



Western Australian
Future Health Research
& Innovation Fund

Research Infrastructure Support 2024

Guidelines and Conditions

Applications close:

1:00 pm (AWST) Thursday 4 April 2024

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1. Introduction

Research Infrastructure Support (RIS)(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 Goals](#):

- 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).

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

- 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 RIS program provides eligible Medical Research Institutes (MRIs), universities and hospitals with research infrastructure funding.

Research infrastructure refers to resources essential for supporting quality research, where these resources are not directly funded by research grants. Examples include indirect costs such as laboratory consumables, computers, and support staff and operating costs of laboratories, research services and equipment.

The RIS program aims to:

- provide a sustainable research environment in WA
- promote excellence in health and medical research within WA MRIs, universities and hospitals
- increase the capacity of WA MRIs, universities and hospitals to deliver world class health and medical research.

The expected outcomes of the RIS program include:

- attraction and retention of high-quality researchers
- creation of employment opportunities
- increased competitiveness in national and international funding
- increased research translation and commercialisation.

3. Program description

RIS will provide support to eligible WA MRIs, universities and hospitals for indirect and operational research costs in the 2024 calendar year (funding period).

RIS funding is to be used for the indirect and operational costs of research only. Funding may not be used to fund research projects or major capital works.

Expenditure must be reported to ensure RIS funds are used for eligible purposes only.

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.*

There are two streams in RIS:

Stream 1

Provides funding for indirect costs of research for MRIs, universities and hospitals. Indirect costs of research refer to the resources essential for supporting high-quality research, where these resources are not directly funded by research grants. Stream 1 funding will be awarded based on research excellence demonstrated through the previous three-year average of eligible research grant income.

Funding allocations will be formula based as follows:

Percentage of eligible grant income = percentage of Stream 1 allocation

Stream 2

Provides funding for the operational costs of existing facilities, equipment and services used for research at MRIs, universities and hospitals in order for the facilities (e.g. research labs, data collection and maintaining datasets), equipment (scanners), and services (e.g. biostatistician, health economics etc) to be made available and shared with the broader health and medical research community distinct from the Responsible Entity.

Funding allocations will be formula based as follows:

Percentage of eligible facility, equipment and/or services operational costs claimed = percentage of Stream 2 allocation

4. Eligibility

The Responsible Entity must ensure applications meet all eligibility criteria as set out in these guidelines:

- The Responsible Entity must:
 - be a WA Medical Research Institute, university or WA public health service provider¹ (HSP)/private hospital/public-private partnership
 - have an active Australian Business Number (ABN)
 - have a combined competitive and non-competitive eligible grant income minimum of \$450,000 for Stream 1.
 - have no overdue reports for the previous Research Institute Support program from any year
 - have an appropriate accounting body to manage its financial affairs, with the capacity to ensure RIS funds are used to support research activities and to account for the use of RIS funds granted to it.
- **Medical Research Institutes** must:
 - be established principally for the conduct of health and/or medical research

¹ WA public health service provider means a health service provider established by an order made under section 32(1)(b) of the *Health Services Act 2016*, such as the Child and Adolescent Health Service, East Metropolitan Health Service, North Metropolitan Health Service, South Metropolitan Health Service, WA Country Health Service and PathWest.

- be a legally established WA medical research institution
- operate as a separate research institution or organisation, with a name distinct from that of any host institution
- own or have secure tenancy arrangements for the premises in which the research is conducted
- have its own Board of Management on which no affiliated hospital, university or any other identifiable group or organisation has a majority representation.
- employ a Scientific Director (or equivalent) who has been a consistent (not one-off) recipient of competitive peer-reviewed research grants.
- **Universities** must:
 - be a Tertiary Education Quality and Standards Agency (TEQSA) registered university
 - provide a program of health and medical research that is overseen by a Deputy Vice-Chancellor of Research or equivalent
 - operate a local campus in WA.
- **Hospital/public Health Service Providers** must:
 - be located in WA and deliver health services to the WA community
 - have a program of health and/or medical research overseen by a Director of Research or equivalent.
- The grant funding must not constitute the entire financial base of the Responsible Entity i.e. the Responsible Entity must have other external sources of income.
- Applications must be submitted in accordance with the 'Application instructions' section of this document. For public hospitals (WA public health services providers), applications must be submitted at the Health Service Provider (HSP) level. For private hospitals, applications may be at the individual hospital level.
- 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.

Stream 1 - eligible grant income

The Responsible Entity must certify that the research grant income meets all the eligible grant income criteria and agree to all information provided in support of the application being subject to external audit. OMRI reserves the right to request external audits of submitted income at any time.

Eligible grant income may comprise of competitive and non-competitive grants from state, national or international funders won by WA researchers employed at the Responsible Entity.

The Responsible Entity may receive income directly from a funding source or via another WA, national or international institution. Where the funds are not provided to the Responsible Entity directly, the arrangements between the Responsible Entity and partner institutions must be made clear in either the original application or in the agreement

between the funding body and the research institution (such income would be shared income).

