

FHRI Fund Distinguished Fellows Program 2022-23

Guidelines and Conditions

Minimum Data Form due by: 1:00pm (AWST), Tuesday 25 July 2023

Application due by: 1:00pm (AWST), Tuesday 8 August 2023

Contents

1.	Introduction	1
2.	Purpose	1
3.	Program description	2
4.	Eligibility	2
5.	Program funding	3
6.	Program conditions	4
7.	Application instructions	5
8.	Selection process	6
9.	Consumer involvement	7
10.	Contractual arrangements	8
11.	Funding conditions	9
12.	Approvals	10
13.	Reporting	10
14.	Publicising, acknowledgements and publications	11
15.	Complaints	11
16.	Confidentiality	12
17.	Evaluation	12

1. Introduction

The Future Health Research and Innovation (FHRI) Fund Distinguished Fellows Program is funded through the Western Australian (WA) FHRI Fund.

The FHRI Fund provides a secure source of funding to drive health and medical research, innovation and commercialisation and through these activities, improve the health and prosperity of all Western Australians. It also provides an opportunity to diversify the economy, create jobs, improve the sustainability of the health system and position WA as a leader in research and innovation.

This Program contributes to the FHRI Fund Priority Goal(s):

- establish co-funding partnerships that will secure genuinely new non-government funding for research and innovation aligned with Priorities for the FHRI Fund
- support the development of early- and mid-career researchers, helping them to achieve an independent and self-sustaining career.

The expected outcomes are in alignment with the following objectives of the <u>Western</u> Australian Future Health Research and Innovation Fund Act 2012:

- improving the health and wellbeing of Western Australians
- advancing Western Australia to being, or maintaining Western Australia's position as, a national or international leader in research and innovation activities.

The Program is administered by the Office of Medical Research and Innovation (OMRI), WA Department of Health (Department of Health). Queries may be directed to DOH.OMRI@health.wa.gov.au.

2. Purpose

The Program aims to attract outstanding and innovative world-class research leaders (the Fellows) to WA, who will lead a substantial and high-quality innovative research program.

The objectives of the Program, through the appointment of the Fellows, is to build capacity of high quality, globally recognised research in WA by achieving:

- success in nationally and internationally competitive funding programs
- high quality research outputs with demonstrated research and health impacts on the relevant field
- sustainable and successful research careers for early- to mid-career researchers supervised by the Fellow
- successful completion of research students (Masters by research and PhD).

Funding will be made available for three fellowship packages in health and medical research areas that align with at least one of the <u>FHRI Fund Focus Areas</u> below. At least one Fellowship will be awarded in the Mental health Focus Area.

- Aboriginal, rural and remote health
- Burden of diseases
- Living with COVID-19 and Long-Covid
- Mental health.

Burden of diseases is not limited to any one condition or disease, instead, applications should address a significant burden of disease for WA.

3. Program description

Fellowships are being made available to international or interstate senior research leaders, appointable at academic Level D or E professor, or equivalent clinical level (for clinicians in health care disciplines including allied health¹ and health sciences, dental, medical, nursing and midwifery professions), to relocate to WA and undertake a significant program of research.

Deliverables of the Fellowship include:

- Development of a research program in a relevant field in WA, which will achieve significant research outputs within the 5-year term of the funding. Expected outputs include:
 - o peer-reviewed publications in high-ranking journals
 - additional research income through national and international competitive grant funding and funding through industry engagement, with at least one competitive Category 1² grant application submitted within the first 12 months of the Fellowship
 - increased capacity through appointment of additional research personnel and the completion of research students
 - demonstrated impact or pathway to impact of the research on the relevant research field and translation to health and/or commercial impacts.
- Significant new partnerships with relevant research and non-research organisations to support the program of research and achieve the expected outputs and impacts.
- Plan for sustainability of the research program, including appointed research personnel, beyond the 5-year term of this funding.
- Evidence of broader leadership and mentoring by the Fellow across the administering institution, partnering organisations and WA more broadly with the aim of driving better research outcomes for WA.

Administering institutions through which the Fellows will be appointed are encouraged to partner with other research and non-research organisations to provide the required cash contribution equal to the funding request and support the Fellow and program of research.

