

Bid for funding from Education Research and Innovation Committee

Additional Guidance Notes

To be approved at ERIC meeting on 17 April 2018 (until approved this document is IN DRAFT)

Potential bidders should note the following policy before submitting a bid:

1. The bid deadline (15 June and 15 November annually) is final, there will be no exceptions, late bids will not be accepted.
2. Applications must be made using the correct form for that round (online).
3. Bids must be authorised by a senior educational person on behalf of the employer to confirm their agreement with the application.
4. In the event of failure to complete the year of study, and in the absence of exceptional circumstances, reimbursement of the course fee will be requested from the individual.
5. In the event of failure to complete the year of study, and in the absence of exceptional circumstances, further applications for the same individual will not be considered for a **five** year period.
6. Funding cannot be pre-committed beyond the current financial year. Therefore multi-year programmes are approved year or year and a fresh application is required each year.
7. There is no lower limit on funding. There is an upper limit of £50,000 for organisations or groups. There is an upper limit of £6,000 for an individual.
8. There will be a minimum cut off score agreed by the panel.
9. A proportion of funding (approximately 20%) will be allocated to individual (personal) bids. Appropriately submitted and approved bids will be scored out of 10 (by each panel member) and ranked (see application form for breakdown of scores).
10. The remainder of the funding (approximately 80%) will be allocated to group or organisational bids. Appropriately submitted and approved bids will be scored out of 30 (by each panel member) and ranked (see application form for breakdown of scores).
11. Each bid will be scored by each panel member. Panel members can give a score of 0. Half marks will not be awarded.
12. If a course is ALREADY commissioned by HEE then applications via this route will not be accepted.
13. The emphasis on the bid should be on training rather than service.
14. We should not receive bids from both individuals and groups / organisations for the SAME course. If this occurs, we will automatically reject the individual (personal) bid. This avoids duplication and “double-paying” for courses.
15. No “linked” bids will be accepted. Everything required for a bid to be successful must be included within the same bid.
16. Bids must not be for warranties or other ongoing “running” costs.
17. Bids must not be for multi-year programmes (applications must be made each year for such initiatives). We are unable to approve recurrent funding via this process.
18. Proposals that include the purchase of new simulation kit where the local infrastructure is already resourced, or where a similar kit is available elsewhere in the region will be deemed out of specification.
19. There is no appeals process. The decision of the panel is final.