



NSW REGIONAL CANCER
RESEARCH NETWORK

CONFERENCE TRAVEL GRANT FOR REGIONAL RESEARCHERS SCHEME GUIDELINES



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NSW Regional Cancer Research Network

The NSW Regional Cancer Research Network (the Network) is funded by the [Cancer Institute NSW](#) through a Translational Cancer Research Capacity Building Grant and has been established through [NSW Regional Health Partners](#) (NSWRHP) to build capacity in translational cancer research across the geographical area covered by the Central Coast, Hunter New England, Mid-North Coast and Northern NSW Local Health Districts (LHDs).

The Network's key focus is to support and develop regionally based cancer research and to enable clinicians, researchers and healthcare workers in regional areas to lead projects that improve health outcomes and cancer care across their communities. With support from our Project Management Team, members can access specialist research expertise and assistance.

The Network aims to:

- Lead research engagement, collaboration, and knowledge exchange between researchers, health and medical professionals, people affected by cancer and the cancer services they access.
- Leverage and strengthen existing research capacity and opportunities for research engagement in regional and rural NSW.
- Contribute to scientific and clinical evidence informed by regional and rural perspectives.
- Translate locally informed research to improve cancer care and clinical practice.
- Provide regional leadership in State and National Cancer Research and Health Policy.

Purpose of the Conference Travel Grant for Regional Researchers

To support Network members to present cancer research at recognised scientific or professional conferences in Australia and overseas. Funding removes cost barriers so presenters can share results, build collaborations, and bring back skills, networks and practical approaches that strengthen research capacity and help clinicians, researchers and healthcare workers improve cancer care and health outcomes in their communities.

Funding available

There are two streams. Amounts are caps in AUD exclusive of GST.

- **Domestic** (travel within Australia): up to \$1,500
- **International** (travel outside Australia): up to \$6,000.

The grant covers **conference registration, transport, and accommodation** only.

Travel Window

Travel and the conference must occur between **1 November 2025 and 31 May 2026**. Costs incurred outside this window are ineligible.



Eligibility

Applicants must:

- Be a NSW Regional Cancer Research Network member: click [here](#) to join.
- Be the presenting author of an oral or poster presentation for a cancer research topic at the nominated conference. Proof of acceptance is not required at the time of application; however, the offer of funding is conditional upon the applicant being the presenting author.
- If proof of acceptance is not provided with the application, it must be supplied once available. Where proof cannot be provided prior to travel, the grant recipient will be required to return the funds.
- Demonstrate alignment with Network's aims. Applications are welcome for:
 - Work arising from Network-funded projects, or
 - Work that clearly aligns with the Network's aims.
- Travel within the funding window stated above.
- One application per applicant for this scheme.

What the grant covers

Eligible costs:

- Registration for the conference where the presentation will be delivered.
- Transport: economy-class air or rail, local ground transport to and from the venue or airport.
- Accommodation for the period required to attend and deliver the presentation, within ATO reasonable travel expense limits.

Ineligible costs:

- Ineligible costs: per diems, meals, incidentals, visas, travel insurance, membership fees, optional social events other than the official conference dinner for the presenter, any costs for guests or plus ones (including additional dinner tickets), workshops or courses not essential to presenting, equipment, poster printing, alcohol, personal travel or extended stays.

Application Process

- Complete the online [Conference Travel Grant for Regional Researchers Application Form](#).
- Proof of acceptance as presenting author is encouraged but not mandatory at the time of submission. If not yet available, applicants must indicate this in their form and provide the confirmation once received.



- Applications are assessed for eligibility in the order received and are subject to available budget.
- Applicants will be notified of the outcome within 10 business days of submission. Approved applicants will receive payment instructions

Funding Conditions

Grants administration

The Conference Travel Grant for Regional Researchers Scheme is funded by a Cancer Institute NSW Translational Cancer Research Capacity Building Grant and administered by the University of Newcastle on behalf of Network.

Use of funds

- Applicants must comply with their employer's travel policies and book **economy class** transport.
- Any other funding for the same trip must be declared. The Network will not duplicate costs covered by another source.
- If plans change or the presentation is withdrawn, the grant may be revoked and any unspent funds must be returned.

How funds are paid

Successful applicants will be contacted to confirm the most appropriate payment or booking method. As a guide:

- **University of Newcastle employees:** costs are processed via the University's standard travel and expense procedures.
- **Applicants external to the University:** there are two payment pathways.
 - a. **Work Order to employer:** the University issues a Work Order and pays a lump sum to your employer. Your employer then books and pays all eligible travel and expenses under its own travel procedures.
 - b. **University-booked:** the University books and pays eligible costs under University travel procedures. At a minimum, flights will be booked by the University. Where pre-booking is not possible, the University may reimburse the applicant for approved, eligible out-of-pocket costs on submission of valid tax invoices and receipts.

Note: Payments are not made directly to individual applicants other than the approved reimbursements described above.

Reporting requirements

Within 10 business days of returning from the conference, recipients must:



- Email a brief impact summary (100–200 words) and the conference citation to the Network.
- Post a short impact summary and link to the article on the Network's [Open Forum](#). Senior Research Partners are available to help draft and publish the post; [submit a request](#) for senior research partner assistance.

Acknowledgement

All funding from the Network must be acknowledged in your presentation or poster. On notification of a successful outcome, we will provide the NSW Regional Cancer Research Network and Cancer Institute NSW logo files. Acknowledgement can be made by placing these logos on the acknowledgements slide of your presentation and on your poster. Where space allows, please also include the wording:

"This work was supported by the NSW Regional Cancer Research Network, funded by the Cancer Institute NSW through a Translational Cancer Research Capacity Building Grant."

Key Dates

Applications open	22 October 2025
Applications close	Open until funds are expended or by 1 May 2026
Notification of outcomes	Within 10 business days of submission (excluding University closedown period)
Travel Window	1 November 2025 to 31 May 2026

Enquiries

Enquiries can be submitted by email to: nswrcrn@newcastle.edu.au.

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