The Fellow will be responsible for coordinating the research activity, ensuring its timely execution, and complying with all reporting requirements.

The Administering Institution will be accountable for the governance and financial management of any funding awarded.

Funding will be awarded through a competitive and merit-based process.

4. Eligibility

To be eligible for this Program all of the following criteria apply:

- Applications must be submitted through an Administering Institution which:
 - has an active Australian Business Number (ABN)
 - has a physical and operational presence in WA

¹ Allied Health includes all disciplines that fall under this <u>category</u>

² Category 1 grants are defined in the Australian Government's <u>Higher Education Research Data Collection</u> specifications as those being provided through Australian competitive research and development funding programs such as those administered by the National Health and Medical Research Council

o is a WA university, WA research institution, WA public Health Service Provider or a WA public-private partnership provider.

The Fellow must:

- not be working or living in WA or already committed to relocate to WA, and must not be employed by a WA university, research institution, WA public Health Service Provider or public-private partnership provider at the time of application
- be an Australian or New Zealand citizen, a permanent resident of Australia, or have an appropriate work visa in place at the time of appointment if successful
- o be based in WA for a minimum of 80 per cent of the period of the Fellowship
- be employed by the Administering Institution for the period of the Fellowship at a minimum of 0.5 FTE to work on the nominated research program
- have no overdue reports for any OMRI or FHRI Fund grant funding programs from any year (excludes authorised extensions).
- There must be a cash contribution equal to the value of the funding requested from the FHRI Fund.
- Applications must be submitted in accordance with Section 7 Application Instructions.

OMRI reserves the right to request further information and make final decisions regarding eligibility.

5. Program funding

The Fellows will be provided with an attractive 5-year funding package consisting of salary support for the Fellow as well as other research personnel salaries, direct research funding and relocation costs.

Each funding package is to the value of up to \$5 million over 5 years with up to \$2.5 million funded through the FHRI Fund.

In exceptional circumstances, applications may include a request for up to an additional \$500,000 through the FHRI Fund (Reserve Funding). Applications seeking this Reserve Funding are required to provide additional information to clearly justify why the budget requested is necessary.

A cash co-contribution equal to the amount requested from the FHRI Fund, including any Reserve Funding, must be made by the Administering Institution and can include cash contributions made by any partner organisation(s).

The funding package may be used for:

- Fellow research salary
- research personnel salaries for example, post-doctoral researcher(s), research assistants(s)
- direct research costs such as minor equipment (up to \$10,000), consumables, publication costs and other additional expenses directly related to the research program
- overhead costs (maximum 54%³ of direct research costs)
- relocation costs of maximum \$30,000 in the first year and can include relocation costs for other research personnel appointed using the funding package

³ 2018 AAMRI Members Report: Snapshot of Australia's Medical Research Institutes

 other costs (such as access/licence fees, travel) for the purposes of achieving the aims and objectives of the Fellowship including the Fellowship deliverables.

Salary will be paid to the Fellow by the Administering Institution in accordance with their employment conditions and the applicable FTE. Salaries for other research personnel will be paid to the employing organisation in accordance with their employment conditions and applicable FTE.

Please note that salary funding can be used to cover on-costs at a level commensurate with the FTE and appointment requirements of the Administering Institution/employing organisation. Severance and termination payments and extended leave payments (leave entitlements accrued in roles not funded through the Fellowship package) are not supported and must not be paid for with Fellowship package funding.

The intention is that funding will be spent within WA unless goods and services expenditure items are not available in WA.

All budget items should be adequately described and justified as consideration is given to budgets during the assessment process and applicants must ensure that the budget is suitable for supporting the Fellow to achieve the aims of the Fellowship and the Fellowship deliverables.

Applicants should calculate budgets accurately, as requests for additional funding will not be considered.

OMRI reserves the right to negotiate reductions in the amount of funding awarded on a case-by-case basis.

Funding will only be made available for the scope of work described in the Application Form, or with any modifications approved by OMRI. The Department of Health will not underwrite any recurrent or capital costs beyond the funding awarded through this Program.

Funding is offered subject to FHRI Fund budget availability, which could be varied prior to the execution of the Grant Funding Agreement (Section 10) in the event of unforeseen circumstances.

Relevant external funding information should be included in the Application Form.

6. Program conditions

Fellowship commencement

The Fellow must relocate to WA and commence their employment and Fellowship with the Administering Institution within 8 months of the award of the grant.

Cash co-contribution

A cash contribution equal to the total funding requested must be made by the Administering Institution and can include cash contributions made by any partner organisation(s).

The cash contribution must be 'new' cash for the purposes of conducting the Fellowship. Therefore, funding from active research grants received by the Fellow, Administering Institution and any of the partners cannot be included as a cash contribution in the support package.

Cash contributions can include:

items listed in Section 5 Program Funding

- PhD Scholarships
- clinical salary costs up to 0.5FTE for a clinician Fellow. Applications must include a strong justification for why the clinical appointment and FTE dedicated to the clinical appointment are required and demonstrate that the funding package is suitable to support the Fellow in achieving the aims and objectives of the Fellowship including Fellowship deliverables.

7. Application instructions

The instructions below must be followed when making a submission:

Minimum Data Form

- Applicants must submit a Minimum Data Form by 1:00 pm (AWST) Tuesday 25 July 2023. The form does not need to be submitted through the Administering Institution and may be emailed directly by the applicant to DOH.OMRI@health.wa.gov.au.
- The Minimum Data Form email subject line must be titled as follows: Applicant SURNAME, First name – Distinguished Fellows MDF e.g. SMITH, Alex – Distinguished Fellows MDF
- The Minimum Data Form available from the <u>FHRI Fund website</u> must be utilised.

Application Form

- Applicants must submit an Application Form by 1:00pm (AWST) Tuesday 8 August 2023.
- Application Forms will only be accepted if a suitable Minimum Data Form has been submitted as specified above.
- The Application Form available from the <u>FHRI Fund website</u> must be utilised.
- The application must be completed in Arial font 11 point or larger.
- Application Forms must be submitted through the Administering Institution grant administration (or equivalent operation/finance) office and applicants are responsible for complying with any internal deadlines for this.
- Electronic signatures are acceptable. The onus is on the applicant to ensure approval to use an electronic signature has been obtained.
- The application is to be emailed to <u>DOH.OMRI@health.wa.gov.au</u> by the Administering Institution as a **single** Adobe Acrobat PDF or Microsoft Word file, not exceeding 2MBs, including CVs, Relative to Opportunity Statement⁴ and bibliographic references (if applicable). The application and email subject line must be titled as follows:

Applicant SURNAME, First name – Distinguished Fellows e.g. SMITH, Alex – Distinguished Fellows

 Applications must be complete, include requested certifications and submitted by the closing date/time.

Acknowledgment of receipt of application will be provided via email to the Administering Institution and applicant within 5 working days of the closing date.

Applications including commercially sensitive information should be marked as commercial-in-confidence, noting that the Activity Summary section in the Application Form may be used for publicity purposes.

Queries regarding the application process should be directed by email to DOH.OMRI@health.wa.gov.au.

⁴ Relative to Opportunity (including any career disruptions) as defined by the National Health and Medical Research Council Relative to Opportunity Policy.

8. Selection process

Assessment Process

Funding will be awarded on merit, based on a process of assessment and selection. The assessment process shall be conducted by a review panel comprising of experienced researchers, experts and consumer representation.

Conflicts of interest that may arise will be treated in accordance with the WA health system Managing Conflict of Interest Policy and Guidelines.

Shortlisting of all eligible applications

Applications must meet the eligibility requirements and will be assessed based on the criteria and weightings set out in the table below.

