

Advancing Applied Analytics Round 2

Frequently asked questions

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NOTE: All applications to the Advancing Applied Analytics programme have to be submitted through our online application portal **AIMS.health.org.uk**. We advise all potential applicants to familiarise themselves **as early as possible** with the application process and AIMS user manual.

1. Background

About the Health Foundation

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.

Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.

We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.

We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

Further details about the organisation can be found at www.health.org.uk

About our Advancing Applied Analytics programme

The ability to use information effectively is an essential element in any health care system. Analysis can help shape care for individual patients as well as informing decisions for services or across organisations and health systems. It also has a role in helping to improve quality and safety by identifying areas for improvement and monitoring service delivery.

Therefore, modern health care systems require a skilled workforce that is able to prepare, analyse and interpret data for a range of purposes. However, as we know from the Health Foundation's recent review published in December 2016, [*Understanding analytical capability in health care*](#), analytical capability is underdeveloped in the NHS. It is widely acknowledged that health care services cannot access the right type of analysis or make the best use of data that already exist, never mind take advantage of new data streams and methods that are becoming possible.

The review we published in December 2016 described some of the limitations of analytical capability in support of health and care. Good analytical support is important at all levels of the health service – it can help shape care for individual patients as well as across organisations and health systems. It has a role in supporting efforts to improve the quality and safety of care by identifying areas for improvement and monitoring change. Perhaps most importantly, good quality analysis is central to learning health care systems and has been shown to be a vital aspect of high performing organisations.

The Health Foundation is therefore interested in stimulating projects that can help to improve analytical capability in support of health and care services. We are looking to support local projects and initiatives that can demonstrate how to improve analytical capability and provide lessons for the wider care system. This is the second round of the Advancing Applied Analytics programme. You can find out more about the 12 projects supported in the first round on our website: www.health.org.uk/advancing-applied-analytics

We have £750,000 funding to run the next round of the programme. We are looking to support up to 12 good quality projects that:

- improve analytical capability and can show how this will support better care in the future
- require funding of up to a maximum of £75,000 per project
- starts no later than October 2018, with a maximum duration of 15 months
- are led by a local/regional NHS or social care provider or commissioning organisation including local authorities, though partnerships with other groups and sectors are welcome.

If this programme is successful we hope to create a longer-term programme to support work in this area.

2. Eligibility

Q 1. Who is eligible to submit an application?

Each application should have a lead organisation that plays a direct role in the provision, planning or commissioning of care. Though we recognise that in some projects, most of the work may be done by another agency, we nevertheless want to see the application arising from an organisation that has an influence on care delivery.

Lead applicants could include the following organisations:

- Voluntary sector organisations providing care
- Clinical commissioning groups
- Local authorities
- Health boards in Scotland or Wales
- Hospital and community health care providers
- Social care providers
- Independent sector providers where majority of care is NHS, local authority funded
- GP practices/federations
- Commissioning support units

NOTE: lead applicants already in receipt of a current award will not be eligible to apply as a lead applicant ie you can only be the lead on one project at any one time. However, an organisation or individual currently in receipt of an Advancing Applied Analytics award may be a partner on another's application.

Q 2. Does the lead applicant need to be UK-based?

Yes. The lead applicant will have to be a UK based organisation but we will accept applications where partners are not based in the UK.

Q 3. Could two individuals, working for separate institutions, act as joint applicants?

No. We require a single person to be identified as the lead applicant though we welcome applications that include multidisciplinary and multisite teams. For the purposes of the online application, the contracting and the project management processes, we require you to have only one named primary/lead contact for each application, and that person must be ultimately responsible for the delivery of the project.

Q 4. Can I work with other partner organisations?

Yes, applicants can collaborate or subcontract, where appropriate, with partner organisations. Please specify what role any partners will have, and indicate the current level of progress in developing the collaboration in your application.

Q 5. What sort of partner organisations can be included?

In addition to the organisations listed in the lead applicant section, partner organisations may include the following:

- Other non-NHS provider organisations, such as charities, voluntary organisations, patient-led organisations, education bodies, companies and consultancies
- Royal colleges
- Specialist societies
- Evaluation or research organisations
- Collaborations for Leadership in Applied Health Research and Care (CLAHRCs), Academic Health Science Networks (AHSNs) and improvement organisations
- Public health organisations
- Universities and academic bodies
- Local authorities

3. Budgeting and project costs

Q 6. How long will the Health Foundation's funding of individual projects last?

