

Submission Guidelines for the IPMA Global Research Awards



IPMA®
Global
Research
Awards

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Regarding the submission dates, please see the IPMA Global Research Award **Time Schedule** on the website: www.awards.ipma.world

Please send your application to award@ipma.world

For specific enquiries please contact the IPMA Awards PMO: award@ipma.world

IPMA International Project Management Association, P.O. Box 7905, 1008 AC Amsterdam, The Netherlands, www.ipma.world

IPMA Global Research Awards

Introduction

There are three main categories recognised in the IPMA Global Research Awards:

1. IPMA Global Research Award.
2. IPMA Global Young Researcher Award.
3. IPMA Global Research Achievement Award.

This Guideline describes:

1. The award process for projects applying in the IPMA Global Research Award.
2. The award process for projects applying in the IPMA Global Young Researcher Award.
3. General conditions relating to the submissions.

If you intend to submit to one of the categories in the IPMA Global Research Awards, it is recommended that you carefully read these Submission Guidelines and address all submission requirements in the category of your choice.

IPMA Global Research Achievement Award:

Researchers with an outstanding lifetime contribution to project management research may be recognised via the Global Research Achievement Award. Nominations and elections are carried out by the IPMA Global Research Group.

PART 1. IPMA Global Research Awards

1.1 Eligibility

- » The scope of the research must cover at least one year of research and must be completed, when the application is handed in. Completion of the research may date back to 1st January 2020.
- » The lead researcher of the research may not have won an IPMA Research Award in the previous three years.
- » Researchers may come from disciplines other than project management but must contribute to the development of project, programme and portfolio (PPP) management and the project-oriented companies or any element named in the IPMA ICB, IPMA PEB or IPMA OCB.
- » An applicant may submit a maximum of one application per category.

1.2 Format and Content of the Submission

The Application Submission should be compiled using the standard template, which can be downloaded from the IPMA website www.award.ipma.world and submitted in a PDF document. All content must be presented in Arial font, minimum size 12 points.

Photos may be included at appropriate points throughout the submission. Applicant Consent in the name of the research team and the organisation is also required for the use of research information, photographs, organisation logos and other properties, used within the submission. Non-conforming submissions may be rejected by the Awards PMO.

The submission should address the following four sections:



Section 1: General Information

In this section of the submission, please include the following information:

- » Name of applicant (lead researcher).
- » Date of birth.
- » E-mail address.
- » Phone number.
- » Nationality of the applicant.
- » Affiliation of applicant.
- » Title of the research.
- » Start and end date of the research.
- » Research team (List names and affiliations), if any.
- » Name of initiator/sponsor of the research, if any.
- » State how the research could contribute to further development of the IPMA ICB, ICB PEB and OCB.



Section 2: Introduction of the research

An introduction not more than 150 words of the research. This introduction may be used in the public domain for presentation and marketing purposes by the International Project Management Association (IPMA).



Section 3: Summary of the research

A detailed summary not more than 500 words of the research. The summary should refer to the research objectives, the research approach (theoretical foundation and research methodology); the main research results, the research team and the relevant links, such as: the link to the research website, to the researcher /research group website or social media, etc. This summary may be used in the public domain for publications issued by the International Project Management Association (IPMA).



Section 4: Description of the Research

- » Provide a description with not more than 5.000 words about the essential areas from research problems, processes to results. The description will provide answers to IPMA Global Research judges for their evaluation from the following 4 areas:

Research Problem. In this section, a clear statement of the research problem and, eventually, the corresponding research sub-problems should be included, together with arguments that the addressed research problem is relevant, sound, complex, original, innovative and influential for project management domain.

Research Processes. In this section, the applicant should provide a comprehensive description of the applied research methodology and the research processes which were performed according to the applied research methods selected for solving the research problem. Relevant information for assessing the accuracy of the results and the effectiveness and efficiency of the applied methods is also expected, together with the arguments that the undergone research processes were relevant, sound, complex, original, innovative and influential.

Research Results. In this section, the main research results (data sets, software, procedures, methodologies, techniques, materials, software and works of authorship, whether patentable or copyrightable, and publications related to the research), which were conceived, discovered, developed or generated during the research will be presented, together with arguments that the achieved results are relevant, sound, complex, original, innovative and influential.

