



2024/25

THRF-KTDRA CNARTS Travel Grants

Guidelines v1.0

Round 1 closes: Wednesday 30th October 2024 at 4:00pm (ACDT)

Round 2 closes: Wednesday 26th March 2025 at 4:00pm (ACDT)

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1. About Kidney, Transplant & Diabetes Research Australia

Kidney, Transplant & Diabetes Research Australia (KTDR) supports ground-breaking translational medical research that is helping to improve the lives of people suffering with these diseases.

KTDR supports research on the mechanisms of disease and potential avenues for improving patient outcomes in transplantation and immunological kidney diseases. While there is a focus on the Central and Northern Adelaide Renal and Transplantation Services (CNARTS), KTDR also proudly promotes wide collaboration with many research groups in Australia and world-wide, working to improve the health and wellbeing of people living with diabetes and kidney disease.

KTDR is a charity of The Hospital Research Foundation (THRF) Group. THRF Group consists of 12 charities and supports the community by funding vital medical research and patient care initiatives, and will be the entity administering this round.

2. About the Scheme

Active participation in professional/scientific conferences and networking with peers is an important part of career development, particularly for students and Early-Mid Career personnel.

The 2024/25 THRF-KTDR CNARTS Travel Grants are being made available on a competitive basis to assist with some of the costs of participating in a national or international conference during 2024/25. As further described under section 3, the awards are open to eligible CNARTS-associated staff and students, *i.e.* being undertaken within CNARTS, led/supervised by a staff member of CNARTS, or with meaningful CNARTS staff member involvement on the project team.

3. Eligibility Criteria

3.1 Applicants

THRF-KTDR CNARTS Travel Grant applications will be considered for CNARTS-associated students and Early-Mid Career Clinical or Research staff as below:

- **Students** undertaking a health and medical research project supervised by a staff member of CNARTS as part of their student candidature. Students must be currently enrolled at a university in South Australia, in either
 - Honours or other degree that has a formal research component, or
 - a Higher Degree by Research (*i.e.* Masters by Research or a PhD).
- **Early-Mid Career Clinical or Research staff** currently employed in a full-time or part-time capacity within CNARTS and currently conducting or supporting a CNARTS-associated* research or healthcare improvement project.

For the purposes of this scheme, “Early-Mid Career” will be considered as up to 10 years (FTE) post HDR conferral (where held/relevant) or equivalent professional experience (as indicated by commencement of professional society membership or discipline equivalent). This timing requirement will allow for career disruption in line with the NHMRC Relative to Opportunity policy.

* CNARTS-associated *means being undertaken within CNARTS, i.e. led by a staff member of CNARTS, or with meaningful CNARTS staff member involvement on the project team.*

3.2 Supported Travel

THRF – KTDR CNARTS Travel Grants are intended to contribute towards certain travel costs for eligible staff or students who are attending a national or international professional/scientific meeting or conference (virtually or in person) at which they will be **actively participating** by:

- giving an oral or poster presentation (the conference abstract/poster must clearly indicate the presenter’s affiliation with CNARTS and support from THRF Group - KTDR); and/or

- chairing a panel or session.

For the avoidance of doubt, passive display of a poster and/or inclusion of an abstract in conference booklet/proceedings, without an active presentation component, does not qualify as “actively participating”.

3.3 *Timing Requirements*

- Applications for this 2024/25 program of THRF-KTDRA CNARTS Travel Grants will be accepted and assessed in two rounds (refer Section 5.1). For these rounds, the dates of the intended travel/conference must be **a minimum of 30 days** after the relevant round close date.
- The conference commencement date published on the official conference website, or confirmed date of research travel, must fall within the period 1 December 2024 – 31 July 2025.
- All travel must be formally approved by the enrolling university or employing organisation of the applicant before any awarded funds will be paid (refer to application requirements in section 5.1 for more information), and the relevant travel policies of that institution must be followed when making bookings.