We anticipate making grants for projects lasting up to 15 months. We will also consider projects that complete in shorter time periods but cannot consider any applications that will last longer.

Q 7. What level of funding can we apply for?

We anticipate funding significant projects through this programme of work, with budgets in the range of £10,000 to £75,000.

Q 8. What costs can be included in an application?

You should include expected items of direct expenditure required to carry out the project. Items commonly covered include:

- Backfill costs for leadership and clinician time spent on the project. Substantive posts on which the new innovation is dependent could be included if matched funding or endorsement to support these posts beyond the programme has been secured.
- Honoraria for any patient/carers/service users' involvement.
- Project management and administrative support for the duration of the funding period.
- Data collection and any associated costs relating to local processing, extraction and staff time to carry out analysis.
- Supply of technical expertise.
- Administrative and travel costs for meetings.
- Backfill for staff (clinical and non-clinical) requiring training, involvement in project teams or implementing the changes and attendance at the learning event.
- Communication materials and associated staff time required to promote the project and the time for staff to take part in interviews/events related to promoting the project.

Please note that as a charity we will only fund the full directly-incurred costs of the project. We **do not** fund overheads. Furthermore, the project will be supported as a charitable grant and as such is not liable for VAT.

Q 9. Can we include salary costs for staff working on the project, eg salary costs that are directly allocated not directly incurred?

We expect that the majority of funding will be spent on the direct costs covering staff (employee, adviser or researcher) time spent on projects, which can include staff who are already employed at the institution or new staff (directly allocated cost and directly incurred cost). However, we do not provide the funding for academic backfill or teaching replacement time in addition to the direct cost.

Q 10. Will the Health Foundation fund overheads?

No. As a charity we will only fund the full directly incurred and directly allocated costs of the project.

Q 11. Can we include inflation in our costing?

All costs would need to be covered as part of the overall budget, including any inflationary increases.

Q 12. Do you pay VAT?

No. The project will be supported as a charitable grant and as such is not liable for VAT.

Q 13. Would you be prepared to part-fund a project?

Yes, we have no objection to joint funding with an existing project or a joint funder. However, your application would need to explain when and from whom the rest of the funding is likely to be secured. Prior to any funding decision we would need clarity about where responsibility lay contractually in terms of governance issues, intellectual property, publication and dissemination etc.

Q 14. Is it a requirement that applications should include matched funding contributions from service partners?

No. We are happy to receive applications that can demonstrate a strong commitment to the projects from partners, including a matched funding contribution. It is not however a requirement that all applications have matched funding.

4. Scope and focus of the projects

Q 15. Can aspects of my project be based on non-health care or non-UK experiences?

We are not looking to fund projects which do not have a focus on analytics in health and social care systems. However, we will consider projects that have a component of investigation in non-UK health and social care provided that you can clearly demonstrate the applicability and relevance of that element to the overall aims of the project.

Q 16. Will the programme fund methodological projects?

Yes, however, you must demonstrate how the methodological development can lead, directly or indirectly, to improvements in analytical capability to support better health and social care. We do not expect methodological research to be the only focus of the application and would expect to see an applied component within your project.

Q 17. Do I need to have obtained ethical approval for my proposal prior to submitting my application?

Though we do not require all permission to be in place, we do need to be confident that acquiring permissions will not delay the work in projects that are already of a relative short duration. Therefore, you must indicate that you already have (or will be able to get) the necessary permissions to start the project at the planned date.

5. The application process

Q 18. I've applied to the Health Foundation for funding before and have not had to use an online system. Can I submit an application any other way?

No, only applications submitted through our online application portal **AIMS.health.org.uk** will be considered for assessment. We would ask that you familiarise yourself with the online application portal at an early stage of your application as we may not be able to respond to any technical queries in a timely fashion in the days prior to the deadline for applications. As such we are encouraging early application submission to avoid any disappointment. Applicants must read the **Notes for applicants and Application form guidance** before completing an application. These can be downloaded from the Health Foundation website: www.health.org.uk/advancing-applied-analytics. The [AIMS user manual](#) will help guide you through the online portal.

The application form can be downloaded as a Word file making it possible to work on your application remotely; however, you are required to make your final submission through the online system. Please note that tables, diagrams or mathematical formulas do not always neatly cut and paste into the online portal and should be submitted as attachments.

Q 19. Who should the primary contact on the application be?

