



**ARMS 25**  
10 – 12 SEPTEMBER 2025  
PULLMAN MELBOURNE ALBERT PARK



## **ARMS 2025 Conference - Abstract Guidelines**

Guidelines For Submitting a Competitive Abstract in The Form Of:  
Oral Presentation, Poster Presentation  
OR  
Preconference Workshop Presentation

### **Conference Theme: Navigating the Playing Field: Innovation in a Complex Landscape**

The landscape for innovation has grown increasingly complex, with the pathway from idea to delivering research impact lined with challenges that require strong management strategies and a deep understanding of the current climate. As the global landscape becomes more impact focused, innovation is essential to stay ahead in the game.

Innovation involves navigating uncharted territory that is compounded by the constraints of regulations, ethical considerations, and technological advancements. Research Management Professionals must embrace strategies that anticipate and proactively address these complexities and opportunities. This requires a forward-thinking approach, continuous learning, and a commitment to fostering collaboration and resilience to ensure sustainable workforce in an ever-changing environment.

The 2025 ARMS conference brings together Research Management Professionals to explore latest trends, tools, and techniques that will drive the future of research management. Through engaging presentations and discussions, attendees will gain valuable insights to refine their strategies, foster innovation, and skillfully navigate the complexities of the research landscape, to create an even playing field for all.

This event aims to empower participants to stay ahead in a rapidly changing environment and make a lasting impact in their fields.

The Conference will cover the following subthemes:

### **Subtheme 1: Health and Medical Research Management: Advancing Research from Bench to Bedside, and Beyond**

This theme focuses on effectively managing health and medical research projects. Explore best practices in research administration that supports innovation and breakthroughs in basic science, clinical medicine and science, health services research, and public health research. Share your insights and learn from others to foster a future of health and medical research management that is driven by innovation.

This sub-theme invites abstract submissions that align with (although not limited to) the following possible topics:

- **Translational Research:** The role of research management in bridging the gap between basic science, clinical practice and public health
- **Collaboration:** Challenges and opportunities in multidisciplinary teams; navigating contracts and agreements; collaboration as key to innovation
- **Consumer and Community Involvement:** fostering inclusivity and representation; cultivating community-driven research; capacity building for research managers; best practice principles; examples of elevated research impact
- **Research Ethics and Governance:** Ensuring the principles, standards and requirements of health and medical research are upheld; innovative governance frameworks and research monitoring practices; navigating challenging ethical issues; capacity building for research managers

- **Data Management:** Ensuring integrity, confidentiality and accessibility of research data; best practice data sovereignty principles and examples in health and medical research
- **Courageous Innovation:** tackling big issues, challenging ‘the way we’ve always done things,’ learning from failures, and daring to be different to achieve greater research impact

## **Subtheme 2: Global synergy: Empowering international research through collaboration**

This subtheme underscores the importance of mutual support and the power of working together across borders to advance research efforts and address global challenges. It conveys a sense of collective strength and shared purpose in fostering international research initiatives.

This subtheme invites abstract submissions that align with (although not limited to) the following possible topics:

- International research collaborations.
- Working with international organisations, foreign government funders, and industry partners.
- Managing international research finance.
- Managing foreign compliance, risk and legal requirements.
- Enhancing cultural understanding and working with international Indigenous communities.
- International collaborations across the research management profession.
- Supporting international HDR placements and opportunities.

## **Subtheme 3: Working with industry: Driving innovation and growth**

The [Australian Universities Accord](#) and the [University Research Commercialisation Action Plan](#) are two of the latest Australian policy signals emphasising the importance of effective collaboration with “industry” – an umbrella term that covers private business, government at all levels, the medical and health sector, NGOs, philanthropy and community groups. Furthermore, the New Zealand research system is undergoing a reform, with commercialisation of science being a major motivation for this change.

As industries become increasingly interconnected with the research sector, new opportunities for collaboration emerge. This sub theme aims to explore how research institutions can effectively navigate what can be complex relationships and bring together stakeholders to address shared challenges, accelerate innovation and drive economic, environmental and societal benefits. Research Management Professionals are instrumental in achieving these goals.

