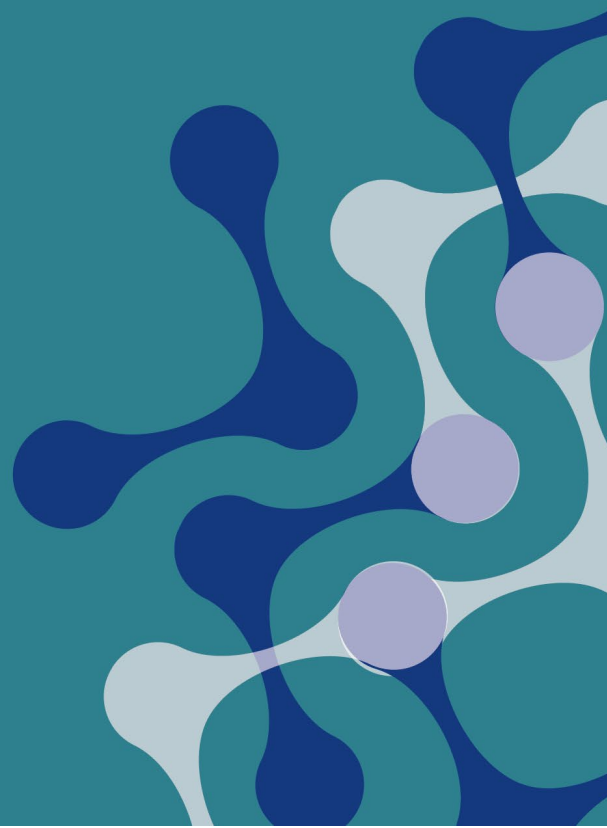


Office for Health and Medical Research

# NSW Health and Medical Research Sponsorship Program

Program Guidelines

2023



NSW Health

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St Leonards NSW 2065

 @medicalresearchNSW

[www.medicalresearch.nsw.gov.au](http://www.medicalresearch.nsw.gov.au)

[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

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SHPN: (OHMR) 231001

## Program Overview

Under the NSW Health Future Health Strategic Framework 2022-2032, NSW Health is committed to advancing and translating research and innovation with institutions, industry partners and patients, and to equip people with the skills and capabilities needed to be an agile and responsive workforce. The NSW Health and Medical Research Sponsorship Program (Program) aligns with these commitments and aims to support groups to meet in NSW to exchange ideas, knowledge and expertise, create strategic partnerships, and contribute to the health and medical research sector.

The Program supports medical research institutes, peak and professional bodies, and not-for-profit organisations. Through the Program, NSW Health offers sponsorship support for health and medical research events held in NSW that promote the NSW health and medical research sector.

Funding is provided on an open competitive basis. The Program is administered in accordance with the NSW Grants Administration Guide.

The Program is reserved for events and does not support ongoing projects or research.

The number of Program rounds per year and the total funding amount available per round are determined by NSW Health.

### Objective

The Program is funded by NSW Health and administered by the Office for Health and Medical Research (OHMR).

The Program supports health and medical research conferences, forums, workshops, award dinners, and funding for elite speakers from overseas, for events to be held in NSW taking place in 2024.

Intended Program outcomes are to:

- grow and promote the health and medical research environment in NSW
- build research workforce capacity and capability
- encourage and improve research collaboration in the sector.

### Applicant responsibilities

The Program Guidelines (the Guidelines) contain information about the Program, eligibility, and how to make an application.

Applicants must read these Guidelines before applying for a grant.

This document sets out:

- the purpose of the Program
- the eligibility criteria
- the assessment criteria
- how applications are assessed
- how recipients will be monitored and evaluated
- responsibilities and expectations in relation to the Program.

### Program funding

Funding will take the form of a cash contribution following the execution of an agreement between the applicant and NSW Health.

Funds can be expended on any aspect of event organisation occurring in NSW.