Eligible grant income will be considered as follows:

- The grant income must be for health and/or medical research.
- The grant income must be received in the 2021, 2022 and 2023 calendar years and has been, or will be, directly expended through the Responsible Entity on the relevant research.
- **Eligible competitive grant income:** 100 per cent of state, national and international grant income won through a competitive process. A competitive process must allow for any applicant to apply, must not give preference to the type of institution nor its geographical location, have publicly available selection criteria against which all applications are assessed and have publicly available rules stating how assessments are conducted.
- **Eligible non-competitive grant income:** 25 per cent of state, national and international (including philanthropic and commercial) grants that did not include a competitive process.
- The amount of eligible non-competitive grant income claimed cannot be greater than the amount of eligible competitive grant income claimed.
- The 3-year average eligible grant income must be equal to or greater than \$450,000.

Stream 1 eligible grant income definitions

Health and medical research

For the purposes of this Program, health and medical research is inclusive of:

- research to understand human health, wellbeing, and disease, and the biological, behavioural, social, and environmental factors that contribute to these
- research to measure the magnitude and distribution of a health problem
- research to develop solutions, interventions, products, and technologies that could contribute to improving human health and wellbeing
- research to understand how interventions, policies and programs aimed at improving human health and wellbeing can be most effectively delivered.

Competitive research grant income

Advertised

- All potential applicants must be given an equal opportunity to become aware of and apply to the scheme using any combination of direct contact; newspapers; journals; magazines; internet; or any other printed or electronic media.

Assessment and selection

- Every application submitted for funding in a selection process must be assessed and rated against all other applications submitted in that selection process. All scheme applications are assessed and rated by a panel with the collective expertise and experience to effectively assess applications against all selection criteria for that scheme.

Available to all potential applicants

- There must not be preferential treatment of any applicant during the assessment process based solely on the type of institution nor its geographical location. Each potential applicant must have an equal chance to apply.

Well defined mechanism for competition

- The scheme has publicly available selection criteria against which all applications are assessed. The scheme has publicly available rules stating how assessments

are conducted, including provisions to manage conflicts of interest which are binding on the selection panel.

Non-competitive research grant income

- Health and medical research grant income that is received from sources including but not limited to state, national or international, government, not-for-profit, philanthropic, private sector and industry, sources that did not meet the criteria for 'Competitive Research Grant Income' outlined above.
- Income may be received through direct approach from a funding source or through targeted schemes which restrict applications based on specific variables.

Shared income

- Income is considered 'shared' if part of a payment is passed from the primary recipient to another named party according to a grant, contract or other enforceable agreement or a tender/application for funding. Parties must be named in a grant, contract or any other enforceable agreement or in the initial tender/application for funding.
- The income received or retained can only be submitted following the distribution of shared income.

Scheme

- A scheme is an administrative process that allocates funds using a discrete set of rules. Schemes can include grants and programs.

5. Stream 2 - eligible operational costs

Eligible facilities, services and equipment must have the potential to be shared and made available and accessible to external organisations.

Eligible operational costs that can be claimed include:

- operational costs of existing dedicated research facilities such as research laboratory space. For example, costs may include basic consumables, support staff and overheads.
- cost of providing an existing research service (i.e., salary costs). Services may include for example, a Biostatistician or a Health Economics service. For example, costs may include salary, consumables, equipment.
- cost of operating equipment for the time that it is solely dedicated to research purposes. For example, the operational costs of research equipment may include operator/staff costs, servicing costs, routine software upgrades, other maintenance costs and registration costs.

The operational costs must have been related to operating the facility, service or equipment for the 2021, 2022 and 2023 calendar years and has been, or will be, directly incurred by the Responsible Entity on the relevant facility, service or equipment.

Facilities, equipment or services that are funded through a National Collaborative Research Infrastructure Scheme (NCRIS) or FHRI Fund WA Cohort Studies – Operational Support Program (WACS-OSP) grant are not eligible for operational cost funding through Stream 2.

6. Program funding

Funding is available for expenditure in the 2024 calendar year (funding period).

RIS grants will be approved and awarded in accordance with the Department of Health financial and procurement delegation authorities.

Funding must be expended on indirect research costs or eligible operational costs as per section 9 'Expenditure conditions'.

Funding is offered subject to budget availability, which could be varied in the event of unforeseen circumstances.

Conflicts of interest that may arise will be treated in accordance with the WA Health [Managing Conflict of Interest Policy and Guidelines](#).

Stream 1

- A funding pool of \$17.5 million has been allocated to Stream 1. An allocation of \$10 million is made available for MRIs only (Stream 1A). An allocation of \$7.5 million is made available to MRIs, universities and hospitals (Stream 1B).
- Recipients receive a percentage of Stream 1A (if an MRI) and Stream 1B funds. Stream 1 funding cannot be used for costs claimed under Stream 2. Refer to section 8 'Funding Conditions' – 'Termination of Funds'.

Stream 2

- A funding pool of \$7.5 million is available to MRIs, universities and hospitals to provide funding for operational costs of research facilities, equipment and/or services in order for those facilities, equipment and/or services to be supported, expanded and shared with the broader health and medical research community.
- Stream 2 funding is not intended for capital expenses such as purchase of major equipment, facility upgrades or building works.

