

Reckitt Global Hygiene Institute

Conference Bursary Policy

Policy number: AHP500

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 planning to deliver a side event, symposium or other session at a conference with a non-RGHI-funded partner or collaborator.

Applications should be submitted at least six weeks prior to the conference start date, and before submitting an abstract/session proposal to the conference.

3. Application Process

All requests must come from the RGHI award holder.

Application Questions and Supporting Documentation: Applicants must complete the Additional Funds Request Application Questions (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 questions, along with supporting documents, must be submitted to RGHI at least six weeks prior to the conference start date, and before submitting an abstract/session proposal. 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.

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.

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

About this Policy

Version: v5

Effective Date: 19 February 2026

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 Framework

Appendix 2 – Additional Funds Request Application Questions

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

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
19 February, 2026	Version 5	Updated with new Strategic Framework and updated eligibility language for clarity

Appendix 1: RGHI Strategic Framework

Vision

A world where hygiene equity enables everyone, everywhere to live healthy and productive lives with dignity.

Mission

To fund transformative research, strengthen global research capacity, and foster collaboration to advance hygiene equity that enables improved health and wellbeing.

Values

We are:

1. **Evidence-Based:** We ground all our work in rigorous research and data, championing science that matters.
2. **Collaborative:** We believe that meaningful progress comes from partnership. Whether with researchers, policymakers, or practitioners, we foster open, inclusive, and cross-sector collaboration.
3. **Inclusive:** We prioritise equity and representation, ensuring that diverse perspectives shape our research, convenings, and partnerships.
4. **Innovative:** We support bold thinking and creative solutions, backing new ideas and approaches that challenge conventions and address emerging global hygiene challenges.
5. **Impactful:** We exist not just to fund, but to amplify— translating evidence into policy, action and impact.

Strategic Pillars

To achieve our mission, we structure our work under three strategic pillars:

1. **Advancing Knowledge:** We fund, support, and catalyse impactful research that advances understanding of hygiene's role in tackling major global health challenges. By identifying knowledge gaps, addressing implementation barriers, and supporting interdisciplinary research from discovery to delivery, we translate findings into actionable policies and scalable solutions.

2. **Strengthening Capacity:** We empower and cultivate the next generation of hygiene research leaders to address pressing global health challenges by supporting fellowships, strengthening LMIC-based leadership, and fostering interdisciplinary and cross-sector collaboration. Through these efforts, we build a resilient, innovative community equipped to drive lasting impact in global health.
3. **Convening Stakeholders:** We facilitate multi-sector collaboration to identify research priorities and ensure evidence drives real-world change. By hosting convenings and workshops, engaging in global hygiene forums, and uniting researchers, policymakers, and implementers, we align strategies to maximise impact.

Appendix 2: Conference Bursary Application Questions

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: