Human Capital Initiative

Pillar 3

Innovation and agility

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Innovation and Agility Application Template

Note

This application is a sample indicative template for information purposes only. All applications should be made through the HCI online application portal, on http://www.hea.ie

Lead Contact Details

|  |  |
| --- | --- |
| **Higher Education Institution (HEI)** |  |
| **Full title and role of lead contact** |  |
| *(Please note a single point of contact is required for each higher education institution)* |  |
| **Email** |  |
| **Telephone number** |  |

Enterprise Partner Contact Details

Complete one lead contact table for each enterprise partner organisation

|  |  |
| --- | --- |
| **Enterprise Partner Organisation** |  |
| **Full title and role of lead contact** |  |
| *(Please note a single point of contact is required for each higher education institution)* |  |
| **Email** |  |
| **Telephone number** |  |

Collaborative Partner Contact Details

Complete one lead contact table for each collaborative partner institution   
(Copy table as required)

|  |  |
| --- | --- |
| **Partner Institution** |  |
| **Full title and role of lead contact** |  |
| *(Please note a single point of contact is required for each partner institution)* |  |
| **Email** |  |
| **Telephone number** |  |

1. Proposal Summary

|  |  |
| --- | --- |
| Section 1. Proposal | |
| **Title of Application:** 200 words max |  |
| **Abstract of Proposal:** 1000 words max |  |

2. Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| Section 2.1 Team Composition | | | |
| **Team Member** | **Organisation** | **Role and Contribution to the project** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Section 2.2 Consortium Statement | |
| **Define why this consortium is an appropriate mix of HEI (s) and enterprise to undertake this proposal:** 600 words max | *Demonstrate the track record of the Proposal leaders/Team and their capacity to successfully deliver a proposal of this scale on time and on budget.* |

3. Proposal Details

|  |
| --- |
| Section 3. Proposal |
| • Define the proposals implementation plan with details of the  • concept and principles the proposal will address including SMART goals and how they are innovative and or agile  • methodology including work packages, milestones (see appendix Section 3: Table 1) and operational structure of the proposal  • management and governance structures, include an organisational chart, detailing the proposed proposal team, key roles, lines of command and procedures for dispute resolution  • level of risk and how it will be reported, managed and mitigated  • expected impact, outputs, and outcomes of the proposal with indicators of proposal implementation success, output measurements and Key Performance Indicators KPIs (See appendix Section 3: Table 2)  • Demonstrate how this proposal will be innovative and/or agile – pedagogically and technologically, regionally and/or nationally  • Demonstrate that your proposal is conceptually and methodologically sound.  2000 words max |

4. Enterprise Collaboration

|  |
| --- |
| Section 4. Enterprise collaboration of benefit to society, economy and education |
| • Demonstrate how both the quality of the proposal being presented and the outcomes expected through their collaboration and partnership with enterprise will provide innovative and or agile benefits to society, the economy and education, regionally and/or nationally.  • Detail the enterprise partnership to include demonstration of a deep and meaningful engagement including enterprise-informed design and ongoing collaboration.  • Define the target learners’ market being addressed and how the partnership will impact on learner needs and define the benefits of this project to society, the economy and education sector.  • Describe how the proposal will provide the target learners with the transversal skills to adapt to a constantly changing world of work.  1000 words max |

5. Strategic Alignment

|  |
| --- |
| Section 5. Alignment with HCI objectives, national education and enterprise policy strategic objectives, and performance frameworks |
| • Demonstrate how the proposal aligns in an innovative and or agile manner with the HCI objectives and how it addresses two or more of the Key System Objectives for the Higher Education System 2018-2020 (see appendix 2).  • Demonstrate that the proposal is integrated with national education and enterprise policy objectives and performance frameworks; and fits with national, regional, social and economic needs.  • Demonstrate the relevance of the proposal to meet future skills needs in society and the economy.  • Demonstrate awareness of innovative international best practice  1000 words max |

6. Capacity

|  |
| --- |
| Section 6. Demonstrated capacity to deliver |
| • Institutions must provide evidence of their capacity to deliver on the proposal in an innovative and or agile manner, including their track record and existing institutional capacity in innovation and agility in project delivery. This should include the strengths and objectives of the institution(s) involved, and (if applicable) what each collaborative partner brings to the proposal. In proposals where institutional collaboration is proposed, respective roles, responsibilities, and deliverables will be identified.  • Institutions must provide evidence of ability to deliver within their existing capital infrastructure (note: institutional capacity includes items such as physical capacity, infrastructure, academic, technical and support staff and enterprise linkages).  • Proposals with targeted additional places must provide evidence of their ability to support the additional learner intake and provide a quality teaching and learning environment to support and retain participants to course completion. Institutions are required to provide evidence of demand for proposed course provision, this includes i) learner demand as evidenced in CAO demand (where relevant) current/future trends in the ISCED area, past learners numbers on existing courses ii) enterprise demand for skilled graduates in this area, and iii) fit with national and future skills policy objectives and national, regional, social and economic needs.  • Given the stated need to enhance collaboration and engagement between the enterprise sector and HEIs as specified in Future Jobs Ireland, and the National Skills Strategy 2025, Proposals must demonstrate the relevance of the additional places provided to meet identified skills and future skills needs in society and the economy.  1000 words max |

