SBRI Healthcare: NHS England competition for development contracts

GUIDANCE NOTES

These Guidance Notes complement the Invitation to Tender document and are designed to help you complete your application to the SBRI Healthcare programme.

Application Process

All applications will be treated in confidence.

The application process for the SBRI Healthcare competition is managed via the SBRI Healthcare portal, which is available from the SBRI Healthcare website at www.sbrihealthcare.co.uk and by clicking on the 'Apply now' link on the relevant competition page. Completed applications should be submitted electronically through the SBRI Healthcare portal, using the application form provided. Failure to use the application form and follow this guidance could result in the removal of your application from the assessment process.

The SBRI Healthcare application portal can be accessed from a range of internet browsers and smart devices. Please note that Internet Explorer version 6 and older are not supported.

Please visit the SBRI Healthcare competition pages for details on the application deadlines.

Using the portal

1. **Click the 'Apply now' button on the relevant competition page of the SBRI Healthcare website.** If you have not done so before, you will first need to set up a portal login and then activate it using the email you will receive shortly after. Please keep these login details to hand, you will need these details whenever you want to log in again. Using the portal allows you to save the application without having to complete it in one go, and once submitted will enable the SBRI Healthcare management team to ensure efficient processing of your application.

2. **Start Your Application**
   From the 'Submissions' page of the portal, start your application by clicking on 'Create New Submission'. A secure workspace will then be set up in the portal for your named application, which will display all the Tasks that you will need to complete before submitting your proposal. This page also displays the unique reference number for your application, located to the right of your proposal's name (format: A-0123). This reference number will act as a permanent, unique identifier for your application.

www.sbrihealthcare.co.uk

3. **Tasks Associated with an Application**
   With the exception of the 'Submit your application' and 'Upload Attachment', the set of eight tasks listed in a submission folder can be completed in any order. Tasks which have not been fully completed will have the 'incomplete' status displayed. Once all the requirements of a task have been met, the status will change to 'complete'. Questions that display an asterisk ('*') must be answered to successfully complete a Task. Information on the progress of your application is displayed on the right of the Application Menu page.

   You can access your submission at a later date by clicking directly on the title of the submission as displayed in the Submissions page of your account.

4. **Deleting an Application**
   Once created, an application cannot be deleted by applicants. If you would like a named application to be removed from your account, please contact the SBRI Healthcare team at: sbrienquiries@hee.co.uk.

5. **Inviting Other Team Members to Assist with an Application**
   The portal allows multiple people to complete tasks within your workspace at the same time. You can invite other people to access your application by using the 'Add Member' button located on the right side of the Application Menu. Use a collaborator's email address to send them an invitation and they will be sent instructions for joining the portal. The access level of members can be set to enable read, read-write ('Standard'), or read-write and application submitter('Owner') capabilities.

6. **Optional 'Upload Attachment' Tasks**
   The 'Upload Attachment' Tasks can be optionally used to submit two supporting documents. Please submit no more than the equivalent of 2 sides of A4 as attachments. Recommended possible supporting documentation include a Gantt chart (see below), images illustrating the innovation, further detail on the project's commercialisation strategy, further detail regarding risks and mitigation actions, or a list of references that applicants have referred to in the application. Please note that excessive attachments may lead to your application being excluded from the assessment process.
   Once an attachment is uploaded, it can be managed (revised, recovered or deleted) by clicking on the paper stack icon to the right of its title.

7. **Completion of Tasks for Submission**
   Please note; you will not be able to submit your application until all tasks are marked as completed. The 'Upload Attachment' tasks will become available once the 'Application Summary', 'Company Details' and 'SBRI Application Form' tasks have been completed. The 'Submit your' application' Task will become available once all mandatory Tasks are completed.

8. **Submit your Application**
   The portal allows only the 'Owner' of an application to submit it to SBRI Healthcare. When all other mandatory Tasks are marked as complete, the 'Submit your application' Task will become available. A successful submission of an application is confirmed by email. This email is sent only to the 'Owner' of a submitted application.

Guidance for completing your application

These notes should be read alongside your application as they are designed to help you provide the

www.sbrihealthcare.co.uk

information required.

Please keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the selection process.

In order for your application to be accepted you must submit the minimum required information. This information includes all mandatory fields from the application form (as indicated with an asterisk next to questions). If you do not complete this information, you will not be able to submit your application.

Once an application Task has been completed (as indicated by the Task's status), you can continue to edit the information entered up until you submit your application.

If you do not have all the answers you need to fully complete a Task, you may save your progress using the 'Save Progress' button and return to the Task at a later date. In the SBRI Application Form, where the input fields have been separated into two pages, you will have the option at the top of the form to navigate between pages before having completed all mandatory questions. Clicking on 'Check Form & Exit' (or 'Check Form & Next Page' button in the 'SBRI Application Form' Task), will both save your work and validate the form; the validation process will flag any missing or incorrectly-filled required fields.

