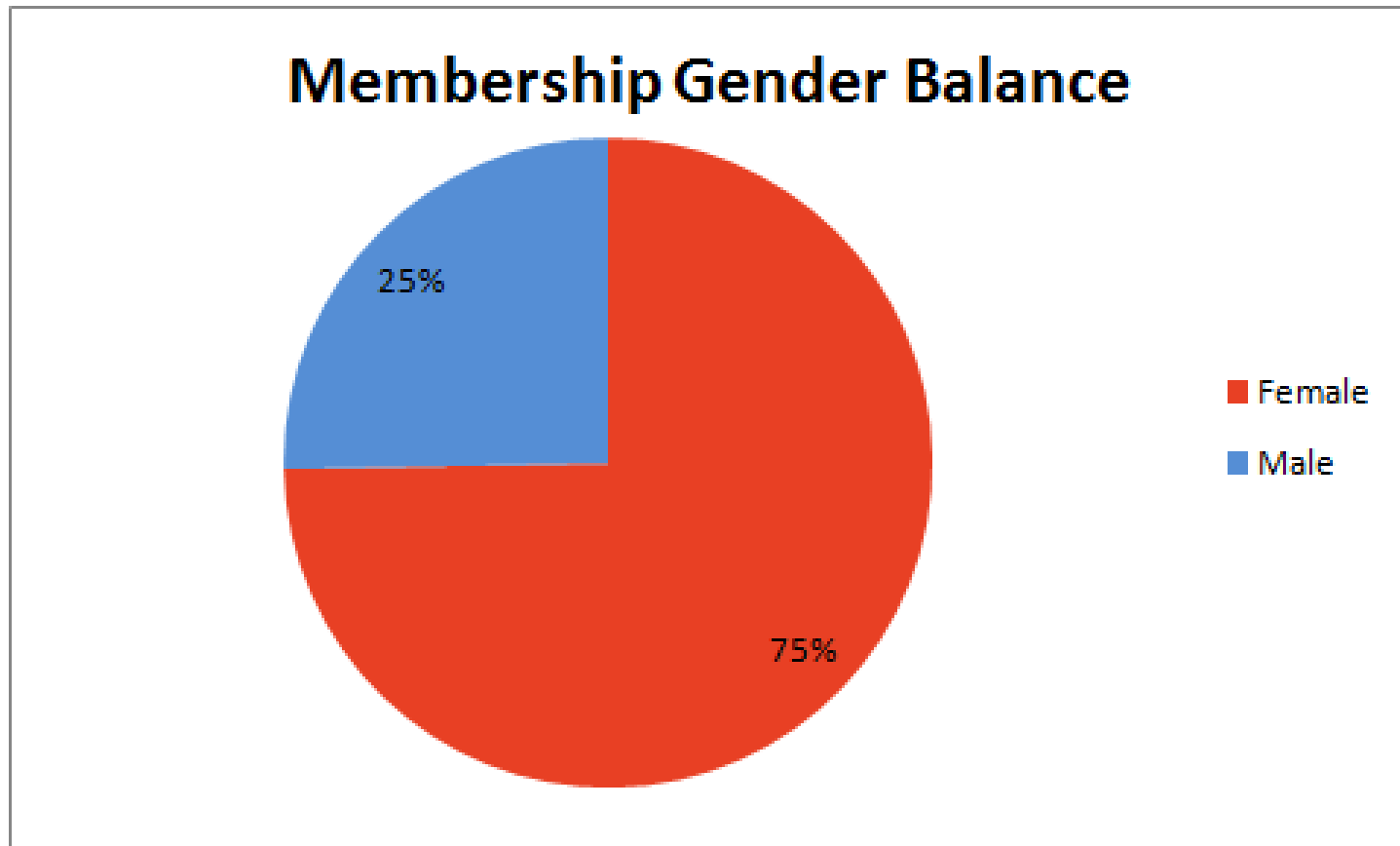
ARMA – Who it is: Members



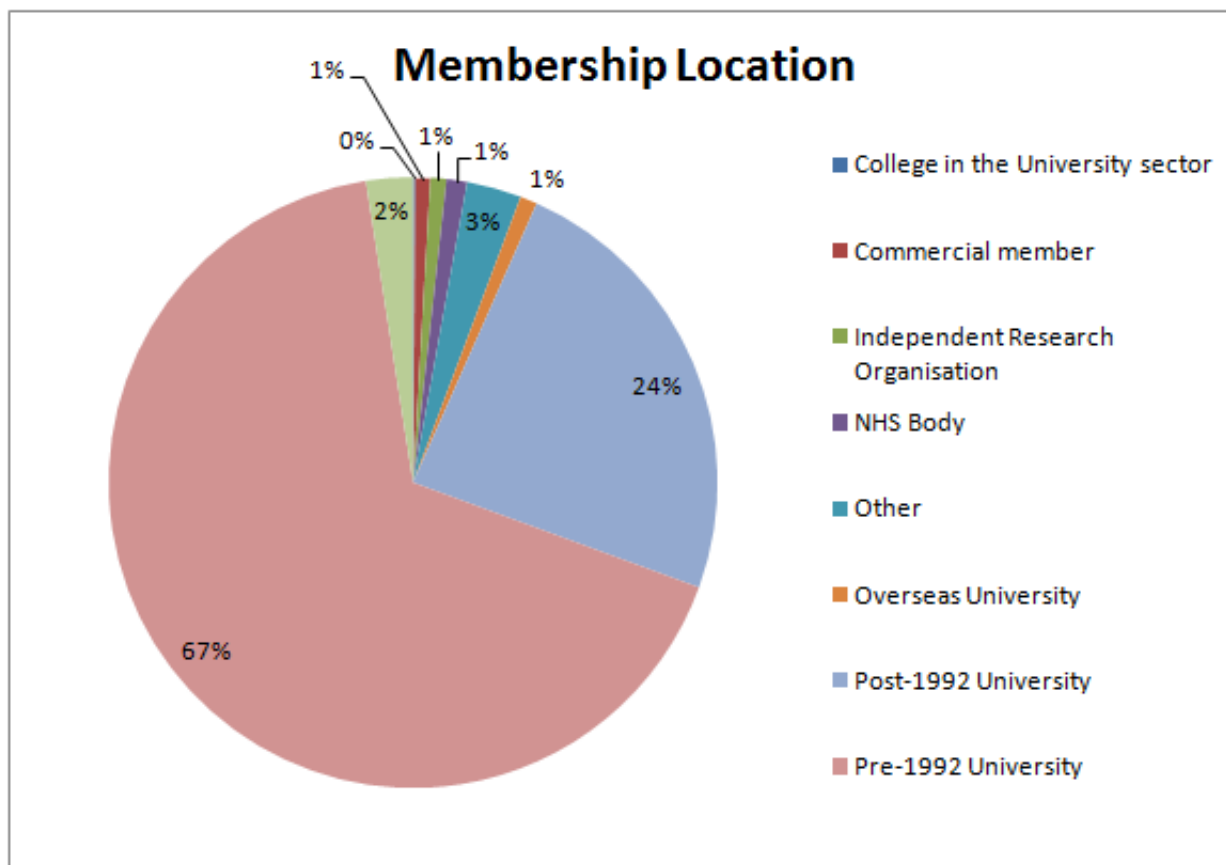
ARMA Membership Numbers by Year



ARMA – Who is it?: Members



ARMA – Who is it?: Members



INORMS



- International Network of Research Management Societies
 - Formed 2001
 - ARMA (UK), ARMS (Aus/NZ), CAURA (Can), DARMA (DK), EARMA (EU), NCURA (US), SARIMA (S Africa), SRA (US/Can), WARIMA (W Africa), GRMN (ACU), PraxisUnico (UK)
 - Biennial congress
 - 2014 Congress: Washington 10th-13th April

Summary



- Research Management and Administration is:
 - A diverse and growing profession
