Application form guidance

Advancing Applied Analytics Round 2 - 2018

This guidance document is to be read alongside the application form on AIMS in order to help applicants complete the form correctly. Please ensure that you have read this guidance document, the **Notes for applicants** document, the **Frequently asked questions** and the AIMS user guide before completing the application form on AIMS. All of these documents are available to download on the Health Foundation website: www.health.org.uk/advancing-applied-analytics

1.	Project idea			
Give details of your project idea.				
		Question	**Word count**	**Guidance**
1.1	**Project title**	Project title	130 character limit (approx. 20 words)	Enter your project title using the box provided on AIMS.
1.2	**Project duration**	Please enter duration in months.		Please enter your project duration in months using the box provided on AIMS. Remember projects must start before October 2018 and last up to a maximum of 15 months.
1.3	**Total amount requested**	Total amount requested	12 characters	Please state the total amount of funding you are requesting from the Health Foundation using the box provided on AIMS. Maximum funding is £75,000 per application.
1.4	**Summary of your project**		1,375 character limit (approx. 250 words)	Please highlight the main features of your proposed project. You might also want to include information on: - background / context and rationale for the project - aims - an outline of the approach.

| 1.5 | Impact | How will your project impact on, influence or improve health and/or health care in the UK? | 2,750 character limit (approx. 500 words) | Please tell us how your project will impact on analytical capability and how this eventually leads to better health and care.

You can include information on a range of potential impacts. For example:

- applying new analytical methods and approaches
- changes to the way analysis is used in practice
- benefits to individuals (including patients and service users), organisations. |

2.	Project method			
		Question	**Word count**	**Guidance**
2.1	**Project proposal**	Describe your methods in detail.	2,500 words	Give full details of the approach you want to adopt. You may wish to present this in terms of: - key methods/processes you intend to use - the resources you will need to do this - key stakeholders that will influence/use the work - the key stages the work will progress through these - final outputs of the work. Please restrict your answers to less than 2,500 words.

2.2	**Data access and permissions**		2,750 character limit (approx. 500 words)	Please outline all the key data sources that you expect to use in this project and how you propose to access them and what permissions/agreements will be necessary to access the data.
				Where appropriate please indicate specific local assurance mechanism to protect confidential information.
				Note we recognise that not all these may be in place – but we need to be reassured that if the projects is supported these can be obtained in time. Final funding decisions may well depend on getting agreements in place.
2.3	**Project plan**	Attach a project plan for your proposed project using the template provided.		Please click as indicated on AIMS to download the project plan template that we would like you to use.
				Complete the plan outlining the various stages of the project including all key milestones such as meetings and deadlines for outputs.
				Once complete, please upload your project plan using the upload box provided.
				Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission.

				Allowed file type(s): doc, docx, mpp, pdf, xls, xlsx. Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.
2.4	**Project start date**	Proposed start date		Please enter the anticipated start date of your project using the drop-down menu on AIMS. Note projects must start by October 2018.
2.5	**Project duration**	Project duration		Please note that this information is pulled through from section 1.2 in the application form. If this is incorrect then please amend section 1.2.

2.6	**Milestones**	For your midpoint and end of project, list maximum five minimum three milestones for each point that you intend to measure your success against.	300 character limit (approx. 50 words)	Please outline key milestones for the project midpoint and by the end of the project. These will be used to assess progress and so we will look for ones that
				
				   a. can be easily measured/assessed
				   b. relate to outputs more than processes (where possible)
				   c. are relevant to sustained improvements in capability and so patient care/population health.
				
				We are looking for at least three key milestones at each point though you may choose to have up to five.
				Midpoint five boxes - three mandatory.
				End of project five boxes - three mandatory.

3.	Project management			
		Question	**Word count**	**Guidance**
3.1	**Project management**	Outline the quality assurance systems you will use to ensure the project is implemented on time and to a high standard.	1,100 character limit (approx. 200 words)	Please outline how you will ensure the project is delivered on time and to a high standard. Consider: - Project management (oversight from senior staff, project and organisational governance, etc). - Quality assurance of all outputs (internal reviews, peer reviews, etc).
3.2	**Share findings**	How will the outputs from this project be disseminated within your organisation? How will the findings from your project be shared with other organisations?	1,500 words	The final outputs from the projects can take a number of forms. Though we will require some form of a short written report at the end of the project, we recognise that there may be much better ways to share the learning from this work, for example, in presentations, joint meetings or shared products. What's most important to us is that projects influence what happens within their organisation(s) and there are attempts to share learning. This section does not have a character limit, but, we do ask that answers are not more than 1,500 words. Ensure that the activities mentioned are accounted for in the budget section and project plan.

4.	Budget			
		Question	**Word count**	**Guidance**
4.1	**Total amount requested for this application**	Total budget		Please note that this information is pulled through from section 1.3. If this is incorrect please amend section 1.3.
4.2	**Project budget**	Project budget		Please click as indicated on AIMS to download the budget template that we would like you to use. Use the budget template provided, breaking down your activities accordingly. This must include a breakdown of all staffing costs and non-staffing costs (eg travel, meetings/workshops/events, communications and dissemination activities, data acquisition, etc). Once completed, please upload the budget document using the upload box provided. Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission. Allowed file type(s): doc, docx, pdf, xls, xlsx.

					Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.
4.3	**Budget rationale**	Provide justification for items requested in the budget and the level of funding requested.	1,375 character limit (approx. 250 words)		Provide justification for items requested in the budget and the level of funding requested; please note that the Health Foundation will be assessing value for money.
4.4	**Other funding**	Have you approached the Health Foundation or any other organisations to fund this proposal (or a significant part of this)?	1,375 character limit (approx. 250 words)		Please indicate yes or no to this question using the buttons provided. If you indicate yes, a comments box will appear asking you to give details. Please provide details including: - The organisation(s) approached and the name of the programme. - If the Health Foundation was approached, specify which programme. - When they were approached for funding. - What funding was asked for. - The outcome (if this is unknown, then please give the date that you expect to find out).

5.	People

Provide details of the primary contact. These are the details of the person we will contact regarding the administration of the application and the delivery of the project. These details are pulled from the 'Contacts' tab on AIMS. If you need to amend these, save the form and then hover over the 'Contacts' tab underneath the Health Foundation logo. Select the 'Edit my details' tab and edit as required.

5.1	Lead applicant	**Question**	**Guidance**		
			Provide details of the project lead. These are the details of the individual who is leading on the proposed work programme.		
		Full name	Pre-populated from 'Contacts' tab (see above for details on how to edit).		
		Email	Pre-populated from 'Contacts' tab (see above for details on how to edit).		
		Telephone	Enter the primary contact's telephone number.		
		Job title	Enter the primary contact's job title.		
		Organisation name	Pre-populated from 'Contacts' tab (see above for details on how to edit).		
5.2	**Collaboration**	Provide details of the collaborating organisations/individuals/partners you are proposing will comprise the project team.	1,650 character limit (approx. 300 words)	Please provide details of each party and a brief description of their role in the team. We are particularly interested in applications from multi-disciplinary and collaborative teams.

5.3	**Project team information**	Provide a brief description of the team members in terms of the specific expertise and relevant experience that they bring to this proposal.	1,100 character limit (approx. 200 words)	Please provide details of the proposed project team members including their name, job title and organisation as well as their expertise in relation to the project. Add a line per person as indicated on AIMS using the 'ADD' button provided. Please note that 'ADD' is a multi-function button. You should click on 'ADD' to save the data entered in each row. You will be left with a blank row when you have completed this question in order for the last row to be saved.
5.4	**Supporting documentation: CVs**	Please upload one document of the primary members of the project team.		Please attach one document with the CVs of the primary members of the project team. The maximum number of uploads is one. The total file size for each upload should not exceed 10Mb. Files larger than this may not be considered as part of this submission. Allowed file type(s): doc, docx, pdf, xls, xlsx. Select 'Save' or 'Save & Continue' to ensure the file is attached correctly. This can be found at the bottom of the page on AIMS.

6.	Organisation			

Give details of the lead organisation – ie the one that will be managing the funding. These details are pulled from the 'Contacts' tab on AIMS. If you need to amend these, save the form and then hover over the 'Contacts' tab underneath the Health Foundation logo. Select the 'Edit my details' tab and edit as required.

6.1	Organisation	Question	Word count	Guidance
		Organisation name		Pre-populated.
		Type of organisation		Please indicate the type of organisation using the drop-down menu on AIMS.
		Organisation description	1,350 character limit (approx. 200 words)	Provide a brief description of the lead organisation in terms of its activities, organisational governance and management. Please assume that the Health Foundation has no prior knowledge of your organisation or its activities.
		Address line 1		Pre-populated from 'Contacts' tab (see above for details on how to edit).
		Address line 2		
		Address line 3		
		Address line 4		

		Postcode		
		Country		Please indicate which country the organisation is based in using the drop-down menu on AIMS.
		Tick the box if your registered address is different than above.		Indicate using the tick box on AIMS and complete the details of the registered address if applicable.
		Company registration number		Complete if applicable or enter N/A.
		Charity registration number		Complete if applicable or enter N/A.
		VAT number		Complete if applicable or enter N/A.
		Is your organisation registered to pay tax in the UK?		Please indicate whether your organisation is registered to pay tax in the UK using the drop-down menu on AIMS.

7.	**Declaration**		
		Question	**Guidance**
7.1	**Declaration**	Declaration of applicant	Please tick the box provided on AIMS to confirm that: - you have the authority to submit the proposal on behalf of the applying organisation - the information supplied is, to the best of your belief, correct - you consent to the use of your data as indicated above the tick box on AIMS.

7.2	Marketing information	Tell us how you first heard about this programme.	Please use the drop-down menu provided on AIMS to indicate how you found out about the programme that you are applying to.

8.	Interviews		
		Question	**Guidance**
8.1	**Interview times**		Interviews with shortlisted applicants will be held in **July 2018**. You should confirm the availability of key members of the team to attend (**up to five team members** in total). The interviews will take place on phone. Please tick **at least three preferences** for interview dates and times. The earliest time for a morning interview will be **10am** and the latest slot will run until **5pm**.

Once you have completed all the questions above, provided that you are happy with your answers you may now submit the application form by clicking 'Save & Continue' at the bottom of the page on AIMS. This will bring you to the submission page. Any responses that you have missed will be picked up at this stage; please go back and complete them accordingly. Once fully completed, provided that you are happy with your application click the 'Yes, submit entire form now!' button in order to submit your application.

Many thanks for your interest in the Health Foundation's Advancing Applied Analytics programme, please refer to the ***Notes for applicants*** document on our website for details of the application timeline: www.health.org.uk/advancing-applied-analytics