



Western Australian
Future Health Research
& Innovation Fund

NCRIS Partner Program 2024-25

Guidelines and Conditions

Applications close:

Date TBD

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1. Introduction

The National Collaborative Research Infrastructure Strategy (NCRIS) Partner Program 2024-25 (the Program) is a targeted 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 Goals](#):

- provide cash commitments for submission to major competitive co-funding programs, making Western Australian-led applications more competitive and, therefore, increasing the State's share of national and international competitive funding
- 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)
- target high-performing researchers in WA to maintain and/or advance the State's position as a leader in health and medical research.

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

- improving the financial sustainability of Western Australia's health system
- improving the health and wellbeing of Western Australians
- improving Western Australia's economic prosperity
- 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 the Program is to maintain and enhance health and medical research and innovation capabilities, optimise world-class national health and medical research infrastructure, and support a thriving health and medical research and innovation ecosystem in WA.

The aims of the Program are to:

- increase partnerships between universities, research facilities and industry partners, enhancing health and medical research and innovation capabilities
- increase the collaborative acquisition and sharing of equipment and staff across WA based national research facilities to provide efficiency gains in the provision of research services
- increase leverage of Australian Government and partner funding.

The objectives of the Program are to:

- maintain and grow Western Australia's cutting-edge health and medical research and innovation capabilities
- optimise WA's world-class health and medical research infrastructure to support a thriving ecosystem that drives ideas through to commercialisation, adoption and diffusion.

3. Program description

The Program provides in-principle cash commitments to leverage the Commonwealth Government's National Collaborative Research Infrastructure Strategy (NCRIS) program to support existing and new national health and medical research and innovation infrastructure, equipment and staffing based in WA.

The Commonwealth Government NCRIS program provides strategic funding support for national-scale research infrastructure and facilitates partnerships between the research sector, business, industry and government to actively support world-class research.

For the purposes of the Program, research and innovation infrastructure refers to facilities, equipment and resources that are needed to perform research, including experts needed to operate the infrastructure.

The Program is a targeted call available to NCRIS Projects (also known as NCRIS Facilities) that intend to make an application for a Commonwealth Government NCRIS grant and:

- Are existing NCRIS Projects who are currently or who have previously been funded under the Commonwealth Government's NCRIS program and are applying on behalf of one or more existing or new WA NCRIS Node (WA Node)
- Are new applicants who are eligible and are planning an application to the Commonwealth NCRIS program for a major research and/or innovation presence located in WA
- Are proposing an Activity aligned to one of the strategic focus areas of the [WA Health and Medical Research Strategy 2023-2033](#) and to a health and medical related opportunity or step-change included in the [2021 National Research Infrastructure Roadmap](#).

In-principle commitments of State Government support through the FHRI Fund will be made to top-ranked applicants following a competitive and merit-based process. The FHRI Fund in-principle commitment may be used by the NCRIS Project to leverage co-funding contributions that are at least double the requested FHRI Fund commitment from the Commonwealth Government NCRIS program and other funding partners.

FHRI Fund grants awarded to NCRIS Projects must be used to support new and/or existing WA nodes or activity based in WA.

The NCRIS Project Lead will be responsible for coordinating this application, the Commonwealth NCRIS application and co-funding contributions.

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

The WA Node 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 for this grant, 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 NCRIS Project must:
 - have an active Australian Business Number (ABN)

- already be an NCRIS Project who has received funding through either the NCRIS 2018 Guidelines, the NCRIS 2021 Guidelines, NCRIS 2022 Guidelines and/or the NCRIS 2023 Guidelines to implement National Research Infrastructure facilities, or be an organisation who is eligible to apply to the Commonwealth Government NCRIS program as a new NCRIS Project that is positioned to meet needs not covered by an existing NCRIS Project
- intend to apply to the Commonwealth Government NCRIS program for funding
- plan to use Program grants to support an identified (existing or new) WA Node(s) or activity that seeks to address a WA health and medical research and innovation opportunity.
- The NCRIS Project 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 an authorised representative of the NCRIS Project for both the Program and the Commonwealth Government NCRIS program applications.
- The WA Node 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
 - physically reside in WA for a minimum of 80 per cent of the period of the Activity
 - have no overdue reports for any grant funding program administered by OMRI (including FHRI Fund programs) from any year (excludes authorised extensions).
 - have a position or title at the Responsible Entity for the period of the Activity.
The Activity Lead will be required to declare which of the following applies:
 - (a) *employee of the Responsible Entity; or*
 - (b) *honorary or adjunct title at the Responsible Entity.*

