

NHS Innovator Accelerator 2021 Intake

*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.

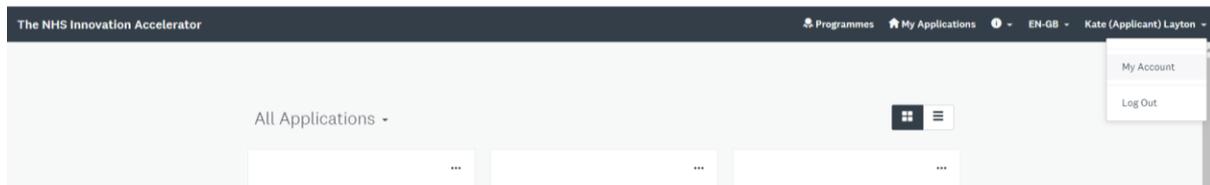
- Go to <https://nia.smapply.org/>
- Here you will find a link to the application page
- Click on either *Apply* or *Register*
- On the registration form, provide the email address with which you would like to register. (Please note that this is the email address correspondence will be sent to)
- You 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 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 help you determine whether your innovation is at a stage suitable for the NHS Innovation Accelerator (NIA) prior to starting your application. 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 D10 on page 12.

Please select “Yes” or “No”.

2. Please indicate if your innovation addresses one of the Covid-19 related themes highlighted in the *Call for Applications* by selecting **one** theme that **most closely** addresses the problem your innovation is attempting to tackle.

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 [virtual] 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 22 February 2021

NIA Fellow induction and pitch practice

- 22 February 2021

NIA launch

- 8 March 2021 TBC

NIA induction event

- 15 March 2021

NIA quarterly events

- 6 April 2021
- 6 July 2021
- 28 September 2021
- 25 January 2021

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

Please select Yes or No

4. Type of innovation

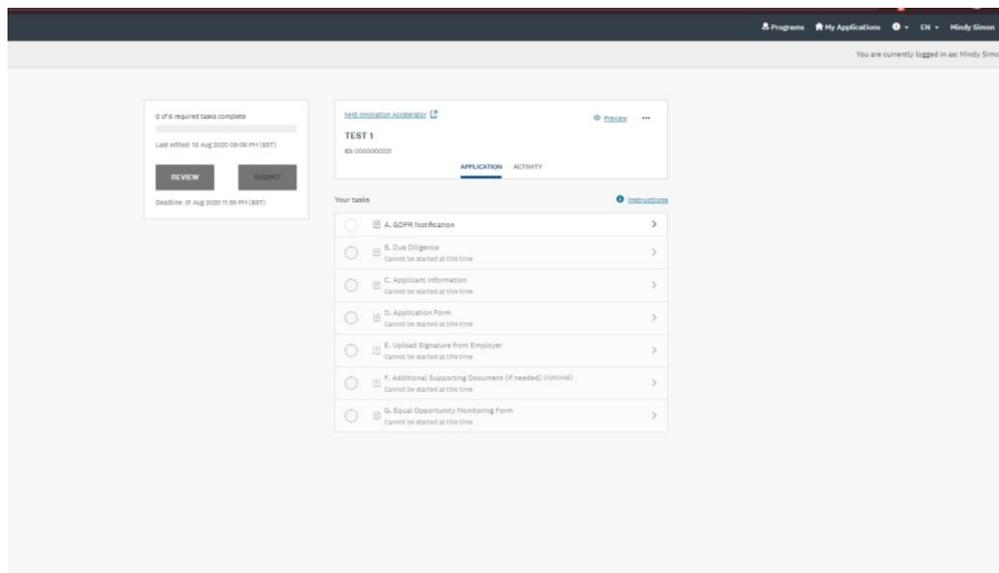
Please select one category for your innovation from the drop-down box. If your innovation can fall into more than one category, please choose the category with which it is most strongly associated.

After completing and submitting this form, you will receive an instant pop-up. Please press *Okay* and then click on the *Apply* link on the right-hand side of the page to take you through to the application documents.

Application Process

The application process is split into seven parts:

- A. GDPR Notification
- B. Due Diligence
- C. Applicant Information
- D. Application Form
- E. Authorising Signature
- F. Additional Supporting Document (if needed)
- G. Equal Opportunity Monitoring Form

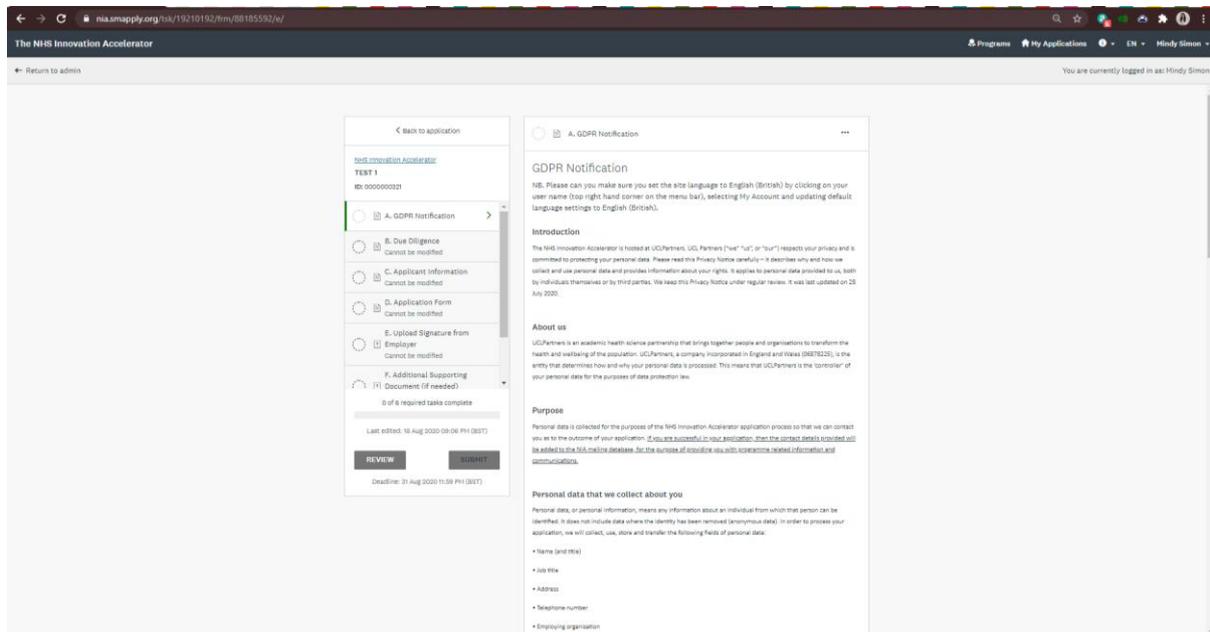


To access this *Guide for Applicants*, please go to the above page and click on *Instructions*

[Instructions](#)

which will download 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 forms 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  .

You must complete sections *A. GDPR*, *B. Due Diligence* and *C. Applicant Information* prior to starting the full application. 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: **23:59, Friday 16 October 2020.**

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 gdpr@uclpartners.com.

B. Due Diligence

As part of the due diligence process, we are keen to ensure we are supporting Fellows who will uphold the principles underpinning the NIA and whose conduct in the past will not reflect negatively on the programme. We also want to understand your approach to Information Governance to identify what support the NIA might need to provide you. The information provided in this section will not be provided to Assessors.

All fields are mandatory; you will not be able to move to the next task without completing these details.

1. Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”. If you’re not sure if your convictions are unspent or spent, you can use a tool available at www.disclosurecalculator.org.uk and read guidance at hub.unlock.org.uk/roa. This information will not be shared with assessors and will be kept confidential.
2. 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 B3 and B4.
3. Please indicate if any of the statements apply to your organisation by selecting the appropriate Yes or No answer. If you answer yes to any of the statements, please provide details on the context, current situation and outcome or likely outcome if no decision has been made.
4. Please indicate if any of the statements apply to your organisation by selecting the appropriate Yes or No answer. If you answer yes to any of the statements, please provide details on the context and outcome.

C. 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, therefore **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 your time on 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.

C1a. Lead applicant's first name

This field is pre-populated by the answer you supplied when you first registered.

C1b. Lead applicant's surname

This field is pre-populated by the answer you supplied when you first registered.

C2. Job title of lead applicant

Please state the job title/s and roles held.

C3. Employing organisation/other

Please state the name of the organisation you represent.

C4. Postal address

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

C5. Town / City

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

C6. Postcode / Zip code

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

C7. Country

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

C8. Contact email

This field is pre-populated by the answer you supplied when you first registered.

C9. Contact telephone number

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

C10. Website address

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

C11. Where you heard about the 2021 NIA intake Call

Please let us know where you heard about the 2021 NIA intake Call. Please note, your response is for NIA information purposes only and will not have an impact on your application assessment.

