

# 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](http://www.awards.ipma.world)

For specific enquiries please contact the IPMA Awards PMO: [award@ipma.world](mailto:award@ipma.world)

IPMA International Project Management Association, P.O. Box 7905, 1008 AC Amsterdam, The Netherlands, [www.ipma.world](http://www.ipma.world)

# IPMA Global Research Awards

## Introduction

There are four main categories recognized in the IPMA Global Research Awards:

1. IPMA Research Award
2. IPMA Young Researcher Award
3. IPMA Graduate Research Award
4. IPMA Research Achievement Award

This Guideline describes:

1. The award process for projects applying in the IPMA Research Award.
2. The award process for projects applying in the IPMA Young Researcher Award.
3. The award process for projects applying in the IPMA Graduate Research Award.
4. 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 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 2022.
- » 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 platform <https://ipma.awardsplatform.com/> after registering.

Applicant Consent in the name of the research team and the organisation is also required for the use of research information and other properties, used within the submission. Non-conforming submissions may be rejected by the IPMA Awards PMO.

The submission should address the following four sections:



### 1. General Information

In this section of the submission, please choose the category, subcategory and put a full name of the applicant (Entry name box).



### 2. Entrant details

In this part please provide the following information:

- » Name of the applicant (lead researcher)
- » E-mail address
- » Date of birth
- » Affiliation of the lead researcher
- » Phone number
- » Nationality
- » Picture of the applicant



### 3. Research general information

Please provide the following information:

- » Title of the research
- » Start date of the research
- » End date of the research
- » Research team (list names and affiliations)
- » Name of the initiator/sponsor of the research
- » State how the research could contribute to further development of the IPMA ICB, ICB PEB and OCB.



#### **4. Introduction of the research project**

Provide a brief summary of not more than 150 words about the project. It will be used for marketing purposes by IPMA.



#### **5. Summary of the research project**

A detailed summary not more than 500 words of the research project. 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 project 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).



#### **6. Description of the research**

Provide a summary of not more than 5000 words about the essential areas from the research problem, processes to results. The summary should provide answers to the evaluation criteria in the IPMA Research Evaluation Model.



#### **7. Appendices**

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.



#### **8. 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 2. IPMA Young Researcher Award

### 2.1 Eligibility

- » The applicant is born 1986 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 a 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 platform <https://ipma.awardsplatform.com/> after registering.

Applicant Consent in the name of the research team and the organisation is also required for the use of research information and other properties, used within the submission. Non-conforming submissions may be rejected by the IPMA Awards PMO.

The submission should address the following eight sections:

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.



#### 1. General Information

In this section of the submission, please choose the category, subcategory and put the applicant's full name (Entry name box).



#### 2. Entrant details

In this part please provide the following information:

- » Name of the applicant (lead researcher)
- » E-mail address
- » Date of birth
- » Affiliation of the lead researcher
- » Phone number

- » Nationality
- » Picture of the applicant



### 3. Research general information

Please provide the following information:

- » Title of the research
- » Start date of the research
- » End date of the research
- » Research team (list names and affiliations)
- » Name of the initiator/sponsor of the research
- » Type of the research (choose one)
- » State how the research could contribute to further development of the IPMA ICB, ICB PEB and OCB.



### 4. Introduction of the research project

Provide a brief summary of not more than 150 words about the project. It will be used for marketing purposes by IPMA.



### 5. Summary of the research project

A detailed summary not more than 500 words of the research project. 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 project 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).



### 6. Description of the research

Provide a summary of not more than 5000 words about the essential areas from research problem, processes to results. The summary should provide answers to the evaluation criteria in IPMA Research Evaluation Model.



### 7. Appendices

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.



## 8. 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 fulfills 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. IPMA Graduate Research Award

## 3.1 Eligibility

- » The graduate students at both master's, MBA's and doctoral level are eligible for this awards. The graduate student will be nominated by her/his advisor.
- » Self-nominations are also possible, but should be accompanied by at least a letter of support.

## 3.2 Format and Content of the Submission

The Nomination Submission should be compiled using the platform <https://ipma.awardsplatform.com/> after registering.

Photos may be included at appropriate points throughout the submission.

Nominee 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 nominations may be rejected by the Awards PMO.

The nomination should address the following eight sections



### 1. General Information

In this section of the submission, please choose the category, subcategory and put a nominee/applicant's full name (Entry name box).



### 2. Entrant details

If you are a nominator, please provide the following information (if you nominate yourself please skip the first four questions):

- » Name of the person making a nomination
- » Affiliation and the position

- » E-mail address
- » Phone number

Nominee/applicant details:

- » Name of the nominee
- » Phone number
- » Nationality
- » Date of birth
- » E-mail address
- » Picture of the applicant



### **3. Research general information**

Please provide the following information:

- » Title of the research
- » Start date of the research
- » End date of the research
- » Objectives of the research
- » List of peer-reviewed publications (journal or conference papers) as output of the research
- » Choose type of the research
- » State why the graduate research is excellent



### **4. Introduction of the research project**

Provide a brief summary of not more than 150 words about the project. It will be used for marketing purposes by IPMA.



### **5. Summary of the research project**

A detailed summary not more than 500 words of the research project. 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 project 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).