This sub theme invites abstract submissions that align with (although not limited to) the following possible topics:

- Commercialisation and Research translation:
  - Intellectual Property management.
  - Best practice commercialisation strategies.
  - Partnerships to grow translational research centres.
- End-user engagement, industry PhDs and student placements:
  - Strengthening academic/industry links and achieving mutually beneficial outcomes.
  - Creating impactful industry-based learning opportunities.
- Facilitating Collaboration:
  - Square peg in a round hole? Managing successful partnerships with end users of research, industry, government, medical sectors and communities.
  - Integrating industry into research organisations.
  - Accelerating innovation with industry-led initiatives.

## **Subtheme 4: Game changers: Research support that secures success in a competitive field**

This sub theme explores the essential practices that research offices can adopt to maximise success in a highly competitive environment.

By navigating the complexities of today's research ecosystem with agility and foresight, research offices can transform research support practices into game-changing strategies that lead to success in the competitive research arena.

This sub-theme invites abstract submissions that align with (although not limited to) the following possible topics:

- Streamlining processes and implementing research management practices
  - Major research initiatives
  - Optimising complex workflows
  - Award management and effective financial controls
- Research and researcher development
  - Peer reviews at proposal development
  - Funding opportunities; finding and securing
  - Resources and infrastructure to support competitive applications
- Managing risk and ethics
  - Proactive strategies for legislative obligations to ensure ongoing compliance
  - Navigating ethics requirements and research integrity
  - Managing unexpected research challenges

## **Subtheme 5: Building skilled research management professionals now and for the future**

This sub theme focuses on the critical role of staff training and development in equipping research management professionals with the skills needed to effectively navigate the evolving landscape of research management. Sessions will explore best practices for continuous professional development, innovative training methodologies, and strategies for fostering a culture of lifelong learning within research institutions. Attendees will gain insights into building robust training and recruitment programs that address both current challenges and future needs, ensuring that teams are prepared to support groundbreaking research in a complex and dynamic environment.

This sub theme invites abstract submissions that align with (but not limited to) the following possible topics:

- Leveraging technology for continuous professional development and innovative training.
- Designing comprehensive training programs for new research management professionals and tailoring training programs for diverse research environments.
- Fostering resilience for research management professionals to handle complex challenges and crises.
- Evaluating the impact of staff development programs.
- Attracting talent to the world of research management.
- The role of leadership in fostering a culture of continuous improvement and professional growth.
- The role of mentorship in professional development.
- Innovative approaches to staff development in remote and hybrid work environments.
- Cross-training and multi-skilling: preparing administrators and managers for multi-faceted roles.

## Subtheme 6 – Data and technology: Opportunities and challenges

Data and technology are playing a pivotal role in the way research management professionals support the research function in their respective institutions. We use data to enhance the way we strategically analyse, benchmark and report on performance to institutional decision makers. Technological advances in automation, systems and platforms aim to increase efficiency in daily tasks and allows for open sharing of information. This sub theme aims to explore a discussion on the use of data and technology in research management.

This sub theme invites abstract submissions that align with (although not limited to) the following possible topics:

- Research data management, data governance, data confidentiality, data sharing and ethical use of data.
- Opportunities and challenges of moving to open data and open data sources.
- Analytics and benchmarking, performance and KPIs, data capabilities and strategic reporting.
- Use of Gen AI tools (ChatGPT, Copilot) in writing, policy guidelines, abstracts, reports, communications and ethical challenges of using these tools.
- Technological disruptions in the daily role of research management professionals including automation systems.
- Applications and platforms beyond research management.

## GENERAL GUIDELINES ON SUBMITTING AN ABSTRACT

Abstracts submitted for the ARMS 2025 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
- **Demonstrate** the relevance to advancing the professionalism of research management and administration.
- **Learning Outcomes** – your presentation should not just be a report but what was learnt during the process

### ✓ **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
- **Choose** the right pitch and language, i.e., use words that are understood by both specialists and non-specialists, avoiding jargon where possible

### ✓ **When drafting and submitting your abstract** make sure that you

- **Submit** your abstract **online** through the speaker portal website
- Submit in Adobe PDF only. Word docs are not acceptable for the purposes of review.
- **Are concise** - Abstracts should not exceed 250 words and must relate to one of the identified conference themes. You should ensure to address the scope of your proposed talk/poster in this abstract in easy to understand language for a diverse audience.
- **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** (Oral Presentation, Poster presentation or pre-conference workshop). Note – inclusion in a particular presentation format is at the discretion of the ARMS 2025 Conference Sub-Committee
- **Submission must be made** in any one of the subcategories as outlined in this document.