In the case of (a), if the Activity Lead is also employed by the WA public health system (may include Clinical Academics) they will [register](#) (WA Health staff access only) a Conflict of Interest for this grant in accordance with the Department of Health [Managing Conflicts of Interest Policy](#) that addresses how the Activity Lead intends to ensure WA Health intellectual property (IP) is protected.

In the case of (b), if the Activity Lead is employed by another entity (the Employer), this entity must have an active ABN, a physical and operational presence in WA and evidence must be provided that either:

 - i. *an affiliation agreement* exists between the Responsible Entity and the relevant Employer; or*
 - ii. *the intention is for this Activity to be subcontracted* to the relevant Employer and there is in-principle agreement between the Responsible Entity and the Employer for this arrangement.*

**** the affiliation/subcontract agreement must clearly define each entity's responsibilities in relation to the Activity, and in accordance with the 'Contractual arrangements' section below, include relevant permissions to use third-party intellectual property (IP) required to deliver the Activity and address ownership of new IP generated by the Activity.***
- The NCRIS Project, WA Node's Responsible Entity and other entities that fund or are involved in the Activity must not be part of an industry that produces products or services that may contribute to poor physical health or mental wellbeing of the community.
- The grant funding must not constitute the entire financial base of the WA Node's Responsible Entity i.e. there must be other external sources of income.

- The NCRIS Project Lead 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 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
 - 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

Applicants are expected to use in-principle commitments of Program funding to leverage co-funding contributions from the Commonwealth Government NCRIS program and other partners that are at least double the requested FHRI Fund offer.

In-principle commitments of funding will be offered to WA Nodes to support health and medical research and innovation infrastructure, equipment and staffing costs under two streams for projects with a duration of up to three years:

Stream 1: New infrastructure – planned capabilities

Includes the acquisition of equipment and staffing for the creation of new research facilities in WA with funding available from \$500,000 to \$2,000,000 excluding GST to leverage an additional combined amount that is at least double from the Commonwealth Government NCRIS program and other partner funding (i.e. an additional \$1,000,000 to \$4,000,000).

Stream 2: Existing infrastructure – existing capabilities

Includes the acquisition of equipment and staffing for research facilities with funding available from \$200,000 to \$1,000,000 excluding GST to leverage an additional combined amount that is at least double from the Commonwealth Government NCRIS program and other partner funding (i.e. an additional \$400,000 to \$2,000,000).

Requested FTE, salary level, costs and duration must reasonably reflect the proposed Activity and be directly attributable to the delivery of the proposed Activity.

Funding will be in accordance with the following, which are aligned to the Commonwealth Government NCRIS 2023 Guidelines:

- Salary costs:
 - may include employment of technical experts and business development managers to assist with end-user access, and research and commercialisation outcomes of WA Node(s)
 - may include Award/Agreement increases and salary increments as appropriate
 - may include leave entitlements that accrue and are taken during the period the salary is being paid by the grant funding (noting annual leave is accrued

