

## Overview of the Research Management Professional (RMP) application

### Section A: Selected category

#### Research Management Professional (RMP)

Mid- to advanced career research managers who hold an undergraduate qualification and who are employed in a research management position for at least three years.

**OR**

Mid- to advanced career research managers who do not hold an undergraduate qualification and who are employed in a research management position for at least five years.

**Ensure that the criteria are met before moving on to the next step.**

### Section B: Applicant Information

Title

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

Awarding institution

\* Upload evidence of highest qualification

#### Undergraduate qualification (if different from highest qualification)

Qualification name and area of specialisation

Year awarded

Awarding institution

\* Upload evidence of undergraduate 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

Awarding institution

\* 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 :**

(Add details of previous employment if the period of the current employment is less than the requirement for experience in a research management position)

## **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. The description should demonstrate that the applicant has been operating at the management level in these positions.

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**

It is expected that a RMP will record activities and contributions in at least two of the following categories, in addition to those recorded in category 10 and 11.

Activities and contributions can be from any period of your career but must apply to your role in a management position.

The applicant can have more than one entry per section.

\*\*Evidence supporting the activity or contribution must be uploaded. Do not include any activity or contribution without evidence as these will not be considered by the reviewers.

### **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

### **2. Research management awards/prizes received**

Name of award/prize

Awarding organisation/body

Year of award/prize

### **3. Contributions to research management conferences**

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

Organising body/association

Title of contribution (if relevant)

Year of contribution

### **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

### **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

#### **6. Research management outputs**

Type of output (peer-reviewed publications, thought leadership papers, public speeches, presentations in research management not included in number 3, etc.)

Title of output

Where published/presented

Year published/presented

#### **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?

#### **8. Advisory support and advocacy**

Description of contribution

To whom were support provided

Year of contribution

#### **9. Coaching and mentoring**

Description of contribution

Who were coached/mentored?

Year of contribution

#### **10. Research management conference attendance**

Organising association/body

Place where conference were held

Place where conference were held

#### **11. Other :**

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

### **Section I: Research Management training completed**

The applicant will complete a table on completed research management training. The training can include workshops, courses, webinars.

It is expected that prior training completed for RMP would add up to 60 contact hours/ training points. Training can be from any period of your career but must apply to your role as a research manager. 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).

Do not include training without evidence as these will not be considered by the reviewers. The preferred evidence of attendance is the attendance certificate or certificate of completion. Should such evidence not be available the applicant can provide any other form of evidence, for example, an email from the organiser.

Applicants who do not fully meet this requirement, but who exceed the expectations in the other performance areas, may submit a detailed motivation as to why this requirement has not been met and what could be considered in its place.

Note that conference attendance is captured in section H and should not be included here.

## Section J: Current competencies (Self assessment and competency write-up)

### 1. Self-assessment of current competencies

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

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

Provide a write-up demonstrating competence in the KCAs in which the applicant indicated excellent and good knowledge, skills and experience. The narrative should not only list relevant activities, contributions and training in relation to the selected level of competence but also provide examples or cases to support the claim that these were carried out at the selected level of competence (ensure that any additional evidence is uploaded).

The purpose of the write-up is to convince the reviewers that the applicant has indeed achieved the indicated level of competence in the KCA.

The applicant also have to list the training completed and/or highlight examples of having achieved transferable (crosscutting) competencies relevant to the management level.

### **Section K: Statement of professional commitment to research management**

Reflect on your aspirations as a research manager and how your professional efforts may contribute to building research management capacity and advancing the profession of research management within your institution and/or your region.

### **Section L: 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.