



SBRI Healthcare: NHS England and NHS Improvement competition for development contracts

APPLICANT AND PORTAL GUIDANCE

These Guidance Notes complement the [Invitation to Tender](#) document, the [Challenge Brief: Urgent and Emergency Care](#) and are designed to help you complete your application to the SBRI Healthcare Programme.

Funding prerequisites

The following funding prerequisites apply to all applications and will be considered by the funding Panel:

1. A commitment to involving members of the public and patients in the design and management of the research, evaluation or study.
2. A commitment to actively engage in tackling healthcare inequalities, and in supporting diversity and inclusion, by including communities where the proposed innovation will make the biggest impact.
3. Steps towards contributing to the overall carbon neutral strategy for the NHS.

Guidance for completing your Phase 1 application on the PMO Portal

These notes should be read alongside your application as they are designed to help you provide the 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 a red asterisk next to questions). If you do not complete this information, you will not be able to submit your application.

If you do not have all the answers you need to fully complete the application, you may save your progress using the 'Save and Close' button and return to the application process at a later date.

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

Section 1: Application Summary

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

Application Title

Please provide the title for the project. This should be descriptive, concise and contain keywords relevant to the project.

Sub-challenge Selection

Please ensure that the correct category of the competition has been entered from the drop-down list.

Host organization

Please give details of the organization who will be responsible if the project is funded

Project Start date

Please enter the start date for your Phase 1 project - Projects are expected to start approximately six weeks after the SBRI Healthcare Selection Panels. The start date is provisional and will be confirmed by the PMO.

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.

Type of Innovation

Please choose from the drop down list provided.

Health Category

Please choose from the drop down list provided.

Market segment

Please choose from the drop down list provided.

Market size

Please provide the expected market size for your proposed technology.

AHSN involved in the project

Please choose from the drop-down list provided.

Section 2: Company Details

Complete details relevant to your organization: company website, company registration number (for those in the UK, VAT registration number, region, type of organization, company size, company status, main business activity and annual turnover).

Section 3: Plain English Summary

A plain English summary (max 300 words) is a clear explanation of your project. The plain English summary may be used to inform reviewers, including experts who might not have specialist knowledge of your field as well as members of the public of your funding application. If your application for funding is successful, the summary may be used on the SBRI Healthcare website.

Please make sure your summary is free of jargon and easy to read and provides an overview of your proposal., overview of your whole study will help:

It is helpful to involve patients / carers / members of the public in developing a plain English summary.

When writing your summary consider including the following information where appropriate:

1. aim(s) of the project
2. background to the project
3. design and methods used
4. patient and public involvement
5. dissemination

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

Section 4: Project Plan

4a) Description of Proposed Idea/Technology (max 500 words)

Avoiding the use of unnecessary technical jargon, please clearly describe your proposed idea/technology, how it meets the market/patient needs as described in the competition challenge brief and how it could be implemented to deliver benefits to the patients and the wider system.

4b) Project description and breakdown (max 1000 words)

Please clearly outline the project expected exit point.

The project plan should provide:

- the individual work packages within your project, including well-defined milestones and key measurable deliverables.
- the key risks associated with the project alongside mitigation plans. Ensure that these risks are considered when defining the milestones.
- an overview of the Phase 2 preliminary plan and work-packages.
- a description of how the patients and service users will be involved during the development of the technology and how the project team is intending to engage with the patients and service users during the project.

Patient and Public Involvement and Engagement (PPIE) is an accepted and recommended working practice within Healthcare research ensuring that solutions are co-produced with patients, meet patient needs and to ensure there is an acceptability among end-users. Applicants are expected to develop a thorough PPIE strategy as part of their Phase 1 projects and implement it, if awarded, in Phase 2.

Please also include a Gantt Chart in attachment.

4c) Milestones

Please list up to 5 key milestones for the project along with timings for completion.

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.

4d) Key Competitors and Unique Selling Point (max 300 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. Define and clearly articulate

your technology/service unique selling points.

4e) Intellectual property (IP) (max 300 words)

The definition of Intellectual Property (IP) includes patents, trademarks, designs, copyright (such as new software, checklists, scales, protocols, questionnaires, toolkits, guidelines or similar), research tools (such as data analysis techniques, assays, cell lines, biomarkers, materials or equipment and devices) and (clinical) data.

Please provide details of any relevant existing background IP that will be utilised during the project and the current ownership arrangements, including patents or patent applications.

Please provide details of any foreground IP which will be produced or improved during the project and how this IP will be captured and managed.

Provide details of any Freedom to Operate (FTO) search that have been conducted to date. If no search has been conducted, please explain your rationale.

