



Western Australian
Future Health Research
& Innovation Fund

FHRI Fund Enabling Scheme 2024

Guidelines and Conditions

Applications close:

1:00 pm (AWST) Thursday 4 April 2024

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1. Introduction

The FHRI Fund Enabling Scheme (the Program) is a funding program of the Western Australian (WA) [Future Health Research and Innovation \(FHRI\) 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](#):

- Enhance clinical trial capacity and expertise to improve the quality of clinical trials in WA and make the State more attractive to funders of clinical trials (grant funding and commercial sponsors).

and Strategy objective:

- Theme 3: Platforms: Support new or existing infrastructure to elevate WA as an international leader in research and innovation.

The expected outcomes are in alignment with the following objective of the [Western Australian Future Health Research and Innovation Fund Act 2012](#):

- 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 purpose of this Program is to increase the scale and excellence of health and medical research and innovation in WA by supporting accessible local infrastructure.

The aim of the Program is to:

- support state-of-the-art facilities and equipment, that are available to the broader WA health and medical research and/or innovation sector (the sector) that will facilitate a strong foundation for research and/or innovation developments, translation, commercialisation, and economic growth in WA.

The objectives of the Program are to partner with entities to:

- increase the availability and use of research and innovation infrastructure (e.g. facilities or equipment)
- enable collaboration within the WA research and innovation community (academia, industry, government, non-government organisations)
- support greater research and/or innovation output, translation or commercial outcomes
- build a sustainable foundation for supporting research and innovation excellence that makes WA a place of choice
- promote the attraction and retention of high-quality researchers and innovators in WA, including through the creation of employment opportunities.

3. Program description

The Program is available to all eligible WA entities that undertake or support health and medical research and/or innovation activities in WA. Entities may include universities, research or innovation institutions, public or private health service providers or hospitals, non-government organisations, private entities, or consortia that operate research and/or innovation infrastructure that is accessible to the broader sector.

Co-funding is available for:

- upgrades to existing laboratories or facilities (i.e. construction and accreditation) used solely for health and medical research and/or innovation purposes that will facilitate broader sector access (if applicable)
- upgrades or replacement of major equipment used solely for health and medical research and/or innovation purposes, and its commissioning
- purchase of major equipment used solely for health and medical research and/or innovation purposes, and its testing and commissioning, to increase the 'industry offering' of the facility.

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

The Activity Lead will be responsible for coordinating the Activity and ensuring its timely execution.

The Responsible Entity* will be accountable for the governance and financial management of any funding awarded.

* *It is acknowledged that the term Administering Institution has traditionally been used by universities and research institutes, however the term Responsible Entity is inclusive of industry and reflects that grant agreements are the responsibility of the contracted entity.*

4. Eligibility

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

- The Responsible Entity must:
 - provide health and medical research and/or innovation services in WA
 - have an active Australian Business Number (ABN) with a minimum 3-year trading history
 - have a physical and operational presence in WA
 - not be supported by National Collaborative Research Infrastructure Strategy (NCRIS) funding.
- The Activity Lead must:
 - be an Australian or New Zealand citizen, a permanent resident of Australia, or have an appropriate work visa in place for the duration of the Activity
 - be based in WA for a minimum of 80 per cent of the period of the Activity
 - have no overdue reports for any OMRI or FHRI Fund grant funding programs from any year (excludes authorised extensions)
 - ensure that an OMRI or FHRI Fund grant has not been awarded for any component of the Activity
 - be an employee at the Responsible Entity for the period of the Activity.
- Evidence of matched funding from the Applicant (can include funding from other partner sources) must be provided
- The grant funding must not constitute the entire financial base of the Responsible Entity i.e. the Responsible Entity must have other sources of income

- The proposed Activity must not have received funding from other sources including the Department of Health and FHRI Fund
- The Responsible Entity must ensure applications meet all eligibility criteria as set out in these guidelines
- Applications must be submitted in accordance with the 'Application instructions' section of this document
- An Activity Lead may submit more than one application to the Program, providing that there is no overlap in the Activity
- An application may be deemed ineligible and excluded from further consideration if OMRI identifies that:
 - it does not meet all eligibility criteria as set out in these guidelines
 - the proposed Activity duplicates activity previously or currently receiving Department of Health or FHRI Fund funding for the same outputs and/or outcomes
 - it includes any incomplete, false or misleading information
 - it was submitted after the advertised closing date and time.
- Grant offers may be withdrawn if it is determined that eligibility criteria are not met
- OMRI reserves the right to request further information and make final decisions regarding eligibility
- Decisions made in relation to previous grant programs will not be regarded as precedents and will not be considered when assessing eligibility for this grant program.