Guidance on the individual sections of the application form is provided in the following sections:

Application Summary Task

Information entered into this Task provides a summary of your application.

Application Title (max 10 words)
Please provide the title for the project. This should be descriptive, concise and contain keywords relevant to the project.

Category Selection
Please ensure that the correct category of the competition has been entered from the options provided.

Contract duration
Feasibility (Phase 1) projects have a maximum of six months' duration.

Total contract cost
Proposed projects can request a maximum total cost of £100 000 inclusive of VAT (contract value). Requests for more than £100 000 will be rejected.

What is the best way to describe your innovation?
Please choose an appropriate descriptor from the provided drop-down menu. Options available are: 'Existing technology, new application', 'Existing technology with new modifications', 'New technology prototype' and 'New technology concept'.

Abstract for Publication (max 100 words)
Please provide a brief, public facing description of the project. Should your project be successful, this information will be made public (via press releases and other marketing activities) once the award is confirmed. Please make this as descriptive as possible, without compromising your IP position. We reserve the right to amend the description before publication if necessary, but will consult you on any proposed changes.

Contact Details

www.sbrihealthcare.co.uk

Please provide the lead applicant's details (company name, name, position etc.). Lead applicants are expected, before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. If the application is successful, the lead applicant is expected to be actively engaged in this project, responsible for its overall management and agree to administer the SBRI Healthcare award.

Company Details Task

Registered Company Name

Please provide the name of the company who will lead the proposal, as registered with Companies House (for UK companies).

Where an application is being led by a company that has not yet been registered please indicate this status in this field.

SBRI Application Form Task

1) Description of Proposed Idea/Technology (max 500 words)

Avoiding the use of unnecessary technical jargon, clearly describe how the proposed project will deliver the outcomes and meet the needs as described in the category brief.

2) Technical Project Summary (max 750 words)

Please provide a structured summary of the technical basis of the project. This should outline the background to the technology, including what the innovation is, and the key deliverables. This would typically involve highlighting the research and development that will prove the scientific and commercial merit of the project. Also describe what might be achieved by deploying the innovation to address the technical challenges, as well as a short overview of your SBRI Healthcare phase 2 plans.

3) Key Competitors and Intellectual Property (IP) (max 500 words)

Please provide details of any competitor technologies or market alternatives and the relative benefits of the proposed technology that fits the defined area of development. Include details of any other existing IP and its significance to your freedom to operate.

4a) Project Plan and Methodology

The project plan should identify the major packages of work within the project, with well-defined milestones and deliverables. The milestones for Phase 1 should be comprehensive, apply objective success criteria (e.g. 'all tests delivered to 99% accuracy' or 'for statistical significance 2000 samples must be processed') with an emphasis throughout on practicality – we are seeking evidence that the technology works, can be made into a viable product and can achieve the proposed benefits. Appropriate record-keeping and reporting are essential but reports are not in themselves the main goal of the project.

www.sbrihealthcare.co.uk

- Please include at least one milestone that must be completed within the first 3 months of commencement, and under 'Resources' identify the individuals/subcontractors required for completion of a milestone.

- A maximum of 15 milestones can be described in the online form.

- Under 'Resources' identify the individuals or subcontractors required for completion of a milestone. Allow for the preparation of a detailed plan for Phase 2, towards the end of Phase 1.

- Ideally a Gantt chart should be uploaded to support these milestones (in PDF, JPEG, Microsoft Office or Open Office formats). Please see guidance above for attachments in the section 'Application Process', point 6.

4b) Project Management (max 500 words)

Identify the project management processes that will ensure that milestones are achieved in a timely manner as well as details of identified risks and mitigation actions. Please also provide an indication of how any IP which might arise during the project would be handled.

4c) Key Test of Success (max 50 words)

Please describe an appropriate measure of Phase 1 success. This must be a single question that is specific to your project and formulated so that it can be answered with a yes/no response.

5) Commercialisation (max 500 words)

Please give an overview of your commercialisation plan for the product or service you are developing - from feasibility to market launch, including an estimate of the resources and timelines needed to get there. An indication of how the product is likely to be used, who the customer is and the proposed business model for the new product or service is recommended. If you are applying from a university, please include details of your plan for commercialisation of the results of your project.

6) Technical Team and Expertise

A detailed description of the skills and expertise and track record of the team and collaborators, including the relevant knowledge and skills of each member, cost and the proportion of their time that will be spent on the project should be provided.

Time allocated to the project should ideally be expressed as an FTE percentage (the time allocated during the period of the project indicated as a proportion of the working hours for a Full Time Equivalent position). However, this field will accept other text if it is more appropriate to define time spent as a number of hours or days.

The forecast cost of team members, advisors and subcontractors should be included, while Day Rates or total costs are requested, this field will accept other text if applicants wish to indicate alternative values.

