

## NSLHD Innovation Program Checklist

Please ensure if your innovation application relates to, ***Procurement / Equipment, Renovation / Refurbishment, Information Communication Technology or Intellectual Property***, the appropriate consultation with NSLHD business areas has occurred.

If appropriate consultation has not occurred prior to submission, the NSLHD Innovation Committee may deem your application incomplete.

### **Procurement / Equipment:**

Quotations for goods or services must comply with Ministry of Health Policy.

Goods or services must be sought from government contracts or prequalification schemes or if direct from market must comply with the following quotation requirements:

- Less than \$10,000 (ex GST): One verbal quote required
- Over \$10,000 and up to \$30,000 (ex GST): One written quote is to be obtained
- Over \$30,000 (ex GST): A minimum of three written quotes must be sought from credible suppliers. If three quotes can't be supplied, please give reasoning as to why in your application.

Definition of Capital: Any item of equipment valued over \$10k is a capital item and different requirements for funding sources may apply. If you are requesting capital equipment we will get in touch with you to discuss.

For further guidance relating to any requirements for procurement for the proposal please contact Lipola Kusnadi, Procurement Manager.

*Key Contact:* [lipola@kusnadi@health.nsw.gov.au](mailto:lipola@kusnadi@health.nsw.gov.au)

### **Renovation / Refurbishment**

For further guidance relating to any requirements for renovation or refurbishment costs as part of the proposal please contact Tracey Clifford, Manager Capital Works and Asset Information to ensure all requirements and costs are fully captured.

*Key Contact:* [tracey.clifford@health.nsw.gov.au](mailto:tracey.clifford@health.nsw.gov.au)

## **Information Communication Technology (ICT):**

If your idea relates to a digital innovation

- Website
- Apps
- Clinical applications

Please contact the NSLHD ICT Team at least one week prior to the Innovation application closing date.

All digital innovation applications need to have consulted with the NSLHD ICT Team who will assist with costing, integration support or on-going maintenance queries.

If the NSLHD ICT Team has not been consulted prior to submitting your application, your application is unlikely to be considered.

*Key Contact:* [NSLHD-ICTBusinessRelationsTeam@health.nsw.gov.au](mailto:NSLHD-ICTBusinessRelationsTeam@health.nsw.gov.au)

## **Intellectual Property:**

*Relevant policy:*

[Intellectual Property Arising from Health Research – Policy – NSW Department of Health](#)

Document Number: PD2005\_370

*For noting:*

- Any intellectual property created by NSLHD staff as result of NSLHD funding that is provided to support initiatives sponsored by Innovation Program will be owned by NSLHD. If other parties are involved in the new idea or project, for example, other LHD's or approved partner organisations and Non Government Organisations, intellectual property ownership will need to be negotiated.
- Employees who are creators on Innovation Program sponsored projects may be entitled to a share of any intellectual property proceeds in accordance with Ministry of Health policies and guidelines on intellectual property (PD2005\_370) and NSLHD IP Policy.

*Key Contact:* [Rebeka.Freckleton@health.nsw.gov.au](mailto:Rebeka.Freckleton@health.nsw.gov.au)

If you have any questions please contact:

[NSLHDInnovationProgram@health.nsw.gov.au](mailto:NSLHDInnovationProgram@health.nsw.gov.au)