- **Submissions may not be advertisements or promotions of services and/or** of institutions as this would be more appropriate for vendor or institution exhibits. Abstracts must be academic and/or professional in nature that relate to our professional community and not be sales or vendor pitches.

Your abstract will be assessed based on:

- Alignment with the conference theme and sub-themes
- Summary of topic is clearly articulated and articulates the key ideas that will be presented.
- The relevance to advancing the profession is clear and well defined.
- The abstract is well written and easy to understand without discipline-specific expertise – no jargon or technical language, no major grammatical issues.
- Recognises the contributions of Indigenous/First Nations peoples (If Applicable)

Consistent with the value we place on high standards of research governance including the protection of integrity and ethics of research, ARMS expects that all materials published through ARMS forums are based on activities conducted in accordance with the Australian Code for the Responsible Conduct of Research, the Singapore Statement on Research Integrity, the Research Charter for Aotearoa New Zealand, and other such equivalence in the region of the abstract author. ARMS expects all its members to demonstrate best practice and this includes obtaining all necessary approvals for the conduct of activities to inform presentations and papers published through ARMS, including conference presentations.

ARMS values and recognises the contributions of Indigenous/First Nations peoples in research and research administration. ARMS acknowledges that Indigenous/First Nations peoples have inherent rights, including the right to self-determination. Research with and about Indigenous/First Nations peoples must be founded on a process of meaningful engagement and reciprocity. Any abstracts and/or presentations relating to or involving Indigenous/First Nations peoples at an ARMS conference must be done in partnership with an appropriate member of the Indigenous/First Nations community. Wherever possible an abstract/presentation should be co-presented with members of the relevant Indigenous/First Nations community.

When reviewing abstracts that include/involve First Nations/Indigenous peoples, reviewers should note the involvement of the Indigenous/First Nations peoples in the research/project/topic and use best judgment as to whether the above statements are being adhered to. In instances where it is not clear how First Nations/Indigenous peoples have been involved in the research/project/topic, the reviewer should flag this to the ARMS Executive Office, by way of email to the contact details listed on the previous page.

ARMS expects all members and those seeking to communicate activities through ARMS forums to comply with their institutional processes regarding Ethics Committee approval for the involvement of human participants or animals. For example, where a survey is conducted to form the basis of a presentation at an ARMS conference, it is expected that the presenters will comply with their institutional policies regarding obtaining Human Research Ethics Committee approval for the survey. ARMS considers distribution at a conference to be publication and therefore all institutional requirements regarding the conduct and dissemination of research activities should be complied with.

## SPECIAL INSTRUCTIONS

### Oral Presentations (20-25 minutes including question time)

- Submissions for oral presentations should describe original research/work/professional development/insights and so forth that has been conducted by the authors under one of the conference themes. Abstracts should clearly outline the topic being covered.
- 20-25 minutes including question time will be allocated for oral presentations. *Speakers may be given more/less time to present at the discretion of the conference sub-committee.*
- The conference sub-committee reserves the right to adjust the presentation time in certain cases.
- Oral Presentations 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. If you have complex audio/visual needs, you will need to ensure this is tested in the room prior to your session.

### Poster Presentation

- 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 119 cm 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 the conference. The poster number will indicate where your poster will be positioned/displayed at the conference. Posters will be on display throughout the conference.

### Preconference Workshops

- Submissions for preconference workshops should describe work under one of the conference themes.
- Workshops will be half day (3-3½ hours)
- 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.
- Standard audio-visual facilities will be available.

## TERMS AND CONDITIONS OF SUBMITTING AN ABSTRACT

The below terms and conditions associated with abstract submissions must be read, understood and agreed to at point of online submission.