7. Impact

|  |
| --- |
| Section 7. Impact and Sustainability |
| • Provide evidence of how the proposal innovation in delivery and or agility will have potential transformative impacts on the HEI(s) and across the higher education sector. Detail how this is both scalable and sustainable in the future.  • Demonstrate how the proposal is compatible with replication, particularly the potential for application and impact across the higher education system.  • Identify the target learner cohorts who will be directly impacted, provide evidence of engagement with these learner cohorts, and set targets to measure the impact. he target learner cohorts who will be directly impacted, provide evidence of engagement with these learner cohorts, and set targets to measure the impact.  • Define the proposal’s evidence of impact which will be used to monitor the performance, progress and expected outputs of the proposal. Refer to indicators of proposal implementation success output measurements and Key Performance Indicators KPIs (See appendix table 3.2), and detail how you will track, monitor and measure the success of this proposal.  • Define the proposal sustainability plan. This plan should demonstrate the sustainability of the proposal and specify the plans to sustain the proposal including activities that will be undertaken to mainstream the proposal and resources that will be dedicated and or sought to sustain the proposal post cessation of HCI call funding. Include timelines for lifespan of proposal after funding is completed.  • Proposals of a more experimental nature should document how they could eventually scale.  1000 words max |

8. Student Numbers (where applicable)

|  |  |
| --- | --- |
| Section 8. Course Details & Student Numbers | |
| Describe how the proposal will transform and impact the quality of education on the specified courses and how this will be assessed  Please note that funding for additional places is only available for EU domiciled learners  1000 words max | |
| **Will this proposal create additional student places on existing courses?** | Yes/No |
| **How many additional student places are targeted** |  |
| **Will the proposal create new student places?** | Yes/No |
| **How many new student places are targeted** |  |
| **Please upload your excel sheet with the course details** |  |

9. Proposal Budget

|  |
| --- |
| Section 9. Budget |
| **Please provide details of your budget using the templates provided in appendix 1.  This should include:**  • Total Budget Requested (Section 9: Table 1)  • Total Budget requested by year for lead and each partner. (Section 9: Table 2) Use one table for lead and one for each partner.  • A detailed justification for each category or expenditure (staff, equipment, other) (Section 9: Table 3) Use one table for lead and one for each partner. |

10. Institutional Endorsement

|  |
| --- |
| Section 10. Declaration of Honour |

**Must be signed by representatives legally authorised to enter into legally binding commitments on behalf of their organisation**

As an authorised representative of this organisation, I the undersigned declare that:

1. This organisation confirms its eligibility in accordance with the criteria set out in the specific call for proposals; and *its* financial and operational capacity to carry out the proposed action.
2. This organisation accepts responsibility for the correctness and completeness of the information in the proposal and that all the partners participating in this project have agreed with the content of the application and have confirmed their intention to carry out the tasks described accordingly.
3. This proposal has not been submitted for funding elsewhereand that to the best of my knowledge none of the applicants has received any other grant funding to carry out the action/work programme which is the subject of this grant application.
4. This organisation will provide reports on request to the HEA and provide proper financial management, oversight, and auditing of this proposal in line with public policy for the administration and oversight of public funds.
5. This organisation accepts the HEA’s right to independently audit the use of HCI funds awarded, and the HEA’s right to halt or claim back funding the HEA deems inappropriately used.
6. This organisation will inform the HEA, without delay, of any situation considered a conflict of interests or which could give rise to a perceived conflict of interests.

I further declare that to the best of my knowledge the applicants:

1. are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. are in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, including being in possession of full tax clearance.
3. have not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other such illegal activity.
4. have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the grant.

|  |  |
| --- | --- |
| **Application Title** | |
| **Lead Organisation Name:** |  |
| **Representative of Lead Organisation:** |  |
| **Signature:** |  |
| **Date & Stamp of applicant organization (if applicable)** |  |

For applications with multiple collaborating partners, the above declaration must be signed by the authorised legal representative of each collaborative partner organisation.

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Representative of Collaborative Partner Organisation 1:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Representative of Collaborative Partner Organisation 1:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Representative of Collaborative Partner Organisation 1:** |  |
| **Signature:** |  |
| **Date:** |  |

For applications with large numbers of partners, please add more sections if necessary.

