NHS Innovator Accelerator

Guide for Applicants
- For Completing the Application Form

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Please read the *Call for Applications* document before completing the application form.

Registration

You will need to register on the application process portal to begin and submit an application.

- Go to https://nia.smapply.org/
- Here you will find a link to the application page
- Click on either *Apply* or *Register*
- On the registration form, provide the email address with which you would like to register. (Please note that this is the email address correspondence will be sent to.)
- You will receive an email from noreply@mail.smapply.io with a link asking you to confirm your email address. (Please check your Clutter and Junk mailboxes if it does not appear in your Inbox.)
- If you do not receive the registration confirmation email, please email nia@uclpartners.com

Please note: You will need to allow to cookies on this site to continue with your application. For further information on "Survey Monkey Apply" and how your data is used please see their "Cookies Policy" and "Privacy Policy".

When you have completed the registration process, please

1. Click on *View Programmes* on the first page that appears
2. Click *More* under NHS Innovation Accelerator
3. Click on *Apply* in the right hand side of the page
4. Enter the name of your innovation in the pop-up box that appears

NB. Please can you make sure you set the site language to English (British) by clicking on your user name (top right hand corner on the menu bar), selecting My Account and updating default language settings to English (British).

You will then be able to begin the application process.

Screening Questions (Eligibility)

Applicants must complete a series of screening questions before gaining access to the full application portal. The answers to these questions will determine whether your innovation is at a stage suitable for the NHS Innovation Accelerator (NIA). Please click on the *Check Eligibility* link on the right side of the page to proceed.

1. Is there evidence to support the impact of your innovation?
Please refer to section *Call for Applications*.
Please select "Yes" or "No"

2. Please indicate if your innovation addresses any of these commitment(s) highlighted in the *NHS Long Term Plan.* Please tick all that apply:
- o Hospital services
  - Reducing pressure on emergency hospital services
  - Digitally enabled outpatient care
- o Major health conditions
  - Cancer (adults)
  - Cardiovascular disease
  - Diabetes
  - Mental health (adults)
  - Respiratory disease
  - Stroke
- o Maternity, children and young people (CYP)
  - Cancer (CYP)
  - Learning disability and autism
  - Maternity
  - Mental health (CYP)
  - Neonatal health
- o Prevention and health inequalities
  - Smoking
  - Poor diet
  - High blood pressure
  - Obesity
  - Alcohol and drug use
- o 'Out of hospital' care
  - Personalised care
  - Supporting people to age well including supporting people with multiple conditions
  - Services that support primary care
- o Workforce
- o Other – if you have identified a health commitment in the NHS Long Term Plan that is not in the above list, then please apply clearly stating the commitment

3. Are you able to commit at least two days per week during the initial 12 months of the programme to scale your innovation in the NHS in England? This will include attendance at the published dates for the quarterly events, submission of quarterly sprint plans and progress updates, and face-to-face sprint meetings every 12 weeks

Applicants must have capacity and support from their employing organisation to deliver on the two days per week commitment to the NIA over the initial 12 months. This includes attendance at the launch and induction events, quarterly events, 12-weekly 1:1 meetings and regular reporting to the NIA Team as to progress made.

Dates for your diary:
NIA Fellow pre-meets in preparation for joining the NIA
- Week commencing 24 February 2020

NIA Fellow induction and pitch practice
- 24 February 2020

NIA launch
- 5 March 2020

NIA induction event
- 18 March 2020

NIA quarterly events
- 2 April 2020
- 1 July 2020
- 29 September 2020
- 28 January 2021

Please refer to Section 6 of the *Call for Applications.*

Please select *Yes* or *No*

If you are eligible to apply to the NIA, you will receive an instant pop-up confirming this. Please press *Okay* and the click on the *Apply* link on the right hand side of the page to take you through to the application documents.

4. Type of innovation
Please select a category for your innovation from the drop-down box. If an appropriate category is not available, please select the *Other* box and specify your innovation type in the free text box.