In each round, only ONE application per eligible applicant will be considered. An application for travel that is not supported in one round cannot be resubmitted for a subsequent round.

Applicants who are successful in this program of 2024/25 THRF-KTDRA/CNARTS Travel Grants will not be eligible to apply in the subsequent 12 month period.

Retrospective applications will not be considered.

4. Funding

4.1 *Funding Available*

Applications will be considered for travel grants of:

- up to \$750 will be considered in support of national conference participation (face to face), and all virtual conference attendance, or
- up to \$2,500 in support of international travel/conference participation.

Should the request be successful, funds will be provided to the cost centre at the employing/enrolling institution through which conference registration and/or travel was arranged (and as indicated on the organisational Notification to Travel form, or similar). Funds will not be provided to private accounts and cannot be claimed directly from THRF Group.

It is expected to take approximately 4-6 weeks following notification of outcomes for funds to be paid to the employing/enrolling institution.

4.2 *Eligible Expenditure*

Eligible expenditures include conference registration, economy flights, and accommodation for the official conference dates.

Funds may not be requested for per diems, visas, transfers, meals, entertainment or memberships.

The application must list all eligible expenditures associated with undertaking the activity. Each cost included must be evidenced by a quote, receipt or invoice, and converted to AUD.

4.3 Conditions of Grant

If awarded a 2024/25 THRF-KTDRA CNARTS Travel Grant, the recipient will be required to:

- provide a short lay-language report (plus photo/s) about their experience, impact and any collaboration developed. The report should be submitted to grants@hospitalresearch.org.au within two weeks of completion of travel, and may be included in communications or materials THRF Group or KTDRA.
- if requested, present at THRF Group event(s) for the community, researchers and/or supporters.
- appropriately acknowledge the THRF Group and KTDRA in all presentation materials during the supported travel period.

5. Application and Assessment

5.1 How to Apply

Applications must be received before 4:00 pm (Adelaide time) on the relevant round close date below to be considered in that round.

Applications must be completed and submitted through THRF Group's online application portal SmartyGrants via the relevant round link provided below.

All queries regarding the application process should be directed to grants@hospitalresearch.org.au Incomplete, incorrectly submitted, or late applications will not be considered. All dates below are indicative and subject to change.
Round 1
Opens: Monday, 23 rd September 2024 at 12:00 noon (ACST) Closes: Wednesday, 30 th October 2024 at 4:00pm (ACDT) Apply at: https://hospitalresearch.smartygrants.com.au/2024-CNARTS-Travel-R1 Indicative notification of outcome: Late November 2024
Round 2
Opens: Monday, 24 th February 2025 at 12:00 noon (ACDT) Closes: Wednesday, 26 th March 2025 at 4:00pm (ACDT) Apply at: https://hospitalresearch.smartygrants.com.au/2024-CNARTS-Travel-R2 Indicative notification of outcome: Late April 2025

In addition to the information requested in the online form, applicants will also need to upload the following documents to the application portal for the request to be considered complete:

- The approved 'Notification to Travel' form (or similar official approval to travel) from the organisation (e.g. university, institute, Health Network, or other entity) through which your travel is being arranged. Organisational requirements differ, so please seek advice from your institution about how to obtain the appropriate approval under their travel policies and procedures before you commence an application.
Please note, documents indicating "pending" organisational travel approval may be uploaded, but any travel award will be subject to receipt of the fully authorised travel form before funds can be transferred.
- Written confirmation from the conference organisers that you have been granted an active role(s) – see 3.2. for what constitutes an active role.
- A link to the conference/meeting program.
- Evidence (e.g. quote, screenshot, receipt, invoice) for the cost of each eligible expenditure item associated with the attendance/travel.

- Details of any other travel grant funds awarded in support of the requested activity.

Unless otherwise specified in the application form, all uploaded files should be provided in PDF format. File names should include a short description of the item followed by the CIA’s family name, for example “Transcript_Smith.pdf”.

