



The Hospital Research
Foundation Group
**Kidney, Transplant
& Diabetes**

2026 THRFG-KTD CNARTS Conference Travel Grants

Guidelines v1.0

Round close: Wednesday 2nd September 2026 at 4:00pm (ACST)

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1. About THRFG – Kidney, Transplant & Diabetes

The Hospital Research Foundation Group (THRFG) supports the community by funding vital medical research and patient care initiatives. THRFG - Kidney, Transplant & Diabetes (THRFG-KTD) is one of 11 charities in the Group, and supports research on the mechanisms of disease and potential avenues for improving patient outcomes in diabetes, transplantation and kidney disease.

While there is a focus on the Central Adelaide Local Health Network's Renal Service, THRFG-KTD 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.

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 2026 THRFG-KTD Central and Northern Renal and Transplantation Service (CNARTS) Conference 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 2026. As further described under section 3, the awards are open to eligible CNARTS-associated staff and research students undertaking projects supervised by a staff member of CNARTS.

3. Eligibility Criteria

3.1 Applicants

THRFG-KTD CNARTS Conference 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 Conference Participation

THRFG-KTD CNARTS Conference 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 THRFG-KTD); and/or
- chairing a panel or session.

For the avoidance of doubt, passive display of a poster/e-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 2026 program of THRFG-KTD CNARTS Travel Grants will be accepted and assessed in a single round (refer Section 5.1)
- The conference commencement date published on the official conference website must fall within the period 1 July 2026 – 31 December 2026.
- Formal travel approval from the enrolling university or employing organisation of the applicant must be provided 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.

Only ONE application per eligible applicant may be submitted. Applicants who were awarded a 2024/25 THRF-KTDRA/CNARTS Travel Grant will not be eligible to apply in this round.

4. Funding

4.1 *Funding Available*

Applications will be considered for travel grants of:

- up to \$1,000 will be considered 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 \$3,000 in support of eligible participation in-person at a conference held outside of Australia.

For awarded grants, THRFG will request an invoice from the employing/enrolling institution once all travel documentation requirements are met/finalised. Funds will then 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.

Current timelines suggest it will take approximately 4-6 weeks for the employing/enrolling institution to submit an invoice for funds payment following notification of outcomes and our receipt of any outstanding information required from the applicant.

4.2 *Eligible Expenditure*

Eligible expenditures that may be funded under this scheme are:

- conference registration
- economy flights associated with travel to/from the conference location (or nearest points of arrival/departure)
- accommodation for the official conference dates.

Funds may not be requested for per diems, travel visas, travel insurance, transfers, meals, entertainment, memberships, any costs associated with private travel undertaken in conjunction with the conference travel, or to reimburse expenditures made using points from loyalty programs.

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. The applicant's own estimations, cost ranges or links to search engines are not acceptable evidence.

4.3 Conditions of Grant

If awarded a 2026 THRFK-KTD 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 THRFK-KTD.
- if requested, present at THRF Group event(s) for the community, researchers and/or supporters.
- appropriately acknowledge the THRFK-KTD in all presentation materials during the supported travel period.

5. Application and Assessment

5.1 How to Apply

Applications must be completed and submitted through THRF Group's online application portal SmartyGrants via the round link provided below and must be received before 4:00 pm (Adelaide time) on the round close date (see below) to be considered for funding.

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-KTD-Travel>

Applications close: Wednesday 2nd September 2026 at 4:00pm (ACST)

All queries regarding the application process should be directed to grants@hospitalresearch.org.au

Incomplete, incorrectly submitted, or late applications will not be considered.

5.2 Application requirements

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:

- **Formal travel approval documentation:** Your travel must be approved in line with the internal policies and processes of the organisation through which you are employed/enrolled and your travel was arranged (e.g. SA Health/CALHN or university), before funds will be provided. Requirements differ depending on circumstance, 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. If you are unsure from which organisation you require approval, please contact grants@hospitalresearch.org.au for further guidance.
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 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 link to the conference/meeting program**

- **Evidence of travel costs:** A quote, receipt, or invoice 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 to be 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.

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.**

5.3 Use of Artificial Intelligence in Application Preparation

Generative AI (GenAI) may be used to support application preparation, but such use must accord with the [NHMRC Policy on Use of Generative Artificial Intelligence in Grant Applications and Peer Review](#), and any of the applicant's own organisational policies that may apply.

Where GenAI is used during preparation of the application, this must be declared and the nature of the use disclosed as part of the application.

5.4 Assessment.

Eligible applications will be assessed against the weighted criteria at 5.4.1 by (non-conflicted) members of the THRFG-KTD Advisory Committee, which includes members of CNARTS, Renal Laboratory and THRFG. External reviewers may be invited to assess applications if required. Conflicts of interest will be managed by the Chair.

5.4.1 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 THRFG-KTD (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
- THRFG-KTD 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	Very Good: 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 THRFG 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 THRFG'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, THRFG may close the round without awarding funding.

Before the final decision is made, THRFG-KTD 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 THRFG-KTD.

5.5 Funding Decision and Notification of Outcomes

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

THRFG-KTD CNARTS Conference Travel Grants may be provisionally awarded subject to conditions as recommended/determined by the THRFG-KTD selection committee/THRFG. THRFG also reserves the right to accept, reject, or otherwise modify grant recommendations at its sole discretion. If THRFG 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.

THRFG 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 THRFG 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 THRFG (indicatively within 4-6 weeks after round close), and THRFG will arrange funding transfer via the nominated employing/enrolling institution following confirmation of any outstanding information.