

Overview of the Research Administration Professional (RAP) application

Section A: Selected category

Research Administrator Professional (RAP)

New entrants to the profession (between 1 and 3 years in a research administration/management role).

OR

An individual, who has been in a research administration/ management role for more than 3 years but have not advanced professionally.

Please ensure that you meet these criteria before moving on to the next section.

Section B: Applicant Info

Name

Email Address

Gender

Date of Birth

Contact details

Country of residence

Section C: Qualifications

Highest academic qualification

Qualification name and area of specialisation

Year awarded

* Upload evidence of highest qualification

Research management related qualifications

(If any, list qualifications directly related to research management e.g., Postgraduate Diploma in Research Management and Administration, Certificate in Research Management, etc. Note that other forms of training such as short courses, workshops, webinars should not be captured here).

Qualification name and area of specialisation

Year awarded

* Upload evidence of research management related qualification

Section D: Employment information

Current employment

Name of employer

Address

City

Country

Official job title/designation
Part-time/full-time employed
Department/Division/Unit name
Start date

* Upload evidence of current employment

(This can be a letter from your employer confirming your appointment, job title/designation and appointment period; a copy of your signed appointment contract; or any other documentation that can confirm your current employment, job title/designation and employment period).

Previous employment :

(Provide details if the current employment is less than the requirement for the RAP category)

Section E: Research Management Responsibilities

Describe the key responsibilities associated with the research management position(s) that you held over the required time period for the selected professional category.

You can provide your actual job description/key performance areas or else provide the necessary details – for example, stating that you are responsible for e.g., ethics processes is not sufficient. It does not indicate whether you are developing or implementing policies, servicing ethics committees, advising on funding agency research integrity requirements or logging protocols on a database etc.

Section F: Organisational type and context

Provide a brief description of your institutional type (e.g., university, research agency, research council, think tank, research hospital etc.) and context (for example rural-based institution, developing research institution, research intensive institution etc.) and explain how your role fit into the organisational research support function.

Section G: Membership of professional Research Management Association

Applicants are required to be a fully paid up member of a professional research management association (institutional or individual membership).

Name of the research management association
Membership number (if provided by the association)
Since when (year) have you been a member?

* Upload evidence of membership

(For example, membership certificate or a letter or e-mail from the research management association confirming that you are a current member of the association)

Section H: Professional activities and contributions

There are no required number of professional activities/ contributions for the RAP category. Applicants will complete this section (if and where relevant), for the following reasons:

- To support the self-assessment of current competencies that will be completed later in the application.
- To support the Professional Development Plan later in the application where the applicant has to address the gaps in their professional development.

The applicant can have more than one entry per section.

1. Membership of relevant societies/associations besides the research management association noted earlier in the application

Name of society/association

Period of membership

Nature of involvement

* Upload evidence

2. Research management awards/prizes received

Name of award/prize

Awarding organisation/body

Year of award/prize

* Upload evidence

3. Contributions to research management conferences

Type of contribution (e.g. presentation based on accepted abstract, invited presentation, member of the organising committee etc.)

Organising body/association

Title of contribution (if relevant)

Year of contribution

* Upload evidence

4. Experiential learning exchanges

Nature of contribution (e.g. participated as an exchange fellow, hosted an exchange fellow, etc.)

Organising body/association

Details of your contribution

Year of contribution

* Upload evidence

5. Involvement in relevant national or international committees or forums and active participation in communities of practice

Name of committee/forum or community of practice

Nature of involvement

Details of your contribution

Period of involvement

* Upload evidence

6. Research management outputs

Type of output (published paper, policy brief, presentations related to research management not included in number 3, etc.)

Title of output

Where published/presented

Year published/presented

* Upload evidence

7. Research management workshop/course facilitation/delivery

Title of workshop/course

Your role (e.g. session facilitator, course developer, presenter, organiser, etc.)

Workshop/course year

Workshop/course target audience

Was this an in-house course/workshop or for the broader research management community?

* Upload evidence

8. Advisory support and advocacy

Description of contribution

To whom were support provided

Year of contribution

* Upload evidence

9. Coaching and mentoring

Description of contribution

Who were coached/mentored?

