



Government of **Western Australia**
Department of **Health**

Research Institute Support 2022

Guidelines and Conditions

**Application Period Closes:
1:00pm (AWST), Monday 28 February 2022**

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1. Introduction

The [Research Institute Support](#) (RIS) program is funded by the Western Australian (WA) Department of Health (Department of Health).

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

2. Purpose

The RIS program provides indirect research cost funding to eligible Medical Research Institutes (MRIs) in WA based on success in national and international competitive grant schemes.

Indirect costs of research refer to the resources essential for supporting high-quality research, where these resources are not directly funded by research grants. Examples are shared laboratory supplies and equipment, occupancy costs, equipment and facilities maintenance, IT & data management and support staff.

The Department of Health recognises that for WA MRIs to be competitive, they must be able to cover the full costs – both direct and indirect – of conducting health and medical research.

The RIS program aims to:

- promote excellence in health and medical research within WA MRIs
- increase the capacity of WA MRIs 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

\$6.5 million has been allocated to RIS to provide support for WA MRI indirect research costs in the 2022 calendar year.

Funding will be awarded to eligible MRIs based on demonstrated excellence over the three calendar years 2018-2020, as measured by eligible research grant income.

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

Recipients will be required to report on expenditure to ensure funds are used for eligible purposes only.

4. Eligibility

Eligibility criteria

To be eligible for this program the MRI must meet all the following criteria:

1. The entity is a legally established research institution with an ABN.
2. The entity is established principally for the conduct of health and/or medical research.
3. The entity operates as a separate research institution or organisation, with a name distinct from that of any host institution.
4. The entity owns or has secure tenancy arrangements for the premises in which the MRI's research is conducted.
5. The entity is formally affiliated with a major teaching hospital and/or university through research and/or teaching and/or health practice.
6. The entity has its own Board of Management on which no affiliated hospital, university or any other identifiable group or organisation has a majority representation.
7. The entity employs a Scientific Director (or equivalent) who has been a consistent (not one-off) recipient of competitive peer-reviewed research grants.
8. The entity employs at least 20 research staff under the leadership of the Scientific Director (or equivalent).
9. The entity has an appropriate accounting body to manage the MRI's 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.
10. The entity is not eligible to receive indirect research cost funding directly from the Australian Government Department of Education and Training.
11. The entity must have received [eligible research grant income](#) totalling at least \$1,000,000 per annum (based on an average over the three years 2018-2020).

Applications must be submitted in accordance with Section 6 [Application Instructions](#).

RIO reserves the right to request further information and make final decisions on the eligibility of applicants.

Eligible research grant income

For the purposes of this program the following criteria apply:

- The grant income must be (refer to [Eligible research grant income definitions](#)):
 - for health and/or medical research
 - provided on a nationally or internationally competitive basis
 - provided via a scheme that is nationally or internationally advertised and available to all potential applicants
 - provided via a scheme that has a well-defined mechanism for competition and selection by a qualified panel
 - received by the MRI in the calendar years 2018-2020 and has been, or will be, directly expended through that MRI on the relevant research.

Note: The MRI may receive the income directly from a funding source or via another WA, national or international institution. Where the funds are not provided to the MRI directly, the arrangements between the MRI and collaborating institutions must be made clear in either the original application or in the agreement between the funding body and the research institutions (such income would be considered to be shared income).

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

Eligible research 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.

Nationally/internationally competitive

Every application submitted for funding in a selection process must be assessed and rated against all other applications submitted in that selection process. Projects funded as a result of a direct approach from a funding body would not be considered as competitive.

Nationally/internationally advertised

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

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 submit an application.

Scheme

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

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.

Selection by a qualified panel

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.

5. Program funding

Each eligible MRI will receive a grant amount which is a proportional share of the funding allocation based on their total [eligible research grant income](#) compared to the total eligible research grant income claimed by all eligible MRIs.

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

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

Funding must be expended on indirect research costs as per Section 9 [Expenditure conditions](#).

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 [RIS website](#) must be utilised.
- The Application Form must be typed in Arial font 11 point or larger.
- Electronic signatures are acceptable. The onus is on the applicant to ensure approval to use an electronic signature has been obtained.
- The application is to be emailed to RIO.DOH@health.wa.gov.au as a **single** Adobe Acrobat PDF file, not exceeding 2MBs (including required attachments). The RIS 2022 Grant Income Spreadsheet should be provided separately as an excel file attachment. The application email subject line should be titled as follows:
MRI Name – RIS 2022
- Applications must be complete, include requested certifications and submitted by the closing date/time.

Acknowledgment of receipt of application will be provided via email to the applicant within five working days of the closing date.

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

7. Contractual arrangements

Grant Funding Agreement

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 and the MRI.

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

Insurance

The MRI will be required to demonstrate appropriate levels of insurance as a condition of the Grant Funding Agreement.

Requests for variation

Approval for variations to the Grant Funding Agreement 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.

8. Funding Conditions

Payment instalments

Grants will be provided in a single instalment to eligible MRIs subject to execution of a Grant Funding Agreement.

Termination of funds

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

- 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 spent at the conclusion of the grant (including any extensions approved by RIO)
- the recipient(s) of funding is found to have provided dishonest or false information.

9. Expenditure conditions

RIS funds must be spent on indirect costs of research. Examples of eligible expenditure items include:

- animal holding and breeding facilities
- common services – telephone, fax, copying, postage, stationery, printing, computer network, accounts system
- computers
- provisional patents
- research equipment
- salaries of research support and administrative support staff (including salary on-costs¹) to provide general support for activity in a given area, rather than to work for a specific research project
- travel costs not directly related to individual research projects
- vehicle running costs
- cleaning and maintenance
- lighting and power
- minor capital works
- rates and charges
- research library
- workshop.

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.

10. Reporting

The MRI will be responsible for meeting reporting requirements.

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

Final Report

A Final Report detailing the outcomes of the funding is to be submitted to RIO at the completion of the funding period. This report should demonstrate how the funding has

¹ Salary on-costs include payroll tax, superannuation, leave loading, workers' compensation and insurance payments.

contributed to the aims and intended outcomes of the RIS program (as provided in Section 2 [Purpose](#)).

Financial Acquittal Statement

The MRI is required to submit to RIO a financial acquittal statement of expenditure, certified by an authorised finance officer, at the conclusion of the funding period.

RIO reserves the right to request interim acquittal statements 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 MRI and no claim may be made against the Department of Health.

11. Acknowledgements

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

Acknowledgment of Department of Health support should be made as opportunities arise in publications, conference presentations, public discussion, press statements etc, as appropriate. The preferred citation is: "This work is/has been supported by the Western Australian Department of Health".

12. Complaints

Applicants who feel that their interests have been adversely affected by an action taken by RIO in administering a funding round 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:

Executive Director, Clinical Leadership and Reform
CLR.CED@health.wa.gov.au

13. Confidentiality

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

All other information provided in applications and reports will be maintained confidentially by RIO. If requests are received by RIO to make public any aspect of the application, other than the plain language summaries, the authorisation of the MRI will be sought.

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

14. Publications

Funding recipients are requested to forward copies of publications resulting from the funded activity to RIO. In order to maximise knowledge exchange, funding recipients are asked to comply with the NHMRC's 'Publication and dissemination of research: a guide

supporting the Australian Code for the Responsible Conduct of Research', which can be downloaded from the [Australian Code for the Responsible Conduct of Research](#) page' .

15. Evaluation

RIO will evaluate the RIS program and funding recipients will be required to contribute to this.



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

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