The primary contact (including the email address) on your application will be the person who will receive all future communication and correspondence regarding your application. We are advising that, irrespective of who submits the online application, the primary contact (and their email address) should be the project lead applicant – the person responsible for the overall delivery of the proposed project. It is critical that this person has the capacity to check and respond to their emails in a timely fashion as this is the way in which the Health Foundation will communicate the progress of your application throughout.

Q 20. Should I apply for the Advancing Applied Analytics programme as an individual or an organisation?

When using the online application portal, you must apply as an **organisation**, not an individual. When starting the application process, you will be asked to first register as a user, when doing this ensure that you tick the 'with an organisation box' before you click 'register'. Once logged in, please ensure that you create an organisation (this and your individual details will then be linked to your new account). You may then start to create an application in the organisation's name. This is the only way to apply for an Advancing Applied Analytics award. If you cannot find the programme in the create application drop down menu, it will be because you are trying to create an application on behalf of yourself as an individual rather than the organisation. Please note that the email you register and apply with will receive all communication regarding your application, so please ensure you have registered with the most appropriate email address.

We strongly recommend that lead applicants are only involved in one application or in a small number of very different applications. We will only accept one application per project lead and all applications will be expected to have **senior/board level executive support** for their application from the outset. We are seeking to support a diverse range of projects so are unlikely to support more than one project submitted by the same executive team.

Q 21. I'm having problems completing my online form, what should I do?

In the first instance please check that you have completed all the mandatory fields in the online form – it might be helpful to take a written note or screenshot of which questions require review before you re-enter the form.

If this has not resolved your problem, please refer to the [AIMS user manual](#).

If you have queries about the programme or the application process which have not been answered in the *Frequently asked questions, Notes for applicants* or the *Application form guidance*, please email appliedanalytics@health.org.uk and we will aim to reply within five working days and, if appropriate, will also update the *Frequently asked questions* document.

Q 22. Can we include additional material, such as consultation papers or toolkits, as an appendix?

We would not encourage this. However, there are some questions on the online form where we allow the option to attach a file. Please note that in all cases the file type and size are restricted.

Q 23. Will I be able to get feedback on my application if it has been unsuccessful?

Not usually. Applications that are successful in progressing to the peer review stage of assessment will receive the anonymised peer reviewer feedback. Unfortunately, as we expect interest in this call to be high, we do not have the resources to provide feedback to the other unsuccessful applications (ie those that were unsuccessful in getting to peer review stage).

6. Management and communication

Q 24. If successful, when is it expected that the project will begin, and when is the earliest that funds would be made available?

We expect projects funded through the open call to begin, at the latest by October 2018. We will come to an agreement with each project lead on the exact scheduling of the award payments as part of the contracting process. Generally speaking the first payment is made soon after signing of the award agreement.

Q 25. What is the Health Foundation's approach to the management of the project grants and requirements for reporting and engagement while the project is being carried out?

For this programme we want to establish mature and mutually beneficial relationships between the successful projects and experts within the Health Foundation. Staff from our Data Analytics team and elsewhere in the organisation may be interested in meeting with the

successful project teams. We expect successful project teams to keep us updated on their progress, including through interim and final reports.

We will also establish regular six-monthly workshops for all successful applicants that you will be expected to attend. We see these as a way of sharing learning between projects and experts working on advanced analytics. These can be a way to explore common problems, access expertise or make connections – all of which can help to deliver successful outcomes.

Q 26. Who owns the intellectual property rights for these projects?

Our award agreements are constructed so that you would own the rights to the intellectual property but you would license the Health Foundation to be able to use the intellectual property. This is so that we can, in partnership with the project team help to support dissemination of the work and maximise impact in line with our charitable objectives.

Q 27. What are the Health Foundation's expectations regarding publication of the findings from this project?

The audience for these projects should extend beyond the analytical community to include clinicians, managers and in some cases policymakers.

The final outputs from the projects can take a number of forms. Though we will require some form of a short written report we recognise that there may be much better ways to share the learning from this work. We would ask in advance that all projects include an outline of how the work will impact on practice within their own organisations and what steps they will take to share findings with other organisations.

Q 28. Will the Health Foundation help to disseminate my findings?

We are keen that the findings of projects are shared appropriately and we expect project teams to take the lead on disseminating their findings. We will offer support where we can eg sharing any significant impact via existing Health Foundation communications channels. However, we have not allocated additional resources for this step (as we do with some of our larger scale programmes).