

Policy Research Unit to drive improving health and reducing inequalities in Scotland

Guidance to support the application

This guidance should be read alongside the Call for applications and supporting slide deck (following our information call) available on the Health Foundation website.

Information call

We will be holding an information call at **12.00 (midday) on Thursday 24 August 2023**.

This is to give an overview of the opportunity and to answer any questions. Please send any questions for the information call in advance to healthylives.tenders@health.org.uk by 17.00 Monday 21 August 2023.

Slides, 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 the online system, **Salesforce Grants** to receive and assess applications.

Guidance is available on navigating the applicant portal.

You will first need to log in/register a new account on our portal, then select the relevant opportunity (**Policy Research Unit to drive improving health and reducing inequalities in Scotland**).

Tips for Salesforce Grants

- **Saving as you go** - 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 drop down menu. If you close the browser without saving or submitting your form, any changes made will not be saved.
- **Word count limits** - 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.

- **Accessing your submitted application** - Once you have submitted the form, you will be able to access a read only version by navigating to the 'My Funding Request' tab in the portal and selecting 'My completed applications' in the drop down.
- **Applications have to be via Salesforce Grants** - 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 (healthylives.tenders@health.org.uk).

Application process and questions

Process

To apply you will need to:

1. answer the questions **on our applicant portal**. Questions with an asterisk (*) are mandatory
2. upload an indicative budget to the portal using the Health Foundation template (a copy is available to download on the application portal)
3. upload a project plan document when prompted to in the form. Please note, the project plan will be reviewed as part of our assessment process. We accept MS Word versions and PDFs.

1. Application questions

We use a standard response form for all Health Foundation applications and tenders. The questions are grouped by:

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 upon 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 establishing the Policy Research Unit and delivering the programme of work.

3. Project plan

Section 2 (About your tender) asks you to upload a project plan. (Q. Please provide a project management plan with this form*).

Please upload project plan which sets out the stages and milestones for completing the work, including where appropriate:

- project team roles and plans for recruitment
- approach to delivering workstrand 1 (tackling the implementation gap) and workstrand 2 (providing a policy and insights function)
- stakeholder engagement and influencing approaches
- approach to quality assurance and ensuring credibility of fundings and recommendations
- key milestones and dates
- how you will work with the Health Foundation, senior advisor and steering group
- project completion and publication.
- potential risks and mitigating strategies if not already covered.

Submission deadline

Please complete your application via our online portal by **12.00 (midday), Wednesday 27 September 2023**. For any queries contact healthylives.tenders@health.org.uk

Next steps

After the deadline, applications will be assessed by a panel of internal and external reviewers, followed by a moderation panel meeting and interviews.

The indicative timings for a decision are below:

Activity	Date
Open for applications	Thursday 17 August 2023
Online information call for applications	12.00 (midday), Thursday 24 August 2023
Deadline for application	12.00 (midday), Wednesday 27 September 2023
Notification of outcome of application	Friday 13 October 2023
Interviews	Friday 20 October 2023
Final decision	17.00, Monday 23 October 2023
Start date	As early as possible