



J M O'Hara Research Fund Governance Framework

Contents

Introduction	2
Purpose	2
Key Principles.....	2
Objects of the J M O'Hara Research Fund:	2
JMOHRF governance structure decision-makers, advisers and operational support.....	3
The Board of the Pharmaceutical Society of Western Australia (PSWA).....	3
JMOHRF Advisory Committee	3
Membership	3
Conflict of Interests	4
Expert Advisers	4
J M O'Hara Research Fund Funding Principles.....	5
Research impact and review	5
Assessment Criteria	6
Grant Application and Review Process	6

Introduction

Purpose

The Governance Framework provides guidance in relation to key features of the J M O'Hara Research Fund (JMOHRF) that support its effective and responsible operation, and promotes accountability and transparency of decision-making.

The Governance Framework defines the roles and responsibilities of decision-makers and advisers. It sets out strategies that will guide how the JMOHRF supports research and innovation and describes its reporting requirements. The roles and responsibilities of decision-makers and advisers are designed to support the purpose of the Governance Framework, thereby promoting consistency in the structure and function of the Governance Framework's components over the long-term.

Key Principles

The key principles of the Governance Framework have been informed by the J M O'Hara Research Fund Deed and the J M O'Hara Research Fund Advisory Committee Terms of Reference.

These key principles are as follows:

- The roles and responsibilities of the decision-makers and advisers in the governance structure are clear and understood.
- A culture of responsible and ethical decision-making is promoted.
- Decision-making processes are transparent and explicitly deal with potential, perceived and actual conflicts of interest.
- Accountability is appropriately assigned and understood.
- Relevant risks are identified and managed.
- Processes and outcomes are subject to review and continuous improvement.

Objects of the J M O'Hara Research Fund:

1. To solicit and accept gifts, bequests, donations, endowments, annuities and any other singular or periodical grants of money or property of any kind to be applied as hereinafter provided.
2. To grant to pharmacists who are members of PSWA and resident in Western Australia, be they individual researchers or chief investigator of a joint project, financial or material assistance for the purpose of conducting approved research based in Western Australia in any branch of pharmaceutical sciences or in any aspect of the practice of pharmacy in the community or in hospitals or elsewhere.
3. To promote by way of financial or material assistance the practice of pharmacy and the study of pharmaceutical science.
4. To co-operate with any body in the encouragement and promotion of studies designed to improve the practice of pharmacy or knowledge of the pharmaceutical sciences.
5. To purchase or otherwise acquire and store any kind of resource material likely to be useful for the conduct of research into the science and the practice of pharmacy.
6. To do any other act calculated to promote the study of the science and the practice of pharmacy.

J M O'Hara Research Fund governance structure decision-makers, advisers and operational support

The JMOHRF governance structure contains the following decision-makers, advisers and operational support:

The Board of the Pharmaceutical Society of Western Australia (PSWA)

The JMOHRF shall be managed by the Board of PSWA (hereinafter referred to as the Board) which may delegate all or part of the administration of the JMOHRF to an Advisory Committee (hereinafter referred to as "the JMOHRF AC") especially appointed by the Board as an advisory committee for that purpose.

The Board is to appoint as members of the JMOHRF AC such persons it recognises as possessing skills and experience appropriate to the JMOHRF's objects and the Board is to appoint the JMOHRF AC Chair.

J M O'Hara Research Fund Advisory Committee

The purpose of the JMOHRF AC is to:

- To receive and assess applications for grants to fund pharmacy related research, study and practice initiatives.
- To recommend to the Board of the PSWA pharmacy related research, study and practice initiatives that warrant funding, including the amount of funding that should be provided, and prioritisation if the funding of multiple initiatives is recommended.
- To monitor the progress of initiatives funded by the JMOHRF, via the review and assessment of interim and final reports and papers produced by initiatives funded by the JMOHRF, and keep the Board informed of the progress of funded initiatives.
- To advise the Board on matters relevant to pharmacy related research and study that may further enhance the ability of the JMOHRF to achieve its objects.
- To consider the practical outcomes and application of research to contemporary expectations of Western Australian consumers.
- To seek expert advice where considered necessary, provided that any costs that will be incurred have first been approved by the Chair of the Board of the PSWA.
- To undertake any other task relevant to the objects of the JMOHRF that the Board asks it to perform.

Membership

The JMOHRF AC should be composed of individuals with a variety of skills and experiences including in fields such as research, innovation and pharmacy practice. This will ensure that the JMOHRF AC is well-positioned to make informed decisions and recommendations that are relevant to the needs of members and stakeholders.

The members of the JMOHRF AC are described below:

- **A consumer representative**
This person would have a deep understanding of the needs of consumers and communities; and would be able to help the JMOHRF AC ensure that its work is aligned with those needs.
- **A healthcare practice researcher**

This person would have a strong understanding of the latest research in healthcare and innovation; and would be able to identify areas where pharmacy practice can have a positive impact in healthcare.

- **An experienced pharmacy practice researcher based outside of WA.**

This person would bring a broader perspective to the JMOHRF AC; and would be able to help the JMOHRF AC ensure that its work is relevant to the wider pharmacy community.

- **An individual with innovation experience.**

This person would have an understanding of the process of innovation in health; and would help the JMOHRF AC identify new and emerging opportunities.

- **Three pharmacist members with experience in a variety of fields such as community, public health/hospital, rural or regional.**

These members would bring their own unique perspectives and experiences to the JMOHRF AC; and would help to ensure that the JMOHRF AC 's work is relevant to the needs of WA pharmacy and benefits the health of Western Australians.

