



Entrepreneur in Residence

Applicant Information Pack

Applications must be submitted online via email with an attached approval by the prospective Resident Entrepreneur.

Incomplete applications will not be considered.

Introduction

The Department of Jobs, Tourism, Science, and Innovation (JTSI) will provide financial assistance to Western Australian organisations, to enable the access of an interstate or overseas entrepreneur or expert on a short-term basis, with an aim of enhancing WA's Health and Medical Life Sciences Industry.

Eligible organisations may submit an application to the Entrepreneur in Residence sponsorship scheme, which will be assessed against a number of criteria to ensure alignment with the objectives of the Health and Medical Life Sciences Industry Strategy.

Successful applicants will enter into a Sponsorship Agreement with JTSI and will be required to complete a survey upon completion of the residency, providing evidence of outcomes for participants and benefits to Western Australia.

Application enquiries can be submitted to lifesciences@jtsi.wa.gov.au.

Entrepreneur in Residence (EIR) scheme

EIR is a residency scheme that provides Western Australian Health and Medical Life Science organisations with funding assistance (where strategically aligned opportunities exist), to attract overseas or interstate entrepreneurs or experts for a time-limited residency role.

This scheme was developed in response to:

- Growing Western Australia's life science's skill set and knowledge through access to experts;
- Encouraging and incentivising people and companies to establish themselves in WA;
- Enhancing collaboration and communications between industry, entrepreneurs, and researchers, and
- Advertising and promoting the WA industry abroad to raise awareness of the WA ecosystem and career opportunities.

The selection of the EIR scheme will be based on meeting the eligibility and assessment criteria as outlined below. Applications are accepted at all times however, funds are limited. Applications must be submitted via email to lifesciences@jtsi.wa.gov.au to be considered.

Eligibility

The applying organisation must ensure the application meets the required eligibility checks and the information requirements (including observing formatting, readability, and word limit requirements). Joint applications are accepted and encouraged, provided a lead applicant is identified to oversee activities associated with the Resident Entrepreneur, their program, and the requirements of the agreement.

An application not complying with the requirements established in this EIR Applicant Information Pack, in the [EIR – Application Form](#), or in the [Resident Entrepreneur – Declaration and Statement of Endorsement Form](#) will be considered ineligible.

Ineligible

Applicants must not:

- be an individual, a sole business operator, government agency, university, medical research institute, or hospital; though applicants may partner with these organisations;
- be a board member or member of an advisory committee for the applying organisation;
- have employees, board members or advisory committee members that are related to, or have an existing business, social or personal relationship with, the prospective Resident Entrepreneur.

Additionally, the prospective Resident Entrepreneur must not:

- be a resident of Western Australia
- have received support previously through the EIR scheme.

Eligible costs

The Department will provide successful host organisations with a contribution of up to **\$10,000** for use towards travel and living expenses, as well as limited remuneration costs. The host organisation will provide the Resident Entrepreneur with in-kind access to staff, office requirements and cash resources (as needed), as agreed to prior to the application.

The Department recommends applications are developed as a joint body of work between the host organisation and the prospective Resident Entrepreneur. However, the primary applicant and the recipient of EIR funding will be the host organisation.

Once successful, a Resident Entrepreneur cannot receive EIR support again for the remainder of the EIR scheme period. Host organisations can apply once or multiple times across the scheme duration for other experts.

How to apply

Eligible applications will be evaluated against the following equally weighted assessment criteria:

1. Description of Project
2. Statement of Excellence
3. Statement of Impact
4. Budget

Detailed descriptions of these criteria can be found within the [EIR – Application Form](#).

Submission

The Applicant must ensure the application:

- answers to the Submission Check List, as listed in the [EIR – Application Form](#);

- provides responses to the criteria that are succinct, coherent, well-structured and written in plain English;
- answers to all requirements of the eligibility criteria;
- is current and reflects any changes to guidelines or assessment criteria;
- avoids repetition and asks someone to proof the application before submitting;
- avoids jargon and defines necessary technical language and abbreviations;
- supports claims with quantitative and qualitative evidence/data;
- adheres to word count and formatting requirements; and
- avoids including webpages and links to audio files as panellists may only review hard copies of application documents.

In the email application submission, a Declaration must be provided by the lead representative for the organisation stating the information supplied in the application:

- is true, accurate and not misleading to the best of their knowledge;
- has met the eligibility criteria;
- has included all submission requirements and appendices;
- permits the use of any materials submitted for the purposes of the selection process and that it may be used for promotional purposes.

The email submission must also include a signed [Resident Entrepreneur – Declaration and Statement of Endorsement Form](#), completed by the prospective Resident Entrepreneur, and attached as an appendix to the submission.

Decision-making process

Applications will be evaluated by an EIR panel. Evaluation of applications will be based on the application's alignment with the assessment criteria described in this Applicant Information Pack.

Successful applications will be selected based on the following parameters:

- the ability of the host organisation and prospective Resident Entrepreneur to manage and deliver the Program as outlined in the application;
- the expertise of the prospective Resident Entrepreneur, and the value they will bring to the host organisation and to WA more broadly;
- the appropriateness of the budget submitted and value for money for Government.

The panel reserves the right to request additional evidence to support claims against the assessment criteria to assist it in making a decision. The panel may also seek advice from individuals with expertise in the area under consideration, to assist with evaluation.

JTSI's recommendations are final. The deliberations of the panel and all related information and material will be kept strictly confidential, subject to the requirements of the Freedom of Information Act 1992 (below). The panel reserves the right not to recommend an applicant for funding.

Successful and unsuccessful applicants will be notified by email.

Freedom of information

Applicants are informed that the Department is subject to the Freedom of Information Act 1992, which provides a general right of access to records held by Western Australian State and Local Government agencies.

Further information on the operation of the Freedom of Information (FOI) Act can be obtained from the [Department of Jobs, Tourism, Science and Innovation](#) or by contacting the Department's FOI Coordinator at foi@jtsi.wa.gov.au.

Funding agreement

The Department of Jobs, Tourism, Science, and Innovation, on behalf of the State, will establish sponsorship agreements with successful applicants. Successful applicants will have 30 days in which to accept or decline a funding offer.

Funding is not recurrent and will be allocated on a one-off basis.

The Department may offer funding that is less than the amount requested, at its discretion, following its review and appraisal of the application.

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