

Reckitt Global Hygiene Institute

Requesting Additional Funds Policy

Policy number: P600

1. Policy Statement

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.

This policy applies to: Current RGHI award holders.

All award holders are expected to adhere to this policy from the Effective Date (see below) unless a prior arrangement has been formally agreed between the award holder and RGHI.

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 1]).
- Must not have budgeted for attendance of the conference in their original budget.

3. Application Process

Application Form and Supporting Documentation: Applicants must complete the Additional Funds Request Application Form (see Appendix 2), providing all required information and documentation:

- 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.

- Explanation as to why conference attendance was not included in the original budget.
- Evidence of expected costs, including screenshots of intended flights, accommodation, and any other pre-booked travel.

Submission: The completed application form, along with supporting documents, must be submitted to RGHI at least six weeks prior to the conference start date. This should be submitted to grants_admin@mail.rghi.org.

Review and Approval: Applications will be reviewed by RGHI and applicants will be notified in writing within two weeks of the request being received.

4. Funding Limits

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

4.1 Travel Costs

RGHI will fund essential travel costs. This must be the lowest commercially available economy or standard-fair train ticket within reason.

Wherever possible, particularly for shorter trips, individuals will be asked to travel with cabin baggage only to reduce costs. RGHI will consider requests to pay for checked baggage for longer trips.

4.2 Accommodation, Meals, and Incidentals

RGHI follows the per diem rates established by the US General Services Administration (for travel within or to the United States) and by the US Department of State (for travel outside of the United States).

Accommodation may be requested for each day the individual is attending the conference, plus one extra night for arrival.

A per diem may be requested for each day the individual is attending the conference, plus one day for short-haul travel (flights of up to three hours) or two additional travel days for long-haul travel (flights over three hours).

The latest per diem rates within the United States can be found here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

The latest rates for all other countries can be found here:

https://aoprals.state.gov/web920/per_diem.asp

5. Payment and Reimbursement

Booking: Following approval, award holders will be expected to book their own travel and accommodation. They may request payment of funds before doing this, if preferred, and then any unspent funds will be requested for reimbursement from RGHI following the booking.

Variable pricing: Recognising that prices, particularly flight prices, can be variable, RGHI will allow award holders to continue with booking an approved flights or accommodation with an increased price as long as:

1. The increase is no more than 10% of the approved price, AND
2. The total cost will not exceed the \$2,500 total limit.

If either of these conditions is not met, the award holder should revert to RGHI to discuss next steps. If the award holder proceeds to booking and either of these conditions is broken, RGHI reserves the right to reimburse only the approved amount. It is the award holder's responsibility to ensure that they make the booking promptly after approval, to minimise the risk of price increases.

Requesting reimbursement: Following booking (or in advance, if required), the award holder may then request reimbursement by submitting an RGHI Expenses Claim Form, available on request from grants_admin@mail.rghi.org

Award holders may request reimbursement for upcoming expenses (i.e. transport that is not paid for in advance, and per diem) at the same time, to avoid having to submit multiple requests for reimbursement.

If for any reason the award holder is not able to attend the conference, the per diem and any other unspent funds must be refunded to RGHI.

6. Acknowledgement of RGHI

The award holder must acknowledge RGHI's funding of their research and/or conference attendance in any presentations or other materials shared before, during, or after the conference.

These materials must be provided to RGHI on request.

7. Contact Information

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

8. Policy Administration

8.1 About this Policy

Version: v2

Effective Date: 4 November 2024

Policy owner: Emily Giles, Operations and Communications Manager

Policy sponsor: Sarah Roberts, Executive Director

Contact: Emily Giles and Jamie Nunn, grants_admin@mail.rghi.org

Appendices:

Appendix 1 – RGHI Strategic Aims

Appendix 2 – Additional Funds Request Application Form

The Board of Directors of RGHI adopts this policy to establish clear guidelines, promote best practices, and ensure compliance with applicable laws and regulations. This policy aims to support RGHI's mission and enhance organisational effectiveness.

RGHI's Executive Director is responsible for ensuring implementation of this policy.

RGHI reserves the right to revise and amend this policy as necessary to ensure alignment with organisational objectives and funding priorities.

For all RGHI Policies and Standard Operating Procedure, see www.rghi.org/public-policies

8.2 Document History

Date	Revision	Reason/Description
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26 August, 2024

Version 1

Executed Policy

4 November, 2024

Version 2

Updated process for clarity
and consistency

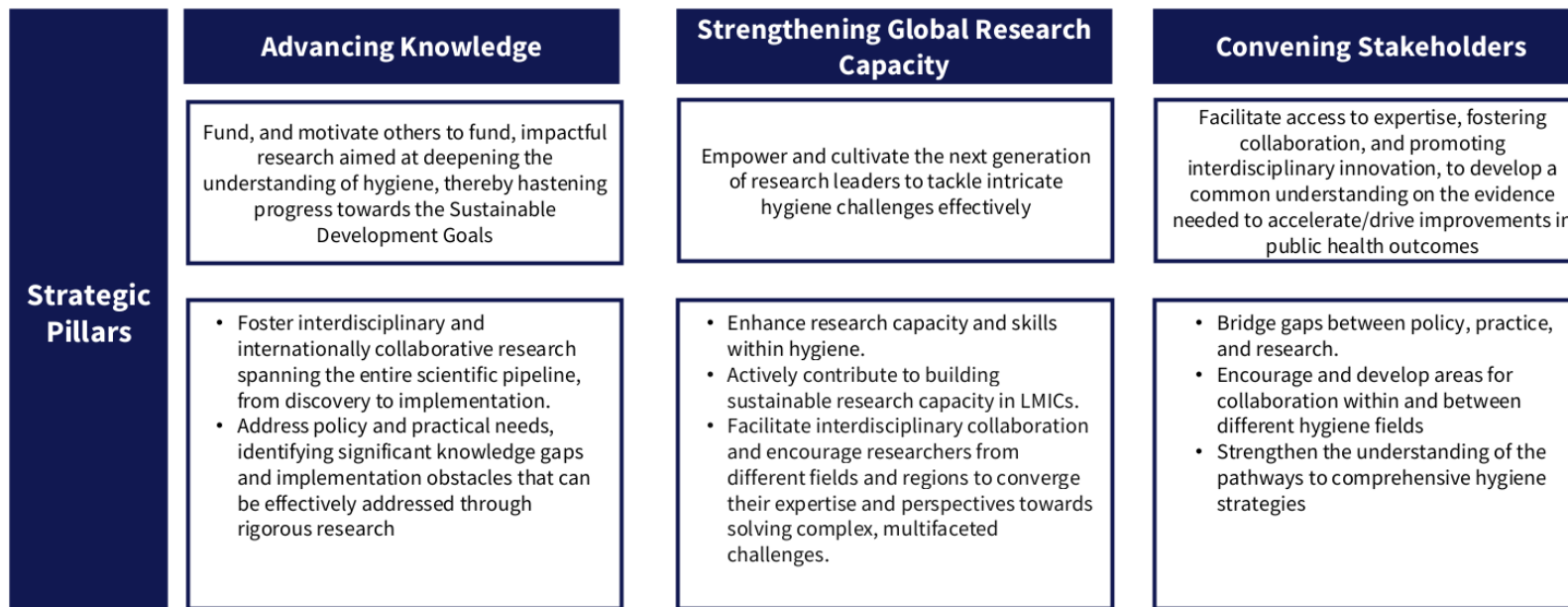
Appendix 1: RGHI Strategic Aims

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



Appendix 2: Additional Funds Request Application Form

1. Name of RGHI award holders requesting additional funds:
2. Name / organisations 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: