Pipeline Workforce

Guidelines and Application Form

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Background

TIA has allocated resource to pursue an Education and Workforce Development (E&WD) agenda in alignment with TIA's 2023-28 Strategic Plan.

This includes identification and addressing of skills gaps among facility staff by enabling their attendance at courses and workshops offered by a variety of providers. The desired outcomes of the E&WD agenda are:

- Improved capabilities offered by facilities by upskilling key staff in areas such as:
    - Quality systems, clinical trials, finance and budgeting, strategic planning, manufacturing, regulatory affairs, business case/grant writing, project costing and business development and commercialisation
- Professional development opportunities to aid facility staff attraction and retention
- Networking opportunities for facility staff to enabled informal sharing of knowledge

About the Pipeline Workforce scheme

To address skills gaps identified by facility staff, TIA has developed the **Pipeline Workforce** scheme to provide support to facility staff to access specific training activities. The scheme has a funding pool of up to **$50,000** for the **2026 calendar year**. This fund will provide financial support for professional development opportunities. The scheme will remain open until the allocated funding for the financial year is exhausted.

Pipeline Workforce recipients will improve their knowledge in specialised areas, improving the quality of service offered at their host facility and providing opportunities for professional development. Therefore, the **Pipeline Workforce** scheme is open for all staff at TIA-supported facilities to attend external training courses to build their technical and managerial skills.

Types of eligible courses

- In-person training courses
- Workshops
- Online and distance-learning courses
- Please note, cost of conference registration is NOT eligible under this scheme

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Eligibility and requests

Applications are requested from full- or part-time **TIA facility staff** (core funded or voucher-supported) to attend self-identified training courses offered by another TIA facility or a third party. Applications can be either for an individual or for a group of up to 5. For the purpose of this scheme, a TIA facility is one that has been eligible for the Pipeline Accelerator scheme at the time of application. TIA facility staff are those employed full- or part-time at a TIA facility.

- TIA will provide funding of up to **50**% of the total cost.
- Funding provided will include GST.
- TIA may choose to award a reduced amount
- The maximum award per staff member is $3,000 ex-GST
- The balance of funds required can be provided from the facility, its host entity or another internal or external source as appropriate
- It should **not** be assumed that all applications will automatically receive funding
- Applicants are required to commence the course **within 6 months** of receiving the award

Allowable expenditure

Funds from this scheme may be used for

- Registration fees for the workshops or courses
- Flights and/or accommodation expenses

Funds from this scheme **cannot** be used for

- Daily allowances, per diems, food costs and/or other incidental expenses
- Taxi/Uber/bus transfers
- Conference-related travel, registration or expenses

Other terms and conditions:

- Written awards will be made via an award letter. This letter will represent an agreement between TIA and your host entity. It will be assumed that this award is accepted unless TIA is informed otherwise within 14 days of the award.

- The award will be paid in one instalment as a reimbursement. TIA will request an invoice from the facility including GST when the facility produces a summary record of expenditure of all requested funds to accompany the invoice. This summary record should take the form of an itemised listing of expenses and should be provided in PDF format. Transaction receipts are not required. This summary may be provided before or after the training if, for example, accommodation is paid on departure.

- Funding must be expended as outlined in the Application, and in accordance with these Guidelines. Variation is only permissible with TIA's permission in writing.

- Applicants are required to commence the course within 6 months of receiving the award.

- Recipient must notify TIA in writing as soon as possible if the course is cancelled, the dates are altered or if you can no longer attend the course.
- Awards are not transferable to another person, or to any other training course or training dates unless TIA receives a request in writing from the applicant, and this request is then approved in writing by TIA.
- In the event of failing to commence or attend the training courses, funding must be returned to TIA at the earliest possible opportunity.
- TIA requires a brief report of no more than one page, submitted within three months of the training course) on the outcomes of the training and efforts or plans to implement the new knowledge and skills acquired.

Assessment and selection

Review will be carried out internally by TIA with advice from independent external assessors as TIA sees fit.

Timelines for submission

The scheme will remain open **until the allocated funding pool is exhausted**, whereupon the scheme will close. There is **no deadline**. Applications can be made at any time throughout the year but must be received by TIA **at least 6 weeks** before the start of the workshop and/or course to allow sufficient time to assess applications and make awards.

TIA will announce the opening and closing of the scheme on its website at www.therapeuticinnovation.com.au/pipeline-workforce

The online application form will not be accessible via the website, and will only be accessible via the button on the front page of these guidelines.

Questions

Please contact a member of TIA staff for any questions or clarifications.