5. Program funding

Co-funding amounts between \$500,000 and \$1,500,000 are available to successful applications over a period of up to 3-years.

Co-funding is for up to 50 per cent of eligible Activity expenditure and requires a minimum matched co-contribution from the applicant. Funding will be in accordance with the following:

- Funding will only be made available for the eligible scope of work described in the Application Form, or any modifications to the scope of work approved in writing by OMRI. The Department of Health will not underwrite any costs beyond the funding awarded through the Program.
- Funds can only be spent outside of WA for the purchase of equipment to bring to WA, or where a small portion of funding is required for operational expenses to support the WA-based facility.
- All budget items should be adequately described and justified as consideration is given to budgets during the assessment process.
- Budgets must be calculated accurately, as requests for additional funding will not be considered.
- Funding is offered subject to budget availability, which could be varied in the event of unforeseen circumstances.
- Co-funding sources must be included in the Budget section of the Application Form.

The co-funding is not intended to support projects which involve:

- expenses that are primarily focussed on routine maintenance of existing infrastructure
- retrospective costs for activities that have already begun

- salary and training costs cannot be included.

Costs may not include:

- business as usual operational expenditure and routine professional services
- land and lease costs
- any amount paid on account of GST
- costs related to preparing the grant application, preparing any project reports and preparing any project variation requests
- costs related to building routine websites, sales and promotional activities, marketing or communications campaigns
- regulatory and intellectual property fees and charges associated with registering domestic or international patents or other intellectual property enforcement expenses
- specialised technologies and systems to facilitate sector access.

6. Application instructions

The instructions below must be followed when making a submission:

Application Form

- The Application Form available from the [FHRI Fund website](#) must be submitted by **1:00 pm (AWST) Thursday 4 April 2024**.
- The application must be completed in Arial font 11 point or larger.
- Electronic signatures are acceptable if approval to use the electronic signature has been obtained from that person.
- The application is to be emailed to DOH.OMRI@health.wa.gov.au as a single Adobe Acrobat PDF or Microsoft Word file, not exceeding 5 MBs, including CVs, and bibliographic references (if applicable). The application document and email subject line must be titled as follows:
Activity Lead SURNAME, First name – FHRIFES
 e.g. SMITH, Alex – FHRIFES
- Applications must be complete, include requested certifications and be submitted by the closing date/time. Consideration must be given to the time needed to comply with internal deadlines.

Acknowledgement of receipt of the Application Form will be provided via email to the Responsible Entity and Activity Lead within 5 working days of the closing dates.

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.

7. Selection process

Assessment process

Funding will be awarded on merit, based on a process of assessment and selection.

All eligible applications will be assessed by a review panel comprising one or more of each of the following:

- experts in health and medical research and/or innovation and commercialisation
- persons with appropriate WA Government health and infrastructure planning experience
- consumer representatives.

Depending on the number of applications received, a review panel may conduct a shortlisting assessment stage to determine those applications that are most aligned with the aims and objectives of the Program.

Conflicts of interest that may arise will be treated in accordance with the WA health system [Managing Conflicts of Interest Policy](#).

Applications will be assessed based on the criteria and weightings set out in the table below:

Assessment Criteria	%
<p>Impact</p> <ul style="list-style-type: none"> • Potential for ‘state-of-the-art’ equipment and/or facility that contributes to the competitiveness of the sector • Meets an identified need/demand • Plan to make the facility/equipment broadly accessible • Potential to facilitate research and/or innovation developments, translation, commercialisation in WA • Potential to facilitate national or international partnerships • Potential to create employment opportunities and attract & retain high-quality researchers and innovators to WA • Potential economic, social, health and environmental benefits to WA of the activity. 	25
<p>Feasibility</p> <ul style="list-style-type: none"> • Suitable implementation plan and risk management plan • Sustainability plan for ongoing facility/equipment operation and upgrades. 	25
<p>Deliverability</p> <ul style="list-style-type: none"> • The capacity and capability (track-record, expertise and industry knowledge) of the applicant and any partners to deliver the proposal • Whether the resources, total funding sought and provided through the grant, partners, participants, and other funding sources is sufficient to undertake the initiative. 	25
<p>Partnerships</p> <ul style="list-style-type: none"> • Collaboration and partnership with other entities to maximise access, realise efficiency gains and maximise benefit of the facility and/or equipment to the sector • Consumer involvement. 	25

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 offer lower funding rates than requested and/or request modification to the Activity on a case-by-case basis.

8. 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 and potential patients, carers, and people who use health care services. Consumers can also be people who represent the views and interests of a consumer organisation, a community or a wider constituency.