Appendix 1. Proposal Tables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 3: Table 1 Work Package Implementation Plan | | | | | |
|  | **(a) Work package(s)** | **(b) Short Description** | **(c) Timescale** | **(d) Outcomes/ targets** | **(e) Key Milestones** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| *Add additional (7+) ‘work packages’ rows above if required.* | | | | | |

Description of headings:

a) Briefly state the work packages of the project alongside an outline implementation plan.

b) Provide a short description of this work package.

c) Indicate the timescale for the delivery of this work package.

d) List a summary of outcomes and targets expected to be achieved in the period.

e) Provide key milestones marking progress towards meeting your objectives (e.g. draft document completed; consultation to be completed, etc., etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 3: Table 2 Proposal Key Performance Indicators (KPIs) | | | | | |
|  | **(a) KPI** | **(b) Measurement of Impact** | **(c) Indicator of Success** | **(d) Expected Timeframe** | **(e) Knock on Effect** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| *Add additional (7+) ‘KPIs’ rows above if required.* | | | | | |

Description of headings:

a) Describe the Key Performance Indicator (KPI)

b) Define how you will measure the impact of this KPI

c) Define what the impact of the KPI success looks like within the proposal/institutions/HE sector

d) Indicate the timescale for the delivery of the KPI

e) Describe any interlinkages between the success/failure to realise this KPI and the impact it may have on other KPIs within the proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section 9: Table 1 TOTAL Expected Costs | | | | | |
|  | **Lead (1)** | **Partner (2)** | **Partner (3)** | **Partner (4)** | **Partner (5)** |
| Staff Costs | 0 | 0 | 0 | 0 | 0 |
| Materials | 0 | 0 | 0 | 0 | 0 |
| Travel & Subsistence | 0 | 0 | 0 | 0 | 0 |
| Soft infrastructure e.g. software/software licensing | 0 | 0 | 0 | 0 | 0 |
| Course Validation Costs |  |  |  |  |  |
| Collaboration Costs |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Direct Costs** |  |  |  |  |  |
| Overheads (max 20% of direct costs excluding equipment and additional places) |  |  |  |  |  |
| **Subtotal budget** |  |  |  |  |  |
| Equipment Item 1 (add extra lines for each item) must not exceed 20% of total direct costs |  |  |  |  |  |
| Additional place costs |  |  |  |  |  |
| **TOTAL** | **0** | **0** | **0** | **0** | **0** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Section 9: Table 2 Lead/Partner Budget by Year | | | | | | |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **TOTAL** |
| Staff Costs | 0 | 0 | 0 | 0 | 0 | 0 |
| Materials | 0 | 0 | 0 | 0 | 0 | 0 |
| Travel & Subsistence | 0 | 0 | 0 | 0 | 0 | 0 |
| Soft infrastructure e.g. software/software licensing | 0 | 0 | 0 | 0 | 0 | 0 |
| Course Validation Costs |  |  |  |  |  |  |
| Collaboration Costs |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **Total Direct Costs** |  |  |  |  |  |  |
| Overheads (max 20% of direct costs excluding equipment and additional places) |  |  |  |  |  |  |
| **Subtotal budget** |  |  |  |  |  |  |
| Equipment Item 1 (add extra lines for each item) must not exceed 20% of total direct costs |  |  |  |  |  |  |
| Additional place costs |  |  |  |  |  |  |
| **TOTAL** | **0** | **0** | **0** | **0** | **0** | **0** |

\*\*Please insert additional budget lines where necessary

**Budget Details and Justification**

|  |  |  |
| --- | --- | --- |
| **Section 9: Table 3 Lead Institution Budget Details\*\*** | **Total** | **Details & Justification** |
| Staff Costs |  |  |
| Materials |  |  |
| Travel & Subsistence |  |  |
| Soft infrastructure e.g. software/software licensing |  |  |
| Course Validation Costs |  |  |
| Collaboration Costs |  |  |
| Other |  |  |
| **Total Direct Costs** |  | **N/A** |
| Overheads (max 20% of direct costs excluding equipment and additional places) |  |  |
| **Subtotal budget** |  | **N/A** |
| Equipment Item 1 (add extra lines for each item) must not exceed 20% of total direct costs |  |  |
| Additional place costs |  |  |
| **TOTAL REQUESTED** | **0** |  |

**Additional Course Details.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution** | **Course Title -** | **Course Type (example dual learning, microcredentials, blended, distance, elearning).** | **Internal Course Code - if applicable** | **C A O Code (if Applicable) -** | **I S C E D Code -** | **N F Q Level -** | **Course Award E.g. BSc.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Is This A New Or Existing Course?** | **course commencement date** | **Last Years Students Numbers (if applicable)** | **Existing Numbers Of Students (if applicable)** | **Credits Earned pers student per year** | **Predicted Additional Places** | **Funding requested per student** | **Funding requested total up to 31 December 2024** |

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