4f) Commercialisation and NHS/Social care implementation strategy (max 500 words)

Please give an overview of your commercialisation and business plan for the product or service you are developing - from feasibility to market launch, including the size of the market you plan to penetrate and 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, evidence of users' willingness to buy, and the proposed business model for the proposed product or service is recommended. Please ensure that any regulatory hurdles arising are clearly indicated and taken into account. If you are applying from a university, please include details of your plan for commercialisation of the results of your project.

Please also provide a strategy of how you are intending to engage with the NHS/Social care settings to ensure the solution is implemented into the current care pathways.

Section 5 – Team

Please note that all project partners should be invited to the application.

The forecast cost of team members, advisors and subcontractors should be included.

5a) Team members

Please provide a job title, detailed description of the role performed in the project, time allocated to the project and relevant experience and skills.

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).

Relevant commercial and management expertise of team members should be included.

5b) Sub-contractor(s) and advisor(s)

Please provide the details of any sub-contractors or advisors involved in your application. Please provide a job title, detailed description of the role performed in the project, time allocated to the project and relevant experience and skills of the sub-contractor(s) or advisor(s).

The use of subcontractors is optional, however where your proposal involves sub-contracted 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.

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

5c) Clinical partner(s)

Please provide organisation name, clinician's job title, a detailed description of the role performed in the project, time allocated to the project and relevant experience and skills of the clinical partner(s).

The use of a clinical/social care partner is not mandatory but it is strongly recommended.

5d) Other Posts

Please provide a detailed description of any other posts that are yet to be confirmed or appointed for the project.

Please also provide the job title, a detailed description of the role performed in the project, time allocated to the project and relevant experience and skills that are required for the role.

Section 6 – Budget

6a) 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.

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

6b) Indirect Costs (max 200 words)

Please provide a breakdown of your indirect costs and a justification of the figure presented in the application.

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, public relations and departmental services
- Central and distributed computing

- Cost of capital employed
- Overheads

6c) Other Costs (max 200 words)

Please provide a breakdown of any other costs and what they include.

6d) Justification

Please provide a justification of the costs, (ALL COSTS SHOULD INCLUDE VAT), including daily rates for staff involved and quotes from sub-contractors where applicable.

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 at a later date to support the application.

Section 7 – Supporting information

If required, an additional supporting document can be submitted with your application form (1 A4 page, e.g. a flow diagram illustrating the study design and the flow of participants, diagrams, pictures etc.). If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram.

Please note that uploads must be provided as a Word or PDF document.

Please note that excessive attachments may lead to your application being excluded from the assessment process.

Section 8 – Administrative contact details

Please provide the details of an administrative lead as a secondary point of contact for any queries relating to this application.

Section 9 – Validation Summary

Please follow the steps on the screen in order to validate and submit your application.

All mandatory fields should be completed and project partners invited should have validated approved their participation.

Once submitted, the completed application can be viewed or downloaded from the PMO RMS Portal, however you will no longer have the ability to edit the 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 DO NOT 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 the Programme Management Office via email to sbri@lgcgroup.com.

Further guidance on using the Research Management System (RMS)

Applications must be made through the RMS [online application portal](#). A template application form may be downloaded from the [website](#), however, please note that this is for demonstration purposes only and may not be used to submit an application.

Register as a new user


Only registered users of the RMS application portal can apply. Applicants new to using the application portal should register as a new user. Once logged into your account the application portal home page is the starting point to create applications, access co-applications and to update contact information and professional details.


1. As a new user, on the right-hand side of the homepage, select “Register”

New users

Please register with us to create your account using your institutional email address.

Please note that all new users require validation by the Programme Management prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (within standard working hours) following completion of your initial registration

[Register](#) [System Help](#) 

2. Enter your organisation email address and confirm. Your email address will become your sign-in username. Please use your organisational (NOT personal) email address for this. Select “Next”
3. Enter your details in all fields and select ‘Next’. Note:  denotes a mandatory field which must be completed.

Register

Thank you. Please complete the remainder of this short registration form.
(* denotes a mandatory field for registration)

To register for access to the Programme Management Offices Research Management System please enter your personal details in the form below. Upon successful registration, a confirmation of your login and password will be sent to the email address supplied. Registered users should only have a single account, so if you already have an account in the system please return to the login screen.

Our purpose for collecting this data is to register you in the system and to have the necessary information to communicate with you about grant management activities. The data we collect here is collected in the public interest. Information provided here may be subject to Freedom of Information requests. These notices are under constant review and will be updated and/or revised based on that review as appropriate.

If you have any other queries about registration or an existing account then please contact us.

