**Guidance Notes for Applicants**

These Guidance Notes complement the Invitation to Tender and are designed to help with completing the Application Form.

**Application Process**

All applications will be treated in confidence.

The application process for this Welsh SBRI competition requires the completion of the Application Form which is available for download from the Simply Do Innovation Portal.

The form should be completed and submitted as directed. We strongly advise that these accompanying Guidance Notes are read prior to submission.

The application process closes at **xx on xx xxxx 2021**.

PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN AS DIRECTED.

If you experience any difficulties or wish to seek additional clarification, please contact [SBRI.COE@wales.nhs.uk](mailto:SBRI.COE@wales.nhs.uk)

If you experience any difficulties with the sell2wales website please contact the helpdesk on 08445610672

**Guidance on Completing the Application Form**

These notes should be read in conjunction with the application form and are designed to help you to provide the information required. **The application form has a fixed length for the answer to each question; if you enter text that is not visible within the cell, or submit appendices that exceed the set maximum length, it will not be read or assessed.**

The application form should be completed using a font size no smaller than 10 (Arial). Keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the assessment process.

In order for your application to be accepted you must submit all the required information. This includes all mandatory fields from the application form and failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.

**Guidance on the individual sections of the application form is provided below:**

1. **Application**

**Project Title (Mandatory)**

Please provide the title for the project. This should be both clearly descriptive and concise. It should contain keywords relevant to the project.

**Project Duration (Mandatory)**

The maximum allowed duration of Phase 1 is 13 weeks from the commencement of the project.

The maximum allowed duration of Phase 2 is 12 months from the commencement of the project.

**Total Contract Cost (£s) (Mandatory)**

Proposed projects can tender for a maximum contract cost of up to £xx,xxx (contract value including. VAT) for Phase 1. Requests for more than these defined amounts at each stage of the competition **will be rejected.**

**What is the best way to describe your Innovation? (Please select from available options) (Mandatory)**

1. **Company Details (Mandatory)**

Please submit theCompany name, and other details as requested on the Application Form.

1. **Contact Details (Mandatory)**

Please submit the lead applicant’s name, post held, company name, position etc. Lead applicants are expected before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.

In addition, please provide details of where you heard about the competition by selecting from the available options.

1. **Your Solution**
2. **Please provide a brief ‘Dragon’s Den’ style public facing elevator pitch of your project.**

**(250 words)**

Please provide a brief, "public facing” description of the project. Should your project be successful, this information will be made public once the award is confirmed. Do not include any commercially confidential information in this section. We reserve the right to amend the description before publication if necessary, but will consult you about any changes.

1. **Please provide a brief description of your solution and how it will meet the needs of this challenge outlining the benefits and what areas of your solution are innovative**

**(1500 words)**

Avoiding the use of unnecessary technical jargon, describe clearly how it will deliver the outcomes as described in the competition documentation.

In particular describe the benefits that will accrue to UK householders and businesses. What evidence have you acquired to support your claims?

**Rest of sections all 1000 words each section. (b onwards)**

1. **Readiness and Project Plan**

(How quickly can you mobilise and deliver your project plan)

1. **Please describe the project management process and provide a project plan, detailing the key project milestones.**

The project plan should identify the major high level packages of work within the project, with well-defined milestones and deliverables. The plan should be comprehensive. The emphasis throughout should be on practicality – we are seeking evidence that the solution works, can be made into a viable product and can achieve the proposed benefits. In addition please provide an indication of how any Intellectual Property which might arise during the project would be handled.

Identify the project management processes that you will use to ensure that milestones are achieved in a timely manner.

Appropriate record-keeping and reporting are essential.

1. **Please explain what challenges you foresee including any risks and any mitigation activities.**

Listing risks and issues that you anticipate with this project and any activities you can undertake to reduce their impact on the successful outcome of your project. Thinking about them with the following heading, Project Management, Material, Resources, Staffing, Patient Safety and other. Scoring the risks in a Red, Amber, Green format (High, Medium and Low).