Assessment criteria	%
 Quality of the Fellow Relative to opportunity, the Fellow demonstrates: major accomplishments that have had a significant impact in their field recognition internationally as leaders in their field track record of attracting national and international funding for research track record of partnerships including with industry resulting in research translation through commercialisation and/or realisation of health or other impacts track record of influencing policy and/or practice capacity and plan for meeting the Fellowship deliverables. 	30
 Quality and significance of the research program will result in highly significant outcomes in scientific knowledge, practice and/or policy aligns with at least one of FHRI Fund Focus Areas has a highly developed and high-quality scientific framework, design, methods and analyses will lead to highly significant research outputs (e.g. publications, products, services, intellectual property, consulting, licensing) has high potential for the translation of research evidence into policy and/or practice, commercial outputs, health and/or other impacts. 	20
 Leadership Relative to opportunity in their field, the Fellow demonstrates superior performance in: supervising and mentoring research students and post-doctoral fellows within and beyond their research group conception and direction of a research program(s) building and maintaining partnerships and collaborative networks to achieve research outcomes within and beyond their institution experience and contribution to peer review of publications and grant applications. 	20
Institutional environment Feasibility and attractiveness of the environment of the Administering Institution and any partner organisation(s) including:	10

 quality of the existing or planned institutional environment at which the Fellow will be based including opportunities for local, national and international collaborations and partnerships access to required resources, including expertise and equipment. 		
Budget and commitment		
Budget justification for the requested funding and feasibility and attractiveness of commitments made by the Administering Institution and any other partner organisations(s) including:		
 budget items are appropriate and adequately justified to achieve proposed research program cash and in-kind contributions are substantial and directly support the Fellow and the research program (if applicable) strong justification for the inclusion of clinical salary as part of the cash contributions clearly describing why a clinical salary is required, why the nominated clinical FTE is required and how this supports the fellow achieving the aim of the Fellowship and Fellowship deliverables (if applicable) strong justification for requesting Reserve Funding, including additional benefits that will be realised and value for money. 		
Consumer involvement		
Appropriate levels of consumer involvement (refer to Section 9) throughout the project timeline including:		
 demonstrated excellence in involving consumers in research how consumers have been involved in the development of the research program plan for ongoing engagement. 		

Interviews

Interviews will be conducted by the expert panel for all shortlisted applicants.

Interviews will be conducted on **27 and 28 September 2023** via Microsoft Teams or another suitable video conferencing platform. Applicants must ensure that they are available on these days. Shortlisted applicants will be contacted by OMRI in September 2023 to organise the specific time and date of each interview.

Selection of recipients

Based on the review panel assessments, the Department of Health will determine and approve the awarding of grants in accordance with the Department of Health financial and procurement processes and delegation authorities.

OMRI reserves the right to negotiate lower funding rates than requested, the timing of the funding awarded or to request modification to the Fellowship on a case-by-case basis.

9. Consumer involvement

In line with the National Health and Medical Research Council (NHMRC) definition, consumers are people who have lived experience of a health issue. They include patients, their friends, families, carers and members of the general public. Consumers can also be people who represent the views and interests of a consumer organisation, a community or a wider constituency.

There is increasing recognition of the benefits of involving consumers in research and innovation. Effective consumer involvement can ensure research and innovation is relevant to the WA community and improves translation into policy and practice.

Applicants should engage with health consumers during the development of funding applications and embed them in the proposed activity by including them in the team where appropriate and providing a detailed description of their role and contribution.

Consumer involvement should incorporate:

- Clearly defined relationships with health consumers or community groups who have 'lived experience' of the issue the activity addresses.
- Demonstrated understanding of the benefits derived from involving people with a lived experience.
- Inclusion of consumers in the activity where appropriate.
- Plans to involve consumers in the activity throughout the delivery timeline.
- Budget strategy with funds allocated to support, implement and acknowledge consumer involvement (e.g. stakeholder training opportunities, honoraria and payments, additional time to support involvement activities, administration support and consultations and events associated with involvement activities).

Guidance on consumer involvement can be found at the <u>Consumer and Community Involvement Program</u> website and the <u>NHMRC Statement on Consumer and Community Involvement in Health and Medical Research 2016.</u>

10. Contractual arrangements

Grant Funding Agreement

Grants are offered in accordance with the Department of Health Grant Funding Agreement (and its Terms and Conditions) which is a legal agreement between the Department of Health and the Administering Institution.

Research must be conducted in accordance with the <u>Australian Code for the Responsible</u> Conduct of Research 2018, and must have any required ethics and governance approvals.

