

Advancing Applied Analytics: Round 3

Application form guidance

January 2019

Use this guidance document alongside the application form on AIMS in order to help you complete the form correctly. Please ensure that you have read this guidance document, the ***Notes for applicants***, the ***Frequently asked questions*** and the **AIMS user manual** 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

The deadline for applications is noon, Tuesday 26 February 2019.

1. Project idea				
		Question	Word count	Guidance
1.1	AIMS ID			This will be pre-populated with your AIMS ID.
1.2	Project title	Project title	130 character limit (approx. 20 words)	Enter your project title using the box provided on AIMS.
1.3	Project duration	Please enter duration in months.		Please enter your project duration in months using the box provided on AIMS. Remember that projects must start by September 2019 and last up to a maximum of 15 months.
1.4	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. This figure should match the total on your budget sheet. Maximum funding is £75,000 per application.
1.5	Summary of your project	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: <ul style="list-style-type: none"> - background/context and rationale for the project - aims - an outline of the approach.

<p>1.6</p>	<p>Sustained improvement in analytical capability</p>	<p>How will your project lead to sustained improvement in analytical capability and in turn influence health and health care?</p>	<p>2,750 character limit (approx. 500 words)</p>	<p>Please tell us how your project will have a lasting impact on analytical capability and how this eventually leads to better health and health care.</p> <p>You can include information on a range of potential impacts. For example:</p> <ul style="list-style-type: none"> - applying new analytical methods and approaches - changes to the way analysis is used in practice - benefits to individuals (including patients and service users) and organisations.
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2.		Project method		
		Question	Word count	Guidance
2.1	Project proposal	Describe your methods in detail.	2,500 words	<p>Give full details of the approach you want to adopt.</p> <p>You may wish to present this in terms of:</p> <ul style="list-style-type: none"> - 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 - final outputs of the work. <p>Please restrict your answer to no more than 2,500 words.</p>

		Supporting documentation	1 file attachment allowed	<p>As the application form is unable to record charts and images, we have provided an upload option for any additional information. This is not a mandatory field and should only be used for relevant information to the project proposal.</p> <p>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.</p> <p>Allowed file type(s): MS Word (doc, docx), MS Excel (xls, xlsx) and PDF.</p> <p>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.</p>
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2.2	Data access and permissions	An outline of all key data sources and permissions/agreements	2,750 character limit (approx. 500 words)	<p>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.</p> <p>Where appropriate, please indicate specific local assurance mechanisms to protect confidential information.</p> <p>Please note: we recognise that not all of these may be in place, but we need to be reassured that if the project is supported, these can be obtained in time. Final funding decisions may well depend on getting agreements in place.</p>
2.3	Project start date	Proposed start date		<p>Please enter the anticipated start date of your project using the drop-down menu on AIMS.</p> <p>Note: projects must start by September 2019.</p>
2.4	Project duration	Project duration in months		<p>Please note that this information is pulled through from section 1.3 in the application form. If this is incorrect then please amend section 1.3.</p>

2.5	Final outputs	List key achievements that we can use to measure your success.	300 character limit for each milestone (approx. 50 words)	<p>Please outline final outputs for your project. Your chosen outputs will be written into and form part of the final award agreement should you be successful with your application.</p> <p>These final outputs will be referred to in your mid-point and end-of-project reviews to assess the progress and success of your project, so we will look for ones that:</p> <ul style="list-style-type: none"> a. can be easily measured/assessed b. relate to outputs more than processes (where possible) c. are relevant to sustained improvements in capability and thus patient care/population health. <p>We are looking for at least three key outputs so there are three mandatory boxes to complete. If you would like to add more than three, please add them in the additional outputs milestone box.</p>
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3. Project management		Question	Word count	Guidance
3.1	Project plan	Attach a project plan for your proposed project using the template provided.	1 file attachment allowed	<p>Please click as indicated on AIMS to download the project plan template that we would like you to use.</p> <p>Complete the plan, outlining the various stages of the project including all key milestones such as meetings and deadlines for outputs.</p> <p>Once completed, please upload your project plan using the upload box provided.</p> <p>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.</p> <p>Allowed file type(s): MS Word (doc, docx), MS Excel (xls,xlsx) and PDF.</p> <p>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.</p>

3.2	Project management	Outline the project management/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)	<p>Please outline the quality assurance system you will adopt to ensure that the research is delivered on time and to a high standard. Consider:</p> <ul style="list-style-type: none"> - project management (oversight from senior staff, project and organisational governance, etc). - quality assurance of all outputs (internal reviews, peer reviews, etc).
3.3	Sharing 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	<p>The final outputs from the projects can take a number of forms. Though we will require some form of 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 is most important to us is that projects influence what happens within their organisation(s) and that there are attempts to share learning.</p> <p>This section does not have a character limit, but, we do ask that answers are not more than 1,500 words.</p> <p>Ensure that the activities mentioned are accounted for in the budget section and project plan.</p>

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 1.4. If this is incorrect then please amend section 1.4.
4.2	Project budget	Project budget	1 file attachment allowed	<p>Please click as indicated on AIMS to download the budget template that we would like you to use. Fill in this budget template, breaking down your activities accordingly.</p> <p>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).</p> <p>Once completed, please upload the budget document using the upload box provided.</p> <p>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.</p>