When submitting an application, please note:

- **Applicants must click on the “Submit” button when the application is finalised.**
- **Applicants will then receive a confirmation of application submission by email.**
- **If the email is not received (after checking junk/spam folders), applicants should assume that the submission has not occurred and re-attempt submission.**

5.2 Assessment

Eligible applications will be assessed against the weighted criteria at 5.2.1 by (non-conflicted) members of the KTDRA Advisory Committee, which includes members of the CNARTS Clinical Research Group Executive, Renal Laboratory and THRF Group. External reviewers may be invited to assess applications if required. Conflicts of interest will be managed by the Chair.

5.2.1 Assessment Criteria

Conference opportunity (20%)

The extent to which the conference opportunity:

- is of significance and relevance to CNARTS activities; and
- provides relevant collaboration/professional network expansion opportunities for the applicant.

Benefit and significance to CNARTS and KTDRA (30%)

The extent to which the applicant can demonstrate that conference participation will appreciably enhance the future relevance and benefit of the applicant’s professional activities for:

- CNARTS community/patients; and
- KTDRA more broadly.

Applicant development (30%)

The extent to which the applicant can demonstrate that conference participation:

- is relevant to the applicant’s professional experience; and
- provides benefits and opportunities for the applicant’s career development.

Budget (20%)

The extent to which the proposed budget:

- is reasonable and sufficiently itemised; and
- has supporting evidence for all eligible costs.

Applicant responses against these criteria will be scored using the rubric outlined below.

Score	Description
5	Outstanding: Of the highest quality - no queries, concerns, or issues
4	Excellent: high quality – a limited number of minor issues, queries, or concerns
3	Good: solid - with some issues, queries, or concerns
2	Borderline: OK but with several issues, queries, or concerns
1	Uncompetitive: Poorly described - with many significant issues, queries, or concerns

In evaluating applications:

- Preference will be given to those who have not previously received a KTDRA or THRF Group Travel Award.
- The level of funding requested will be considered in line with the principles outlined in section 4 and the evidence of costs provided by the applicant.

All assessment criteria will be considered in the context of the Round objectives, and THRF Group's Purpose more broadly. Please note that assessors will follow the NHMRC Relative to Opportunity policy (www.nhmrc.gov.au/about-us/policy-and-priorities#download), and will be required to deal with applications and assessment matters confidentially.

Lay language components of the invited submissions may be used to engage consumers in aspects of the decision-making process.

In the case that no submission is deemed worthy of funding, THRF Group may close the round without awarding funding.

Before the final decision is made, THRF Group – KTDRA may request further information or detail from applicants and/or their enrolling/employing institution. Shortlisted applicants may also be interviewed by a panel convened by THRF Group – KTDRA.

5.3 Funding Decision

Recommendations for award will be made to THRF Group CEO for approval. The final funding decision will be made by THRF Group, informed by reviewer assessments, and determined by funding availability. This decision will be final, and no further negotiations will be entered into.

THRF - KTDRA CNARTS Travel Grants may be provisionally awarded subject to conditions as recommended/determined by the KTDRA selection committee/THRF Group. THRF Group also reserves the right to accept, reject, or otherwise modify grant recommendations at its sole discretion. If THRF Group becomes aware of omissions or inclusion of misleading information in an application, it may choose to exclude an application from assessment, withdraw funding, and/or refer the matter to your enrolling/employing institution.

THRF Group reserves the right not to fund any application for any reason, including where the relevant project personnel and/or Administering Institution have not fulfilled their obligations under previous THRF Group funding agreement/s, including but not limited to reporting, financial acquittal, and acknowledgement requirements.

Successful applicants and their employing/enrolling institution will be notified by THRF Group (indicative timeline provided at 5.1), and THRF Group will arrange funding transfer via the nominated employing/enrolling institution following confirmation of any outstanding information.