In addition to these specific roles, the ideal JMOHRF AC would also be composed of individuals who are:

- Dedicated to the advancement of pharmacy.
- Committed to working collaboratively.
- Respectful of different perspectives.
- Willing to challenge the status quo.

Conflict of Interests

All JMOHRF AC members are required to disclose interests that are relevant to the function of the JMOHRF AC and have potential to be a conflict of interest to that function. Failure to disclose an interest prior to the relevant matter being considered by the JMOHRF AC may be grounds for the termination of appointment of a member. Processes for disclosing interests are described in the JMOHRF AC Terms of Reference.

Members of the JMOHRF AC are excluded from applying for JMOHRF grants.

Expert Advisers

Because of the high-level, strategic nature of the JMOHRF AC, a pool of expert research advisers/reviewers will be formed to provide advice about contemporary issues and opportunities, to contribute specialist knowledge, or to assist with peer review processes to select funding recipients as required.

All Expert Advisers to the JMOHRF AC are required to disclose interests that are relevant to the function of the JMOHRF AC and have potential to be a conflict of interest to that function.

Expert Advisers to the JMOHRF AC are excluded from applying for JMOHRF grants.

J M O'Hara Research Fund Funding Principles

The Funding Principles have been determined by the Board to guide how funding applications are assessed and to ensure there is a focus on achieving and measuring the practical benefits the JMOHRF is achieving. The Funding Principles are presented below.

1. **Open and Transparent**

Ensure that the application and review processes are open and transparent, widely advertised and accessible to all relevant applicants to be able to identify the highest quality ideas and projects.

2. **High-Quality**

Implement a competitive and merit-based application and review process, ensuring that the best quality applications are funded, and that funding is only awarded if high-quality proposals are received.

3. **Independent Review**

Implement independent expert peer review to secure the integrity of the review and assessment process.

4. **Partnerships and Collaboration**

Consider proposals that demonstrate partnerships (whether formal or informal) and working collaboratively with others to maximise impact, including incentivising co-investment from the academic, research, government, private and philanthropic sectors.

5. **Consumers and the Community**

Ensure that consumers and the community are considered at every stage of design and implementation of the funded research and innovation activities.

6. **Build Culture**

Strengthen the research and innovation culture in WA pharmacy by investing in researchers and innovators.

7. **Accelerate, Translate and Sustain**

Achieve impact through accelerating the development of innovative ideas into products or services enabling the translation of research into practice and policy. Consider the sustainability of the supported research including the likelihood of further development or funding to encourage future practice change. Long-term change may require a collaborative approach beyond an individual researcher or project.

8. **Equitable Outcomes**

Support equitable outcomes by considering the structures of bias, disadvantage and inequity in Australian society stemming from dimensions such as Aboriginal or Torres Strait Islander status, gender identity, career stage, race, ethnicity, language, religion and disability or a combination of all or any of these. Ensure that strategies to promote equity are considered, and incorporated where appropriate, into the design and implementation of funded research.

Research impact and review

The JMOHRF AC will review the impact of funded programs on a regular basis to maximise the benefits of the JMOHRF. In the context of research and innovation, 'impact' can be considered to occur when the research or innovation activity generates health, cultural, or economic benefits, including through contribution of new knowledge in regard to these

areas. However, measuring research impact in a meaningful way is challenging and reviews will consider various factors that contribute to impact in a contemporary context.

It is noted that some desirable impacts, such as better health, may take many years to reach a stage that can be measured quantitatively. Review includes measuring the following categories of impact, among others:

- Health care delivery outcomes (e.g., quality and efficiency measures).
- Long-term population behaviour outcomes (e.g., economic outcomes and behaviour changes).
- Policy outcomes (e.g., changes to policies, pathways and guidelines).
- Translational outcomes (e.g., public engagement, commercialisation and implementation of interventions).
- Academic outputs and outcomes (e.g., publications and new research funding).

Assessment Criteria

Applications will be assessed on the following criteria:

1. Background – the reason for undertaking the research.
2. Aim of the research.
3. Significance of the research to pharmacy practice or the health of Western Australians.
4. Soundness of the methodology.
5. Achievability of the outcome.
6. Potential to produce translational and sustainable results that may lead to advancements in pharmacy practice or benefit the health of Western Australians.
7. Capability and appropriateness of the research team to undertake the project.
8. Timeline, budget and justification.
9. The inclusion of consumers and/or community advisers in the project.

Grant Application and Review Process

1. Grant applications open for a two-month period. Members and stakeholders will be notified via email newsletter. The JMOHRF Grant Application form will be available via a link on the PSWA website.
2. Grant applications close two months after opening.
3. Grant applications sent to the JMOHRF AC with a JMOHRF Grant Application Review Form for initial assessment.
4. The JMOHRF Grant Application Review Form asks reviewers to provide comments and a ranking on the following:
 - Background
 - Aim
 - Significance to pharmacy practice
 - Methodology
 - Achievability of outcome
 - Potential to produce translational results
 - Capability of the research team
 - Budget, justification and timeline
 - Consumer and/or community involvement

5. JMOHRF AC meet to discuss applications received and identify applications that are suitable for funding.
6. Grant applications sent to external Expert Advisers with a JMOHRF Grant Application Review Form for independent assessment.
7. All feedback collated and an overall rank for each assessment criteria calculated.
8. JMOHRF AC meet to discuss applications and feedback received.
9. JMOHRF AC make funding recommendation to Board.
10. Board discusses JMOHRF AC recommendation and makes any decision to fund.
11. All applicants notified of outcome of application by Board and provided feedback from the JMOHRF AC.