Effective consumer involvement can ensure research and innovation activity is relevant to the WA community and improves translation into policy and practice.

Health consumers should be engaged during the development of funding applications and embedded in the implementation of the proposed Activity by including them in the team where appropriate and providing a detailed description of their role and contribution.

Guidance on consumer involvement can be found at the [Consumer and Community Involvement Program](#) website and the [NHMRC Statement on Consumer and Community Involvement in Health and Medical Research 2016](#).

It is encouraged that all team members complete the free online 30 minute [Consumer and Community Involvement in Health Research](#) course (or equivalent) and the free online 30 minute [Consumer & Community Involvement and Grant Writing](#) course.

9. Contractual arrangements

Grants to entities external to the WA public health system 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 (Us) and the Responsible Entity (You). Within the WA public health system, a Memorandum of Understanding (MOU) will be entered.

The Responsible Entity must ensure that appropriate agreements are in place with the Activity Lead, team members and participating entities.

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

Insurance

A Responsible Entity external to the WA public health system will be required to provide evidence of insurance as a condition of the Grant Funding Agreement, which may include:

- Public Liability (mandatory)
- Professional Indemnity (mandatory)
- Property for replacement value of assets (building, plant, machinery, equipment)
- Workers Compensation (mandatory if the entity has employees or are paying salaries)
- Product Liability if the entity manufactures products
- Motor Vehicle if vehicles will be used to carry out the Activity
- Clinical Trials if the entity undertakes clinical trials (may include Indemnity)
- Cyber Liability, if the Activity will involve identifiable patient information.

OMRI recommend that you seek advice from insurance providers to confirm what level and type is required for the Activity.

Note that any Activity that requires site governance approval will also be required to provide evidence of appropriate insurance during the governance process, which may vary depending on the site.

Requests for variation

Requests for variations to the Grant Funding Agreement or MOU, such as Activity description or Activity Lead, must be directed to OMRI. Approval of the variation will be at the discretion of the Department of Health. If variations 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.

10. Funding conditions

Payment instalments

Funding will be provided in a single instalment to the Responsible Entity subject to execution of a Grant Funding Agreement or MOU*.

*Within the WA public health system, payment will be made to the Responsible Entity via a General Ledger Journal (GLJ) transfer progressively upon receipt of evidence of expenditure.

Additional funding sources

Additional sources of funding are required to cover at least 50 per cent of the proposed cost. Funding sources may be from the Responsible Entity or from third party entities. In all cases the responsibility for provision of co-funding lies with the Responsible Entity.

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 Responsible Entity or OMRI that the Activity is no longer viable
- the 50 per cent co-funding component is withdrawn or no longer viable during the Activity timeframe
- funds are used for purposes other than those for which they were awarded
- funds are not fully expended at the conclusion of the Activity (including any extensions approved by OMRI)
- it is determined that misleading or fraudulent information has been provided
- the Responsible Entity does not enter into formal agreements with respect to this Activity

- other entities fund or are involved in the Activity that are part of an industry that produces products or services that may contribute to poor physical health or mental wellbeing of the community.

11. Reporting

The Activity Lead and Responsible Entity are responsible for meeting reporting requirements over the duration of the Activity and at its conclusion.

All reports are to be completed on templates provided by OMRI.

Progress Activity Report

Progress Reports outlining the progress against the milestones listed in the Activity plan will be required as stipulated in the Grant Funding Agreement or MOU.

OMRI reserves the right to request a Progress Report at any point.

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

Final Activity 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 Report

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 Responsible Entity.

OMRI reserves the right to request interim Financial Reports at any stage during the Activity.

Any unexpended funds must be returned to the Department of Health. Any over-expenditure is the responsibility of the Responsible Entity, and no claim may be made against the Department of Health.

12. 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 OMRI advises this has occurred.

Acknowledgement of FHRI Fund support must be made in publications, conference presentations, public discussion, press statements etc.

13. Confidentiality

Activity title, Activity Lead, funding amount, Responsible Entity, plain language summaries and sections indicated on applications or reports may be used for publicity purposes.

All other information provided in applications and reports will be maintained confidentially by OMRI, review panels, evaluation panels and 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 Responsible Entity will be sought,

notwithstanding information requested under the [Freedom of Information Act 1992 \(WA\)](#) or information pertaining to the receipt of State Government financial assistance tabled in the Parliament of Western Australia.

14. Evaluation

OMRI undertakes evaluations of Funding Programs, which will include unsuccessful applications. All parties in the application, including team members and consumer representatives, are required to contribute to the evaluation.

15. Complaints

Responsible Entities or Activity Leads 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).



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