

2022

HEALTH+MEDICAL RESEARCH

—
Sponsorship Program

Guidelines



NSW Health

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St Leonards NSW 2065

(02) 9391 9228

www.health.nsw.gov.au

www.medicalresearch.nsw.gov.au

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Further copies of this document can be downloaded from the NSW Health and Medical Research Sponsorship Program webpage:

<https://www.medicalresearch.nsw.gov.au/sponsorship/>

SHPN: (OHMR) 210214

Eligibility Criteria

1. The event must be held in NSW either face to face, virtually or a hybrid and seek to:
 - (a) promote the research environment in NSW
 - (b) build research capacity
 - (c) encourage collaboration in the health and medical research sector or
 - (d) facilitate international engagement.
2. The applicant or host organisation must have an office in NSW and be a:
 - (a) not for profit organisation
 - (b) non-government organisation
 - (c) professional/peak body or
 - (d) independent medical research institute funded by the Office for Health and Medical Research through the Medical Research Support Program.
3. Universities and NSW Health entities are not eligible to apply for sponsorship funding as a host organisation but can be listed as collaborators.
4. The event must be held within 12 months of receiving funding. If the event is cancelled due to the current COVID-19 pandemic the funds must be returned to NSW Health.
5. The applicant/host organisation must demonstrate a significant collaborative relationship with partners listed in the application.
6. 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: www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx
7. Depending if the event is virtual or face to face, activities for sponsorship can include:
 - (a) travel for international and interstate keynote speakers (if available)
 - (b) awards
 - (c) catering
 - (d) marketing, filming of events, booklet/publication and web content/modules
 - (e) venue hire
 - (f) facilitator costs.

8. Events with existing NSW Health financial support are not eligible but events with financial support from other Government agencies are eligible.

Selection Criteria

1. Has the applicant received OHMR Sponsorship Funding in the past? If yes, was the applicant compliant with reporting requirements post event? Explain what the key NSW achievements or outcomes were as a result of the event.
2. Demonstrate how the primary purpose of the event will promote and support the health and medical research environment in NSW.
3. Demonstrate how the event aligns with the health and medical research priorities. Priorities are outlined on the webpage: www.medicalresearch.nsw.gov.au/mission-strategy/
4. Describe how the event will benefit the NSW community and economy including its need, relevance and impact on building research capacity in NSW.
5. Describe the state, national and international reach of the event in terms of the number and spread of delegates. Noting this depends if the event is being held in person or virtually. Include how it will attract international investment and interest to NSW. Please note the reach must be beyond one research institute or organisation.
6. Demonstrate evidence of significant collaborative relationships with other partners listed in the application. Evidence can include minutes of the first meeting of the partnership.
7. Describe how the organisers will collaborate with the sector to deliver the event.
8. Demonstrate that the information resulting from the event will be widely disseminated and that NSW Health branding will be acknowledged.
9. A list of confirmed and potential keynote speakers must be provided, and a draft copy of the agenda or program attached.
10. Demonstrate the need for funding through a total budget breakdown including other sources of sponsorship. A draft budget must be provided and include:
 - all other committed external funding
 - income from expected registrations and sponsorship
 - priority areas for which funding is required if the full budget is not supported:

10. Detail how the event will be held in accordance with the current Public Health Orders (social distancing, venue capacity etc.):
www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx
11. If the event is being held face to face, please detail your COVID-19 Safety Plan. Guidelines can be found here: www.nsw.gov.au/covid-19/covid-safe-businesses#industries

Assessment Terms

Applications will be assessed on a case-by-case basis and against the eligibility and selection criteria by a Review Panel.

Events being held face to face which do not meet the current social distancing guidelines will not be funded.

Sponsorship Terms

1. The event must be held in accordance with the current NSW Government Public Health Orders.
2. In the occasion that an event or conference is cancelled the funds must be returned to NSW Health. This includes if an event is cancelled due the current COVID-19 pandemic.
3. A report providing feedback of the event must be provided to the Office for Health and Medical Research within four (4) weeks after the event. This must include immediate and significant outcomes.
4. NSW Health sponsorship must be acknowledged in all publicity and in the program for the meeting and any proceedings or publications resulting from the meeting.
5. Where relevant and appropriate, NSW Health may request further engagement with keynote speakers.
6. Applicants that receive financial support for the event from another NSW Health Government entity after the application closing date for the NSW Health and Medical Sponsorship Program must relinquish this funding or repay any funding received through the Program.
7. Copies of proceedings or publications resulting from the event must be provided to NSW Health.