## 6. Description of the research

A summary of not more than 2000 words of the achievements of the Graduate Research. The summary should provide answers to the evaluation criteria, which are:

- » Research problem addressed
- » Research results achieved.
- » Research process.

More information about the evaluation criteria can be found in IPMA Research Evaluation Model.



## 7. Appendices

The submission should include the nominee CV, no more than three outstanding publications or equivalent evidence (conference presentations) of research results and up to two additional letter(s) of endorsement



## 8. Nominator Statement

The submission should include a Nominator Statement, to confirm to observe the rules in the nomination process for the IPMA Graduate Research Award and the nomination fulfils the requirements for the IPMA Graduate Research Award and that all information given in the submitted nomination and documentation are true and correct.

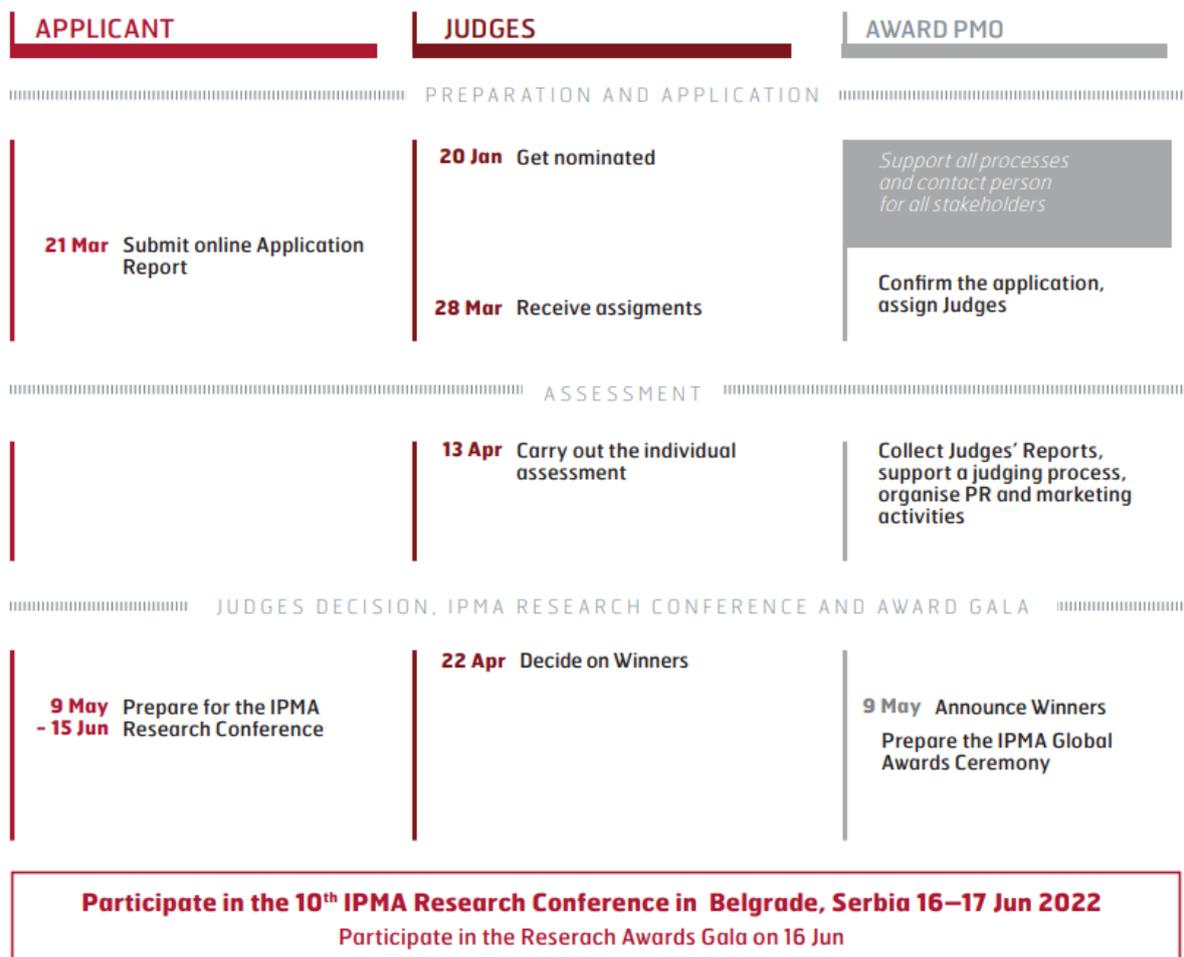
# PART 4. General Conditions relating to all Submissions

## 4.1 General Submission Requirements

- » Submissions must be conducted on the platform <https://ipma.awardsplatform.com> only.
- » 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.

## 4.2 The Submission Application Process



## 4.3 Submission Materials

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

### The Submission Document

- » Only submissions sent via the platform (<https://ipma.awardsplatform.com>) 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 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.

#### **4.4 Application Fee**

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

#### **4.5 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 and the IPMA Research Evaluation Model.

#### **4.6 Announcement of Winners**

There is utmost one research award winner, but there could be two outstanding research contributors for each category. The results are officially announced at the IPMA Global Awards virtual Gala, at 33rd IPMA World Congress in Tokyo, Japan, 23-25 September 2022.

#### **4.7 Media**

The Award Winners and their research achievements will be published on IPMA Global Awards website <https://awards.ipma.world> after the Awards Gala for the public to access.