Imperial Health Charity

Innovate at Imperial

Guidance notes

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Charity

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OUR HOSPITALS
DO MORE

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Information for applicants

What do we mean by innovation?

Innovation is about doing things differently or doing new things to make a positive change. This includes testing or transferring ideas from one setting to another to improve health and social care delivery. It could be "a novel drug, device, app, model of care, set of behaviours or way of working that is directed at improving outcomes, efficiency or experience. These innovations can range from incremental to radical".[1] Your project proposal must demonstrate the potential impact on service that will improve the safety and quality of patient care and evidence the need for funding to explore the feasibility of these proposed changes.

[1] Albury, D, Beresford, T, Dew, S, Horton, T, Illingworth, J, Langford K, Against the Odds: Successfully scaling innovation in the NHS, 2018, pg. 6.

What is Innovate at Imperial?

Innovate at Imperial is a programme funded and managed by Imperial Health Charity which aims to provide opportunities for staff at Imperial College Healthcare NHS Trust to explore novel and innovative ways of improving health and social care. This may include projects that seek to address hospital processes, support staff wellbeing, enhance patient safety or improve patient care.

The programme reflects our own strategic objectives to deliver ambitious, innovative healthcare, with a focus on:

- enhancing patient experience throughout the care and treatment journey
- expanding the Trust's capacity to deliver outstanding care and improve health outcomes
- support better health and wellbeing for patients in our surrounding communities.

Innovate at Imperial projects must also reflect the Trust's strategic objectives:

- to help create a high-quality integrated care system with the population of north west London
- to develop a sustainable portfolio of outstanding services
- to build learning, improvement and innovation into everything we do.

Funding of up to £85,000 is available for each successful application. The programme is open to permanent members of staff at all levels from clinical and non-clinical backgrounds. We are able to provide a reasonable level of support to help you with the development of your project proposal - please turn to p11 for further information.

For support with queries to do with eligibility, criteria, costings and our grants management system Flexigrant, please contact:
Hani Ahmad, Senior Grants Manager
grants@imperialcharity.org.uk

For additional support, please contact:
Dr Fran Cleugh, Deputy Director of Improvement
francesca.cleugh@nhs.net
Hannah Franklin, Strategy, Research & Innovation Programme Manager
hannah.franklin8@nhs.net

In this document we've included further information to help you with your application. Please read each section carefully.

Please note, Innovate at Imperial is a separate funding programme to Imperial Health Charity's Research Fellowships programme.

Your application

Getting started

There are two stages to submitting your application. In Stage 1, we will ask you to submit an outline of your proposed project. In Stage 2, shortlisted applicants will be invited to submit a full application.

In addition to these Guidance Notes, you can download sample application forms for each stage from our website. We will not be able to accept late or incomplete applications, so we encourage you to read these documents carefully - including the checklist on p11 - before submitting your application.

Stage 1

Complete your Stage 1 application using our online grants portal, Flexigrant.
The deadline for Stage 1 applications is midnight on **Sunday 19 June 2022**.

If you're shortlisted, you'll be notified by **Tuesday 26 July** and inivited to submit a Stage 2 application.

Stage 2

Submit your Stage 2 application on Flexigrant by 12noon on **Thursday 6 October 2022**.
Make sure you include the following documents with your application: Gantt chart; any reports or images that will support your project; any illustrations that will support your methodology; quotes for any single cost item above £250 (excluding salary).

You must allow enough time to secure signatures from your line manager and divisional director. This enables us to confirm that they have read your application and are supportive of your project. The signatures of approval form can be downloaded from Flexigrant when you open an application form. Signatures can be wet or electronic, and must be from a member of staff at Imperial College Healthcare NHS Trust. Upload the form with your application on Flexigrant.

You will be notified of the outcome of your Stage 2 application and successful applicants will receive their grant award letter in **December 2022**.

Managing your grant

You will be invited to attend a welcome event on **9 January 2023**, where you will meet other grantees and charity staff. You will also be required to attend a 20-minute session to learn more about managing your grant. These sessions will take place from **10-12 January 2023**. Further information about managing your grant, including our terms and conditions, will be set out in your grant award letter.

Make sure you accept our grant offer on Flexigrant within two months of your grant session. Once you've done this, you can start spending your grant. You'll have 18 months from your activation date to complete your project.

Reporting on your grant

If you'd like to make a major change to your project, extend your grant end date or move more than 10% between your approved budget lines, you'll need to complete the progress report on Flexigrant. Please request any change at least six months before your grant end date.

You must submit your end of grant report and final invoice within six months of your grant end date (after your 18 months are up). We may ask you to submit a progress report within your 18-month period, and an annual report for three years after your grant end date.

