

Invitation to tender: Research partners for a commission exploring work and health

Guidance for applicants

This guidance is for **research and analysis services** only and should be read alongside the ITT available on the Health Foundation website. A separate tendering process is taking place for public involvement support.

Information call

On Wednesday 26 July 2023, 13.00–14.00, we will host an information call to introduce the work we are commissioning and answer any questions.

If you would like to join, register by email (research.mailbox@health.org.uk). Please include any questions that you would like to be answered on the call.

Slides along with questions and answers discussed on the call will be made available afterwards on the Health Foundation website.

How to use the applicant portal

The Health Foundation uses **Salesforce Grants** to receive and assess applications. Read our **guidance** on navigating the applicant portal.

You will first need to log in/register a new account on our portal, then select the relevant opportunity (**‘Research partners for a commission exploring work and health’**).

Tips:

- Please note that you can save and resume your form at any time before it is submitted, by ticking ‘Save and resume later’ at the bottom of each page. You will be able to re-access the form by going to ‘My funding requests’ and choosing ‘My open applications’ from the dropdown menu. If you close the browser without saving or submitting your form, any changes made will not be saved.
- There is a word count limit for long text fields – if you exceed the word limit, a message will appear underneath the field to indicate how many words are over the limit. The form only supports rich text such as bullet points however this can distort the word count.

- Once you have submitted the form, you will be able to access a read-only version by navigating to the 'My funding requests' tab in the portal and selecting 'My completed applications' in the dropdown.
- Unless you have discussed and agreed extenuating circumstances with the team at the Health Foundation, please do not submit responses in any other format.

Please feel free to contact the team if you have any questions or issues with setting up and account and using the portal (research.mailbox@health.org.uk).

Application process

Please complete your application via our online portal by 12.00 (midday), Monday 18 September.

You will need to:

1. answer the questions on our [applicant portal](#)
2. upload an indicative budget to the portal using the Health Foundation template (download this on the application portal)
3. upload a project/research plan document as prompted on the form. Please note, the project plan will be reviewed as part of our assessment process. We can accept Word documents and PDFs.

1. Application questions

We use a standard response form for all Health Foundation ITTs, which includes the following sections:

1. Organisation details
2. About your tender
3. Capacity to deliver value for money
4. Working together
5. Costings
6. Provider references
7. Contract.

We will only accept submissions which are completed using our online portal.

A Word version of the application form is available on request, to help you draft your application, but the final version **MUST** be submitted using our online portal.

2. Indicative budget

Please complete the budget template indicating costs you expect to incur in undertaking the research for the paper(s). If you are applying to produce more than one paper, please complete the budget for total costs.

3. Research/project plan

Section 2 ('About your tender') asks you to upload a project management plan.

Please upload a research/project plan which addresses the below points and upload as a PDF document into the portal (three pages maximum).

- Clearly set out which paper(s) you wish to produce and your approach and delivery plan for each one. The plan should also show how you would address the cross-cutting perspectives (inequalities, international and regional/local) as set out in the ITT.
- Provide a timeline for the paper(s) you wish to produce.
- Provide details of the research team.
- Include detail on your capacity to deliver within the tight timescales.
- Outline potential risks and mitigation strategies

Next steps

Applications will be assessed by a panel of internal and external reviewers, followed by a moderation panel meeting and interviews.

Indicative timings:

Deadline for applications	12.00 (midday), Monday 18 September 2023
Response to tenders by	17.30, Friday 29 September 2023
Interviews	Tuesday 4 or Wednesday 5 October 2023
Final decision will be communicated by	17.30, Friday 6 October 2023
Anticipated start date	As soon as practicable
Inception meeting	Week beginning 16 October 2023

Any questions?

Email research.mailbox@health.org.uk.