- at a rate of 7.69% and long service leave at a rate of 2.5% of the base salary paid by grant funding)
 - may not include leave entitlements accrued outside this period, parental leave, sabbatical, severance and termination payments
 - may include superannuation, payroll tax and workers compensation as on-costs up to a maximum of 30%, noting that WA public health system salaries can only include superannuation as a salary on-cost.
- Non-salary costs:
 - may include expenses such as:
 - purchase or leasing of unique equipment to increase the 'industry offering' of the facility
 - software or equipment upgrades or replacement
 - new or upgraded infrastructure such as laboratory/facility improvements
 - specialised technologies and systems to increase the industry offering and access of a new or existing WA Node
 - fee-for-service essential services
 - operation, management, governance and maintenance associated with the infrastructure
 - single cost activities that enhance the research infrastructure to be openly accessible by Australian researchers
 - training for highly skilled technical experts where it can be shown that this enhances end-user access or outcomes from the equipment
 - consumer involvement
 - utilities and rent
 - supplies and consumables
 - programs driving access to infrastructure and commercialisation
 - other indirect costs of research.
 - for travel will not be approved unless strongly justified as being essential to the undertaking of the Activity and must not include costs related to conference attendance.
- Ineligible costs:
 - Funding may not be used for specific, identifiable costs for which funding from another Commonwealth or State government source has been received.
 - Funding may not be used for administrative costs of the NCRIS Project.
 - Funding may not be used for administrative costs of the WA Node, such as enterprise information technology, human resources, accounting, legal overheads, depreciation or other routine expenses or indirect costs of researchers using the funded research infrastructure.

Funding will only be made available for the 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.

The intention is that funding will be spent within WA unless it is for the purchase of equipment to bring to WA, or where a small portion of funding is required to support back office operational expenses in other jurisdictions to support the WA-based nodes.

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.

Relevant external funding information must be included in the Budget section of the Application Form, where known.

6. Program conditions

Letter of in-principle support

Successful applicants will be provided with a letter of support outlining the in-principle cash commitment from the Program to accompany the application made to the Commonwealth Government NCRIS program and to other funding partners.

If the letter of support is required to be provided on a specific format or template, the NCRIS Project Lead must indicate this on the Application Form and provide the template to OMRI, upon notification of their successful application.

Co-investment

Cash co-investment is required from the Commonwealth Government NCRIS program and may include funding from other funding partners.

This Program requires co-investment that together is at least double the FHRI Fund request. Cash co-investment may be a combination of:

- Commonwealth Government NCRIS program grants (compulsory)
- New cash contributed by partner organisation(s)
- “salaries as cash”. This includes the standard remuneration and on-costs of research/technical staff provided by the partner organisations.

Letters confirming the cash co-investment from the Commonwealth Government NCRIS program and other partners must be submitted to OMRI no later than 31 December 2025.

Implementation plan

Successful applicants will be required to provide a implementation plan within one month of entering into a Grant Funding Agreement. Implementation plans must set out how the funded NCRIS infrastructure will be delivered including the key performance indicators, milestones and timeframe and a plan setting out the implementation of activities to broaden access to the infrastructure.

7. Application instructions

The instructions below must be followed when making a submission:

- The Application Form must be submitted via the Department of Health Grant Management System by **Date TBD**.
- 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.

Instructions for the Grant Management System are located <https://fhrifund.health.wa.gov.au/Funding/GMS-link-page>.

Please note that the Grant Management System Application Form is not yet published. The application questions are provided in the Application Form in word document format so that you can commence preparing your application.

The Grant Management System Application Form will be available online closer to the Application due date.

Acknowledgement of receipt of the Application Form will be provided via email to the NCRIS Project Lead and WA Node Activity Lead after submission to the Grant Management System.

Queries related to the Guidelines and Conditions can be directed to DOH.OMRI@health.wa.gov.au with the subject line beginning with 'Query – NCRISPP2024-25'.

Queries regarding the application process can be directed to DOH.GMS@health.wa.gov.au with the subject line beginning with 'GMS Application Assistance – NCRISPP2024-25'.

8. Selection process

Assessment process

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

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

All eligible applications, or only those selected if a shortlisting assessment stage is undertaken, will be referred for full assessment and scoring by a review panel comprising of experienced health and medical research and/or innovation experts and consumer representative(s).

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

The full assessment will be based on the criteria and % weightings set out in the table below.