Application Process

The application process is split into seven parts:

A. GDPR Notification
B. Applicant Information
C. Application Form
D. 1 minute Elevator Pitch
E. Authorising Signature
F. Additional Supporting Document (if needed)
G. Equal Opportunity Monitoring Form
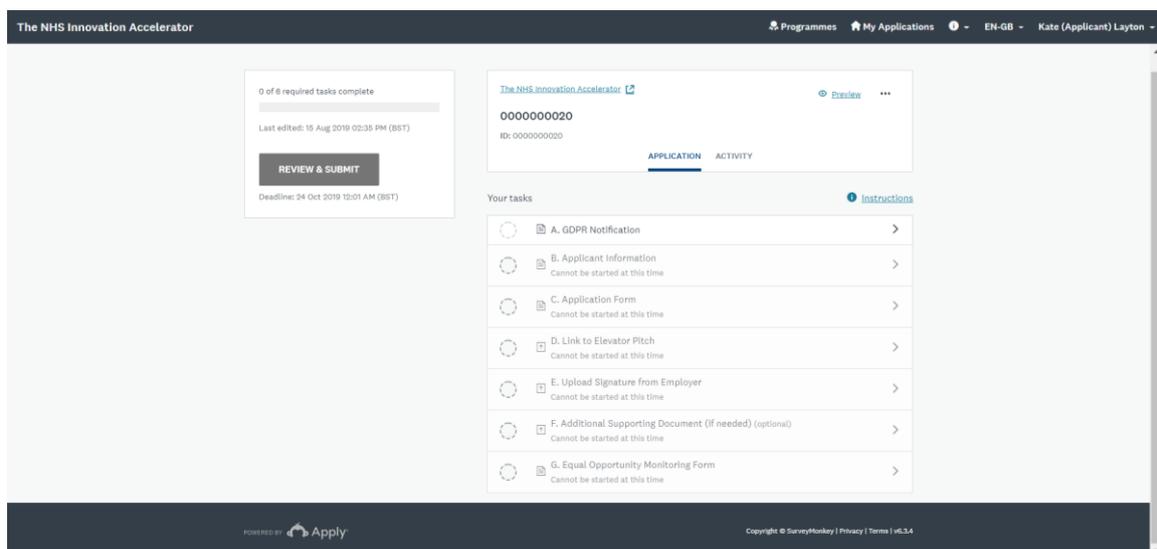
To access this *Guide for Applicants*, please go to the above page and click on *Instructions* which downloads this guide for your reference.

Each part of the process forms a list of *Your Tasks* which need to be fully completed in order to complete the NIA Application. To start your application click on *A. GDPR Notification*.
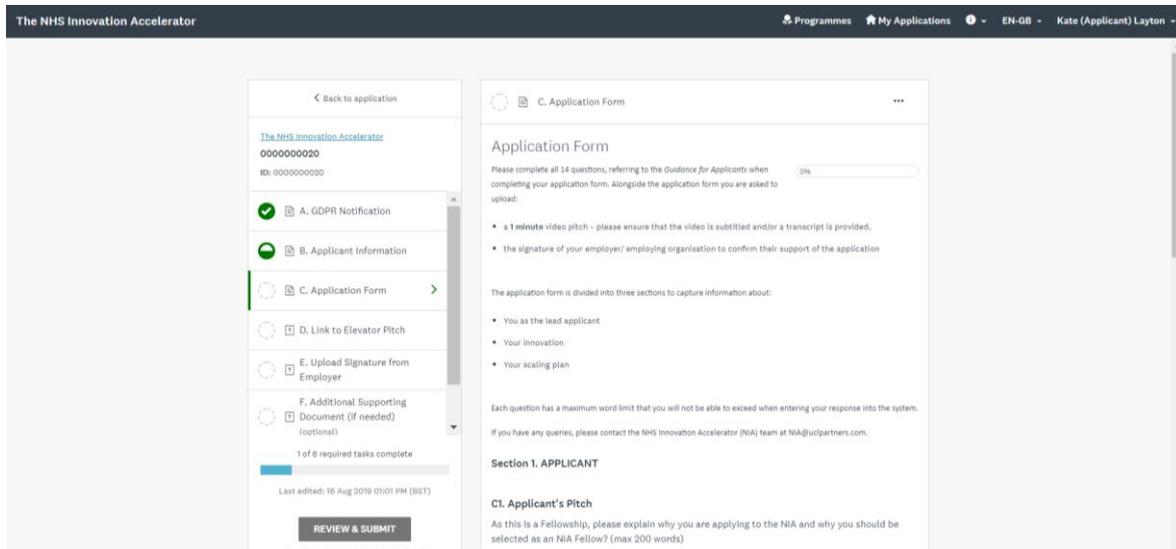
Please use the task list on the left side of the page to navigate to and from each task that form your application. You will be able to *Save and Continue Editing* each task and return to it before you *Mark as Complete* for the final submission. The task list will show which tasks are complete ✅ , partly completed 🟢 , and yet to start ⚪ .