Criteria and eligibility

Your project proposal must:

- relate to one or more of Imperial Health Charity's strategic objectives

- develop and test innovative approaches to improve health and social care (this includes hospital processes, staff wellbeing, patient safety, or patient care)

- address a problem that is concise, defined and measurable, and explain how your project will be more effective than current practices or approaches

- describe fully the evidence underpinning the problem

- identify and describe the most appropriate methodology for delivery and include a robust evaluation plan (for an example of methodology, see the Trust's QI resources)

- accelerate progress (rather than supplement funding for established work)

- be delivered within a realistic budget and timescale, including set-up and evaluation phases

- be delivered within an 18-month period

- provide a rationale for disseminating results or plans to scale the innovation

- be team-led.

To help you with your application, here are some other key considerations that we will take into account when reviewing your project proposal.

- Projects that are outward looking, community-centric and inter-sectoral, (i.e. working across Trust departments and/or with local health and care partners in north west London) will be highly valued. Your partner(s) can be, for example, clinical commissioning groups, other primary, secondary and tertiary healthcare providers, and community providers.

- Projects with a focus on equity and reducing health inequalities or variations in access, outcomes and experience of care by different patient groups will be highly valued.

- Projects with a focus on improving patient flow will be highly valued.

- Projects that replicate/repurpose existing work/systems will be considered providing these benefit, for example, a different group of patients, speciality, or industry.

- Projects that focus on a new app, device or platform technology must have the approval of the Trust's ICT team before applicants can submit a Stage 2 application.

- Projects that include a new role must include evidenced justification (e.g. a full job description is required for Stage 2). The salary cost must include a breakdown, including salary, high-cost area supplement, employer's pension and National Insurance contributions. If the role is intended to support backfill of an existing post, please provide a full justification.

We will not consider applications that:

- are purely scientific and/or bench-based medical research

- supplement a fellowship or active research, or the salary of a current/new research fellow or research nurse.

Eligibility

Innovate at Imperial is open to all permanent clinical and non-clinical staff at Imperial College Healthcare NHS Trust. Lead (primary) and co-applicants with Trust honorary contracts are also eligible to apply, provided your role at the Trust includes delivering or supporting services to Trust patients (e.g. running clinics at one of the Trust's hospitals, delivering operational functions such as ICT). Your honorary contract must not have an end date.

You will not be eligible to apply if you:

- have a fixed-term contract or any other type of Trust contract outside of those mentioned above

- are employed by Imperial College London*

- and your team have previously been awarded an Innovate at Imperial grant that has yet to be completed and closed down.

If your project is co-located at the College, we are supportive of College employees being part of the project team. If your Trust lead applicant would like to include a College employee's salary in the project cost, they must first discuss this with us before submitting their Stage 1 application.

You may submit only one application. This includes if you're a co-applicant on another Innovate at Imperial application. Co-applicants must also be permanent members of Trust staff.

Costs we can and cannot support

We **can** support:

- a new role (salary, high-cost area supplement, employer's

pension and National Insurance contributions), which must include evidenced justification (e.g. a full job description is required for Stage 2). If the salary cost is intended to support backfill of an existing post, full justification must be included. Posts must be essential to the successful delivery of your project and must not include the salary of current/new research fellows or research nurses.*

- focus group costs, including room hire and refreshments, provided these are not excessive**

- reasonable travel within Greater London for project team members' attendance at meetings with north west London partners**

- reasonable volunteer expenses and/or consumable costs for Patient Public Involvement (PPI) studies**

- reasonable, open access publication costs.

Please see our separate Research Fellowships programme, which supports the academic and research careers of Trust staff.

**Please note: for these costs, we are not able to make individual reimbursements to you, your project team members or PPI participants. You'll need to work with your Trust budget holder/ finance teams to manage these expenses. We can only pay the Trust in quarterly arrears and for costs incurred. No advance payments will be made for any project costs and we cannot pay suppliers directly.*

We **cannot** support:

- any item or project that should receive core funding from Trust departmental budgets, including medical equipment

- any item that has already been purchased/delivered (i.e. no retrospective funding)

- replacement of equipment that is 'new for old' on a like-for-like basis

- general staff hospitality (e.g. socials, staff rewards, meeting or travel expenses)

- conference attendance and training course fees

- salaries that are not directly associated with the delivery of the project

- purely scientific and/or bench-based medical research

- supplementing a fellowship or active research

- Imperial College London overhead costs for non C-stream activity. Bear in mind that we expect your project to be largely based at the Trust and will only accept invoices for your project from the Trust. We cannot make any direct payments to or pay

for overheads incurred at the College. If in doubt, please speak to your relevant Trust divisional research manager.