The Department of Health reserves the right to withdraw an offer of award to an Administering Institution if the Grant Funding Agreement and/or Grant Funding Agreement Terms and Conditions, cannot be agreed between the parties.

Insurance

An Administering Institution external to the WA public health system will be required to demonstrate appropriate levels of insurance as a condition of the Grant Funding Agreement.

Note that recipients who require site governance approval will also be required to demonstrate appropriate levels of insurance during this process, which may vary depending on the site.

Intellectual Property

Intellectual Property (IP) that arises out of the activity will vest with the Responsible Entity. However, consideration will be given to the provisions of the *Western Australian Government Intellectual Property Policy 2015* that IP rights should be allocated to optimise the economic, social or environmental benefits for WA from the use, commercialisation and disposal of the IP.

The Administering Institution must ensure that appropriate agreements are in place with the Fellow/team members and participating entities. This includes relevant permissions to use third-party IP required to deliver the activity and have Freedom to Operate for the activity. When a team includes a member(s) from the WA public health system as a participant in the activity (i.e. is not the Administering Institution), the IP agreement must be authorised at an appropriate level by the relevant WA public health system entity.

Any questions regarding such IP matters should, in the first instance, be directed to OMRI (DOH.OMRI@health.wa.gov.au).

Requests for variation and extension

Requests for variations, such as activity description and Administering Institution, and extensions, such as activity timeframe, to the Grant Funding Agreement must be directed to OMRI. Approval will be at the discretion of the Department of Health. If variations/extensions are not approved this could result in termination of the grant with associated funding reverting to, or being recoverable by, the Department of Health, where for example eligibility or viability of the activity is affected. Variation and extension requests must be submitted at least 30 days prior to the end of the Agreement.

11. Funding conditions

Payment instalments

Funding will be provided in instalments to the Administering Institution as follows:

- The first instalment will be subject to execution of a Grant Funding Agreement.
- Subsequent instalments will be subject to satisfactory progress being achieved against the project milestones, demonstrated in annual Progress Reports.

The Administering Institution is responsible for administering the funds, including the appropriate release of the funds for the research activities only once all relevant ethics and institutional governance requirements for the research activities have been obtained and lodged with the Administering Institution (refer to Section 12 Approvals).

Seeking additional funding sources

Applicants are permitted, and encouraged, to seek additional sources of funding for the duration of the Fellowship, providing this complements, but does not duplicate, the activity for which the funding was awarded.

Partial payment or suspension of funds

The Department of Health reserves the right to:

- provide funding instalments in parts, based on milestone achievement and risk assessment of future milestones
- suspend payment of funding instalments or part instalments where activity viability has become uncertain.

Termination of funds

Funds shall revert to, or be recoverable by, the Department of Health in instances where:

- eligibility requirements are no longer met, unless a request for variation to address this is approved by OMRI
- the activity is terminated by OMRI as a result of insufficient progress being made at the time of Progress Reports or any interim Progress Report, or it has been

otherwise determined by either the funding recipient or OMRI that the activity is no longer viable

- the recipient is successful in obtaining funding for the activity from another source
- funds are used for purposes other than those for which they were awarded
- funds were spent on activities that require ethics and/or governance approvals and such approvals were not obtained before undertaking the activities
- funds are not fully expended at the conclusion of the activity (including any extensions approved by OMRI)
- the recipient is found to have provided misleading or fraudulent information.

12. Approvals

Research ethics and research governance

The Administering Institution, and any participating entity, will be responsible for obtaining any research ethics and governance approvals that might be required for undertaking funded activities, before those activities are commenced.

Research ethics approvals must be obtained from appropriate ethics committees (human and/or animal). Research governance authorisation (also known as site specific authorisation) must be obtained from each relevant institution/site conducting the project or providing access to data, participants or tissue samples.

For information on research ethics and governance submission requirements for the WA public health system please refer to the following websites: Research Ethics; Research Governance; Multi-centre Research.