Please note only task *F. Additional Supporting Document* is not a mandatory or required section.

When all of the seven tasks are marked as complete you will be able to review the completed form before you make your final submission.

If at any stage you forget your password, please use the *Forgot your Password* option on the *log-in* page.

Application deadline: **midnight, Wednesday 23 October 2019.**

Please note: Applications received after this time will not be reviewed. If you have any questions, please contact: nia@uclpartners.com

A.   GDPR Notification

Please read the notification which details how the NIA and UCLPartners will use your data.

You will not be able to commence with the other tasks until you have confirmed that you have read and understood the contents of the notification. If you require any further information before confirming, please email nia@uclpartners.com.

B.   Applicant Information

We are looking for applicants who are open to learning and accept the potential need to adapt your innovation and/or scaling strategy to suit different contexts. You should also be able to demonstrate key personal characteristics, such as ambition, courage and resilience.

You can be the inventor of the innovation, the lead for it within your organisation, or simply the representative of an innovation you find compelling, and as such, wish to scale across the NHS.

The NIA is aimed at individuals so **only the lead applicant** will be appointed as an NIA Fellow. However, we recognise that you are likely to be part of a wider team with complementary skills and there are likely to be events and briefings during the NIA that are open to your wider team.

All fields are mandatory except for *Website Address*; you will not be able to move to the next task without completing each field.

For information, assessors will not be provided with the applicant information entered.

B1a. Lead applicant's first name

Please state the first name of the nominated representative of your innovation. This will be the NIA's named Fellow and primary contact.

B1b. Lead applicant's surname

Please state the last name of the nominated representative of your innovation. This will be the NIA's named Fellow and primary contact.

B2. Job title of lead applicant

Please state the job title/s and roles held.

B3. Employing organisation/other

Please state the name of the organisation you represent.

B4. Postal address

Please provide a postal address. This will be used for any correspondence relating to this application.

B5. Town / City

Please state the town or city for your postal address. This will be used for any correspondence relating to this application.

B6. Postcode / Zip code

Please state the postcode or zip code for your postal address for correspondence purposes. Leave blank if not applicable

B7. Country

Please state the country for your postal address. This will be used for any correspondence relating to this application.

B8. Contact email

Please provide a valid email address. The NIA team may contact you during the selection process if more information is required.

B9. Contact telephone number

Please provide a daytime telephone number. The NIA team may contact you during the selection process if more information is required.

B10. Website address

Please provide a website address for your innovation if you have one.

B11. Where you heard about the fifth NIA Call

Please let us know where you heard about the fifth NIA Call.

B12. About your organisation - Is your organisation NHS or a public sector organisation?

Please answer *Yes* or *No* to this question

Please note that if you answer *Yes* to this question and represent an NHS or a public sector organisation you do not need to answer questions B13 to B17 and you will be taken directly to B18. References.

Please note that if you answer *No* to this question and represent a registered company whether profit or not for profit, you must then complete all fields for B13 to B17 before you can proceed with your application.

B13. Please provide a summary of your organisation (100 words)
This should include a short summary of the organisation's purpose, its ownership structure, how it is funded and what proportion of overall revenue from the service / product is from the innovation that you are applying to the NIA with.

B14. Company/charity registration number
Please provide your company or charitable registration number. If, for any reason, you do not have a company registration number, please leave this blank.

