

Invitation to tender: **Productivity in health care**

Guidance for applicants

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 ('Productivity in 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 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 menu.
- 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 an account or using the portal (research.mailbox@health.org.uk).

Application process

Please complete your application via our online portal by 12:00 (midday) on 3 June 2024.

To apply you will need to do the following:

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 plan document as prompted on the form (please note, the project plan will be reviewed as part of our assessment process; we 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 and 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.

3. Project plan

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

Please upload a project plan (one page) which sets out the stages and milestones for completing the work.

The plan should show who will be working on the project at different times, taking into account other commitments.

Next steps

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

Indicative timings:

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| Deadline for applications | 12:00 (midday) on 3 June 2024 |
| Confirmation of shortlisted applicants | w/c 17 June 2024 |
| Interviews | w/c 24 June 2024 |

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| Final decision will be communicated by | w/c 24 June 2024 |
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Any questions?

Email research.mailbox@health.org.uk