 - Spread across the University and the Research Sector
- ARMA is:
 - The professional association for research managers and administrators in the UK
 - See www.arma.ac.uk for more information

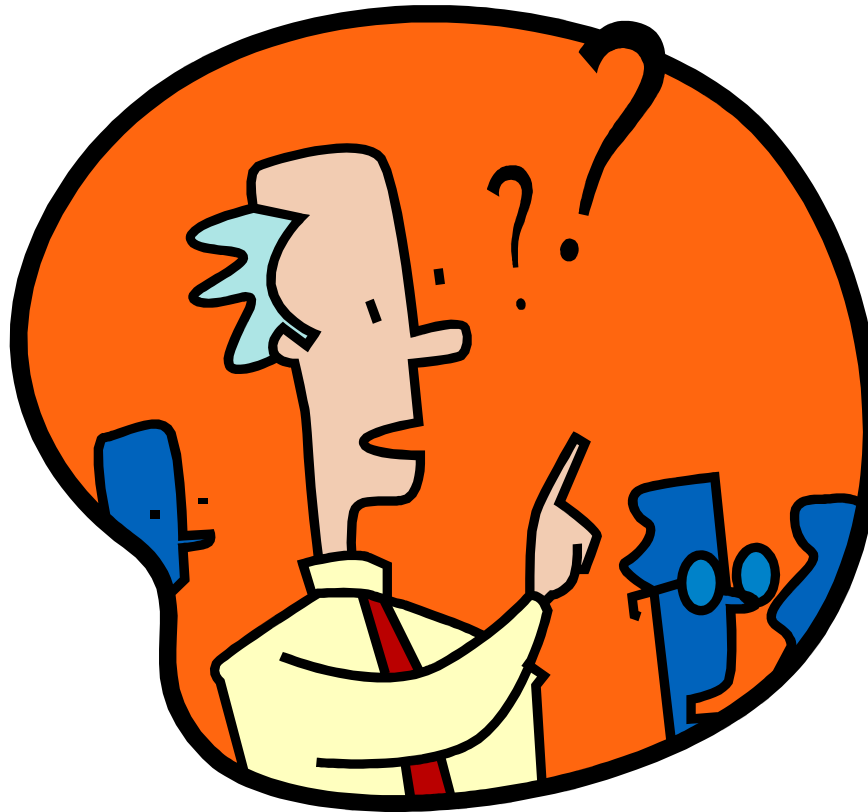
Collegiality



- Academics often have more allegiance to their subject than to their institution?
- ARMA members do trust each other
 - In general we do compete, but not often on specific initiatives
 - Self-help group
 - Build internal sub-networks (and SIGs)
 - What goes around comes around
 - ... building the profession

Discussion

and Q&A



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