B15. Date incorporated
Please provide the date of incorporation in DD/MM/YYYY format. Your company's *date of incorporation* is the *date* on which your company formation application was approved by Companies House - this *date* will be stated on your Certificate of *Incorporation.*

B16. Company type (tick box from following options):
- Private Limited by Shares
- Private Limited by Guarantee
- Limited Liability Partnership
- Community Interest Company
- Charity
- Other (please specify)

B17. How many employees does your organisation have?
Please provide the number of employees your organisation has.

B18. References
Please provide two references in support of your application. One should be your line manager or a senior individual from your organisation. References will not be requested unless you are offered a place on the NIA.

C. Application Form

When completing your application form, please use plain language and answer each question in a concise manner.
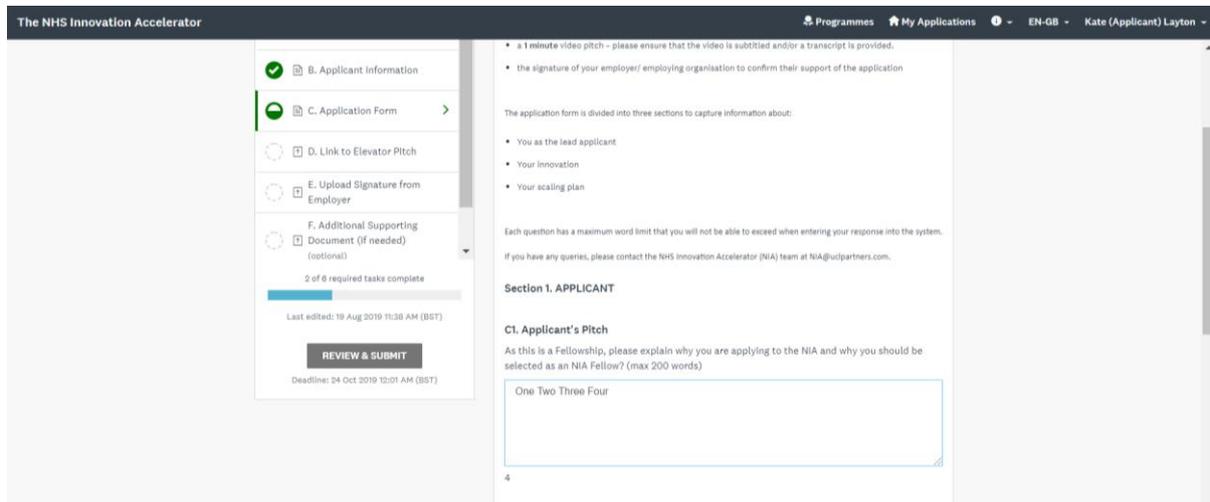
A word limit is given for each question. When you start typing in the answer box, the word limit, and how many words you have written, will be displayed below the box. You will not be able to go beyond this limit. If you have pre-typed your responses offline and are copy and pasting into the response boxes, any words that surpass the word limit will automatically be cut off.

Please complete all questions. The application form is divided into three sections in order to capture information about:

- You the applicant
- Your innovation
- Your scaling strategy.

At the end of each task you will be asked to *Save and Continue Editing* or *Mark as Complete*. Please select *Mark as Complete* when you have finished adding all details for each section. You will be able to edit these details prior to submission by clicking on the tab for the particular task.

When you have entered all details, uploaded any relevant videos / documents and are happy that the content you have entered is accurate and suitable for your application, please select *Review & Submit* from under the task list.

You will not be able to update information after you have submitted your application so please ensure that you are happy with the contents prior to submitting.

If you have any queries, please contact the NIA team at nia@uclpartners.com, quoting the name on the registered account.

APPLICANT

C1. Applicant's Pitch: As this is a fellowship, please explain why you are applying to the NIA and why you should be selected as an NIA Fellow? (max 200 words)

Please detail concisely what has motivated you to apply to the NIA, and how this scheme fits with your career to date and future aspirations.

