

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

## 2026 Conference Support Grants

### Guidelines for Applicants v1.0

Assessment Cycle 1	Assessment Cycle 2	Assessment Cycle 3
For conferences ending between <b>1 January 2026 and 30 April 2026</b>	For conferences ending between <b>1 May 2026 and 31 August 2026</b>	For conferences ending between <b>1 September 2026 and 31 December 2026</b>
↓	↓	↓
<b><i>Applications to be received by 11:59 pm (ACST) 29 May 2026</i></b>	<b><i>Applications to be received by 11:59 pm (ACST) 30 September 2026</i></b>	<b><i>Applications to be received by 11:59 pm (ACDT) 29 January 2027</i></b>

## 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 2026 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 HDR students with some of the costs of conference participation.

In accordance with these Guidelines, eligible applicants can apply for support towards some of the costs arising from participation in a 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 2026. Applicants that have previously received a THRF – BHI Conference Support Grant in 2026 are **not** eligible to apply for further support from THRF – BHI within 2026.

### 3.2. *Conference participation*

THRF – BHI Conference Support Grants are to support eligible applicants to participate (virtually or in-person) at a scientific conference within 2026 at which they can demonstrate they were invited by the conference organisers to perform at least one of the following active participation roles as part of the conference program:

- presenter of a keynote, symposium, other oral presentation
- presenter of a scheduled poster presentation
- being the chair or a panel member for a conference panel or other interactive session.

The following clarifications are provided for the avoidance of doubt:

- “Active participation” refers to the scheduled/formalised interaction with attendees as part of the oral/poster presentation or panel/session. General attendance alone, the passive display of a poster/ePoster, or other activity that is not part of the official conference program is not eligible for funding under this scheme. Evidence that you were granted this active participation role by the event organisers must be provided in your application. A certificate of attendance will **not** be considered as sufficient evidence of an active role.
- If claiming travel costs for in-person attendance, it must be a requirement that you physically attend the conference venue in order to carry out the active participation role, and evidence of this requirement must be provided as part of your application.
- Where the applicant is not first author on the accepted abstract or where there are multiple authors/speakers presenting together, applicants must clearly explain their role and demonstrate their individual contribution is substantial and essential to the presentation.

### 3.3. *Conference support requirements*

To be eligible to apply in the 2026 scheme, the conference activity must meet the following requirements:

- The conference commencement date published on the official conference website must fall within 2026.
- All conference travel must have been formally approved by the relevant institution (university or CALHN) **prior to travel** 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).

## 4. Use of Funds

### 4.1. *Funding available*

The maximum funding available is:

- up to \$750 in support of eligible participation (a) in-person at a conference held within Australia, or (b) virtually in any conference (regardless of location), and
- up to \$2,500 in support of eligible participation in-person at a conference held outside of Australia.

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 approved. 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 that may be funded under this scheme are limited to the following:

- conference registration
- economy flights associated with travel to/from the conference location (or nearest points of arrival/departure)
- airport transfers (to and from the airport at the conference destination)
- accommodation for the official conference dates
- entry visa/permit expenses for the country of conference location only

For virtual conferences and conferences held in (or within a feasible distance of) the Adelaide metropolitan area, eligible expenditure includes conference registration only.

Funds may **not** be requested for any other expenses other than those listed above or for any costs associated with private travel undertaken in conjunction with the conference travel.

The request must list **all** eligible expenditures associated with undertaking the activity. Each cost included must be evidenced by a receipt or invoice from the supplier for the chosen item, and converted to AUD\$. Eligible expenditure items that have been funded by other sources of travel support and/or personal funds must also be declared in the application. Costs that are insufficiently evidenced or explained, or that are incongruous with the described travel may be removed from consideration.

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 overleaf 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 5.2) **must** be uploaded to the online application for the application to be considered complete.

**Apply at:**

<https://hospitalresearch.smartygrants.com.au/2026-BHI-Travel>

All queries regarding the application process should be directed to  
[grants@hospitalresearch.org.au](mailto:grants@hospitalresearch.org.au)

Incomplete, late or incorrectly submitted applications will not be considered

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## 5.2. Application requirements

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

- **Formal travel approval documentation:** Your travel must be approved in line with the internal policies and processes of the organisation through which your travel was arranged, and the official approval must be provided with your application.

Common types of travel approvals include a “Study Away” or other travel approval form signed off by someone of authority, or an approved request or requisition made via a travel approval/procurement portal used by the organisation.

*Where to find more information:* All HDR students should consult the student travel policies/procedures of their enrolling university in the first instance and/or seek further advice from the unit responsible for graduate research student administration. Applicants that are applying as employees (i.e. health professionals, clinician researchers, or research scientists) will need to consult the staff travel policy/procedure of their employing organisation. Advice for all applicants may also be available from the area responsible for arranging travel at your institution.

*Exemptions:* If (and only if) you are exempt from requiring official approval to travel under your organisational policies and procedures, in place of the approval in the application please provide a letter from your direct supervisor stating that (a) you are exempt under your organisational policies, and (b) providing their support for your travel.

- **Written confirmation from the event organisers that you were invited to undertake an active role(s):** Refer to 3.2. for what constitutes an active role. For example, an email advising the award of a presentation slot, or invitation to chair a session. A certificate of attendance will **not** be considered as sufficient evidence of an active role.
- **A link to the conference/meeting program**
- **Evidence of travel costs:** A receipt or invoice from the supplier verifying the cost of each eligible expenditure item associated with the attendance/travel. Your own estimations, cost ranges or links to search engines are not acceptable evidence.
- **Details of all other funds awarded or used** towards the costs of eligible expenditures. This includes indicating where items have been provided free of charge or are partially or fully funded from other sources, including the applicant’s own personal funds.
- **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.

### **5.3. *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. Where the total value of requests received exceeds the total funds available from this scheme, the BHI reserves the right to prioritise the award of funding and/or value of funding awarded as they see fit. In doing so, they will strive to enable equitable distribution of support across the BHI community, including taking into account previous and current support received by applicants, the objectives of this scheme, and the areas of greatest need.

Following assessment, the BHI will 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.