International Research Management Staff Development Programme - IRMSDP

Frequently Asked Questions

1. **Can individuals apply to the call?**
   - No. This call can only be applied for in teams of 3-5 individuals from different institutions. The ‘individual criteria’ indicated in the call is to guide applicants on specific criteria that everyone should fulfil before forming a team.

2. **Can some apply in 2 different groups?**
   - No. participating in more than one team will pose challenges for the exchange visits. You cannot be in more than two places at the same time.

3. **What is the definition of regions in the UK and African context?**
   - In Africa regions are identified as within one of the areas covered by each professional association (e.g countries represented within EARIMA, etc). please refer to the RIMAs Map [here](#).
   - In the UK regions are identified as recognised geographical locations (North West, North East, etc.).

4. **If we cannot find partners from our own region, can we partner with universities in a different region?**
   - This can be allowed, however, consider what the implications of this are for the exchange visits. In instances where institutions are geographically distant, teams can select 2 institutions they’ll prioritise for the visit. In the case of Africa note that for this opportunity the AAS grants only cover travel to the UK.

5. **We have partners from Southern Africa we are applying with. If successful, will the programme also cover travel between African Institutions? And for how long can their stay at an African Institution be supported?**
   - Please refer to response above.

6. **How will the matching process be carried out?**
   - UK and African teams will be matched by the AAS and ARMA after the pre-selection stage. The process will involve an evaluation of the pre-selected teams, their proposed projects and thematic focus and how well they align.

7. **Can I still apply if my institution doesn’t have ARMA group membership?**
ARMA provides the opportunity for individual membership. Anyone interested in being part of an applying team can take up this membership.

8. Are private corporate entities allowed to apply?
   Yes, they are if they have a significant R&D department or carry out research.

9. What is the proposal format, type of Institutional partnership, duration of programme, eligibility and benefits?
   - The eligibility criteria and types of institutions eligible to apply can be found on the call document. Please review this very well before you apply.
   - The proposal format can be accessed in the Ishango system. They system will guide you on what is required in your application, including the word limit.
   - The programme will take place from September 2020 – March 2021.

10. Is there an age limit preferred for people who will be selected?
    No

11. What will be the content of the training?
    The virtual workshops will be based on 5 different topics. We are in the process of planning the topics which will be aligned to the learning goals applicants express in their applications.

12. How specific does the problem to be addressed need to be? Is discussing a general lack of uptake of research or a lack of clarity around assessing research impact acceptable or is more specific information required?
    The applications will be evaluated against the clarity, quality and viability of the proposed innovation/idea and the challenge it is seeking to address. The reviewers are international professionals and will need to understand your project from the onset.

13. Must members of an African network be in the same field or multidisciplinary fields?
    There are no inhibitions on disciplines, applicants can be from different fields.

14. There are aspects of the project that the team will want to be implemented in respective institutions, will AAS support some of these implementations?
    At this stage, we are only supporting the development process. Based on lessons learnt and the next phase, we will consider offering support to increase uptake of the developed solutions.
15. How is the intellectual property handled in the event of the innovation coming up with a product of proprietary nature?

- We expect that all resources developed will be accessible to the wider community of research management professionals.

16. Does the Programme cover specific laws of the different countries in relation to the different aspects of research management (e.g. contracts, ethics) or is it broad?

- The programme will not be offering any training on research management laws. The training offered through the virtual workshops will address general skills and knowledge that are useful in research management.

17. Are teams across various schools in one academic institution eligible to apply?

- Teams should NOT be made up of individuals from one institution.

18. General clarity about the proposal/innovation, budget & implementation plan

- At this stage, you are not required to formulate a budget as part of your application. Travel to the UK for the exchange programme will be covered by the AAS directly. The proposals will be evaluated against the proposed innovation and the challenge it is seeking to address.

19. In the objectives, it was expressed that co-created resources must aim to benefit all members. What if individuals in a team do not having the same gap in their institution?

- Prior to forming a team, individuals should ensure that they are in agreement on what their project will address.

20. On staff exchange, what will happen when a participant visits a place where the research management is not well structured?

- The purpose of this programme is to facilitate cultural and knowledge exchange. We expect that the visits will especially aim to achieve that objective. It is our belief that there is always something to learn even if it is to appreciate your own setup.

21. Submission of final reports, does it mean that team will submit overall feedback on the programme while individual submit report on their experience in the professional development seminar/workshop?

- Participants will be expected to submit 2 types of individual reports – monthly short reports and a final report at the end of the programme.
22. What is the maximum number of individuals/participants for a group application? Does this fellowship provide financial support for development of new technologies with aimed to strengthening research administration and oversight?

A team should be made up of 3 – 5 individuals. Applications addressing any aspect of research management under the listed thematic areas are eligible. Please review the call very well before applying.

23. Will successful team be executing the proposed program, or it will be the duties of the organizers?

Teams will be expected to develop their ideas and produce a tangible output at the end of the programme e.g toolkits, guides, platform etc.

24. Upon trying to explore the application system, it did not recognize it. Does it need to be a member of your association?

If your institution is not in the system, the Ishango administrators will approve it. If you have challenges or no response from the admin, please contact the AAS using the ReMPro email address provided in the call.

25. Will successful participants be linked to a mentor who aligns in the same field?

The programme does not have a mentoring aspect. Participants will have an opportunity to develop their professional knowledge through the planned workshops/seminars, the exchange visits and the project development.

26. Can we have access to method of the reviewing process?

The applications will be selected using the selection process elaborated in the call and evaluated based on their clarity, quality and viability. Please review the call very well before applying.

27. Must all members in a team be from the Research Office? Can people from the Library and the labs join a team?

The call is meant for research management professionals. All staff working in the spectrum of research management in any capacity are eligible.

28. What kind of composition of the team will enhance one's chances? Will there be round 2?

We have currently only planned for this round, however, based on lessons learnt, there is a plan to launch future rounds. The criteria for teams is
elaborated in the call document. Please review the call very well before applying.

29. Can the number of people (e.g. 5 people) representing a group be from only two institution?
   - Teams made up of more people should also aim to have more institutions to ensure diversity.

30. Are there any core skills that the programme will focus on? And will these be essential when you are selecting candidates?
   - No. The selection process will especially be focused on the proposed ideas.

31. "We are based in South Africa, part of SARIMA. Can you confirm the regions that SARIMA covers?
   - SARIMA covers the SADC region. Contact the SARIMA office for further inquiries.

32. Research management can be broadly defined, covering grants management and administration, project management, study co-ordination etc. Which area/types of roles is the call targeting? Are any types of role excluded?
   - All roles are eligible to apply for the call.

33. In view of the time constraints, will consideration be made for applications that have not met the group criteria at the time of submission of application?
   - Please refer to the selection process elaborated in the call.

34. What are the contact details of the regional RIMA top management team?
   - The RIMAs have webpages, if however, you are unable to contact them, send an email to the ReMPo address provided.

35. What are the key points that are required for the Key Achievements section?
   - In this section, applicants can give a summary of their professional profile.

36. Apologies if this was already asked- Will participants' emails be shared?
   - No. This is due to confidentiality and data protection requirements

37. Can associations (for example of unemployed PhDs) be part of the applicant’s team?
   - No, the call is targeting research management professionals currently employed by institutions. Please refer to Criteria for Group Individuals in the call.
38. Is it possible to include a UK partner at this early stage? Or Are we supposed to identify a UK partner as part of the group applications?

Not required at the application stage, during selection process, if your application is successful you will be matched with a UK partner based on the project you will have proposed.

WEBINAR RECORDING

You can find the webinar recording HERE.