C2. Experience and expertise: Please describe with examples/evidence how you meet the skills and competencies as detailed in the *Call for Applications*. Include details of any relevant training, including leadership development (max 300 words)

An important part of our assessment will be how you demonstrate the experience, skills and value set needed to deliver innovation into practice. As such, it is important to summarise how your track record is relevant to delivering on the aims of the NIA. Please refer to section 2 of the *Call for Applications.*

C3. Support needs: Please summarise the support you hope to receive from the NIA to spread your innovation (max 300 words)

There is no single solution to spreading an innovation, and as such we do not expect every applicant to have the full range of skills necessary to diffuse their innovation into practice. Applicants need to be aware of their own areas for development and open to learning.
The information provided in this section will be used to inform the content of the NIA learning programme.

C4. Commitment: Please detail exactly how much time you will have to participate in the programme (see requirements within the *Call for Applications)* and how you will manage your existing commitments to enable this (max 200 words)

Applicants must be able to commit to the 2-day per week time commitment to be eligible for the NIA.

Assessors will need to be assured that an applicant has sufficient protected time to actively participate in the NIA and has considered how to achieve this alongside other work commitments.

For more information, please refer to Section 6 of the *Call for Applications.*

INNOVATION

C5. NHS Long Term Plan commitment(s) addressed
This field is pre-populated by the answer(s) you supplied in the Eligibility task.

C6. Type of Innovation
This field is pre-populated by the answer you supplied in the Eligibility task.

C7. Problem: Please detail the need or challenge your innovation addresses with reference to the commitments highlighted in the NHS Long Term Plan (max 300 words)

Please provide details of how you have identified the need or problem that your innovation addresses. Explain the cause, nature and severity of the need or problem, as well as its impact on patients or patient care. You may refer to the significance of the health issue, condition or disease for patients, its symptoms and their impact on quality of life, its effect on mortality and its impact both locally and nationally. You may want to draw on information such as: population prevalence and incidence, cost to health services and wider society, and alignment of priorities with key stakeholder organisations.

The case for addressing this problem needs to be convincing. You must demonstrate clearly how it fits with the commitments highlighted in the NHS Long Term Plan.

For more information, please refer Section 2b of the *Call for Applications.*

C8. Innovation Pitch: Please provide a concise summary of your innovation in plain English (max 500 words)

Please provide a concise summary for your innovation. This should cover:
- What it is
- What it does
- How it addresses the problem or need your innovation is addressing
- Who will benefit from your innovation
- What impact it will have for patients and the NHS in terms of quality and cost
- Why it is innovative
- How patients and users have been involved in the development of the innovation
- The innovation's environmental sustainability credentials

Please avoid the use of jargon and ensure your description can be understood by an assessor who does not have prior knowledge of the subject. If helpful, imagine the response will be used on a public website to describe your work.

C9. Evidence and benefits: Please detail the benefits (quality <u>and</u> cost) your innovation delivers for people, carers, staff and the NHS. Please include references or links to publications and case studies covering, for example, clinical outcomes and experience, improved safety/reduced harm, affordability and cost savings (max 500 words)

Please provide evidence to substantiate how your innovation delivers significantly improved quality outcomes and lowers costs for the NHS and wider care systems. Applicants will want to show how their innovation has been tested and evaluated with the extensive involvement of users, is supported by robust evidence and is ready to be scaled widely across the NHS.

Please outline where and with whom the innovation has been tested, and implemented, and with what outcomes. Please summarise publications, trials and case studies as appropriate and refer to where these have been published. Please only include in this section evidence that directly relates to your innovation. Research that demonstrates the underpinning principles or theory of change for your innovation but does not constitute direct evidence should be included *Additional Supporting Document* in the application

Within this response (or Section F *Additional Supporting Document*) please include references, where available, as these may be reviewed by assessors. However, it is essential that you provide sufficient information within this response (and the 'additional supporting information') for assessors to appraise your innovation's evidence base without needing to read any references.

The evidence base for the innovation could come from a local, national or international setting, and from research or practice. It could include case studies such as improvement projects or appropriate research evidence and academic literature.

Please outline the value of your innovation, with reference - where possible - to the outcomes of previous pilots and/or trials. We are looking for evidence that you have explored in detail the cost of commissioning, implementing and utilising the innovation, and that your innovation has delivered (or will deliver) cost savings over a specified time period. Please detail where these savings accrue and how they were realised.

We are seeking innovations that improve quality (clinical outcomes, safety and experience) at lower cost. This cost-quality relationship must be clearly evident not only at the level of the individual patient, but also across larger patient populations.