Use of data collections

A project that requires access to WA public health system data collections requires review and approval for this access in accordance with the <u>Health Services Act 2016</u> and the <u>Health Services (Information) Regulations 2017</u>. In addition to research ethics and governance approval, accessing these data may include feasibility assessment and approval for data release. Preliminary cost estimates should be included in the proposed project budget and the time estimate incorporated into the project milestones in the Application Form.

If the use of Department of Health data collections is proposed please review the <u>Research Data Services website</u> and contact the <u>Research Data Services Team</u>.

Should the application for funding be successful, we recommend you immediately begin the request and approval process.

13. Reporting

The Fellow and Administering Institution are responsible for meeting reporting requirements over the duration of the activity and at its conclusion.

All reports are to be completed on template forms provided by OMRI.

Progress Reports

A report outlining the progress against the milestones listed in the research program activity plan and the Fellowship deliverables is required annually.

OMRI reserves the right to request additional progress activity reports at any point.

OMRI reserves the right to suspend or withdraw funding where insufficient progress has been made.

Final Report

A final report detailing the activity and outcomes is to be submitted to OMRI at the conclusion of the activity. Failure to submit the final report at this time may render all team members ineligible for further funding from the FHRI Fund and OMRI until the Final Report is received.

Financial Acquittal Statement

A financial acquittal statement outlining the expenditure of funds must be submitted to OMRI at the conclusion of the activity. Acquittal statements must be certified by an authorised finance officer (or equivalent) of the Administering Institution.

OMRI reserves the right to request interim acquittal statements at any stage during the activity.

Any unexpended funds must be returned to the Department of Health. Any overexpenditure is the responsibility of the Administering Institution and no claim may be made against the Department of Health.

Community Stakeholder Brief

In order to provide feedback to stakeholders, a one-page *Community Stakeholder Brief* which includes an outline of activity, its outcomes, and next steps is to be provided to all participating consumer groups (including Aboriginal communities) and a copy submitted to OMRI, at the conclusion of the activity.

14. Publicising, acknowledgements and publications

The Minister for Medical Research and/or the Department of Health will publicly announce recipients, including the title of the activity. All other parties must withhold announcement/media coverage until after this has occurred. The embargo on publicity will stand until OMRI advises it has been lifted.

Acknowledgement of FHRI Fund support must be made in publications, conference presentations, public discussion, press statements etc. The preferred citation is: "This activity is/has been supported by the Western Australian Future Health Research and Innovation Fund," followed by the Grant ID.

Funding recipients must upload to medRxiv or bioRxiv any draft publication or report resulting from the funded activity prior to submission to a peer-reviewed journal and notify OMRI of the medRxiv or bioRxiv DOI. If the paper is peer-reviewed and published, the funding recipient must notify OMRI of the publication DOI. The corresponding author's ORCiD should also be notified to OMRI.

In order to maximise knowledge exchange, funding recipients are asked to comply with the NHMRC's 'Publication and dissemination of research: a guide supporting the Australian Code for the Responsible Conduct of Research', which can be downloaded from the Australian Code for the Responsible Conduct of Research page.

15. Complaints

Applicants who feel that their interests have been adversely affected by an action taken by OMRI in administering the Program may lodge a complaint. Complaints can only be considered when they refer to the administrative process and not to the funding decision.

Complaints must be submitted via email (marked Confidential) to: Deputy Director General (OfficeoftheDDG@health.wa.gov.au).

16. Confidentiality

Activity titles, plain language summaries and funding applicant/recipient statements provided on applications or reports may be used for publicity purposes as stated on the relevant templates.

All other information provided in applications and reports will be maintained confidentially by OMRI, review panels and, where applicable, the FHRI Fund Advisory Council. If requests are received by OMRI to make public any aspect of the activity, other than the aspects listed above, the authorisation of the Administering Institution will be sought.

Applicants are advised that the Department of Health is subject to the *Freedom of Information Act 1992 (WA)*. This provides a general right of access to records held by State Government agencies. In addition, information pertaining to the receipt of State Government financial assistance may be tabled in the Parliament of Western Australia.

17. Evaluation

OMRI undertakes evaluations of Funding Programs, which will include unsuccessful applications. All parties included in the application are required to contribute to the evaluation.



This document can be made available in alternative formats on request for a person with a disability.

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