Successful applicants will be awarded funds from a maximum pool of \$100,000 (excluding GST) with the final amount decided at NSW Health's discretion. Each successful applicant can apply for and receive up to \$10,000 (excluding GST) at the discretion of the Review Panel.

The amount of funding awarded to successful applicants will depend on the overall quantity and quality of applications received.

Applicants are required to provide a financial acquittal with a final report following the event, demonstrating that grant funds were used in accordance with program guidelines.

## Eligibility Criteria

Applications that do not meet all the eligibility criteria will not be considered.

### Who is eligible to apply?

#### Event aims

- The event must seek to support and benefit the NSW health and medical research sector by:
  - promoting the research environment in NSW
  - building research capability
  - encouraging networking and collaboration in the health and medical research sector, including across researchers, industry, patient and consumer advocacy groups, and government, and/or
  - facilitating statewide engagement, and national and/or international engagement where possible.

#### Application Host/Organisation

- The applicant or host organisation must have an office in NSW and be a:
  - non-profit organisation as defined under the Federal Corporations Act 2001 as applied in NSW OR a national non-profit organisation planning an event in NSW, or
  - professional/peak body, or
  - independent medical research institute funded by OHMR through the Medical Research Support Program.
- Universities and existing NSW Health entities\* may be part of an application submitted by a primary host organisation that satisfies the criteria above. The relevant university or entity must be listed as a collaborator in the application.

\*Note: The Government Sector Finance Act 2018 defines NSW Health entities to include<sup>1</sup>

- a) a statutory health organisation within the meaning of the [Health Services Act 1997](#),
- b) the Health Administration Corporation incorporated by the [Health Administration Act 1982](#) and each of its controlled entities,

- c) the Cancer Institute (NSW) constituted by the [Cancer Institute \(NSW\) Act 2003](#),
  - d) the New South Wales Health Foundation constituted by the [Health Administration Act 1982](#),
  - e) the Albury Base Hospital (being a public hospital controlled by the Crown as referred to in section 15 (d) of the [Health Services Act 1997](#)), and
  - f) other entity (or entity of a kind) prescribed by the regulations as a NSW Health entity.
- The applicant/host organisation must demonstrate a significant collaborative relationship with partners listed in the application.

#### Existing financial support

- Applicants must not receive financial support for the event from another NSW Health entity. Note that events with financial support from other Government agencies are eligible to apply.

#### Eligible locations and mode of delivery

- The event must be held in NSW.
- The event may be held either face to face, virtually, or in a hybrid (combination of virtual and face to face) format.

#### Event timing

- The event must be held within 12 months of receiving funding.

#### Eligible activities

- Activities covered by a sponsorship grant can include (but are not limited to):
  - international and interstate speaker costs (airfares and accommodation)
  - awards
  - audio visual services including filming of events
  - promotion (marketing/advertising, booklet/publication and web content/modules)
  - venue hire

1. Government Sector Finance Act 2018 (Cwlth) s1

- catering
- facilitator costs and conference management fees
- technology fees
- transportation
- insurance.
- If successful, the applicant may be asked to verify the project cost and request evidence of costs (such as supplier contracts, quotes and invoices). Value for money must be demonstrated by ensuring event costs are reasonable and reflect market rates. NSW Health will make the final decision on whether a claimed cost is eligible or reasonable (and only pay the reasonable amount).

### Who is not eligible to apply?

Applicants are not eligible to apply for the Program if they are:

- insolvent
- an individual
- an unincorporated association
- a Commonwealth, state, territory, or local government agency or body.

NSW Health, at its sole discretion, may decide that an application is ineligible for funding. This may include any person or business activity that poses a reputational and/or other risk to NSW Government.

Where an application is identified as not meeting the above eligibility criteria, the application may be set aside from further consideration at the absolute discretion of NSW Health. NSW Health may also seek clarification from any applicant in relation to its application, including seeking further information on the eligibility or assessment criteria.

### Assessment Criteria

The Review Panel will assess eligible applications and make recommendations for funding against the following weighted criteria. Applicants must address each criterion in their application.