A suggested breakdown is 250 words quantifying the improved outcomes and experience (e.g. timeliness of care, clinical effectiveness, safety, reduced harm, experience and usability measures, equity of access) and 250 words on health economics (e.g. efficiency, return on investment, cost savings).

SCALING

C10. Progress to date: Please detail your progress to date in the adoption of your innovation (max 300 words).
Please state where within the NHS and/or other healthcare systems your innovation is currently being used, details of who you have engaged, current adoption sites, who is buying or commissioning your innovation, and who you have involved in the development of your strategy.

Please give details of, for example:

- Who has been engaged in the development and testing of your innovation
- Where the innovation is already being commissioned and/or used
- Pricing strategies
- Processes undertaken to ensure the innovation is ready for spread (for example, regulatory approval, adherence to GDPR)

C11. Plan for scaling: Please state your scaling ambition and projections for your innovation over the coming 12 months (max 500 words).

Please include details of the intended users, adoption sites and geographical coverage, pricing strategy and how your existing business model allows you to scale. Please detail within this any team members or partner organisations that will play key roles in delivery of your plan.

C12. Competitors and market need: Please detail your competitors and how your innovation compares with both current NHS practices and your competitors (max 300 words).

Please outline any existing practices or innovations - currently available or in the pipeline - that could be considered by users or commissioners as being in competition with your innovation. Please detail how your innovation compares with existing practices and also to each competitor on a range of relevant criteria, including impact and cost.

C13. Issues: Please describe the challenges you have experienced or anticipate facing in delivery of your ambition (max 500 words)

Please include the mitigations you have in place and/or the support you anticipate NIA being able to provide.

C14. Partners: Please provide names of all individuals and organisations jointly supporting this application and specific role (max 200 words) (optional)

Please list the individuals and organisations that will be supporting your project, including the nature of their involvement over the initial 12 months of the programme, and the rationale for their involvement.

D.   Link to Elevator Pitch

As part of this application form, we would like you to film a one-minute elevator pitch covering why we should select you and your innovation to join the NIA. This does not need to be high quality and can be filmed on a smartphone. However, the audio in the video will need to be clear and in plain language with subtitles or a transcript provided. There are many resources available online on what makes a good elevator pitch and we advise that you consult these before filming your video. The elevator pitch must not exceed 1 minute; any footage over the time limit will not be viewed and assessed. Please upload the film to YouTube providing a private link and insert this link (and password if protected) onto the application form.

To upload a video to YouTube, please read this simple guide: http://www.wikihow.com/Upload-a-Video-to-YouTube. You will need to create a YouTube account if you do not have one already.

Due to confidentiality issues, please upload your video through YouTube only, ensuring that your video is set to **unlisted** so that "only people with the link can see the video". The application portal will accept Vimeo videos, however we cannot easily protect the confidentiality, therefore it is not recommended.

D1. You can also upload a video directly to the site using the link provided.

D2. You will also need to upload the transcript of your video in any appropriate format (such as Word or PDF).

E. Upload Signature from Employer
Please include a statement from your employer or employing organisation confirming the amount of protected time you will have to participate in the programme and to deliver your innovation into practice.

This supporting statement is an essential requirement and will need to be signed by a senior member of your employing organisation. You will need to save this as a separate document (such as Word or PDF) and upload this in the appropriate section.

F. Additional Supporting Information (where applicable)

If you have additional information that helps to explain your innovation, please upload this here. Please use diagrams, charts and tables where you believe they will help the assessor to understand your proposal. Please upload a maximum of one document and file formats can include Word, Power Point, excel, PDFs, JPEGs etc.

G. Equal Opportunities Monitoring Form

We are an equal opportunity fellowship programme. The NIA aims to appoint exceptional individuals regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion/belief, or sexual orientation.

To ensure that the programme is open and accessible to all and that our policies are fairly implemented and monitored, would you please provide the information requested in the form. Please be assured this information will not be used for any other reason.

If you do not wish to complete the form, please tick *No* at the start of the form.

If you have any questions or issues with the application process, please contact NIA@uclpartners.com