1. **Please tell us about your delivery team, their relevant expertise including relevant recognised professional qualifications and any memberships of Chartered Institutions and the time that they will be spending on this project.**

Please provide a description of the relevant skills, knowledge, expertise and track record of the team, including the relevant knowledge and skills of each key team member and the amount of time that each will spend on the project. Relevant commercial and management expertise should also be included.

All members of the team involved with any successful project may be required to undergo appropriate levels of police vetting. Further details and vetting forms will be provided after shortlisting to all applicants. Completed vetting forms along with a suitable form of identification should be provided.

Only vetting forms for successful applicants will be processed, with the forms of unsuccessful applicants returned by post. It should be noted that the police vetting process can sometimes take several weeks and may delay the start of the project.

1. **Please detail your current state of readiness in order to deliver this project within the dates outlined in the challenge brief. (including sourcing equipment and resources)**

Detail current commitment to project and how quickly resources can commence work. Also include access to sourcing and availability of any relevant equipment.

1. **Testing**
2. **Please provide a brief description of how you will provide assurance that your solution will be fit for purpose, including any testing requirements, validation and specialist resources that may be required.**

What are you going to do to show us that your solution is going to help us resolve our challenge? Detail what resources you will need, include any NHS or challenge lead resource. Detail any clinical requirements and any assurance, standards.

1. **Finance**
2. **Please provide a summary and justification of your project costs (including VAT**

Applicants are instructed that the costs quoted must reflect actual costs at a “fair market value” and profit should not be included.

Please provide a summary of costs. All costs must include VAT. In addition, please provide a justification of the costs. If there is significant use of subcontractors, please explain how these will be used and the costs of each. Please note the Assessors are required to judge the application finances, in terms of value for money i.e. does the proposed cost for effort and deliverables reflect a fair market price.

The costs should cover the following, as applicable.

Directly Incurred Costs:

These are costs that are specific to the project that will be charged to the project as the amount actually spent, fully supported by an audit record in justification of a claim. They comprise:

Labour costs for all those contributing to the project broken down by individual

Material Costs (including consumables specific to the project)

Capital Equipment Costs

Sub-contract costs

Travel and subsistence

Indirect Costs

Other costs specifically attributed to the project

Indirect Costs

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:-

General office and basic laboratory consumables

Library services/learning resources

Typing/secretarial

Finance, personnel, public relations and departmental services

Central and distributed computing

Cost of capital employed

Overheads

Itemisation of costs and methods of calculation may be requested to support the application at a later date.

1. **Please provide a Payment Schedule for your project costs**

Payment will be made on completion of agreed deliverables with 20% of total project cost being held on completion of project and production of project closure report. If there are any reasons why this arrangement is not suitable to your circumstances, outline these on the application form along with a desired payment schedule. Consideration will be given to this during the assessment process, and whilst the inclusion of a staged payment may be authorised, there will be no circumstances where full payment will be made in advance.

1. **Commercialisation**
2. **Please describe how you plan to commercialise your product expanding on how your project is unique within the market place, also to include any partners you will be working with, and any additional funding streams.**

Please provide a detailed plan for commercialisation of your product or service. For example indicate whether commercialisation will be undertaken by yourselves or whether you would licence the technology to a third party.

Explain how you are building upon your idea/product to make it unique within the market place and for this challenge.

1. **Please detail timescales for full product roll out including sourcing, manufacture, availability and delivery.**

Please include timescales for obtaining, manufacturing and sourcing equipment on a larger scale, remember to include any training requirements.

1. **Please provide detail of value for money to the NHS and public sector organisations leading this challenge along with any potential favourable terms.**

Please also give an indicative budget for producing a commercial version of your product/service, additional funding that you may need to obtain and where you will obtain this.

1. **Declarations (Mandatory)**

Lead applicants are expected before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.

**PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE PORTAL AS DESCRIBED ABOVE.**