People: In excellent research, the researcher is a leader of the research activities which are performed by the team. The researcher should have scientific authority in the team, in respect of leader's visibility and prestige at international level. The researcher should demonstrate project management competences. Excellent research is conducted by researchers with significant achievements in the discipline/field of research. The following are considered as relevant achievements: publications, research project funding, positions in academic organizations/committees (conferences and journals) and positions in professional bodies. Excellent research is conducted by senior researchers engaged in the development of the project team members, in training students, in the promotion of the team member in his/her affiliation. Senior researchers should show public engagement, in society and culture and in global citizenship. Also, the senior researchers should have contributions to the affiliation(s) and to other stakeholders. The information included in this section will be supplemented with the CVs provided in the Appendixes.



Section 5: Appendixes

The submission should include a list of peer-reviewed publications as output of the research, a brief curriculum vitae of the researcher(s), how the research was conducted (such as how the research leader was engaged and how the team (if any) was managed/developed etc.), and other evidences related (such as the list of paper published, related academic awards etc.) to prove the achievements and reputation the researcher(s)/research team has been acknowledged.



Section 6: Applicant Statement

The submission should include an Application Statement, to confirm to observe the rules in the application process for the IPMA Global Research Award and the application fulfils the requirements for the IPMA Global Research Awards and that all information given in the submitted application and documentation are true and correct.

PART 2. IPMA Global Young Researcher Award

2.1 Eligibility

- » The applicant is born 1985 or later, or can prove that he/she has been involved less than 10 years in research. As proof, please attach a letter from the university/research institution (e.g. signed by the applicant's supervisor).
- » Young Researchers may come from academia, other research institutions or industry. Researchers may come from disciplines other than project management but must contribute to the development of project, programme and portfolio management and the project-oriented companies or any element named in the IPMA ICB, IPMA PEB or IPMA OCB.
- » An applicant may submit a maximum of one application per category.

2.2 Format and Content of the Submission

The Application submission should be compiled using the standard template, which can be downloaded from the IPMA website www.awards.ipma.world , and submitted in a PDF document. All content must be presented in Arial font, minimum size 12 points. Photos may be included at appropriate points throughout the submission. Applicant Consent in the name of researcher is required for the use of project information, photographs, company logos and other properties, used within the submission. Non-conforming submissions may be rejected by the judges and/or Awards PMO.

The submission should address the following four sections:



Section 1: General Information

In this section of the submission, please include the following information:

- » Name of applicant (lead researcher).
- » Date of birth.
- » E-mail address.
- » Phone number.
- » Nationality of the applicant.
- » Affiliation of applicant.
- » Title of the research.
- » Start and end date of the research.
- » Research team (List names and affiliations), if any.
- » Name of initiator/sponsor of the research, if any.
- » Type of the research.

- » State how the research could contribute to further development of the IPMA ICB, ICB PEB and OCB.



Section 2: Introduction of the research

An introduction not more than 150 words of the research. This introduction may be used in the public domain for presentation and marketing purposes by the International Project Management Association (IPMA).



Section 3: Summary of the research

A detailed summary not more than 500 words of the research. The summary should refer to the research objectives, the research approach (theoretical foundation and research methodology); the main research results, the research team and the relevant links, such as: the link to the research website, to the researcher /research group website or social media, etc. This summary may be used in the public domain for publications issued by the International Project Management Association (IPMA).



Section 4: Description of the Research

Provide a description with not more than 5.000 words about the essential areas from research problem, processes to results. The description will provide answers to IPMA Global Research judges for their evaluation from the following 4 areas:

Research Problem. In this section, a clear statement of the research problem and, eventually, the corresponding research sub-problems should be included, together with arguments that the addressed research problem is relevant, sound, complex, original, innovative and influential for project management domain.

Research Processes. In this section, the applicant should provide a comprehensive description of the applied research methodology and the research processes which were performed according to the applied research methods selected for solving the research problem. Relevant information for assessing the accuracy of the results and the effectiveness and efficiency of the applied methods is also expected, together with the arguments that the undergone research processes were relevant, sound, complex, original, innovative and influential.

Research Results. In this section, the main research results (data sets, software, procedures, methodologies, techniques, materials, software and works of authorship, whether patentable or copyrightable, and publications related to the research), which were conceived, discovered, developed or generated during the research will be presented, together with arguments that the achieved results are relevant, sound, original, innovative and influential.

People: Excellent research is conducted by researchers with significant achievements in the discipline/field of research. The following are considered as relevant achievements: publications, research project funding, positions in academic organizations/committees (conferences and journals) and positions in professional bodies. Excellent research is conducted by young researchers with contributions to the affiliation (s) and other stakeholders. The information included in this section will be supplemented with the CVs provided in the Appendixes.



