Reckitt Global Hygiene Institute
Conference Bursary Policy

Policy number: P600

1. Policy Statement

This policy outlines the procedure for RGHI award holders to request additional funds to enable the attendance of non-RGHI-funded partners and collaborators at relevant conferences.

The intention of this bursary is to enable participation by **key research partners, senior collaborators, or stakeholders** who contribute to RGHI-supported initiatives but do not receive direct funding from RGHI.

This bursary is **not intended for RGHI award holders**, whose conference participation should be covered within their existing project budgets. Instead, it is designed to facilitate engagement and knowledge exchange by individuals who would otherwise be unable to attend.

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 to support a non-RGHI-funded partner, 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 a non-RGHI-funded partner or collaborator.

3. Application Process

All requests must come from the RGHI award holder.

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.
- Justification of the added value of the non-RGHI-funded partner or collaborator.
- Justification of the conference presentation – how does it align with the goals and objectives of the original funded project and RGHI's strategic aims?
- A detailed budget outlining the additional costs, including travel, accommodation, registration fees, and other relevant expenses for the non-RGHI-funded partner or collaborator.
- 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. Once the application has been approved, RGHI will deal directly with the bursary recipient to coordinate and provide funds.

4. Funding Limits

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

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, bursary recipients 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 bursary recipient should revert to RGHI to discuss next steps. If the bursary recipient 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 bursary recipient may then request reimbursement by submitting an RGHI Expenses Claim Form, available on request from grants_admin@mail.rghi.org

Bursary recipients 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 bursary recipient(s) is/are 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 and bursary recipient 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.

RGHI's logo should only be used in accordance with RGHI brand guidelines (available 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: v4

Effective Date: 10 September 2025

Policy owner: Emily Giles, Operations and Communications Manager

Policy sponsor: Sarah Roberts, Executive Director

Contact: Emily Giles, grants_admin@mail.rghi.org

Appendices:
Appendix 1 – RGHI Strategic Aims

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
26 August, 2024	Version 1	Executed Policy
4 November, 2024	Version 2	Updated process for clarity and consistency
12 May, 2024	Version 3	Policy change: bursary funds are available to support non-RGHI-funded partners and collaborators
10 September, 2025	Version 4	Updated language for clarity

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

Strategic Pillars

Advancing Knowledge	Strengthening Global Research Capacity	Convening Stakeholders
Fund, and motivate others to fund, impactful research aimed at deepening the understanding of hygiene, thereby hastening progress towards the Sustainable Development Goals	Empower and cultivate the next generation of research leaders to tackle intricate hygiene challenges effectively	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
• 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	• 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.	• 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

Appendix 2: Conference Bursary Application Form

1. Name of RGHI award holder(s) requesting additional funds:

2. Name of non-RGHI-funded conference attendee(s):

3. Role of non-RGHI-funded attendee(s) in design and delivery of the event:

4. Goals of the sessions / symposium / event:

5. Strategic relevance to RGHI:

6. Funds requested: