**HIN Innovation Grants 2021 – Guidance Notes for Applications**

**Introduction**

The HIN Innovation Grants programme is open for applications from 1 December 2020 and close at 9am on Monday 1 February 2021. Applications are invited from organisations who are involved in the delivery/commissioning of health/social care in south London. We are encouraging collaborative bids. In all applications, the lead applicant must be a member of the Health Innovation Network (see <https://healthinnovationnetwork.com/about/our-members/>)

An application form and further information can be found on our website

[here](https://healthinnovationnetwork.com/news/innovation-grants/).

Grants are available in two categories - up to £10,000 and up to £30,000. There will be a total of up to £100,000 in grant funding awarded. We anticipate awarding more £10,000 grants than £30,000 grants. The selection of the £30,000 grant winners will be assessed upon the scope, scale, impact, and size of the project including:

* The number of patients or individuals benefiting from the project.
* The geographical scale – likely to be delivered in more than one borough, or across more than one healthcare provider.
* The cost of equipment, technology, or staffing.
* Providing value for money.

Please see previous projects awarded the £10,000 grant in 2019 to understand the scale of these projects - <https://healthinnovationnetwork.com/projects/innovation-grant-awards-2019/>

Due to the quickly changing background of the Covid-19 crisis, we reserve right to extend the application period, or to adjust the total funding available.

**Criteria**

All applications will be evaluated against the following criteria. If the proposed project does not align with most of these goals, it may reduce the likelihood of being awarded a grant. Prior to starting the application consider whether the project fits the following requirements:

* **Grant proposals must be closely aligned with the local priorities of the health and care system:**
  + Closer partnerships with health and care system partners that meet local population needs.
  + Support innovations for faster adoption in the healthcare system, in order to improve quality, safety, efficiency and/or economic growth.
  + Ensure south London benefits from national innovation priorities.
* **Grant proposals must be aligned with one of HIN’s clinical themes and their 21/22 priorities which are:**
  + **Musculoskeletal (MSK)** - innovations that deliver care in new innovative ways for people with common musculoskeletal conditions.
  + **Diabetes-** innovations that support self-management / remote monitoring and support people living with diabetes and a mental health condition.
  + **Healthy ageing -** innovations for supporting care home residents and staff, identifying and supporting people with mild to moderate frailty, and improving end of life care.
  + **Mental Health-** innovations supporting the NHS  Long Term Plan Mental Health Ambitions  for the following categories: Community Perinatal Mental Health, Children and Young People’s Mental Health, Adult Common Mental Illnesses (IAPT), Adult Severe Mental Illnesses (SMI) community care including dementia.
  + **Patient Safety-** Innovations for managing deterioration, maternity and neonatal safety (particularly deterioration in women and babies); respiratory care and safety, medicines safety (including opioid management), safety culture, patient participation in their own safety, and tackling inequalities that lead to disproportionate harm.
  + **Cardiovascular Disease prevention –** innovations that optimise the treatment of high cholesterol and/or familial hypercholesterolaemia. Also, those innovations that support self-management for people living with cardiovascular disease.
* **Proposals should benefit at least one of the following groups of patients / services users:** BAME (Black, Asian, Minority Ethnic populations), people with long term conditions, older people (over 65s), or care home residents.
* **Projects must demonstrate senior level sponsorship.** Senior level sign-off is required- we would expect this to be a representative from the organisation’s senior leadership team to help ensure that the project’s goals are considered a priority and it will be more likely to achieve success.
* **We would encourage projects that collaborate with a commercial partner or developer of an innovation or product applicants wish to trial.** In particular, testing of an innovation that is market ready and supported by the HIN, the DigitalHealth.London Accelerator programme, or the National Innovation Accelerator (NIA) would be welcomed. We would not exclude partnering with other commercial innovations.
* **A clear timeline demonstrating how the project will run across a the 12-month period.** This includes mobilisation, project delivery, data collection and analysis. and evaluation.
* **Demonstration of real-world evaluation.** Funded projects will need to test and evaluate the innovation in real world settings.
* **Clear plan for how the project will be spread and adopted elsewhere in the health and social care system if the project is successful.** The innovations tested through the innovations grant funded projects should be aiming for the creation of a clear spread and adoption plan which can be shared with other organisations across the NHS in order to share the learning, experiences and improve patient outcomes of the project.

**Evaluation**

The real-world evaluation component will need to collect data that provides robust evidence about whether the innovation works and how it can be implemented successfully in everyday health and care settings. The aim is to provide evidence about the innovation that will justify and support further spread and adoption. This does not include research or clinical trials but does require a report being available to HIN and system partners. Further capacity support for the evaluation of the project will be provided by the HIN evaluation team and the South London Applied Research Collaborative, more information will be made available to applicants if their project is selected to receive a grant.

**Exclusion criteria**

The following will not be funded:

* Projects that do not meet most or all of the identified priorities.
* Projects that do not benefit South London residents.
* Proposals that are not innovative (as defined by The World Health Organisation ‘health innovation improves the efficiency, effectiveness, quality, sustainability, safety, and / or affordability of healthcare’).
* Replacement funding for mainstream health or social care provision – if activities or products are already being funded as part of a service (e.g. mandatory training).
* Clinical Trials
* Masters/PhD costs
* Meeting gaps in funding for existing services
* Recurrent expenses
* Projects that have no benefit/learning for other organisations/services
* Projects that are not sustainable after the grant finishes.

If you are not sure if your organisation or your project is eligible, please contact Karla Richards at [hin.innovationgrants@nhs.net](mailto:hin.innovationgrants@nhs.net).

**Monitoring**

After an introductory meeting with the HIN team, successful projects will be expected to provide four quarterly update reports throughout the duration of the project and participate in the HIN’s dissemination and promotion activity to share the learning from the project.

**Indicative Timeline:**

* 1 December 2020 – Open for applications
* 1 February 2021 at 9am – Closed for applications, applications after this time will not be accepted.
* 5 March 2021 – Target date for participants will be contacted regarding their outcome
* 18 March 2021, 12-14.00- Grant recipients required to attend a video conference on evaluation
* 1st April 2021 – Innovation Grant Programme start date, with max 3 months mobilisation.
* 31st March 2022 - Project activities completed
* 30th April 2022- Evaluation reports submitted

All successful applicants are expected to deliver an evaluation of their projects. As part of developing the evaluation, successful project teams will be expected to participate in online workshop which will provide an introduction to evaluation and research methods on **18 March 2021, from 12-14.00. This workshop will be delivered by the Health Innovation Network in collaboration with the NIHR Applied Research Collaboration (ARC) South London.**

Given the current challenges on the system from Covid, we reserve the right to change dates, however we would appreciative bidders could hold the time on the 18th March 2021 for at least one representative to participate if successful.

**Applications:**

Please ensure all parts of the application are completed. Please ensure each question is answered fully and do not rely on information given in response to other questions. If all questions are not fully completed in the application this would result in a lower score. The word count gives an indication of the level of detail required, do not exceed the word count. All applicants should assume the person assessing the application has no prior knowledge of services, projects, or practice.

Those questions that are scored (indicated on the application form) will be scored between 1 and 5 using the following framework:

* 5 – Excellent, answers the question with precision and relevance demonstrates innovation / added value.
* 4 – Good, meets the standard required as it is a comprehensive response in terms of details and relevance to the question.
* 3 – Acceptable, meets the standard by providing acceptable level of detail, accuracy and relevance in most aspects but fails in some areas.
* 2 – Limited, fails the standard in most aspects but meets some. Limited information which is inadequate and only partially addresses the question.
* 1 – Inadequate, fails to provide the detail, question not answered, answers not directly relevant to the question.

**Top Tips:**

* Make reference to how your project meets most or all the identified priorities and will enhance the work of the Health Innovation Network.
* Quality over quantity, give clear and concise information.
* Read the question carefully and answer within the word count.
* Be SMART in your answers: specific, measurable, achievable, realistic, timely. To assess the application, the judging panel need to be clear what you are asking to be funded and what you will deliver.
* Keep answers simple and explain any uncommon terminology – experts in your field may not be reviewing your application.
* Provide sources or links within the footnotes for any evidence or research that is cited – this will not be included in your word count.
* Develop the application in partnership with stakeholders.
* Provide a clear budget breakdown (avoid rounded figures when not appropriate).
* Refer to the KCL evaluation toolkit to support the planning of your proposed evaluation strategy [www.kcl.ac.uk/evaluation](http://www.kcl.ac.uk/evaluation)

**Review Process:**

All submitted applications will be initially reviewed to ensure they meet all eligibility criteria and are complete. All eligible applications will then undergo an initial shortlisting process to score the applications. Each scored question will be scored individually so information from previous answers will not be considered. The top scoring applications will then be evaluated by a panel of senior leaders from across health and care organisations in South London who will decide on the successful applicants. You may be contacted throughout the process to provide further clarification, but this is not confirmation that you will receive funding.

**Funding Allocation:**

If successful, the grant payment will be made at two instalments. The first payment will be made at the start of the project and the second payment made at the halfway point of the project. If progress has not been made or the expectations below have not been met, further funding can be delayed or withheld. Funding may also be withheld if you fail to submit the quarterly report template. It is important to identify a relevant financial lead within your application.

**Responsibilities of Grant Winners:**

* Signed Grant Agreement
* Attend Project Initiation meeting with a HIN representative
* Attend the Evaluation webinar with the HIN and ARC on 18 March 2021, from 12-14.00
* Attend face to face or virtual meetings when needed
* Quarterly update report templates will be submitted
* A project complete by 31 March 2022.
* A final report at the end of the project incorporating the evaluation.
* Promote and help disseminate the work, e.g. through newsletters, case studies or blogs
* Real-world validation projects will require that there be a written report available to HIN within the 12-month period, and HIN will have the right to publish the report or use it in its promotional activities.

**Responsibilities of the Health Innovation Network**

* Will provide funding in a timely manner when plans are met
* Offer non-financial support which can be identified through regular meetings as needed
* Help promote and disseminate the work through our extensive networks and communication channels

Please email the application to [hin.innovationgrants@nhs.net](mailto:hin.innovationgrants@nhs.net) before **9am on 1 Monday 1 February 2021** (note that no queries can be responded to after 4pm on Friday 29 January), any applications received after this date will not be reviewed. You will receive an email confirmation to acknowledge your application has been received. If you do not receive a confirmation email, please contact the email above to confirm your application has been received.