



Western Australian  
Future Health Research  
& Innovation Fund

# Showcase WA

## Guidelines and Conditions

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## 1. Introduction

Showcase WA (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.

The Program contributes to the following [FHRI Fund Strategic Themes and Priorities](#):

**Strategic Theme 1: Connect and collaborate.** Bold ambition needs clear direction. By setting powerful priorities and managing them with discipline and transparency, the FHRI Fund drives faster action, stronger partnerships, and lasting impact, putting WA at the forefront of global health innovation.

**Strategic Theme 3: Foundational Confidence.**

Supporting the workforce, systems and infrastructure that underpin WA's health and medical research and innovation sector, ensuring it can attract top talent, be competitive for national grants, and deliver sustainable growth.

**Priority 9: Make WA competitive:** Deliver funding and ecosystem support that improves WA's success in national and global funding rounds. Investments will focus on closing capability gaps, supporting funding navigation, encouraging collaboration, and rewarding open science.

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

- improving the health and wellbeing of Western Australians
- improving Western Australia's economic prosperity.

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](mailto:DOH.OMRI@health.wa.gov.au).

## 2. Purpose

The purpose of the Program is to boost the visibility of WA health and medical research and innovation nationally and internationally, showcase local research and innovation achievements and opportunities, facilitate knowledge exchange and networks, encourage collaboration and build capacity and capability within the WA sector.

The aims of the Program are to:

- foster research and innovation collaboration within WA, nationally and internationally
- promote WA health and medical research and innovation achievements and opportunities nationally and internationally
- grow the WA health and medical research and innovation ecosystem
- build research and innovation workforce capacity and capability within WA.

The objectives of the Program are to:

- increase the number of events that provide WA researchers and innovators opportunities to learn, network and collaborate
- increase the number of events where WA is showcased to promote awareness nationally and internationally of WA's achievements and opportunities in health and medical research and innovation.

### 3. Program description

The Program will provide funding support to organisations to deliver health and medical research and innovation events, such as symposiums, conferences, forums and workshops, that have national and international reach in terms of program and audience and are held within Australia.

Funding is provided under 2 streams:

#### **Stream 1 – Event Funding Support**

Up to \$150,000 funding support towards hosting costs of a large event, such as venue hire, catering and speaker fees, for events that will be held within 48 months of award.

Note: Opportunities for WA State Government participation and promotion will be required and will be agreed on a case-by-case basis, either prior to or post *Grant Funding Agreement* execution.

#### **Stream 2 – Event Sponsorship Package**

Up to \$20,000 for sponsorship packages to support smaller components of an event, such as named awards, prizes, workshops and panel discussions, for events that will be held within 24 months of award.

Note: The package must not include any products or services that may contribute to poor physical health or mental wellbeing of the community.

The Program will be open continuously, with applications accepted on an ongoing basis.

Applications will be assessed periodically, with timing based on factors such as the number of applications received, event dates and/or if a strategic opportunity arises that requires urgent consideration.

Funding will be awarded through a 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:
  - have an active Australian Business Number (ABN)
  - hold, or be able to obtain, all necessary approvals, permits, licenses, insurances, and consents relevant to the event.
- 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 an employee<sup>1</sup> of the Responsible Entity or Director of the company that is the Responsible Entity for the period of the Activity

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<sup>1</sup> Refer to the Australian Taxation Office [Difference between employees and independent contractors](#)

- have no overdue reports for any grant funding program administered by OMRI (including FHRI Fund programs) from any year (excludes authorised extensions).
- The Responsible Entity or 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 Responsible Entity, i.e. the Responsible Entity must have other external sources of income/funding.
- 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.
- A Responsible Entity and/or 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 being undertaken
  - the event topic is unrelated to health and medical research and/or innovation
  - it includes any incomplete, false or misleading information.
- 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

Funding amounts are available to successful applicants to finance an Activity as follows:

- up to \$150,000 ex GST for Stream 1 - Event Funding Support
- up to \$20,000 ex GST for Stream 2 - Event Sponsorship Package.

The maximum time period in which the approved event must occur is 48 months for Stream 1 and 24 months for Stream 2, from the date of execution of the *Grant Funding Agreement*.

