

NOTES OF GUIDANCE

These notes of guidance reflect the order of headings on the Expression of Interest form, with supplementary information at the end.

Please ensure that you have read these notes of guidance before completing and submitting your Expression of Interest.

A. About you

Eligibility

Funding from the Innovation and Transformation Fund may be granted to any higher education institution in the UK, including England, Northern Ireland, Scotland and Wales. Funding may also be granted to further education institutions where a project relates directly to work in higher education.

Related bodies, sector agencies or professional groups may also apply for ITF funding. Exceptionally, other organisations with a major interest in the higher education sector may also be considered if their expression of interest demonstrates a project or solution which is even better value than those proposed from within the sector.

Collaborations or partnerships between eligible organisations described above are encouraged; applications from single eligible organisations are not excluded (but note the requirement described in Section B below for projects to have sector-wide benefit).

Partnerships with organisations from other sectors, including the private sector, are also encouraged where these will enhance innovation and impact and/or will bring additional resources to the activity.

The lead institution and full contact details for the project leader should be given on the form, together with organisational/company names and sector affiliation of any partners (where not from within the HE sector).

Consortia/partnership arrangements

The lead institution in any consortium or partnership bids should confirm whether existing consortium or partnership agreements are in place and briefly describe any current or potential elements which may restrict participation. The primary aim of the ITF is to share learning from existing practice and funded projects as widely as possible; projects where participation in learning communities, dissemination and re-use of outputs are restricted are unlikely to be funded. Please note that intellectual property resulting from funded projects must be shared with the higher education sector.

B. Your project

Project strand

On the form, you are asked to indicate within which of the four strands your project falls (more than one may apply). In brief, these are:

Strand	Aim
Rethinking academic practice and student relationships	Leadership to support the transformation and development of academic culture and practice for the benefit of students as learning partners
Dissemination and learning	Creation of an Innovation and Efficiency Hub to include innovative ways of showcasing stories of existing good practice and sharing learning from funded projects: <ul style="list-style-type: none">• Innovative ways of showcasing stories of existing good practice and sharing learning from funded projects• Community-created case studies, digital and social media, podcasts and webinars• Best practice in creating a high quality, sustainable online 'hub' combined with creative events, learning networks and communities of practice
Benchmarking	Creation of a collaborative framework and generic tools for efficiency benchmarking across the higher education sector in the UK
Procurement	Implementation of UUK recommendations for an innovative procurement model, including: <ul style="list-style-type: none">• Maximising collaborative partnerships between higher education institutions and with the private sector• Promoting a radical shift and innovation in procurement thinking to promote efficiencies• Supporting the proposed 'Academy for Procurement'

Within this section you should also provide an indicative title for your project.

Anticipated duration

Change in the sector is gathering pace and the next two years will be crucial in ensuring that UK higher education is well-placed to meet the educational, societal and economic challenges ahead. The ITF is a one-off investment which will therefore fund projects over the next two years to stimulate momentum. Major change initiatives may, of course, continue beyond this period without ITF funds, but the expectation is that funded projects will deliver significant outcomes and outputs within this maximum timeframe as a result of ITF funding. No ITF funding will be available after 2013.

Under this heading, please therefore indicate how long you think your project will run and, where possible, anticipated start date.

Project description

Under this heading, you should provide an overall description in no more than 1600 words total of what you propose to achieve, how you expect to do this, and how the activity will contribute to change in the sector as a whole.

Please note the **general requirements for funded projects** - they should:

- Engage direct involvement, imagination and commitment of senior leaders in the sector
- Have a clear benefit to the HE sector as a whole
- Take a collaborative approach to enhancing efficiency and effecting change
- Show awareness of good practice – in the sector and elsewhere - upon which to build
- Use private sector partners as appropriate to enhance innovation, impact and resources
- Feature high quality project management and engage in proactive sharing of learning
- Provide evidence of capacity to achieve maximum value from available funding
- Be able to ensure sustainability of outcomes beyond the funded project period
- Make a demonstrable difference within a short (up to two years) timeframe
- Demonstrate clear, measurable evidence of impact within the two year timeframe

Please use the sub-headings below when completing the form to help the selection panel compare your outline with others:

← Previous Page

→ Next Page

1. Vision for the project and fit with ITF aims and selected strand(s)

What will the project achieve? How will this contribute to stated ITF aims? How does this meet the objectives of the selected strands?

