

## EARMA Awards Committee: 2023/24 Awards Schedule

**Background:** The EARMA Awards Committee (AC) met on 13<sup>th</sup> July 2023 to approve an updated annual awards schedule for the 2023/24 period. The purpose of the plan is to articulate a clear, publishable schedule of award calls replete with agreed operational processes to be deployed by the AC.

The full schedule of awards under the remit of the AC fall into two broad categories: (i) those of a fixed nature whose timing is dependent on pre-programmed events such as annual conference and (ii) those awards free of such dependencies that can be implemented at any time of year.

This approved version was published following the Awards Committee meeting on 13<sup>th</sup> July 2023 and shared with EARMA for information.

<b>Award Title</b>	<b>Award Amount</b>	<b>Fixed/Free (<i>explain</i>)</b>	<b>Proposed timing (Open/Close)</b>	<b>Process/Milestones/Deadlines</b>
Conference Accepted Speaker Awards	10 x €500 max	Fixed ( <i>linked to annual conference attendance</i> )	<b>Call #1</b> Open: Monday 9 <sup>th</sup> October 2023 – Reminder # 1: Monday 23 <sup>rd</sup> October 2023 Reminder # 2: Monday 13 <sup>th</sup> November 2023 Close: Friday 24 <sup>th</sup> November 2023 AC meeting: 5 <sup>th</sup> December 2023 Board ratification: 14 <sup>th</sup> December 2023	<ul style="list-style-type: none"> <li>• Two smaller, shorter calls for all three awards,</li> <li>• First round for those committing early in Q4 to attend the annual conference and those receiving approval of submitted abstracts;</li> <li>• Second round for those who decide to attend conference closer to early bird registration deadline in February;</li> <li>• Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>• Link to call text and application form permanently available on EARMA AC web page</li> </ul>
Conference Widening Bursary – New Members	5 x €500 max			
Conference Widening Bursary – Non-members	5 x €500 max			
			<b>Call #2</b> Open: Monday 8 <sup>th</sup> January 2024 Reminder # 1: Monday 22 <sup>nd</sup> January 2024 Reminder # 2: Monday 12 <sup>th</sup> February 2024 Close: Friday 24 <sup>th</sup> February 2024 AC meeting: 5 <sup>th</sup> March 2024 Board ratification: 11 <sup>th</sup> – 12 <sup>th</sup> March 2024	

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Event Access Awards	10x €500 Annual Conference Attendance Awards	Fixed ( <i>tied to annual conference attendance</i> )	<p>Open: Monday 9<sup>th</sup> October 2023</p> <p>Reminder # 1: circa 20/11/23</p> <p>Review applications at AC meeting on 05/12/23 (<i>where received at least 7 working days in advance</i>)</p> <p>Reminder # 2: circa 15/01/24</p> <p>Reminder # 3: circa 19/02/24</p> <p>Review applications at AC meeting on 05/03/24 (<i>where received at least 7 working days in advance</i>)</p> <p>Final reminder: circa 18/03/24</p> <p>Close: Friday 22<sup>nd</sup> March 2024</p> <p>Review applications at AC meeting on 02/04/24 (<i>where received at least 7 working days in advance</i>)</p> <p>Board ratification: 4<sup>th</sup> April 2024</p>	<ul style="list-style-type: none"> <li>• Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>• Link to call text and application form permanently available on EARMA AC web page</li> </ul>
	5x €500 EARMA-led events linked to external Association Calendars	Free ( <i>dependent on targeted events in Association calendars, available on EARMA AC web page</i> )	<p>Open call</p> <p>Begin advertising circa 11/09/23;</p> <p>Send reminders every 6 – 8 weeks throughout the year;</p> <p>All applications received at least 7 working days in advance will be considered at the following AC meetings;</p> <p>10/10/23; 07/11/23; 09/01/24; 06/02/24; 02/04/24; 04/06/24</p>	<ul style="list-style-type: none"> <li>• Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>• Link to call text and application form permanently available on EARMA AC web page</li> </ul>

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Virtual Event Grants	Up to 4x €500 or 2x €1000 for collaborative events	Free  <i>Open call (advertise immediately before &amp; after annual conference and at start of academic year)</i>	Open call, two optimal times of year to promote the call as follows;  Circa 15/10/23; 25/03/24; 06/05/24  All applications received at least 7 working days in advance will be considered at the following AC meetings;  10/10/23; 02/04/24; 04/06/24	<ul style="list-style-type: none"> <li>Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>Link to call text and application form permanently available on EARMA AC web page</li> </ul>
Invited Speaker Awards	3x €500 awards	<i>As Virtual Event Grants</i>	<i>As Virtual Event Grants</i>	<i>As Virtual Event Grants</i>
Annual Conference Best Poster Awardees	2x €500 awards	Fixed ( <i>awards considered and made at conference</i> )	November – April  Call opens circa 10/11/23 (i.e. when <i>Accepted Speakers receive their acceptance email from EARMA</i> )  Reminder #1: circa 18/12/23  Reminder #2: circa 22/01/24  Reminder #3: circa 11/03/24	<ul style="list-style-type: none"> <li>Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>Link to call text and application form permanently available on EARMA AC web page</li> </ul>
EARMA-NCURA Fellowship	1x €2000 award	Fixed ( <i>strictly linked to NCURA fellowship processes, tbc for 2022</i> )	Fellowship to be relaunched in 2023/24, details to be confirmed	tbc

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Training Awards	4x €500 awards	Fixed, 2 intakes per year	<p>Two calls per year</p> <p><u>February start (ESRAM only)</u></p> <p>Open call: circa 02/10/23</p> <p>Reminder #1: circa 27/11/23</p> <p>Reminder #2: circa 15/01/24</p> <p>Close call: circa 22/01/24</p> <p>All applications received at least 7 working days in advance will be considered at the AC meeting on 06/02/24;</p> <p><u>October start (CRM, ESRAM)</u></p> <p>Open call: circa 06/05/24</p> <p>Reminder #1: circa 17/06/24</p> <p>Reminder #2: circa 12/08/24</p> <p>Close call: circa 30/08/24</p> <p>All applications received at least 7 working days in advance will be considered at the first AC meeting circa 10/09/24 (tbc)</p>	<ul style="list-style-type: none"> <li>• Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>• Link to call text and application form permanently available on EARMA AC web page</li> </ul>

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<p>EARMA Annual Recognition Awards, comprising three named awards;</p> <ul style="list-style-type: none"> <li>• Lifetime Achievement Award</li> <li>• Outstanding Contribution Award</li> <li>• Voluntary Service Recognition (VSR) Awards</li> </ul>	<p>Not fixed, at discretion of EARMA Board</p>	<p>Fixed (tied to annual conference presentations)</p>	<p>Open call: circa 18/09/23</p> <p>Reminder #1: circa 27/11/23</p> <p>Reminder #2: circa 15/01/24</p> <p>Reminder #3: circa 05/02/24</p> <p>Close call: circa 23/02/24</p> <p>All applications received at least 7 working days in advance will be considered at the AC meeting on 05/03/24.</p> <p>Recommendations sent to Board meeting on 11<sup>th</sup> – 12<sup>th</sup> March 2024 for approval.</p>	<ul style="list-style-type: none"> <li>• Promote call via newsletter, LinkedIn and news feed on EARMA website</li> <li>• Link to call text and application form permanently available on EARMA AC web page</li> </ul>