Email

Title *

First Name *

Last Name *

Nationality *

Expertise

25 word max (25 words left)

Speciality *

Position *

Department *

Organisation *

To select your organisation, begin typing its name and select from the list.

Address

City

County

Postcode

Country

to select the country, enter a minimum 3 characters and select from the list

International Dialing Code e.g. +44

Telephone

4. Ensure the Consent question entitled “Communication Preferences” at the bottom of the page is answered.

Consent Please indicate whether you consent to the following:


Communication Preferences
The Programme Management Office would like to communicate with you regarding networking events, funding or collaboration opportunities which we believe you may find useful. If you consent, we will let you know about these opportunities via email. You can unsubscribe or change your preferences at any time via the RMS system or by contacting us at pmo@ccgrantracker.com

Do you consent to this?

5. Select the “Terms and Conditions” and, once read, tick the confirmation box.

Terms and Conditions

Before you can submit your registration, please read and accept our terms and conditions below.

 [Terms and Conditions](#) I accept

To complete the registration process, please click the submit button below. By doing so you agree to be bound by the terms and conditions detailed in the above link.

6. Click “Submit”
7. An email containing a link to create your password to subsequently gain access to the system will be sent to the previously entered email address once your registration details have been approved by a grant administrator. Please allow two working days for the registration to be completed.
8. Please add <mailto:pmo@ccgrantracker.com> to your trusted senders as these emails are prone to Spam or Junk folders.

In order to register successfully, please comply with the following:

- *We insist on institutional emails if available – This is a double check that the contact is who they say they are and represent the organisation registered with (anyone can create a Gmail/Hotmail account and claim to be someone).*
- *We do not accept generic / group emails – The RMS is used for conflict checks and will flag these. If numerous people are using one email conflicts aren’t picked up and we will not know who is using the system.*
- *We do not accept multiple accounts – Again to ensure conflict checking is effective.*
- *Registered Organisations – The UK associated organisation must be registered / available on Companies house, Charity Commissions, UK Register of Learning Providers or Organisations Data Service. Funding will only be given to organisations which are suitably credit checked using these.*
- *Sole Traders – The PMO does not fund sole traders as they will not pass financial checks.*

Access the RMS

Existing Users

Please log in to access your account.

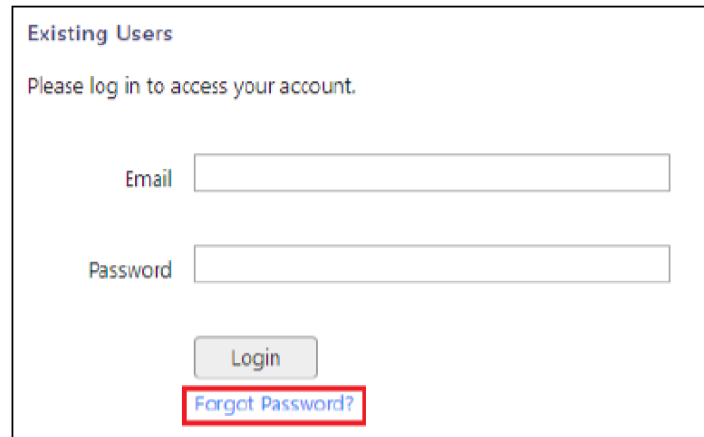
Email

Password

[Forgot Password?](#)

1. Enter your email address and password and click “log in”. If you are accessing the system for the first time, the Basic Information page will display. Once the relevant fields have been completed, press Save button
2. The account home page will now display indicating access to the system.

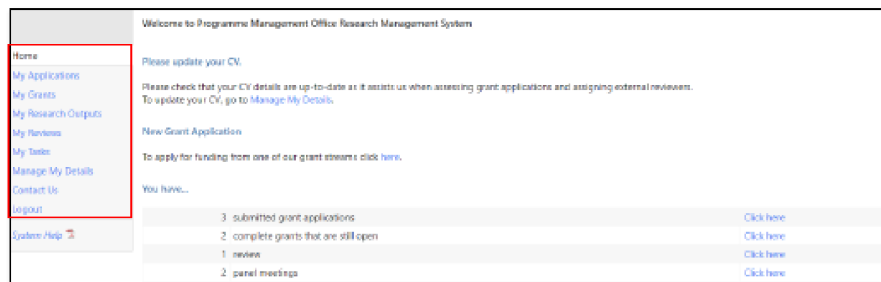
Forgotten password



1. From the PMO home page click the “Forgotten Password?” hyperlink.
2. Enter the email address with which you registered and click submit
3. An email containing instructions for resetting your password will be sent to the registered email address.

Please note, persistent use (>3 attempts) of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you can request a new password via the forgotten password function.

