

**TrusTECH[®] Service Innovation Bursary
Application Guidance
Version 1.3**

1.0 Introduction

- Innovation includes solving problems, improving methods and developing new ways of doing things.
- In general Service Innovations developed in the NHS should be shared freely with others.
- The *TrusTECH[®]* Service Innovation Bursary has been established to assist *TrusTECH[®]* member organisations to progress the implementation and development of Service Innovations that will benefit healthcare; by assisting with dissemination of information regarding specific Service Innovations and / or adoption of Service Innovation and / or formal evaluation of implemented Service Innovations.
- It is expected that applications to the Service Innovation Bursary will be made only when other sources of funding are not appropriate or unavailable.

2.0 What innovations are eligible?

Innovations **shall** be eligible for funding if they meet the following criteria:

- The Service Innovation has successfully passed the *TrusTECH[®]* Service Innovation assessment process (see section 7.0). The assessment process identifies that the service innovation demonstrates a combination of the following:
 - A national priority area.
 - Improvement to patient care.
 - The innovation is transferable to other NHS organisations.
 - There are cost savings / efficiencies associated with the Service Innovation.
 - There is an identifiable timescale for results.
 - There are benefits for staff.
- No similar services have already been widely adopted within the NHS; unless the service innovation demonstrates significant improvements over these existing services.

Innovations **shall not** be eligible for Service Innovation Bursary funding if:

- They relate solely to a device / technology, written material or service with commercial potential. (The *TrusTECH[®]* Pathfinder Development Fund should be explored for this purpose; please discuss this with the Technology Exploitation Manager for your Trust).

3.0 Who is eligible to apply?

Applications to the Service Innovation Bursary **can** be made by:

- NHS Trusts that are members of *TrusTECH[®]* and have developed the innovative service.

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- NHS Trusts that are members of *TrusTECH[®]* and share the innovation with one or more NHS and/or non-commercial organisations (e.g. volunteer service, charity).

Applications to the Service Innovation Bursary cannot be made by:

- A company developing a healthcare service innovation that has originated from a non NHS organisation.
- NHS Trusts that are not members of *TrusTECH[®]*
- NHS Trusts that are members of *TrusTECH[®]* who wish to fund adoption of a service in their own organisation.
- NHS Trusts (*TrusTECH[®]* members / non members) requiring funding to implement a service that is in the early stages of development (i.e. to progress an idea).

4.0 What does the funding cover?

The funding can be used to pay for anything that is clearly related to progressing adoption of the service innovation in the wider NHS, examples include:

- Service evaluation; for example to pay for a researcher / health economist / statistician to undertake a small scale project to evaluate the service. (Additional information will be required on the application regarding how the service information will be disseminated following evaluation).
- Production of limited materials in order to support the evaluation.
- Running workshops for NHS Trusts interested in adopting the service innovation (the audience can consist of both *TrusTECH[®]* and non - *TrusTECH[®]* members and may include Trusts outside of the North West boundary).
- Mentoring NHS Trusts wishing to adopt the service innovation.
- Additional resources to aid service dissemination e.g. training materials, poster production

The funding cannot be used for:

- Retrospective costs.
- Capital costs (e.g. buying a computer), other than in exceptional circumstances.
- Ongoing salary costs for staff to run the service once the service has been successfully implemented.
- Development of innovations for the applicant organisation's benefit only - the intention must be to share the innovation for the benefit of the NHS and other healthcare organisations.
- Ongoing patient treatment costs.
- Trust specific Integrated Care Pathways.
- Implementing the service in the innovating NHS Trust (i.e. the service must have been implemented locally to be eligible for funding).
- A service that may result in a commercialised product, technology or other item related to the service. (A service in this category may be eligible for funding from the *TrusTECH[®]* Pathfinder Fund).

5.0 Awards

It is expected that applications will be made for awards in the region of £1,000-£5,000, although larger awards may be made in exceptional circumstances. In some cases, the award will be made in stages, with further funding being released on the achievement of milestones.

6.0 Conditions of funding

- Any publications on innovations developed with Service Innovation Bursary funding must acknowledge *TrusTECH*[®] as a source of funding.
- The terms and conditions of the funding agreement must be upheld.

7.0 How to apply

- Contact the *TrusTECH*[®] Service Innovation Manager (SIM) who will discuss your innovation with you, and if appropriate, initially provide you with a **Service Innovation Notification Form**. The SIM can assist you with the completion of this form. The SIM can be contacted on email address: michelle.martin@cmft.nhs.uk or telephone number 0161 276 5970.
- On receipt of the **Service Innovation Notification Form** the service will be assessed via the *TrusTECH*[®] Service Innovation assessment process (see section 2.0 for criteria).
- If the Service Innovation passes the assessment process; an application can be made for a **Service Innovation Bursary**. The SIM will provide you with a **Service Innovation Bursary Application Form** on request. The SIM can assist you with the completion of the Service Innovation Bursary Application Form.
- The Service Innovation Bursary application should be submitted electronically via e-mail to the Service Innovation Manager and a paper copy with signatures should also be sent in the post, **marking the envelope “Service Bursary Application”**:

8.0 How will the application be judged?

- The application will be judged by a *TrusTECH*[®] Committee comprising of executives from the *TrusTECH*[®] Board. Additional expert opinions may be gained in confidence as appropriate.
- The main applicant will be notified of the Committee’s decision on the application within 14 days of the *TrusTECH*[®] Board meeting (i.e. within about 6 weeks of the application submission).
- There will be no appeals process for unsuccessful applications.
- Feedback may be provided to unsuccessful applicants, but is not guaranteed.

9.0 Successful applications

- Successful applicants will be asked to provide the *TrusTECH*[®] Committee with a short summary (approx. 1 page of A4) of progress every 6 months against the planned milestones.
- Larger awards may be broken down into several payments linked to the attainment of certain milestones.
- Awards will be paid to the *TrusTECH*[®] member on the application after *TrusTECH*[®] has received a signed copy of the funding agreement and an invoice from the successful organisation.

10.0 Promotion and publicity

- Part of *TrusTECH*[®]’s remit is to raise awareness regarding innovation in the NHS. Thus, *TrusTECH*[®] may announce bursary allocations to the press.

- Care will be taken to ensure that no confidential information is disclosed and the lead applicant will be asked to approve any press releases prior to their disclosure.

11.0 General enquires

If you have a general question about the Service Innovation Bursary please contact Michelle Martin (e-mail michelle.martin@cmft.nhs.uk or telephone 0161 276 5970).

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