Applicants must attach a list of confirmed and potential keynote speakers and a draft copy of the agenda or program to their application.

#### Achievement of Program aims (20%)

- Applicants must:

- demonstrate how the primary purpose of the event will promote and support the health and medical research environment in NSW
- describe how the event will benefit the NSW community and economy including its need, relevance and impact on building research capability in NSW, and
- describe the state, national and international reach of the event in terms of the number and spread of delegates, including how it will attract investment and interest to NSW (please note the reach must be beyond one research institute or organisation).

#### Alignment with NSW priorities (20%)

- Applicants must demonstrate how the event aligns with one or more health and medical research priorities outlined in NSW Health published strategy, including but not limited to 'Future Health: Guiding the next decade of health care in NSW 2022-2032' [\[link\]](#) and strategies outlined on NSW Health's health and medical research website [\[link\]](#).

#### Access and inclusion (20%)

- Applicants must demonstrate how they have considered and will implement options to encourage equity of access and inclusion at the event for attendees and speakers from diverse groups, including but not limited to: rural, regional and remote; gender; disability; Indigenous status; culturally and linguistically diverse communities; career stage. Factors considered may include cost, mode, location, program/speaker focus, etc.

#### Collaboration with the sector (20%)

- Applicants must:
  - demonstrate evidence of significant collaborative relationships with other partners listed in the application (e.g., include minutes of the first meeting of the partnership)
  - describe how the organisers will collaborate more broadly with the sector to deliver the event.

#### Funding need (20%)

- NSW Health promotes equitable access to sponsorship opportunities for small and

emerging organisations. Where two applications successfully meet all other selection criteria, applicants that have not received previous sponsorship through the Program will be prioritised.

- Applicants must demonstrate the need for funding through a total budget breakdown including other sources of sponsorship. This includes providing a draft budget that outlines:
  - all other committed funding, including source
  - income from expected registrations and sponsorship
  - priority areas for which funding is required if the full budget is not supported.
- Applicants must advise if and when they have received a previous grant through the Program. If a grant was received, the applicant must explain the previously sponsored event's key achievements and outcomes.

## Assessment Terms

Applications are screened in line with eligibility criteria and are put forward to the Review Panel for assessment against the Assessment criteria set out in these Program guidelines. The Review Panel assesses each application on a case-by-case basis and puts forward recommendations for grant allocation to NSW Health. The Executive Director, OHMR will consider the recommendations before making a final decision regarding the funding allocation amount and successful applicants.

The membership of the Review Panel remains at the discretion of OHMR. The Review Panel may consult external subject matter experts as required. The decisions of the Review Panel are governed by the Assessment Terms in these Guidelines.

Where appropriate, the Review Panel may consider the following in their recommendations:

- The requested funding amount in relation to the size of the event
- Whether the applicant has access to other avenues available to raise capital which may assist with the delivery of the event
- The total funding available in the Program round

The amount of funding allocated to each successful applicant remains the decision of the Executive Director, OHMR.

## Terms for successful applicants

### Reporting

- Successful applicants must submit a Progress Report to OHMR two months prior to the event. OHMR will provide a report template, and will ask the applicant to report on:
  - the number of registrations
  - keynote speakers confirmed
  - the event program
  - strategies and activities to ensure equity of access and inclusion
  - additional sources of income/funding
  - an updated budget breakdown
  - a brief communications plan that outlines where NSW Health sponsorship will be displayed, including timeframes for review of collateral.
- Successful applicants must submit Final Report to OHMR within four weeks after the event. The applicant must complete the relevant sections of the report and attach supporting documents to support:
  - major event outcomes
  - attendee feedback
  - key learnings
  - Financial Acquittal breakdown
  - media Profile.