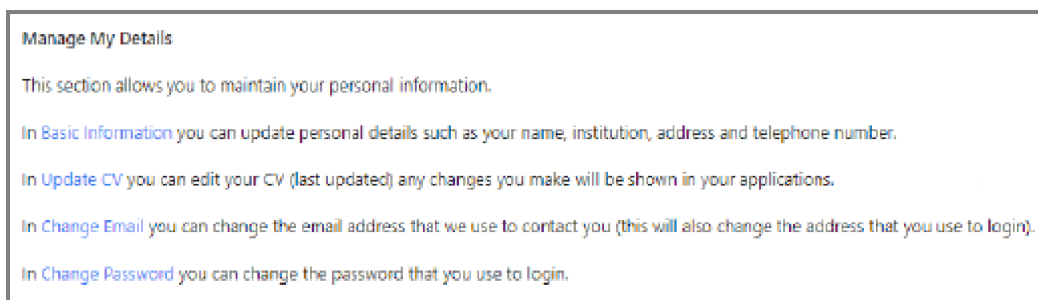
The RMS Home Page



You have...		
3	submitted grant applications	Click here
2	complete grants that are still open	Click here
1	reviews	Click here
2	panel meetings	Click here

Managing my details

Select “Manage My Details” from the left-hand menu

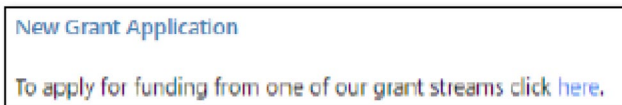



Lead applicants and project partners (team members, clinical partners or sub-contractors) can manage their basic contact information and curriculum vitae (CV) through the ‘Manage my Details’ link on their application portal home page. Lead applicant and project partners’ contact information is integrated by the application portal into the relevant fields during the application process.

Creating and completing an online application



The lead applicant must initially create the new application.

1. Select "My Applications" from the left-hand menu and click the "New Application" button



2. A list of open funding rounds will display along with further information about the competition.
3. Selecting "Apply" will open an application form for completion  Denotes a mandatory field

From the application summary page, the application can be edited by clicking on the 'Edit' button. The different sections of the application form can then be accessed via the list of hyperlinked buttons on the left-hand side of the application portal webpage. You can move from page to page either by using the 'Previous' and 'Next' buttons, or using the list on the left-hand side of the web page.

Most questions are associated with contextual help  buttons and clicking on them will open up pop-up windows containing brief guidance notes that supplement the published guidance for applicants. It is strongly advised that applicants refer to the published guidance first and then use contextual help  as they complete and review each question, as contextual help is not designed to replace it. Mandatory questions are flagged with a red dot.

The research team can collaborate with the lead applicant to edit the content in the application by being invited to be a team member or a clinical partner through the Team section (section 5) of the application form.

The lead applicant can use the search tool to find project partners and then to invite them to join the application. The application portal will automatically dispatch an email inviting the project partners to confirm their participation in the application. The invited project partners can then decide whether to accept the invitation and consent to the application being submitted jointly in their name. They will need to log into the application portal and follow the links to 'Confirm' their involvement on the co-application summary page. Once confirmed, the project partner will be granted access to edit the online application form.

All project partners must not only 'Confirm' but also 'Approve' their invitation to participate in the application electronically on the co-application summary page in advance of the submission deadline.

The system will prevent your project partners accessing your application at the same time as you. This stops applicants and co-applicants inadvertently making changes to the same part of the application at the same time and overwriting each other's work.

Remember to save your work

You will be prompted to save your work if you leave the browser in application editing mode. We recommend you save your work regularly to minimise the risk posed by any local computer or internet problems. You can save and return to the application form as often as you like prior to submission.

Exiting and returning to work on your form

Should you wish to exit your form, you can return at any time; simply log in using your username and password and select 'My Applications' from the menu. You will then be presented with a list of all the applications you are currently involved with as well as providing details as to their stage in the submission process.

Validation and submission of the form

The lead applicant can review the progress of their application at any time by selecting the 'View/Print' option on the application summary page to generate the application as a PDF File.

When the application form is complete, it must be validated prior to submission. The validation step is a check run by the application portal to assess whether all the mandatory questions contain information. It will provide a list of links to any parts of the form where corrections or additional content are needed.

Once the application has been validated successfully and no further corrections are needed, the lead applicant can submit the application by clicking on the 'Submit' button on the lower right-hand side of the application summary page.

Following submission

A programme specific reference number will be assigned to the application once it has been submitted. After the relevant competition round closes, the application will automatically enter the process of being considered for funding.

If you have any questions regarding your application, please email sbri@lqcgroup.com