Stream 1 funding will be in accordance with the following:

- Non-salary costs:
  - may include event-specific costs, such as speaker fees and associated travel and accommodation costs, venue hire, audio visual services, promotion (such as marketing and web content/modules), facilitator costs, conference management fees, technology fees, transportation, insurance and other event-specific operational costs as required
  - cannot include other travel unless strongly justified as being essential to the undertaking of the Activity and must occur during the Activity timeframe
  - cannot include equipment and specialised computing requirements unless strongly justified as being essential to the undertaking of the Activity
  - cannot include personal computers/devices and IT equipment, related peripherals or software for communicating, writing and undertaking simple analyses
  - may include catering for the event, excluding alcohol

- cannot include excursions or recreational activity located outside of the event venue
- cannot include sponsorship items covered under Stream 2 funding.
- 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.
- If your application is successful, we may ask you to verify the Activity budget that you provided in your application when we negotiate your *Grant Funding Agreement*. You may need to provide evidence such as quotes for major costs.
- A separate cost centre or account must be created for the Activity to easily track costs and facilitate financial reporting.

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.

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

## 6. Application instructions

The instructions below must be followed when making a submission:

- The Application Form available from the [FHRI Fund website](#) must be submitted as early as possible prior to the nominated event, but no later than 3 months before the event.
- 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](mailto:DOH.OMRI@health.wa.gov.au) as a **single** Adobe Acrobat PDF or Microsoft Word file, not exceeding 5 MBs, including the CV. The application document and email subject line must be titled as follows:  
Activity Lead SURNAME, First name – ShowcaseWA  
e.g. SMITH, Alex – ShowcaseWA
- Applications must be complete and include requested certifications.
- 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 submission.

Queries regarding the application process should be directed by email to [DOH.OMRI@health.wa.gov.au](mailto:DOH.OMRI@health.wa.gov.au) with the subject line beginning with 'Query – ShowcaseWA'.

## 7. Selection process

### **Assessment process**

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

The review panels will include experienced cross-government public service officers and business events experts.

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

The assessment process is described below:

### Assessment Criteria

Applications for both streams will be assessed against the criteria and % weightings set out in the table below. Criteria are common across both streams except where indicated as 'STREAM 1 ONLY' or 'STREAM 2 ONLY'.

Assessment Criteria	S1%	S2%
<p><b>Significance of the event</b></p> <ul style="list-style-type: none"> <li>The national and international significance of the event.</li> <li>The intended promotion to attract a national and international audience.</li> <li>The relevance of the event to WA's health and medical research and innovation sector.</li> <li>The number of anticipated registrations across stakeholder groups (e.g. researchers, innovators, clinicians, industry, consumers).</li> <li>Relevance and eminence of speakers and special guests (if known).</li> <li>Extent to which the event addresses a current issue or unmet need in health and medical research or innovation.</li> <li>The competitive landscape and competitive advantage of this event relative to other similar events in the field.</li> <li>The importance of the event topic to the health and wellbeing of Western Australians.</li> </ul>	25	30
<p><b>Value proposition</b></p> <ul style="list-style-type: none"> <li>Degree of relevance to the current <a href="#">Future Health Research and Innovation Fund Strategy</a>, including the themes and priorities.</li> <li>Degree of alignment with the <a href="#">WA Health and Medical Research Strategy 2023-2033</a>.</li> <li><b>STREAM 1 ONLY</b> – The contribution the grant funding will make towards establishing a new event, bringing an international event to Australia for the first time, or increasing the national and international reach of a previously run event in Australia.</li> <li><b>STREAM 2 ONLY</b> – Sponsorship rights that will be offered to the WA State Government at the event with regards to participation and promotion including branding, speaking opportunity, physical presence, delegate engagement and/or other benefits.</li> </ul>	15	45
<p><b>Event plan [STREAM 1 ONLY]</b></p> <ul style="list-style-type: none"> <li>The proposed venue is appropriate for the event.</li> <li>How engagement with stakeholders that could include but is not limited to researchers, innovators, clinicians, industry and/or consumers/carers with 'lived experience' has influenced the design of the event.</li> <li>The achievability of the proposed milestones and timeframe.</li> <li>The budget is justified for the budget items.</li> </ul>	20	NA
<p><b>Capacity, capability and resources</b></p> <ul style="list-style-type: none"> <li>Responsible Entity has the governance, systems and expertise necessary to support the event.</li> <li>Activity Lead has the expertise necessary to lead the event.</li> <li>Partners and collaborators involved in hosting the event are capable, experienced and appropriate.</li> <li>Access to existing and potential other funding sources (internal or external) that will complement the funding requested for this Activity.</li> </ul>	20	10
<b>Anticipated benefits</b>	20	15