Relevant commercial and management expertise of team members should be included (a maximum of 150 words for employees, 200 words for advisors or subcontractors).

Employees

Where roles described in this section have not yet been assigned to a named individual, please indicate this

in the supplied fields. Please note that due to the short time frame of Phase 1 SBRI Healthcare projects, unspecified employees will need to be swiftly hired.

A minimum of one employee should be entered in this section of the form. The portal allows the details of up to 9 additional employees.

Advisor or Subcontractors

Please provide the details of any subcontractors or advisors involved in your application. The use of subcontractors is optional, however where your proposal involves subcontracted individuals or companies, or benefits from the input of named expert advisors, details should be provided. While quotes for activities can be in the form of forecasts in this application, you will be asked to provide formal quotes as part of the due diligence process if you are successful. Where a company rather than an individual has been subcontracted, the 'Title', 'First Name' and 'Surname' fields in this section can remain blank.

If an advisor provides services at no cost or at a level of expenses incurred only, this detail should be indicated in the Cost field of the form.

7) Application Finances

Please note that SBRI Healthcare is a pre-commercial procurement programme and as such it is not a grant and not VAT exempt. If you are successful, you will be awarded a Development Contract which is subject to VAT. All indicated costs should be inclusive of VAT.

7a) Application Finances

Please provide a line-by-line summary of costs for Phase 1. All costs should include VAT. The costs quoted must reflect actual costs at a "fair market value" and profit should not be included. Please also provide a breakdown of the following:

- Labour costs for all those contributing to the project
- Material costs (including consumables specific to the project)
- Capital equipment costs
- Sub-contract costs
- Travel and subsistence costs
- Indirect costs

Other costs specifically attributed to the project

7b) Indirect Costs (max 300 words)

Please provide a breakdown of how this figure is arrived at.
Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them using their own cost rates. They may include:

- General office and basic laboratory consumables
- Library services/learning resources
- Typing/secretarial
- Finance, personnel and departmental services
- Central and distributed computing

- Cost of capital employed
- Overheads

7c) Other Costs (max 250 words)

Please provide a breakdown of how this figure is arrived at.

7d) Payment Schedule

Please provide a proposed monthly payment schedule for the award. Amounts required for each month of the project should be indicated.

7e) Justification (max 500 words)

Please provide a justification of the costs. If there is significant use of subcontractors, please explain how these will be used and the costs of each. Please note, the Assessors are required to judge the application finances in terms of value for money, evaluating whether the proposed cost for effort and deliverables in a proposal reflect a fair market price.

Itemisation of costs and methods of calculation may be requested to support the application at a later date. **An indication of potential costs involved in participating in Phase 2 is also required.** However, progression to Phase 2 is dependent upon successful completion of Phase 1 and on Phase 2 application and assessment.

Upload Attachment (optional) Tasks

The 'Upload Attachment' Tasks can be optionally used to submit two supporting documents. Please submit no more than the equivalent of 2 sides of A4 as attachments. Recommended supporting documentation include a Gantt chart, images illustrating the innovation, further detail on the project's commercialisation strategy, budget detail, further detail regarding risks and mitigation actions, or a list of references that applicants have referred to in the application. **Please note that excessive attachments may lead to your application being excluded from the assessment process**.

Once an attachment is uploaded, it can be managed (revised, recovered or deleted) by clicking on the paper stack icon to the right of its title.

Declaration

Please complete the Declaration Task on the Application Tasks Menu. An e-signature is required from both the Lead applicant and the lead company's Managing Director/Finance Officer; for certain companies it is appreciated that these two roles could be assigned to the same individual.

Lead applicants are expected, before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By completing the declaration, you are confirming that the information given in this application is complete, that you are actively engaged in this project and will be responsible for its overall management and administration of the SBRI Healthcare award. In order for your application to be accepted you are required to gain approval from the relevant authorities within your company. These approvals are required to ensure that the costs submitted are agreed by the company as an accurate detailed estimate of the cost of undertaking the proposed project.

Submit Your Application

Only after all mandatory Tasks have been completed, will the 'submit your application' Task become available. Once submitted, completed application Tasks can be viewed or downloaded, however you will no longer have the ability to edit the application. A successful submission of an application is confirmed by email. This email is sent only to the 'Owner' of a submitted application.

Please visit the SBRI Healthcare competition pages for details on the application deadlines. Only those applications received before the competition deadline will be accepted. **PLEASE <u>DO NOT</u> SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE PORTAL.**

For more information please see www.sbrihealthcare.co.uk. Questions **on the challenges and scope of this SBRI Healthcare competition** should be addressed to Health Enterprise East via email to sbrienquiries@hee.co.uk.

The SBRI Healthcare programme is directed by the Eastern Academic Health Science Network on behalf of NHS England and managed by Health Enterprise East.

www.sbrihealthcare.co.uk