Section 5: Appendixes

The submission should include a list of peer-reviewed publications as output of the research, a brief curriculum vitae of the researcher(s), how the research was conducted (such as how the research process was managed etc.), and other evidences related (such as the list of paper published, related academic awards etc.) to prove the achievements and reputation the researcher(s)/research team has been acknowledged.



Section 6: Applicant Statement

The submission should include an Application Statement, to confirm to observe the rules in the application process for the IPMA Global Research Award and the application fulfils the requirements for the IPMA Global Research Award and that all information given in the submitted application and documentation are true and correct.

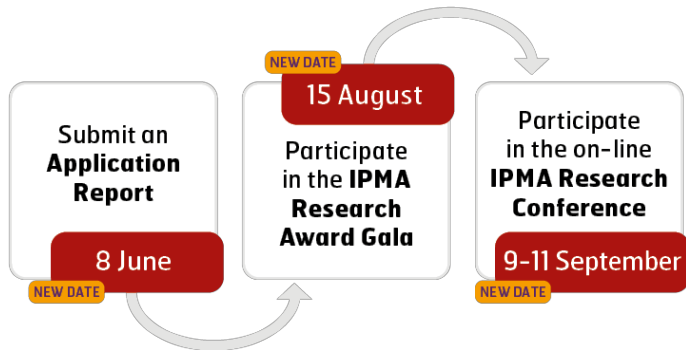
PART 3. General Conditions relating to all Submissions

3.1 General Submission Requirements

- » Submissions must use the standard templates, downloaded from the IPMA website.
- » Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry.
- » All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information must be obtained by the applicant.
- » Submissions will be accepted under the conditions of these Guidelines.
- » There should be no restrictions on the use of the submitted information in any promotion of the awards programme.
- » All expenses relating to the preparation of the submission and attendance at the award ceremonies are the responsibility of the applicant.
- » All submissions become the property of the IPMA and are not returned to applicants.
- » Applicants consent to having submissions used for IPMA promotional purposes for a period of two years starting from the year of the submission.
- » Applicants consent to be available to present their individual or project submission at an IPMA event.

3.2 The Submission Application Process

Key steps in the Award process 2020
for IPMA Global Research Awards



3.3 Submission Materials

Submissions will only be accepted if received by the above dates and containing the following materials:

The Submission Document

- » Only submissions sent to the IPMA Awards PMO before the IPMA Global Research Awards deadline will be accepted.
- » Requests for extensions will not be granted.
- » Submissions should not include promotional or other material/items not related to or supporting the actual submission.
- » Any appendices (section 3 in part 1.2 and 2.2) can be in a language other than English, but must be accompanied by either a translation or explanation of the contents (whichever is most appropriate).;
- » Submissions must NOT include hyperlinks to websites or external documents.

Electronic Material

The following items are to be sent to the IPMA Awards PMO by the deadline date for a submission to be considered complete:

- » For all submissions – a Word or PDF document containing the full submission.
- » One or two high resolution profile photographs in JPEG format, including project team photograph (if relevant).
- » Please ensure the digital photos/drawings are of a high-resolution quality (e.g. the size should be min 300 dpi or 2 MB) and are submitted as full colour JPG files. Photos with caption information or references are preferred. They are to be numbered in the order they are to appear in the presentation.

- » Photos and logo/s may be used in the presentation at the IPMA Awards ceremony, in the annual IPMA Awards Commemorative Book, other IPMA publications, and on the IPMA website.
- » Company logos are to be provided in EPS and JPEG formats. Entrants must ensure that they have permission to use the company logo.

3.4 Application Fee

There is no application fee for entering the IPMA Global Research Awards.

3.5 Judging Process

Each application is independently evaluated by three judges, who will be conducted by a panel of judges selected from the IPMA Global Research Group, collectively have a broad range of experience in research, and shall be independent of all submissions. Judges decisions shall be final and no correspondence about the decisions shall be entered into.

Submissions will be assessed solely on the electronic submission and in accordance with these Submission Guidelines. Logos and pictures are expected as supporting material but will not be formally assessed unless presented as evidence within the submission.

3.6 Announcement of Winners

There is utmost one research award winner, but there could be two outstanding research contributors for each category per year. The results are announced directly to the related applicants (lead researchers), and all the award winner and outstanding research contributors will be officially announced at the IPMA Global Research Awards Gala on 15 August. Winners will present at [8th IPMA Research Conference](#) on 10th September 2020- on line event.

3.7 Media

The Award Winners and their research achievements will be published on IPMA website after the Awards Gala for the public to access.