Assessment Criteria	%
Significance of the Activity <ul style="list-style-type: none">• The proposed operational and capital infrastructure, its significance to the WA health system and the scale and scope of potential benefits to the health and medical research and innovation sector, national and international partners, and to the health of Western Australians.• Alignment of objectives with:<ul style="list-style-type: none">• one of the strategic focus areas of the WA Health and Medical Research Strategy 2023-2033• a health and medical related opportunity or step-change in the 2021 National Research Infrastructure Roadmap• Integration with existing programs and/or facilities that are currently operating in this area	30
Activity Plan <ul style="list-style-type: none">• Capacity and capability of the NCRIS Project and WA Node to deliver the proposed Activity (expertise, industry knowledge and track record of managing facilities, projects or similar work/collaborations).	20

<ul style="list-style-type: none"> Established business relationship and governance arrangements between the NCRIS Project with the WA Node The plan and approach to procurement and implementation of the Activity including identified requirements for success and feasibility of: <ul style="list-style-type: none"> proposed milestones and timeframes proposed budget to undertake Activity and the justification for the budget items the proposed operating model 	
Partnerships <ul style="list-style-type: none"> Potential for access and collaboration across the health and medical research and innovation sector. Potential and/or confirmed co-investment from the Commonwealth NCRIS program and other partner organisations (universities, industry and private sources). Potential for the co-funding to influence longer-term development of research infrastructure that meets national and state priorities and identified gaps in the health and medical research and innovation system. 	30
Impact <ul style="list-style-type: none"> Potential contribution to intended Program aims: <ul style="list-style-type: none"> increased partnerships between universities, research facilities and industry partners enhanced health and medical research and innovation capabilities increased collaborative acquisition and sharing of equipment and staff across WA based national research facilities. efficiency gains in the provision of research services and subsequent timeliness, quality and scope of research and innovation in WA increased leverage of Australian Government and partner funding. increased access for WA researchers to national research infrastructure. Knowledge, expertise and experience of the NCRIS Project and WA Node and other partners to assist with the translation of outputs into improved healthcare. Future plans for the proposed Activity beyond funding period including a plan for sustainability. 	20

Selection of recipients

Based on the assessment and recommendations of the review panel(s), the Department of Health will determine and approve offers of in-principle support.

The offers of in-principle support will be valid until 31 December 2025.

Subject to the subsequent Commonwealth Government NCRIS program application being successful and other partner funding being confirmed, a FHRI Fund grant will be awarded 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.

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 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.

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.

Health consumers should be engaged during the development of funding applications and embedded in the proposed Activity by being provided with a detailed description of their role and contribution and, where appropriate, included as a team member.

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. 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 [Consumer and Community Involvement Program](#) website and the [NHMRC Statement on Consumer and Community Involvement in Health and Medical Research 2016](#).

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

10. Contractual arrangements

Grants will be offered subject to evidence being received by OMRI of Commonwealth Government NCRIS program and other partner funding. Letters of commitment/award from each funding source will be required.

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 WA Node's Responsible Entity.

The WA Node's Responsible Entity must ensure that appropriate agreements are in place with the NCRIS Project and other partners.

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

Insurance

A WA Node 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 for all grants)
- Professional Indemnity (mandatory if the WA Node's Responsible Entity is conducting a clinical trial, provides any form of medical treatment or advice, training, or will provide any tailored design, advice or specification services)
- Property for the WA Node's Responsible Entity replacement value of assets (mandatory for building, plant, machinery, equipment)

- Workers Compensation (mandatory if the WA Node's Responsible Entity has employees or is paying salaries, noting this includes payments to working Directors)
- Product Liability (mandatory if the WA Node's Responsible Entity manufactures, supplies, sells, services or repairs a product)
- Motor Vehicle if the WA Node's Responsible Entity owns vehicles
- Clinical Trials if the WA Node's Responsible Entity undertakes clinical trials (note this insurance may include Professional Indemnity)
- Cyber Liability if the Activity involves confidential data, e.g. identifiable patient information.

OMRI recommends that you seek advice from your insurance advisors to confirm what level and type of insurance is required for the Activity.

The WA Node's Responsible Entity is responsible for ensuring other partners have appropriate insurance.

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.