				<p>Allowed file type(s): MS Word (doc, docx), MS Excel (xls,xlsx) and PDF.</p> <p>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.</p>
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	External Suppliers	How much of your budget will be spent on external suppliers?	1,375 character limit (approx. 250 words)	<p>Please outline how much of the requested amount will go towards external suppliers and the rationale for this. Please note that we will assess how the budget is divided as we expect the majority of our funding to stay within the eligible organisations.</p> <p>Please provide details including:</p> <ul style="list-style-type: none"> - the name(s) of the external supplier(s) - what service they will provide in contribution to this project - how much this will cost.
4.5	Other funding	Have you approached the Health Foundation or any other organisations to fund this proposal, or a significant part of this proposal?	1,375 character limit (approx. 250 words)	Please indicate yes or no to this question using the buttons provided on AIMS. If you indicate yes, a comments box will appear asking you to give details. Please provide details including:

				<ul style="list-style-type: none"> - 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).
4.6	Living wage	<p>The Health Foundation is a Living Wage Employer and also a Living Wage Friendly Funder.</p> <p>Are you an accredited Living Wage Employer?</p>		<p>As a Living Wage Employer, we would like to encourage all our applicants to consider becoming Living Wage Employers if they have not already done so. We are therefore interested in gathering information on how many of our applicants have taken this step, either by becoming Living Wage Employers or through otherwise ensuring that all of their employees are paid at or above the Living Wage rate.</p> <p>As a Living Wage Friendly Funder, we need to ask you to confirm whether your application is seeking funding for posts above or below the real Living Wage. The answer to this does not impact on our decision-making and any instances of funded roles being below the Living Wage will only be discussed during award agreement negotiations should you make a successful application.</p> <p>For more information and the current real Living Wage rates, please see our website: https://www.health.org.uk/about-the-health-foundation</p> <p>Please indicate yes or no to this question using the buttons provided on AIMS. If you indicate no, an additional yes or no question will appear for you to answer.</p>

5. Lead organisation and project team				
		Question	Word count	Guidance
5.1	Lead organisation	Give details of the lead organisation, ie the one that will be managing the funding.		Provide details of the primary organisation. These are the details of the organisation that will be leading this project and managing the funding. These details are pulled from the 'Contacts' tab on AIMS and cannot be amended.
		Organisation name		Pre-populated from 'Contacts' tab.
		Type of organisation		Please select type of organisation from the drop-down menu on AIMS. If you select 'Other', please specify in the text box that appears below the drop-down menu.
		Address Please tick box if registered address is different than above		Pre-populated from 'Contacts' tab. If you tick the box indicating that your registered address is different than above, please enter your registered address in the address lines that appear below the tick box.
5.2	Lead applicant	Provide details of the project lead. These are the details of the individual who is leading on the proposed work programme.		These are the details of the person leading this project and the person we will contact regarding the administration of

				the application – eg to arrange an interview. These details are pulled from the ‘Contacts’ tab on AIMS.
		Full name		Pre-populated from ‘Contacts’ tab.
		Email		Pre-populated from ‘Contacts’ tab.
		Telephone		Enter the lead applicant’s telephone number.
		Job title		Enter the lead applicant’s job title.
		Organisation name		Pre-populated from ‘Contacts’ tab.
5.3	Project team information	Please provide details of the individuals in the project team. Where there are subcontracting arrangements, please highlight them.	1,110 character limit per box (approx. 200 words)	<p>Please provide details of the proposed project team members including their name, job title and organisation as well as their responsibility and expertise in relation to the project.</p> <p>Add a line per person as indicated on AIMS using the ‘ADD’ button provided.</p> <p>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.</p>
5.4	Partner organisations	Please provide details of the other organisations that will work with you on this project. (Add a new line per organisation and add N/A if not applicable.)	1,110 character limit per box	Please provide details of each organisation and a brief description of their contribution to the project.

			(approx. 200 words)	<p>We are particularly interested in applications from multi-disciplinary and collaborative teams.</p> <p>Add a line per organisation as indicated on AIMS using the 'ADD' button provided.</p> <p>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.</p>
5.5	Supporting documentation: CVs	Please upload one document relating to primary members of the project team.	1 file attachment allowed	<p>Please attach one document with the CVs of the primary members of the project team. The maximum number of uploads is one.</p> <p>The total file size for each upload should not exceed 10Mb. Files larger than this may not be considered as part of this submission.</p> <p>Allowed file type(s): MS Word (doc, docx), MS Excel (xls, xlsx) and PDF.</p> <p>Select 'Save' or 'Save & Continue' to ensure the file is attached correctly. This can be found at the bottom of the page on AIMS.</p>

6.		Declaration	
		Question	Guidance
6.1	Declaration	Declaration of applicant	<p>Please tick the boxes provided on AIMS to confirm that:</p> <ul style="list-style-type: none"> - 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 have read and understood the privacy notice - you consent to the use of your data as indicated above the tick box on AIMS.
6.2	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.

7. Interviews			
		Question	Guidance
7.1	Interview times	Please tick at least three slots for interview dates and times.	<p>Please tick at least three of the interview dates and times boxes provided on AIMS. Interviews with shortlisted applicants will be held in June 2019. 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 by phone.</p> <p>The earliest time for a morning interview will be 10am and the latest slot will run until 5pm.</p>

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.