### NSW Health Acknowledgement

- Applicants must demonstrate options available for showcasing and promoting NSW Health and OHMR objectives and role, as a sponsor, in the lead up to, during, and/or after the event. This may include but is not limited to options such as speaker or introduction spots at events, logos on event collateral, banner displays, acknowledgement of sponsorship on event social media, complimentary tickets for NSW Health staff, or other presence at the event.
- NSW Health sponsorship must be acknowledged in all publicity and in the program for the event and any proceedings or publications resulting from the event. All acknowledgements and use of logos must be provided to OHMR for approval prior to publishing to ensure guidelines are met.

- Copies of proceedings or publications resulting from the event may be requested by NSW Health following the event.

### Repayment of Funding

- Funds must be used within 12 months of receiving funding. In the occasion that an event or conference is cancelled, the funds must be returned to NSW Health
- Applicants that receive financial support for the event from another NSW Health entity after the application closing date for the Program must relinquish this funding or repay any funding received through the Program.

### Adherence to Public Health Orders

- The event must be in line with the current Public Health Orders and any guidance provided by NSW Health. Please ensure you are following the latest guidelines. At the request of OHMR, the applicant may be asked to detail how the event will be held in accordance with any changes made to the Public Health Orders (social distancing, venue capacity etc).

## Application Process

NSW Health and Medical Research application form is available at: [medicalresearch.nsw.gov.au](https://www.health.nsw.gov.au/medicalresearch).

Applications are due by **11:59pm AEDT Friday 16 February 2024**.

Activity	Timeframe
Applications Open	8 January 2024
Applications Close	11:59pm AEDT Friday 16 February 2024
Notification of Outcome	latest 15 March 2024
Allocation of Funds	March/April 2024
Earliest Start date of the conference	18 March 2024
End date of the conference	14 February 2025

All applications must be submitted electronically through the REDCap online application platform.

The application must be completed in its entirety to be eligible for consideration. Any confidential information should be clearly marked. The

application must be signed by at least one of the event organisers.

All eligible applications will be assessed on merit against the assessment criteria. However, NSW Health at its discretion may choose not to award or recommend funding to applicants under the Program.

Applications received after the closing date will not be considered. Any late applications received will need to apply in the sponsorship round following the closing date.

If the applicant finds an error after submitting the application, they should contact OHMR immediately at [MOH-OHMRGrants@health.nsw.gov.au](mailto:MOH-OHMRGrants@health.nsw.gov.au). OHMR is not obligated to accept any additional information and does not request applicants to correct applications after the closing date. Applications cannot be changed after the closing date and time.

Applications will be considered in a two-stage process. NSW Health may request additional information from an applicant in relation to the eligibility and assessment criteria at any point during the assessment process. Where NSW Health considered an application is unsuitable or unsatisfactory against any criteria, the application may be excluded from further evaluation.

## Assessment

### Eligibility check

OHMR will conduct an initial eligibility check for all applications in line with the eligibility criteria in these guidelines. Applications which meet the eligibility criteria will progress to the Review Panel for assessment.

### Review Panel assessment

The Review Panel will assess each eligible application on a case-by-case basis against the assessment criteria and will put forward recommendations to the Chair of the Review Panel. Applications will be compared to other eligible applications before a decision is made about which applicants should be awarded a grant. The decision to recommend that an applicant receive a smaller amount of funding than indicated in their application remains at the sole discretion of the Review Panel.

Review Panel members assess all eligible applications unless they have declared a conflict of interest for a certain application(s).

Review Panel members individually assess all eligible applications against each criterion set out in these Guidelines. Assessment criteria are equally weighted.

When making recommendations, the Review Panel may take the following into consideration:

- the total funding available for the Program round
- the assessment criteria
- the requested amount against the scope of the project
- whether a smaller amount could pose significant risks to the success of the event
- whether applicants have sufficient or other resources or avenues to raise funds other than this grant that could assist with the event's success
- whether a smaller amount will impact achieving the overall aim of the Program.

## Approval

The Review Panel will agree on the ranking of eligible applications and will put forward a recommendation on the suitability of each proposal for funding to the Executive Director, OHMR.

