

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

## **2023 Conference and Travel Grants Scheme**

### **Guidelines for Applicants**

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).

THRF Group has provided an allocation of funding to the BHI to be used to assist Institute staff and students with some of the costs of conference participation and/or the cost of visiting another research organisation to establish or strengthen collaborative research projects.

For travel during 2023, applications for grants of up to \$750 will be considered in support of local/national travel, local/national conference participation (face to face), and all virtual conference attendance, and up to \$2,500 in support of international travel/conference participation. The grants will be hereinafter referred to as THRF – BHI Travel Grants.

Please note that in-person travel/participation will still require appropriate approvals obtained from the relevant institution (university or CALHN), and must comply with any applicable governmental Emergency Directions in operation.

THRF – BHI Travel Grants are offered via a competitive, application-based process as described below.

## Eligibility criteria

### Applicant

THRF – BHI Travel Grant applications will be considered for Higher Degree by Research students and Clinical researchers / Research scientists whose primary research activities are located at BHI, TQEH, and are:

- **Higher Degree by Research students (HDR)**
  - enrolled full-time or part-time equivalent at a university in South Australia; *and*
  - undertaking a health and medical research project that requires them to spend at least 70% of their research time at the BHI, TQEH precinct.
- **Clinical researchers / Research scientists**
  - currently conducting research in a full-time or part-time capacity within the BHI, TQEH precinct; *and*
  - who will be supplementing their THRF – BHI Travel Grant request with funds from other sources.

### Travel

THRF – BHI Travel Grants are to support eligible staff or students who are:

- Attending a scientific meeting or conference (virtually or in person) at which they will be:
  - giving an oral or poster presentation (the conference abstract/poster must clearly indicate the presenter's affiliation with the BHI and support from THRF Group); and/or
  - chairing a panel or session or leading a scientific discussion.
- Travelling to another research organisation(s) to support their program of research. Examples of activities undertaken during the research travel could be:
  - project collaboration;
  - performing experiments which are only possible in the external laboratory and which are an integral component of their project(s);
  - learning a specific technique which is not established in local laboratories; and/or
  - other activities relevant to the applicant's research.

### Timing Requirements

- Applications for THRF – BHI Travel Grants in 2023 will be accepted and assessed in three assessment cycles (see Table 1).
- For these assessment cycles, the dates of the intended travel/conference must be a **minimum of 30 days** after the relevant assessment cycle close date (unless otherwise provided for in these Guidelines, or as agreed by the BHI Director of Innovation & Research Translation and THRF Group).
- In exceptional circumstances, applications for THRF – BHI Travel Grants in 2023 may be considered outside of the three (3) assessment cycles indicated in Table 1, but only with the prior consent of the BHI Director of Innovation & Research Translation in consultation with THRF Group.
- In all cases:
  - The conference commencement date published on the official conference website, or confirmed date of research travel, must fall within 2023.

- In each assessment cycle, only ONE application per eligible applicant will be considered.
- An application for travel that is not supported in a particular assessment cycle cannot be resubmitted for a subsequent assessment cycle.
- Applicants who are successful in a 2023 THRF – BHI Travel Grant assessment cycle will not be eligible to apply for any other THRF – BHI Travel Grant until 12 months have elapsed since their date of travel completion.
- THRF – BHI Travel Grant awardees from 2022 rounds will not be eligible to apply for THRF – BHI Travel Grant support in this 2023 opportunity unless 12 months have elapsed since their 2022 date of travel completion.
- Retrospective applications will not be considered.
- Cut off for application submission is strictly 11:59pm (Adelaide time) on the date indicated in Table 1 below.

**Table 1: Anticipated timing for travel grant application and assessment**

	<b>Assessment Cycle 1</b>	<b>Assessment Cycle 2</b>	<b>Assessment Cycle 3</b>
Date applications received by (11:59pm Adelaide time)	31 March 2023	30 June 2023	29 September 2023
Date (indicative) of outcome	April 2023	July 2023	October 2023

## **THRF – BHI Travel Grant assessment criteria**

### **Conference Participation**

- The scientific excellence of the abstract/presentation/poster
- The expected training and career benefit of proposed activities during the conference
- Track record of applicant
- The significance and relevance of the conference to the applicant's current research work

### **Research Travel**

- Scientific merit of the proposed travel
- Expected training and career benefit of proposed research travel activities
- Track record of applicant
- The significance and relevance of the proposed research travel to the applicant's current research work

*N.B. For both conference participation and research travel, the relevant BHI committee will also strive to enable equitable distribution of support across the BHI community, including taking into account previous and current travel support received by applicants.*

The relevant BHI committee will review eligible applications in assessment cycles (as indicated in Table 1) based on the assessment criteria above and make recommendations for award to THRF Group for approval. THRF – BHI Travel Grants may be provisionally awarded subject to conditions as determined by the BHI selection committee and THRF Group. THRF Group also reserves the right to accept, reject, or otherwise modify grant recommendations at its sole discretion.

## Use of THRF – BHI Travel Grant funds

- THRF – BHI Travel Grants are intended to assist with costs such as conference registration, economy flights, transfers, accommodation for the official conference dates, and visa expenses, but are not intended to fund meals and entertainment.
- THRF – BHI Travel Grants will be approved taking into account the proposed budget provided by the applicant on the application form before travel. Funds will be provided via the applicant's employing/enrolling institution (to your supervisor, if you are a student).
- It is expected to take approximately 4-6 weeks following outcomes for funds to be paid to awarded grants, so please ensure alternative funding sources are available to secure your booking/s until such time that THRF grant funds are received (if successful).
- Applicants must follow relevant university/Health Network travel policy guidelines when making bookings.

## Expectations of successful applicants

Successful applicant(s) are:

- Expected to acknowledge THRF Group support by including THRF Group's logo on all presentation materials.
- Encouraged to share their experience during the conference via relevant social media platforms and tag THRF:
  - [THRF Facebook](#)
  - [THRF Twitter](#)
  - [THRF LinkedIn](#)
  - [BHI Facebook](#)
  - [BHI Twitter](#)
- Retain appropriate and sufficient records of travel/conference expenses and, if requested, provide them to BHI and/or THRF Group.
- Provide a report on the travel if requested by BHI or THRF Group.

## How to apply

- Researchers should complete and submit the electronic application form through THRF's online application portal SmartyGrants (link below).
- Non-confidential information only is requested.

**Apply at:**

<https://hospitalresearch.smartygrants.com.au/2023-BHI-Travel>

All queries should be directed to [savelives@hospitalresearch.com.au](mailto:savelives@hospitalresearch.com.au)

Incomplete or retrospective applications will not be considered