This list is not exhaustive. If you have any queries, please contact:

Hani Ahmad, Senior Grants Manager:
grants@imperialcharity.org.uk

Grant award period

If your application is successful, you must deliver your project within 18 months, including the set-up and evaluation phases.

You have up to two months to activate your grant from the date of the session on how to manage your grant, plus 18 months from your activation date to deliver your project. You must activate your grant in Flexigrant.

Please make sure you are project-ready after completing your grant session by reading the additional information on p11.

Examples of innovation

We are pleased to be supporting 32 active Innovate at Imperial projects with awards totalling over £2 million in the last two years.

Liza Baculio
Promoting sleep in ICU

Rachna Bedi
TYMO - Thank you for My Organ: Medication Education videos in your language

Boyne Bellow
CIA: Consent in Anaesthesia

Paul Bentley
ABC-NEWS: Automated Behavioural Classification to assist the National Early Warning Score

Vassiliki Bravis
Dedicated Diabetets Technology Educator to support and empower people with type 1 diabetes to self-manage their condition

Sian Brown
Nudging to improve pre-operate fasting for patients

Barbara Cleaver
Evaluation of a new touch screen app for nurses which enhances initial assessment with early investigation orders and treatment recommendations

James B Close and Arun Bhaskar
iPMP – Harnessing technology to create a truly accessible and inclusive multidisciplinary pain management programme

Asela Dharmadasa and Carlos Gomez
The TEEP connector: a ventilator changeover switch that improves patient & staff safety in ITU

Robert Goldin, Michael Osborn and Candice Roufosse
Needle post-mortem service

Claudia Gore
11/25 e-Project: novel Adolescent Healthcare Transition e-learning resource

Shehan Hettiaratchy
Return to normal activity following COVID-19: a novel self-management app

Julian Jeyasingh-Jacob
The Critical Illness Follow Up Clinic (CIFU)

Charity Khoo
Contraception at delivery in north west London: equal access for all women

Dermot Mallon
Evaluation of Synthetic MRI: a novel method to reduce patient waiting times for MRI scans

Simon Nadel
A prospective randomised extended pilot study of an innovative psycho-educational intervention to reduce psychological problems following Paediatric Intensive Care admission

Nicholas Peters, Patrick Bachtiger, Melissa Wickremasinghe, Sarah Elkin and James Bird
Novel Pathways Using In-Ear Measurement of Blood Oxygen Saturation for Remote Monitoring of Lung Disease

Guri Sandhu, Catherine Rennie and Charlotte McIntyre
Boreas Shield: A novel intraoperative aerosol extractor

Barry Seemungal, Adolfo Bronstein, Joseph Kwan, Brynmor Jones and Kyriakos Lobotesis
Remote assessment of Acute Stroke with Vertigo - (The ReActiVe study)

Francesca Spranzi
Smart swabs - Modified surgical swabs to reduce the risk of retained swabs

Michelle Willicombe
Enabling personalised outpatient transplant care via patient empowerment and stratified medicine

Peter Greengross
Pilot of a cross-sectoral High Intensity User service to test optimal design and delivery features

Soma Banerjee and Sohaa Jamil
A New Thrombectomy Simulation Training Scheme at Imperial

Joshua Mason
Artiticial Intelligence in radiotherapy: use of deep learning auto-contouring in the treatment of cancer patients

Thomas Dolphin and Jasmine Winter Beatty
Greener Anaesthesia: using Volatile Capture Technology to significantly reduce anaesthetic gas pollution

Michael Fudge, Nandita Kaza and Daniel Keene
Developing a digitally-enabled patient-centric remote monitoring platform for heart failure

Mark Ferguson
Smartphone Light Source Adaptor for Flexible Naso laryngoscopy

Laura Tookman, Luca Mercuri and Ben Glampson
Innovative, automated use of real-world healthcare data to improve outcomes for patients with ovarian cancer

Margaret Coffey and Chadwan Al Yaghchi
Implementing innovative technology to improve outcomes for Head and Neck cancer patients with swallowing problems

Hermione Lyall
Clinical psychology intervention for children and their families affected by congenital cytomegalovirus infection

Morgan Brown
Return to work support service

Gareth Thompson
Repurposing PPE Waste For Reuse In Secondary Hospital Products

Checklist

To help you with your application, we've included some useful information about some of the Trust's internal systems - from procurement and finance to HR and ICT. The checklist below will help you think about these systems before you apply and - if your application is successful - in the delivery of your project.