2. The nature of innovation or transformation involved

What is the problem or issue that needs to be solved? How is what you propose innovative? What significant change would occur as a result?

3. Key deliverables and anticipated impact and outcomes – for participants and the sector as a whole

What do you expect your project to deliver? (specific materials, processes, resources, services, guidance, cost-savings, benefits related to the problem or issue outlined above)? Please ensure that you describe impact for (as applicable) your own organisation and/or project partners, and particularly the impact for the sector as a whole. Please include any relevant milestones or deliverable dates if this is possible at this stage.

4. How you intend to ensure sustainability of outcomes beyond the project funding lifetime

The ITF is a one-off investment rather than a rolling scheme. Briefly describe how you propose to ensure that outcomes of the project will be sustained beyond the project funding lifetime.

5. Proposed arrangements for project and risk management and governance

Briefly describe how you expect the project to be managed, including use of any formal project management methods, existing or anticipated steering groups or other internal or sector-wide governance structures, and how you will manage risk. You will be asked for a detailed risk assessment should your project go forward to the next stage.

C. Indicative budget

The ITF will fund a mix of large projects (up to £200k) and small ones (around £50k).

In this section you should provide a summary budget for your project which includes all associated costs and which indicates which elements you would expect the ITF to pay for, or contribute to.

The ITF will not fund on a full economic cost basis, and would not normally expect to fund salaries/ costs of existing core-funded staff (although funding for backfill of existing posts may be possible with appropriate justification).

High quality project management is expected; the ITF may fund costs associated with additional project management effort, with appropriate justification. You should also state separately the total amount of grant requested from the ITF, in pounds and as a percentage of total cost.

D. Your experience

One of the key aims of the Innovation and Transformation Fund is to help unlock, and build on, existing good practice. With limited funds available, we are also looking for projects that can offer maximum value by bringing experience from within and outwith the sector to bear.

Use this section (max 600 words) to describe relevant experience of project partners, including the expertise of named project team members and any existing good practice (amongst partners or elsewhere) on which you will build.

E. Engagement and dissemination

All projects are expected to engage proactively with and contribute to the Innovation and Efficiency Hub and ITF programme activities and events. In this section (max 600 words) you should describe how you intend to ensure senior leadership engagement within and external to the project and any anticipated additional mechanisms for sharing learning and disseminating good practice from your activity.

 Previous Page

Next Page 

F. Letter of Support

Please attach a Letter of Support for the project from the Vice-Chancellor or Chief Executive (as appropriate) of the lead institution or organisation.

Selection panel

The Steering Group for the Innovation and Transformation Fund will undertake an initial selection from the submitted Expressions of Interest. The panel comprises:

Name	Affiliation/role
Professor Steve West	Universities UK and member of Leadership Foundation Board (Chair)
Yvonne Perry	Regional Consultant, Hefce
Andy Westwood	Chief Executive, GuildHE
Alison Wild	Chair, AHUA
Ewart Wooldridge CBE	Chief Executive, Leadership Foundation
Chris Hale	Deputy Director of Policy, Universities UK
Matt Hyde	Chief Executive, National Union of Students
Andy Shenstone	Director Education, Capita Consulting (external expert)
ITF Programme support:	
Lew Hodges	Leadership Foundation (secretary)
Dr Lesly Huxley	Leadership Foundation (ITF programme manager)

Submission details and timetable

Stage	Deadline
Submission of expressions of interest:	4.30pm Thursday 23 February 2012
Outcomes notified by:	Friday 16 March 2012
Submission of invited full proposals:	Wednesday 2 May 2012*
Outcomes notified by:	Friday 8 June 2012*

*Dates of the second stage of the process are indicative and may be subject to change, depending on response to the Expressions of Interest stage.

Timetable

Please submit your Expression of Interest form and Letter of Support by email - as attachments in MS-Word or PDF format - **by 4.30pm on Thursday 23 February 2012** to: innovation@lfhe.ac.uk

Information will also be provided at that stage for those whose Expressions of Interest are to go forward to the next stage of the selection process.

Acknowledgement and feedback

You should receive an automatic response acknowledging receipt of your Expression of Interest. It is the responsibility of the submitting individual to ensure that the Expression of Interest is received in the correct format prior to the stated deadline.

Feedback will be provided to unsuccessful projects, if requested, after initial notification of outcome; depending on the number (ie Expressions of Interest) received, this may be in the form of a general commentary encapsulating key themes.