C12. About your organisation - Is your organisation NHS or a public sector organisation?

This field is pre-populated by the answer you supplied in B2.

Please note that if the answer to this question is *Yes* and you represent an NHS or a public sector organisation you do not need to answer questions C12a to C12g and may proceed directly to C13. [References](#).

Please note that if the answer to this question is *No* and you represent a registered company whether profit or not for profit, you must then complete all fields for C12a to C12g before you can proceed with your application.

C12a. Please provide a summary of your organisation (100 words).

Please provide a short summary of the organisation's purpose including any plans for substantial changes in the near future. Examples of substantial changes could include buy out / mergers with another organisation, a rebranding that dramatically changes the nature of and customer experience of the organisation etc.

C12b. 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.

C12c. 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*.

C12d. 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)

C12e. How many employees does your organisation have?

Please provide the number of employees your organisation has.

C12f. Your Organisation's financial state

Please provide the amounts in GBP projected for the end of your current financial year.

C12g. What is your organisation's funding / ownership structure?

Please provide details of your organisation's 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.

C13. 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 conditional place on the NIA.

D. 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

D1. 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.

D2. 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*.

D3. 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.

D4. 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 4b in the *Call for Applications*.

INNOVATION

D5. Covid-19 related theme addressed

This field is pre-populated by the answer(s) you supplied in the Eligibility task.

D6. Type of Innovation

This field is pre-populated by the answer you supplied in the Eligibility task.

Please note: If you have more than one innovation and so are submitting an application for each one, the portal will use the answers you provided in your first Eligibility task to pre-populate D5 and D6. You can manually amend D5 and D6 to reflect the Covid-19 theme and Type of innovation for each subsequent innovation.

D7. Top-line Summary (max 50 words)

Please include details on the user(s) of your innovation (e.g. people experiencing depression, staff rota managers), the setting of care (e.g. at home, in a rehabilitation clinic) and the clinical speciality (where applicable) that your innovation applies to along with information on the type of innovation it is. This summary will be used when assigning a clinical specialist to review your application.

D8. Problem: Please detail the need or challenge your innovation addresses with reference to the themes highlighted in the *Call for Applications* and 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 *Call for Applications*.

D9. Innovation Pitch: Please provide a 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 you described in your answer to D8
- 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.

D10. Evidence and benefits: Please detail the evidenced benefits (quality and cost) your innovation delivers for people, staff and/or the NHS, for example, clinical outcomes, enhanced experience, improved safety/ reduced harm, process efficiencies, 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 system. 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 to provide a summary of key findings of publications and case studies in addition to providing references or links to publications - assessors are not required to read all referenced documents.

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 accrued 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/user, 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).

D11. Patient and Public Engagement: Please provide details of the patient, carer, public and/or staff engagement that has fed into the creation and evolution of your innovation as well as your future plans to ensure continued involvement. (max 300 words)

Please provide details of how end users – patients, public etc, have been involved in the past design and development of your innovation as well as plans to involve the patient/public in any future developments and spread of your innovation.

We are seeking Applicants who understand the value and importance of the patient /public voice and who actively seek input from end users for all changes to their innovation.

D12. Health Inequalities: Please explain how you have considered the accessibility and impact of your innovation on health inequalities along with the steps to understand and alleviate potential negative impacts. (max 300 words)

The NIA is keen to address health inequalities by ensuring innovations are accessible to England's diverse communities. We do not expect Applicants to have undertaken a full Equality Impact Assessment. Applicants should demonstrate how inclusive their innovation is and the steps taken to ensure their innovations will not widen health inequalities.

More information on what constitutes a health inequality can be found on [The King's Fund](#) website.

SCALING

D13. 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)

D14. 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.

D15. 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.

D16. Issues: Please describe the challenges you have experienced or anticipate facing in delivery of your ambition. (max 300 words)

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

D17. Partners: Please provide names of all individuals and organisations jointly supporting this application and their specific role. (max 200 words)

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.

D18. Intellectual property: Please detail what intellectual property rights are in place for your innovation and who owns these rights. (max 200 words)

Please describe what freedom to operate you have with respect to the scaling up of your innovation.

D19. Subcontractors: If you subcontract any of your work to other providers, what mechanisms do you have in place to assure the quality of these suppliers? (max 250 words)

Please provide information on all subcontractors including their company names and post code, the type of work they undertake on your behalf, the frequency of this work and how you quality assure the work undertaken.

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 of no more than 5 pages 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, 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 *I will not complete the form* at the start of the form.

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