Global Alliance
for Genomics & Health
Collaborate. Innovate. Accelerate.

GA4GH Inc. Travel and Financial Support Policy

This policy aims to establish guidelines for assessing funding requests to support individuals' attendance at GA4GH meetings who lack funding for travel expenses. This policy applies to invited guests, speakers, and participants seeking financial assistance to attend GA4GH meetings and for GA4GH staff seeking financial assistance from GA4GH Inc. to attend non-GA4GH meetings.

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Criteria for Consideration

To determine whether a guest, speaker or participant will receive support for their participation to a GA4GH meeting, they must submit a Travel Support Request form.

GA4GH will review the request based on the below criteria for considerations:

1. **Does the applicant have a financial need?**
   Only applicants who have insufficient financial resources to cover expenses related to participation will be eligible, such as lack of institutional support or other funding support.

2. **Does the applicant have a specific role at the meeting?**
   The requester must demonstrate how their participation at the GA4GH meeting aligns with the objectives and themes of the event. Priority will be given to those whose contributions are deemed essential to the meeting's goals.

3. **Is remote participation not appropriate?**
   If the applicant has a specific role at the meeting, priority will be given to those whose role cannot be adequately fulfilled remotely through virtual meeting platforms or alternative means. This consideration should take into account the effectiveness and feasibility of remote participation (ie, time zone differences).

4. **Will the applicant contribute to equity, diversity and inclusivity?**
   Preference will be given to applicants who are from underrepresented regions, disciplines, and backgrounds within the GA4GH community, and/or come from a low-and middle-income country.

5. **Will the applicant’s participation be impactful?**

The potential impact of the applicant's participation on advancing the mission and goals of GA4GH will be evaluated. This may include the relevance of their expertise, potential collaborations, or contributions to ongoing projects.

Review and Evaluation

The GA4GH Secretariat will review each request based on the established criteria. They may request additional information or clarification from the applicant if needed. Decisions regarding travel funding will be made based on the availability of funds and the merit of each request. The committee or designated individuals will aim to allocate funding in a fair and transparent manner, considering the criteria outlined above. Successful applicants will receive information on the amount of funding awarded and any additional instructions or requirements for reimbursement.

Expense Reimbursement

Depending on the funding source of the support, travel expenses and/or conference registration will either be reimbursed, in which case valid travel receipts are required. Or, travel expenses may be issued as a stipend and receipts are not required, but proof of meeting attendance is.

- **Accommodation**: For applicants receiving accommodation support, only standard room nights for the meeting dates will be supported at the conference hotel. Room upgrades, additional guests, additional nights or alternative accommodation will not be covered unless explicitly approved in advance.
- **Airfare**: For applicants receiving support for their flights, only economy fare will be covered unless prior approval is obtained (as described below).
    - Premium or Business Class travel will only be approved if travel in economy class would result in any of the following:
        - Travel during unreasonable hours;
        - Excessively prolonged travel;
        - Additional costs that would offset the transportation savings of economy class airfare;
        - Accommodations that are not reasonably adequate for the medical needs of the traveler.
- **Registration fee**: For applications receiving support for their conference registration, a code will be provided at registration.
- **Exceptions approval**: Approval of exceptions to this policy will be obtained as follows:

Requester	Approver
GA4GH Staff	President, GA4GH Inc.
Members (incl. President), GA4GH Inc.	Chair, GA4GH Inc.
Chair, GA4GH Inc.	Chair, Finance Committee, GA4GH Inc.

In the event that the recipient's trip to the GA4GH meeting is canceled, they must inform the GA4GH Secretariat immediately. Depending on the circumstances, any unused or non-refundable expenses may still be eligible for travel support, subject to review by the GA4GH Secretariat.