<ul style="list-style-type: none"> <li>• How the event will showcase the WA health research and innovation sector nationally and internationally.</li> <li>• The anticipated opportunities the event will create for WA-based health and medical researchers and innovators (e.g. networking, collaboration, funding/investment opportunities).</li> <li>• Proposed approach for encouraging and supporting the attendance and participation of early and mid-career researchers and innovators.</li> </ul>		
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### **Selection of recipients**

Based on the assessments and recommendations of the review panel(s), 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.

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](#).

## **9. Contractual arrangements**

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 (Us) and the Responsible Entity (You).

While finalising the *Grant Funding Agreement*, OMRI may ask for further information and verification to confirm compliance with Section 4. Eligibility and Section 5. Program funding.

The Responsible Entity must ensure that appropriate agreements are in place with the Activity Lead 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* cannot be agreed between the parties.

### **Insurance**

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

- Public Liability (mandatory for all grants)
- Professional Indemnity
- 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 is paying salaries, noting this includes payments to working Directors)

- Product Liability (mandatory if the Responsible Entity manufactures, supplies, sells, services or repairs a product)
- Motor Vehicle if the Responsible Entity owns vehicles
- 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 is required for the Activity.

The Responsible Entity is responsible for ensuring participating entities have appropriate insurance.

### **Requests for variation**

Requests for variations to the *Grant Funding Agreement*, such as Activity description, Activity Lead or 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.

## **10. Funding conditions**

### **Payment instalments**

Funding will be provided in instalments\* to the 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 provision of satisfactory *Progress Reports*.

\* *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.*

### **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.

### **Additional funding sources**

Additional sources of funding are permitted, and encouraged, provided the additional funding supports activities that complement, but do not duplicate, the Activity for which grant funding under this Program is awarded.

### **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 Responsible Entity or OMRI that the Activity is no longer viable
- duplicate funding for the Activity is obtained from another source, noting the date funds revert to, or are recoverable from, would be the date you are notified by the funding source

- funds are used for purposes other than those for which they were awarded
- necessary approvals, permits, licenses, insurances and consents relevant to the event were not obtained prior to holding the event
- funds are not fully expended at the Activity end date (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, which includes Intellectual Property ownership, where appropriate
- 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 Activity Reports* may be required as stipulated in the *Grant Funding Agreement*.

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

OMRI reserves the right to suspend or withdraw funding where insufficient progress has been made or where it has been determined that the Activity is no longer viable.

### ***Final Activity Report***

A *Final Activity Report* detailing the Activity and outcomes must be submitted to OMRI at the conclusion of the Activity. Failure to submit the *Final Activity Report* at this time may render the Activity Lead ineligible for further funding from the FHRI Fund and OMRI until the *Final Activity Report* is received.

### ***Financial Report***

A *Financial Report* outlining the expenditure of funds may be required as part of a *Progress Report* and must be submitted to OMRI at the conclusion of the Activity, unless otherwise specified in the *Grant Funding Agreement*.

*Financial Reports* must be certified by an authorised finance officer (or equivalent) of the Responsible Entity.

OMRI reserves the right to request a *Financial Report* 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, and any other additional means

specified in the *Grant Funding Agreement*. A copy of any published material or media must be provided to Us.

### **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, unless already publicly known. 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 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, Infrastructure, Medical Research, and Innovation ([ODDG.IMRI@health.wa.gov.au](mailto:ODDG.IMRI@health.wa.gov.au)).



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