Year of contribution

* Upload evidence

10. Other :

List any other contributions that could not be listed under one of the headings above and upload the evidence.

Section I: Research Management training completed

The applicant will complete a table on completed research administration/management training. The training can include workshops, courses, webinars and attendance of conference sessions (see note below).

It is expected that prior training completed would add up to at least 20 contact hours. If the training has not been endorsed and allocated training points by the International Professional Recognition Council (IPRC) applicants must include the programme of the training event to confirm the number of contact hours. Normally one hour of training (excluding, tea-breaks, lunch and other social activities equals 1 contact hour).

Only training with the necessary evidence will be expected. The preferred evidence of attendance is the attendance certificate of completion or attendance. Should such evidence not be available the applicant can provide any other form of evidence, for example, an e-mail from the organiser.

Note on conference session attendance:

Include the following evidence for each conference: (1) Confirmation of conference attendance; (2) Conference programme; (3) List of conference sessions attended with a description of the key learning points (at least 3 learning points) for each session listed. Applicants can claim 1 point for each hour e.g. 1 hour conference session = 1 point.

Section J: Current competencies (Self assessment and motivation for competency assessment)

1. Self-assessment of current competencies

The applicant will consider the Key Competency Areas in the Professional Competency Framework (PCF) and rate their proficiency in each of the key competency areas (KCAs).

It is expected that a RMP will demonstrate competence in at least three different KCAs:

- excellent competence in any one of the nine KCAs.
- good competence in any two of the remaining KCAs.

| | KCA | |
|---|--|--|
| 1 | Organisation and delivery of a research management service | Organising, structuring and managing the research management function Monitor and review a research management function |
| 2 | Research planning, strategy and policy development | Facilitate and support the development and implementation of research policy and strategy Monitoring and evaluation of research policy and strategy |
| 3 | Researcher Development | Support postgraduate student and researcher development across the research pipeline within different organisational settings |
| 4 | Partnerships and collaboration | Facilitate and manage national, regional, international partnerships and collaborations to advance research including with research organisations, funders, industry, government and society |
| 5 | Research Funding | Identify and disseminate research funding opportunities and optimise research funding strategies Developing, approving and submitting research funding proposals |
| 6 | Research Ethics and Integrity | Promote, foster and support research ethics and integrity, compliance and responsible research conduct |
| 7 | Managing funded research | Research contracts negotiation and management Research financial and project management |
| 8 | Research data and research information management | Develop research data management plans and support systems; databases and information systems; research data management; reporting |
| 9 | Research uptake, utilisation and impact | Dissemination and communication of research Knowledge transfer, including technology transfer and uptake, and business development |
| | | Monitor and measure impact of research |

2. Motivation for competency self-assessment

The applicant will provide a concise motivation to justify the self-assessment of the KCAs for which the applicant indicated good and excellent knowledge, skills and experience. The narrative should be robust enough to demonstrate the level of competence and should also be linked to the training and activities/ contributions listed earlier in the application.

Section K: Statement of professional development aspirations

Please reflect on your aspirations as a research administrator/manager. Please also confirm if you are: (a) Applying to be recognised as a RAP on a professional development trajectory towards Research Management Professional (RMP) status or (b) Applying to be recognised as a RAP and to maintain recognition as a RAP in future

Section L: Professional development plan

The applicant's training record, activities and contributions, self-assessment of current competencies and development aspirations must inform the professional development plan. If the applicant is applying to be recognised as a RAP on a professional development trajectory towards RMP status the plan should allow the applicant to meet the requirements for the RMP category within a maximum of 5 years. Also consider how the applicant will develop transferable (cross-cutting) competencies before renewal or upgrading of the status.

An online template is provided for the professional development plan.

Section M: Endorsement by line manager

The applicant will upload the endorsement after downloading the form for completion by the line manager / supervisor.

Note that you can print your application to pdf for review by your line manager:

- Select Manage Application on the menu bar
- Under Action click view application (eye icon)
- Select print

Following these steps, the applicant can submit the application and pay the fee by credit card or request an invoice.