7. Application instructions

The instructions below must be followed when making a submission:

- 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 form 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. The 'RIS 2024 Grant Income and Operational Costs' spreadsheet should be emailed separately as an Excel file attachment. The application document and email subject line must be titled as follows: **Responsible Entity Name – RIS 2024**
- Applications must be complete, include requested certifications and be submitted by the closing date/time.

Acknowledgement of receipt of the application will be provided via email to the Responsible Entity within 5 working days of the closing date.

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

8. 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 into.

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 for all grants)
- Professional Indemnity (mandatory if the Responsible Entity provides any form of medical treatment or advice, training, or will provide any tailored design, advice or specification services)
- Property for the Responsible Entity's replacement value of assets (mandatory for building, plant, machinery, equipment)
- Workers Compensation (mandatory if the Responsible Entity has employees or are paying salaries, noting this includes payments to Directors)
- Product Liability (mandatory if the Responsible Entity manufactures, supplies, sells, services or repairs a product)
- Motor Vehicle if the Responsible Entity owns vehicles
- Clinical Trials if the Responsible Entity undertakes clinical trials (note this insurance may include Professional Indemnity)
- Cyber Liability if the Responsible Entity undertakes activities that involve confidential data, e.g. identifiable patient information.

Requests for variation

Approval of variations to the Grant Funding Agreement or MOU will be at the discretion of 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.

9. 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.*

Termination of funds

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

- eligibility requirements are no longer met
- eligible research grant income was incorrectly claimed in the application form
- funds are used for purposes other than those for which they were awarded
- funds are not fully expended during the funding period
- it is determined that misleading or fraudulent information has been provided
- it is determined that the Department of Health or FHRI Fund has provided support for Stream 2 claims included in Stream 1 support.
- other entities fund the Responsible Entity that are part of an industry that produces products or services that may contribute to poor physical health or mental wellbeing of the community.

10. Expenditure conditions

Funding may be used to support the following costs:

Stream	Eligible expenditure
Stream 1 - Indirect Costs of research	<ul style="list-style-type: none"> • animal holding and breeding facilities • common services – telephone, fax, copying, postage, stationery, printing, computer network, accounts system • computers and software • provisional patents • research equipment and lab supplies • salaries of research support and administrative support staff (including salary on-costs up to 30%) to provide general support for activity in a given area, rather than to work for a specific research project i.e. compliance, grant management, legal services • travel costs not directly related to carrying out individual research projects (e.g. can be for conferences) • publication costs • vehicle running costs • cleaning and maintenance • lighting and power • rates and charges • research library • workshop expenses.
Stream 2 - Operational expenditure	<ul style="list-style-type: none"> • operating and maintaining shared facilities, services and/or equipment for costs not covered by Stream 1 • expanding access and availability of shared facilities, services and/or equipment to the broader health and medical research sector • implementing systems and processes to broaden access • facility costs can include operating research labs, data collection and maintaining datasets that are made broadly available • services may include biostatistician, data analysis, health economics, grant writing services offered to the broader sector.

It is intended that funds will be spent in WA only. An exception to this may be where specific expertise or equipment is required and is not available in WA.

Funding must not be spent on NCRIS or WACS-OSP funded facilities, services or equipment.

The following items are not regarded as research infrastructure costs:

- meals/beverages/catering not directly related to research conferences and seminars
- postgraduate research student stipends
- project management costs
- salaries and salary on-costs² of staff supporting research at the institutional level (including Deputy Vice-Chancellor Research, Research Grant Officer, Director of Institute)
- salaries and salary on-costs² of teaching and research staff (including the cost of 'buying time' to free such staff to do more research)
- travel costs directly related to individual projects (including fares, accommodation, travel allowances).

² Salary on-costs include payroll tax, superannuation, leave loading, workers' compensation and insurance payments. For WA public health system entities the only on-cost that can be paid by grant funding is superannuation.

11. Reporting

The Responsible Entity is responsible for meeting reporting requirements over the duration of the funding period and at its conclusion.

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

Final Activity Report

A Final Report detailing the outcomes of the funding must be submitted to OMRI at the completion of the funding period. This report should demonstrate how the funding has contributed to the aims and intended outcomes of the RIS program (as provided in section 2 'Purpose').

Stream 2 the report should include how the facility, equipment and/or service claimed has been shared with the broader health and medical research community.

Financial Report

A financial acquittal statement outlining the expenditure of funds must be submitted to OMRI at the conclusion of the funding period. 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 funding period.

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. All other parties must withhold announcement/media coverage until after OMRI advises this has occurred.

Acknowledgement of FHRI Fund support should be made as opportunities arise in publications, conference presentations, public discussion, press statements etc as appropriate.

13. Confidentiality

Plain language summaries provided on 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, evaluation panels and the FHRI Fund Advisory Council. If requests are received by OMRI to make public any aspect of an application or report, 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 include unsuccessful applications. MRIs, universities and hospitals are required to contribute to the evaluation.

15. Complaints

Responsible Entities 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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