

PARTICIPANT ENGAGEMENT

AT SCIENTIFIC MEETINGS

GRANT PROGRAM GUIDELINES AND APPLICATION FORM

**Grant Program Guidelines and Application Form**

# About us

[Bellberry Limited](https://bellberry.com.au/) (Bellberry) is a national, private not-for-profit organisation providing streamlined scientific and ethical review of human research projects across Australia. Bellberry’s mission is to promote and improve the welfare of human research participants and the quality, efficiency and effectiveness of research.

# Grant Program

In line with its mission, Bellberry is running a grant program in 2025 to support participant engagement at scientific meetings.

Conference organisers can apply to Bellberry for funding to create and/or enhance participant-centric programs to enable the participant voice to be represented and heard at their meetings with the ultimate aim of improving the research by embracing participant perspectives. Bellberry encourages conference organisers to be inclusive and innovative in their approach to creating and/or enhancing participant-centric programs.

To be eligible for funding, the applicant must be a company incorporated in Australia with an active Australian Business Number and be registered for Goods and Services Tax.

The competitiveness of an application depends on the extent to which:

* Participants are truly involved in the scientific meeting program.
* Learnings from the participant-centric program will be disseminated to the public and used to improve the quality of research.

Applicants can apply for a minimum amount of $1,000 and up to a maximum of $20,000 (ex GST) for a participant-centric program as part of their scientific meetings. **The deadline for applications is 8 April 2025**, for which reviews will be completed by 30 April 2025.

Completed applications should be submitted by the deadline to grants@bellberry.com.au. Incomplete and/or late applications will not be accepted. Bellberry may contact you after the submission of your application if it requires more information.

All decisions are made at the absolute discretion of Bellberry and its Board. No legal obligations are imposed on Bellberry until such time that the grant is approved and agreed to in writing and fully executed by both parties. Bellberry reserves the right not to provide reasons for its decisions.

Successful applicants are required to enter into a grant agreement with Bellberry before payments can be made. Outcome reports including a financial acquittal is also required to be provided within 3 months upon completion of the participant-centric program. Payments will be made in two tranches – upon execution of the agreement (in advance) and upon acceptance of the outcome report (in arrears).

Bellberry reserves the right to amend these guidelines and the application form at any time.

# Eligible Spending

Expenditure on the proposed participant-centric program must be based in Australia and must take place prior to 31 December 2025.

Bellberry encourages Meeting Organisers to be imaginative in their approach to inclusion of participants and community members. Proposals that present thoughtful approaches that value and amplify the role of participants in research.

Expenses must only be spent after the grant agreement is fully executed. Bellberry is not responsible for any expenses made before the grant agreement is executed. The following are considered as eligible expenditure:

* Costs relating to participant attendance at conferences (registration fees, travel, accommodation, and meals).
* Costs relating to 1 family member or carer providing support to the participant (registration fees, travel, accommodation, and meals).
* Costs relating to facilitating access to conferences (interpreters, assistive devices or software, aids, appliances, and venue accessibility costs).

General administrative expenses such as staff costs, advertising, venue hire, and catering are ineligible. Funding for retrospective participant-centric programs is also ineligible.

# Communication Requirements

Successful recipients will be required to identify the supported activity as a Bellberry initiative. Activities undertaken and outcomes achieved will be expected to be publicised using multiple channels.

# Privacy

The information collected in the application form is only used for the purposes for its assessment and is protected by the [Privacy Act 1988](https://www.legislation.gov.au/Details/C2021C00139) and managed according to Bellberry’s [Privacy Policy.](https://bellberry.com.au/wp-content/uploads/CG-P5-Privacy-policy-1.pdf)

Information about the grant recipients, their programs and their outcomes will be publicised via the Bellberry website, its newsletter, and social media channels.

# Process

The flow below highlights the high-level stages of the application process.

Completion

Report

Program

Execution

Approval

Assessment

Application

Guidelines

For more information, contact grants@bellberry.com.au or 08 8361 3222.

# Application Form

## Section A – Applicant Information

|  |  |
| --- | --- |
| **Name**  |    |
| **Title**  |    |
| **Organisation**  |    |
| **Email**  |    |
| **Mobile**  |    |

## Section B – Program Information

|  |  |
| --- | --- |
| **Participant-centric** **program title**  |     |
| **Funding requested**  |     |
| **Matched funding committed in cash** **and in kind (if any)**  |   |
| **Describe your participant-centric program and why is it important? (Max. 1000 words)**  |                       |
| **How will be the funds be used (Max. 500 words)**  |                   |
| **Provide a highlevel bio of key program personnel (Max. 500 words)**  |                   |
| **Describe the anticipated outcomes (Max. 500 words)**  |                   |

|  |  |
| --- | --- |
| **Describe how the learnings from the participant-centric program will be disseminated to the public and used to improve the quality of research** **(max. 500 words)**  |                  |

## Section C – Declaration

By signing this application form, you consent to your information provided in this application form being handled in accordance with the Privacy statement described in the Guidelines.

1. I declare that I am authorised by the organisation listed in Section A of this application form to make this declaration on behalf of the organisation.
2. I declare that the organisation’s financial standing is sound, and that the organisation has sufficient resources to deliver the program if successful.
3. I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading, or untrue statements or knowingly withheld information may result in the rejection of this application.

|  |  |  |
| --- | --- | --- |
|       |   |   |
| **Name and Position**  | **Signature**  | **Date**  |