Intellectual property

Intellectual property and commercial exploitation are highly complex and can take a long time to set up. The Trust has a service level agreement with Imperial College London who provide additional support to the Trust's intellectual property team. It's therefore important that you have discussions with the team before you submit your Stage 1 application, and also if you're invited to submit a Stage 2 application. We'll ask you to confirm this in your Stage 1 and Stage 2 application forms.

Your key contacts are:

Dr Brunel Eilizadeh, ICHT Senior Business Planning Manager: *brunel.eiliazadeh@nhs.net*

Manish Patel, Head of NHS Technology Transfer: *manish.patel@imperial.ac.uk*

We advise you to email both contacts.

If you're awarded a grant, our grant contract will be with you, your co-applicants and the Trust. We expect a fair share of any revenue and equity generated from research or projects we support to be negotiated in good faith when intellectual property is to be licensed or assigned by the Trust or Imperial College London or their appointed representatives to a third party.

Apps, devices, use of technology and websites

If your project involves developing a new or adapting an existing app or device and/or the use of technology, you must ensure they are compliant with the Trust's wider ICT systems and data protection policies. We advise you to contact the Trust's ICT team at Stage 1. At Stage 2, you'll need to upload a copy of the written approval from the ICT team with your application. We advise you to email: *imperial.newsystemrequests@nhs.net*

If your project involves creating a new website, you must first seek approval from the Trust's communications team. For further information, click here. We advise you to contact the communications team at Stage 1. At Stage 2, you'll need to upload a copy of the written approval from the communications team with your application.

Research

The Innovate at Imperial programme does not support bench-based research projects, in whole or in part. However, if your project involves non-bench-based research, in whole or in part, we encourage you to seek advice from the divisional research manager (DRM) for your division. We advise you to contact your DRM at Stage 1. At Stage 2, you'll need to email your DRM your completed application (before you submit it to us) to make sure the research element of your project has been fully considered. Your DRM can also help you with costing your project accurately

Your DRMs are:

Medicine and Integrated Care
Scott Mullaney
scott.mullaney@nhst.net

Surgery, Cancer and Cardiovascular
Donna Copeland
donna.copeland@nhs.net

Women's, Children's and Clinical Support
Ella Johnson
ella.johnson@nhs.net

Finance

It's important that your project costs are accurate - if you're awarded a grant, we won't be able to increase your original grant amount. You'll therefore need to upload quote(s) for any single item per cost type above £250 with your application on Flexigrant. These documents cannot be emailed to us separately.

If you're awarded a grant, the Trust will first pay any approved costs that you've incurred. The Trust will then invoice us for reimbursement, quarterly and in arrears. We will not pay any costs in advance, and/or directly to any supplier, individual or the College (if your project is co-located at the College).

If your Stage 2 application is successful, we'll email you and the relevant Trust finance team that will be able to provide you with a cost centre code and account code, against which you can spend your grant.

Procurement

Procurement can be complicated and may cause delays to your project. It's therefore best if you seek the right advice before you submit your Stage 2 application and comply with the Trust's procurement strategy. More information can be found on the intranet.

The Trust's purchasing manual can be found here.

Contact details for the Trust's procurement team can be found here.

We also advise you to contact the business partner for your division.

Project team and recruitment/backfill

As Innovate at Imperial projects are team-led, you can include both Trust and non-Trust staff members to help you to deliver your project. Recruitment of new posts and/or backfill of substantive Trust posts who are part of your project team, and who'll be paid from your grant, can be complex and may cause delays to your project. Please remember you'll have up to two months to activate your grant after your session on how to manage your grant. You'll then have up to 18 months from your activation date to deliver your project.

The substantive posts of any Trust staff on your project team - and where their salary and on-costs will be covered by your grant - must be backfilled, unless you have prior agreement with your line manager and your department before you apply that these posts do not need to be backfilled. It's important to us that the Trust and its patients should not be disadvantaged by our funding.

For further information on Trust recruitment, click here.

Supporting information

We don't ask for supporting information at Stage 1, unless you feel it would help us better understand your project. However, we would ask you to only provide essential information and in brief.

A Stage 2 application requires more detail and it's essential that you provide additional relevant information to support your application. Among other things, you will need to upload the following documents along with your application (they cannot be emailed to us separately):

· Signatures of approval form
· Gantt chart for your project (including set-up phase and evaluation phase of no more than 18 months)
· Job description for any new posts directly associated with your project (posts for current/new research fellows cannot be included)
· Quote(s) for any single item per cost type above £250.

Further information

For any further enquiries or additional support, please contact:

Hani Ahmad, Senior Grants Manager:

T: 020 3006 5328
E: grants@imperialcharity.org.uk