



Reckitt Global Hygiene Institute Requesting Additional Funds (Conference Attendance) Policy

1. Purpose

This policy outlines the procedure for RGHI award holders to request additional funds for conference attendance that has not been budgeted for in their original funding proposal. The goal is to support the professional development of award holders, assist with the dissemination of research findings and enhance the visibility of RGHI's research initiatives.

2. Eligibility

To be eligible for additional funding, applicants must meet the following criteria:

- Be a current RGHI award holder.
- Be delivering a side event, symposium or other session at a conference with at least one other RGHI award holder.
- Demonstrate how the conference presentation aligns with the goals and objectives of the original funded project and RGHI's strategic aims [see Appendix 2].
- Must not have budgeted for attendance of the conference in their original budget.

3. Application Process

1. Application Form: Applicants must complete the Additional Funds Request Application Form [see Appendix 1], providing all required information and documentation.
2. Submission: The completed application form, along with supporting documents, must be submitted to RGHI at least 6 weeks prior to the conference start date. For fellows, this should be submitted to fellowship_admin@mail.rghi.org. For all other award holders, this should be submitted to grants_admin@mail.rghi.org.
3. Review and Approval: Applications will be reviewed by RGHI and applicants will be notified in writing.



4. Supporting Documentation

Applicants must include the following supporting documentation with their application:

- Additional Funds Request Application Form [see Appendix 1].
- A copy of the conference invitation or session confirmation.
- A detailed budget outlining the additional costs, including travel, accommodation, registration fees, and other relevant expenses.

5. Funding Limits

Additional funding requests are subject to the availability of funds and will be considered up to a maximum of \$2,500.

This maximum amount is inclusive of travel, accommodation, registration fee, and other relevant expenses such as food. RGHI will not pay a per diem amount, receipts for actual expenses should be kept and submitted to RGHI for reimbursement.

6. Contact Information

For any questions or further information, please contact Jamie Nunn and Emily Giles at fellowship_admin@mail.rghi.org or grants_admin@mail.rghi.org.

7. About this policy

Policy Contacts:

Policy Sponsor	Sarah Roberts
Policy Owner	Sarah Roberts
Policy Contact	grants_admin@RGHI.mail.org

Policies and Standard Operating Procedures: www.rghi.org/public-policies



Appendices:

Appendix 1: Additional Funds Request Application Form

Appendix 2: RGHI Strategic Aims

Document History:

Date	Revision	Reason/Description
July 18, 2024	Version 1	Executed Policy



Appendix 1: Additional Funds Request Application Form

1. Name of RGHI award holders requesting additional funds:
2. Name / organizations external to RGHI (specify role in design and delivery of the event):
3. Goals of the sessions / symposium / event:
4. Strategic relevance to RGHI:
5. Budget request for each individual:



Appendix 2: RGHI Strategic Aims

Vision

A world in which everyone can practice hygiene behaviours for improved health and wellbeing

Mission

To fund transformative research and collaboration, and strengthen global research capacity to enable evidence-informed, impactful policy and practice, accelerating advancements in global health and well-being

Strategic Pillars	Advancing Knowledge	Strengthening Global Research Capacity	Convening Stakeholders
	<p>Fund, and motivate others to fund, impactful research aimed at deepening the understanding of hygiene, thereby hastening progress towards the Sustainable Development Goals</p>	<p>Empower and cultivate the next generation of research leaders to tackle intricate hygiene challenges effectively</p>	<p>Facilitate access to expertise, fostering collaboration, and promoting interdisciplinary innovation, to develop a common understanding on the evidence needed to accelerate/drive improvements in public health outcomes</p>
	<ul style="list-style-type: none"> Foster interdisciplinary and internationally collaborative research spanning the entire scientific pipeline, from discovery to implementation. Address policy and practical needs, identifying significant knowledge gaps and implementation obstacles that can be effectively addressed through rigorous research 	<ul style="list-style-type: none"> Enhance research capacity and skills within hygiene. Actively contribute to building sustainable research capacity in LMICs. Facilitate interdisciplinary collaboration and encourage researchers from different fields and regions to converge their expertise and perspectives towards solving complex, multifaceted challenges. 	<ul style="list-style-type: none"> Bridge gaps between policy, practice, and research. Encourage and develop areas for collaboration within and between different hygiene fields Strengthen the understanding of the pathways to comprehensive hygiene strategies