Intellectual Property

Intellectual Property (IP) that arises out of the Activity will vest with the WA Node's Responsible Entity. However, consideration will be given to the provisions of the [Western Australian Government Intellectual Property Policy 2023](#) (or any future iterations of this), and 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. For information, the IP clause that will apply to this Program is:

1. The ownership of any Intellectual Property generated by undertaking the Activity shall vest in WA Node's Responsible Entity.
2. The ownership of any background or pre-existing Intellectual Property and associated Moral Rights, used or incorporated in the Activity that is presently vested in a Party shall remain vested in that Party, unless otherwise agreed.
3. Each Party will be entirely and solely responsible for the use in the Activity of any Intellectual Property and associated Moral Rights it has provided to undertake the Activity which belongs to, or is licensed from, any other party, and indemnifies the other Party against all claims by a third party arising out of use of that Intellectual Property and associated Moral Rights.
4. You will negotiate in good faith with Us to provide, in a fair and reasonable manner for both parties, any product to which this grant funding has significantly contributed, to the WA (public) Health system, or agreed components of this, either free of charge, or at the cost of production, for a mutually acceptable period of time after its production, providing that this in no manner compromises the attraction of additional funding, and/or the commercialisation by the WA Node's Responsible Entity of the product.
5. You indemnify and will keep indemnified Us and all Our respective officers, employees and agents from and against all costs, losses, expenses, actions, suits, demands, claims, damages and other liabilities resulting from failure to comply with this agreement, or otherwise resulting from the actual or alleged infringement of the Intellectual Property rights or associated Moral Rights of any third party by the WA Node's Responsible Entity.
6. Your obligations under this Agreement are continuing and survive expiration or termination of the Agreement.

Where relevant, agreements between the Activity Lead, team members and other partners must include 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. the WA public health entity is not the WA Node's Responsible Entity), 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

Requests for variations to the Grant Funding Agreement, such as Activity description, WA Node Activity Lead or WA Node's Responsible Entity, 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.

11. Funding conditions

Payment instalments

Funding will be provided in instalments* to the WA Node Responsible Entity as follows:

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

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

Partial payment or suspension of funds

The Department of Health reserves the right to:

- provide funding instalments in parts, based on Activity to date and risk assessment of future Activity
- 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
- the Activity is terminated by OMRI as a result of insufficient progress being made, or it has been otherwise determined by either the WA Node's Responsible Entity or OMRI that the Activity is no longer viable
- co-funding from the Commonwealth Government NCRIS program and other partners is not obtained by 31 December 2025
- the combined co-funding from the Commonwealth Government NCRIS program and other partners is not double or more than the FHRI Fund in-principle commitment
- the Commonwealth Government NCRIS program or other partner funding is withdrawn
- 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)
- it is determined that misleading or fraudulent information has been provided
- the WA Node's Responsible Entity does not enter into formal agreements with respect to this Activity, which includes Intellectual Property ownership, where appropriate
- other partners 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.

12. Approvals

Use of data collections

An Activity that requires access to and use of WA Department of Health data collections requires review and approval for data release in accordance with the [Health Services Act 2016](#) and the [Health Services \(Information\) Regulations 2017](#). This is in addition to research ethics and governance approvals and will include a feasibility assessment to determine whether the data requested is appropriate for the purposes of the study and approval for use of the data from the data custodian.

Preliminary cost and time estimates can be obtained by contacting DataServ@health.wa.gov.au. Cost estimates should be included in the proposed budget and an estimate of time for release of the data should be incorporated into the milestones in the Application Form.

For further information please review the [Data Linkage Services](#) website.

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

13. Reporting

The WA Node Activity Lead and WA Node's 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 may be required as stipulated in the Grant Funding Agreement.

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 must be submitted to OMRI at the conclusion of the Activity. Failure to submit the Final Report at this time may render the WA Node Activity Lead 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 WA Node 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 WA Node Responsible Entity, and no claim may be made against the Department of Health.

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 OMRI advises this has occurred.

Acknowledgement of FHRI Fund support must be made in publications, conference presentations, public discussion, press statements etc. A copy of any published material or media must be provided to Us.

In order to maximise knowledge exchange, funding recipients must comply with the NHMRC '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, and the [NHMRC Open Access Policy](#).

15. Confidentiality

Activity title, NCRIS Project Lead, WA Node Activity Lead, WA Node Responsible Entity, funding amount, 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 WA Node 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.

16. 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.

17. Complaints

NCRIS Projects, NCRIS Project Leads, WA Node's Responsible Entities or WA Node 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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