The Hospital Research Foundation Group (THRF Group)
Basil Hetzel Institute for Translational Health Research
(BHI) -The Queen Elizabeth Hospital (TQEH)

2024 Conference Support Grants

Guidelines for Applicants v1.1

Assessment Cycle 1	Assessment Cycle 2	Assessment Cycle 3
For conferences ending between **1 January 2024 and 30 April 2024** ⬇ **Applications to be received by 11:59 pm (ACST) 31 May 2024**	For conferences ending between **1 May 2024 and 31 August 2024** ⬇ **Applications to be received by 11:59 pm (ACST) 30 September 2024**	For conferences ending between **1 September 2024 and 31 December 2024** ⬇ **Applications to be received by 11:59 pm (ACDT) 31 January 2025**

1. About THRF Group, BHI and TQEH

The purpose of The Hospital Research Foundation Group (THRF Group) is to "Together, Fight" for better health and wellbeing for our community through life-changing medical research and improved healthcare.

Over the past 15 years, THRF Group has provided more than $150 million in grants for world-leading medical research, community wellbeing and patient care initiatives across South Australia, including all public hospitals, universities and medical research centres in South Australia. This has only been possible thanks to our generous donors, corporate partners and ticket buyers in The Hospital Research Foundation Home Lottery.

The Queen Elizabeth Hospital (TQEH) precinct supports a vibrant research community through the co-location of researchers from the Central Adelaide Local Health Network (CALHN) and South Australian universities. State-of-the-art research infrastructure includes TQEH Research Facility in addition to access to hospital resources. Research at the site is united by a mission to improve healthcare in South Australia through clinical research, therapeutic development and clinical translation of research outcomes. The research activity at TQEH precinct is organised under the umbrella of the Basil Hetzel Institute for Translational Health Research (BHI).

2. About the 2024 Conference Support Grants

Active participation in scientific conferences is an important part of developing a career in research, particularly for Early-Mid Career Researchers (EMCR) and Higher Degree by Research (HDR) students. THRF Group has provided an allocation of funding to the BHI to support Institute-affiliated staff and higher degree by research students with some of the costs of conference participation.

In accordance with these Guidelines, eligible applicants can apply for support to some of the costs arising from participation in a local, national or international conference. Awards made under this scheme will be known as THRF – BHI Conference Support Grants.

3. Eligibility Criteria

3.1. *Applicant*

Requests for THRF – BHI Conference Grants will be considered in Assessment Cycles **after** conference participation from the following applicants:

- **Higher Degree by Research (HDR) students** that are enrolled full-time or part-time equivalent at a university in South Australia, and that are undertaking a health and medical research project that requires them to spend at least 70% of their research time at the BHI, TQEH precinct.
- **BHI-affiliated Clinical researchers / Research scientists** that are currently conducting research in a full-time or part-time capacity and who are located at the BHI, TQEH precinct. Preference will be given to applications from Early-Mid Career Researchers (EMCRs). *For the purposes of this scheme, "Early-Mid Career" will be considered as up to 10 years post HDR conferral (where held) or an equivalent amount of research experience, allowing for career disruptions in line with the NHMRC Relative to Opportunity policy* https://www.nhmrc.gov.au/about-us/policies-and-priorities#download.

Applicants may receive **one** THRF – BHI Conference Support Grant in 2024. Applicants that have previously received a THRF – BHI Conference Support Grant in 2024 are **not** eligible to apply for further support from THRF – BHI within 2024.

3.2. *Conference participation*

THRF – BHI Conference Support Grants are to support eligible applicants who attended a local, national or international scientific conference (virtually or in person) in 2024 and at which they can demonstrate performing one of the following active participation roles:

- gave an oral or poster presentation (the conference abstract/poster must clearly indicate the presenter's affiliation with the BHI); and/or
- chaired a panel or session or led a scientific discussion.

The conference commencement date published on the official conference website must fall within 2024.

3.3. *Conference support requirements*

- All conference travel must have been formally approved by the relevant institution (university or CALHN) and the relevant university/Health Network travel policies must have been followed when making bookings.
- Requests for support must be made **after** conference participation has been completed.
- Requests for support should be lodged **within the appropriate Assessment Cycle** for the conference's end date (refer to table in 5.1).

3.4. *Application requirements*

As well as completing the online form, applicants must upload the following documents to the application portal for the request to be considered complete:

- If travel was undertaken, the approved 'Notification to Travel' form (or similar official approval to travel) from the university/Health Network through which travel was arranged.
- Written confirmation from the event organisers that you were granted an active participation role(s) – see 3.2. for what constitutes an active participation role.
- A link to the final conference/meeting program.
- Where you have given a presentation or poster, a copy of the slides or poster presented.
- Evidence (receipt/invoice) for the cost of each eligible expenditure item associated with the participation.
- Details of all other funds used to support the requested activity.
- If a HDR student, a signed certification from the Principal Supervisor.

Applications that do not include all the required documents will not be considered for support.

4. Use of Funds

4.1. *Funding available*

The maximum funding available is:

- up to $750 in support of eligible participation in a local or national conference (in person), or a virtual conference, and
- up to $2,500 in support of eligible participation in an international conference (in person).

In determining the amount of funding to be awarded, the BHI committee will consider the total eligible expenditure (see 4.2) and any other funds awarded for the activity.

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

University 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 (see 5.2) for funds to be paid to the employing/enrolling institution.

4.2. *Eligible expenditure*

For in-person participation, eligible expenditures include conference registration, economy flights, transfers, accommodation for the official conference dates, and visa expenses. For virtual conferences, eligible expenditure includes conference registration only.

Funds may not be requested for meals, entertainment or memberships.

The request must list **all** eligible expenditures associated with undertaking the activity. Each cost included with the request must be evidenced by a receipt or invoice and should align with the information provided on the approved 'Notification of Travel' form (or similar).

If THRF Group or BHI becomes aware of omissions or inclusion of misleading information in a request, it may choose to exclude an application from assessment, withdraw funding, and/or refer the matter to your employing/enrolling institution.

5. Application and Assessment

5.1. *How to apply*

Applications for support must be made **after** conference participation has been completed – see table below for corresponding Assessment Cycle requirements.

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

All documents requested (refer 3.4) **must** be uploaded to the online application for the application to be considered complete.

Apply at:		
https://hospitalresearch.smartygrants.com.au/2024-BHI-Travel		
All queries regarding the application process should be directed to grants@hospitalresearch.org.au		
Incomplete applications will not be considered		
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5.2. *Assessment and notification of outcomes*

All requests for support will be reviewed and approved in Assessment Cycles (see table above), with notification of outcomes anticipated within 30 days following the close of the relevant Assessment Cycle. Where necessary, eligibility matters will be determined by consultation between the BHI committee and THRF Group taking into account the round guidelines and objectives. THRF Group reserves the right to allow or reject applications at its sole discretion.

The BHI committee will review requests against the eligibility criteria given in 3.1-3.3. Where eligible for support, the BHI committee will determine the level of funding to be provided in line with the principles outlined in 4.1-4.2 and the evidence of costs provided by the applicant. They will then make recommendations for award to THRF Group for approval. THRF Group reserves the right to accept, reject, or otherwise modify grant recommendations at its sole discretion.

N.B. The BHI committee will also strive to enable equitable distribution of support across the BHI community, including taking into account previous and current support received by applicants.