The Executive Director, OHMR will consider the recommendations from the Review Panel and will make a final decision on whether to support events and the funding amount allocated to each successful applicant.

## Notification

OHMR will advise each applicant of the outcome of their application via email and/or letter in March 2024.

Successful applicants will be notified and advised on specific conditions of the grant opportunity.

Unsuccessful applicants will be notified and will be offered feedback if requested. If unsuccessful, applicants may submit a new application in a future Program round and should include information that addresses feedback received on the previous application.

NSW Health may request that conditions of the grant opportunity be kept confidential prior to the execution of the funding agreement and announcement being made by OHMR in relation to the Program and the grant.

## Funding Agreements

Successful applicants will be contacted to execute a standard, non-negotiable funding agreement.

The agreement will specify obligations in line with the terms outlined in these Guidelines.

Funding agreements must be signed by at least one authorised representative from each organisation listed in the application. At least one organisation must be responsible for the event.

While the event must take place within 12 months of the Program round, funds will be allocated to the Grantee by 30 June 2024.

If a Grantee becomes aware of a breach of terms and conditions specified under the funding agreement, they must contact OHMR immediately. After the funding agreement has been executed, the terms of the agreement remain in place should NSW Health choose to cancel or amend the Program.

## Enquiries

For all enquiries related to the NSW Health and Medical Research Sponsorship Program, please contact OHMR at [MOH-OHMRGrants@health.nsw.gov.au](mailto:MOH-OHMRGrants@health.nsw.gov.au).

## Probity

OHMR will ensure the application and selection process is transparent and fair, in line with the published guidelines. If an applicant wishes to discuss the outcome of their application, they may submit a request for feedback to [MOH-OHMRGrants@health.nsw.gov.au](mailto:MOH-OHMRGrants@health.nsw.gov.au).

## Privacy and Confidentiality

NSW Health will treat all personal information in line with the [NSW Health Privacy Management Plan](#). Applicant and recipient personal information can only be disclosed for the primary purpose for which it was collected unless an exemption applies.

OHMR may share or disclose information about applicants and recipients for reporting purposes, administration, research, or service delivery with other NSW Government entities.

NSW Health will treat any information related to the applicant in line with the Privacy and Personal Information Protection Act 1998 (NSW). As part of the application, the applicant and any officers, employees, agents or subcontractors that are



engaged with the event/conference must declare their ability to comply with the Act.

NSW Health may request at any time that employees, agents, or subcontractors engaged with the event provide a written undertaking relating to non-disclosure of confidential information in a form provided by NSW Health.

NSW Health will treat any information related to an applicant's application or funding agreement as confidential should it meet all the conditions below:

- the information has been indicated as confidential and should be treated as such
- the information is commercially sensitive
- the information may cause unreasonable harm to the applicant or someone else.

The following instances will not indicate a breach of confidentiality if information is disclosed to:

- the Review Panel or any other NSW Government employees and contractors for the purposes of Program administration and assessment
- OHMR employees and contractors who may research, assess, monitor and analyse the Program and its associated activities
- NSW Government employee and contractors from other departments or agencies who may conduct activities related to government administration, research or service delivery
- any other Commonwealth, State, Territory or local government agencies who may form part of program reports and consultation
- the Auditor-General, Ombudsman or Privacy Commissioner
- a House or a Committee of the NSW Parliament.

## Evaluation statement

OHMR will periodically assess the Program to ensure it is meeting its objectives. NSW Health may contact funding recipients to supply additional information for up to three years following receipt of the grant.

OHMR reserves the right to undertake an audit of the Program at the request of the NSW Audit Office. The constituents of any funding agreement may be tracked and reported.

## Acknowledgement

Funding recipients should acknowledge any financial support offered by NSW Government in line with the Funding Acknowledgement Guidelines for Recipients of NSW Government Rebates.

For more information, please see the guidelines [here](#).