- Abstracts must be submitted via the online portal no later than the advertised deadlines by ARMS Executive Office.
- The acceptance of an abstract for the event does not imply any provision of registration for the event, nor any other costs associated with preparation or presentation of the abstract or presenter's attendance at the event.
- All authors presenting at the event must obtain a valid conference registration to attend.
- Authors agree to permit the event organisers' to publish the abstract in the online event app and other event materials as required.
- If the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared prior to the conference.
- You confirm the submission has been approved by all authors and is original work.
- The final presentation/workshop must be consistent with the approved abstract unless written approval of any changes is obtained by the ARMS Executive Office in advance.

## ABSTRACT SUBMISSION CERTIFICATION

The below abstract submission certification associated with abstract submissions must be read, understood and agreed to at point of online submission.

In submitting an abstract to present at ARMS, I certify that:

- The content of my abstract represents my own work;
- I am an appropriate person to present this topic; I have appropriate expertise to present on this topic.
- In the case this is a collaborative project, I have spoken to my collaborators about the submission of this abstract and that my submission of this abstract demonstrates that I have the support of my collaborators to submit and present this abstract/presentation;
- If applicable I have documented permission from Indigenous/First Nations collaborators, and will be able to provide evidence upon request;
- ARMS can seek further clarification from me regarding my abstract;
- I have full endorsement from my line management to submit this abstract; and,
- If accepted to present at the ARMS conference, I will be supported by my leadership to present my abstract.

## KEY DATES

### Closing Date for Submissions - PLEASE NOTE

- Pre-conference Workshops - closing date **Friday 7 March 2025**
- Oral Presentations - closing date **Friday 7 April 2025**
- Poster Presentations - closing date **Friday 7 April 2025**

**NB: Late abstracts will not be accepted.**

### Notification Date for Submissions - PLEASE NOTE

All submissions will be carefully reviewed by the ARMS 2025 Conference Sub-Committee and authors will be notified of acceptance.

- Pre-conference Workshops – **Early April 2025**
- Oral Presentations – **Mid/Late May 2025**
- Poster Presentations – **Mid/Late May 2025**

Presenters will be notified via email and will be sent a link to registration. All presenters must register by **Thursday 26 June 2025** in order for the program to be finalised and published. NB: Early Bird registration closes Thursday 26 June 2025

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

## EXAMPLE OF A SUCCESSFUL ABSTRACT

**Theme:** Professional Research management as an embedded practice

**Title:** Research Office Change at Scale – Lessons Learned from the Monash Research Office

**Authors:** Helen Partridge & David Robson - Monash University

**Abstract:**

Whilst Monash University continued to gain significant increases in research income in 2021 and 2022, the Monash Research Office was struggling. We experienced our worst staff retention rates in over a decade, recruitment freezes due to the impact of COVID-19 on university finances, and consequently, a rising number of matters in progress. The timeliness of service delivery was impacted, which led to an increase in complaints from the Monash research community and issues with staff morale.

After an external review, support was gained for a restructure and a comprehensive change program.

2023 was a big year. We:

- Redefined mission and vision and confirmed our shared values.
- Restructured, increasing staff FTE and career paths within the MRO.
- Implemented Salesforce as a 'matter management' system, Pivot-RP and redeveloped the MRO website.
- Negotiated and agreed on a Service Catalogue with Faculties and developed a Service Charter.
- Increased operational transparency and reporting to Faculties and researchers.
- Introduced 'instant' research satisfaction surveys to gain feedback on our service.
- And more....

In this presentation, we share this journey and our learnings with you.



## ABSTRACT TEMPLATE

**PRESENTATION TYPE:** Oral Presentation, Poster presentation or Pre-Conference Workshop

**THEME:** Insert theme name you wish to submit under

**HOW DOES YOUR ABSTRACT ALIGN WITH THE THEME?**

**LEARNING OUTCOMES:**

### Abstract Title (no more than 20 words)

\*Presenters, Authors:

\***Surname, First name**<sup>x</sup>, Surname, First name<sup>x</sup>,

<sup>x</sup>*Affiliation*,<sup>x</sup> *Affiliation*,

Presenters email address:

**ABSTRACT (must not exceed 250 words):**

Insert text