Technological Sector Advancement Fund (TSAF)



Application Template

**Application Guidance Note**

* Before attempting to complete this template, you should ensure that you have familiarised yourself with the guidance provided in the Technological Sector Advancement Fund (TSAF) call documentation.
* All sections of the template and the appendices should be completed in full. Ifa question / section is not applicable to your proposal, insert ‘N/A’ or ‘N/A at this time’.
* Applications should adhere strictly to the word limit provided for each section.
* The format of the application template should not be altered. Submitted applications that alter the template will be returned. Tables may be expanded through the addition of rows, as necessary.
* PDF files must be accompanied by a readable/editable duplicate in Microsoft Word.
* Only those institutions listed in Section 3 of the TSAF call documentation are eligible to apply for funding.
* Additional appendices and hyperlinks to further written information are not permitted.
* Any queries regarding the application will be managed via an FAQ process and should be sent to [systemperformance@hea.ie](mailto:systemperformance@hea.ie). The deadline for queries is **5 October 2023** **at 17:00.**
* The application should be submitted in Word and PDF format to [systemperformance@hea.ie](mailto:systemperformance@hea.ie) by **19 October** **2023 at 17:00.**
* Applications that are submitted after the closing date will be deemed ineligible.

**Data Protection**

The HEA, as data controller, will process personal data received via this form in compliance with GDPR and the Data Protection Act 2018. We will only process the data received via this form for the purposes of assessing applications, and it will be retained by us in line with our Records Management Policy only as long as is necessary to meet this purpose. For more information, please see the HEA’s [Data Privacy Notice.](https://hea.ie/about-us/data_protection/)

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# 1. Project Summary

## 1.1 Applicant information

|  |  |
| --- | --- |
| Name of institution: |  |
| Project title: |  |
| Name of Project Lead:  *(All project queries will be directed to this contact. Only one person should be identified)* |  |
| Job title: |  |
| Office: |  |
| Email address: |  |
| Telephone number: |  |

## 1.2 Project summary

|  |
| --- |
| This summary should clearly outline the fundamental aspects of the institution’s proposed project. It should include comment on:   * The project’s key activities and why these are critical to the institution’s strategic development. * How the project will advance the institution and sector, as appropriate.   This description may be used in the public domain and, as such, should be written to be understood by a wide audience. No confidential information should be included.  **Word count: 500** |
| **Word count: [XXX]** |

## 1.3 Project objectives

|  |
| --- |
| List the key objectives of the institution’s 30-month project. A maximum of five high-level project objectives may be listed. Each objective should be:   * Specific * Relevant to the objectives of the TSAF * Quantifiable * A maximum of **40 words** in length   **Word count: 200** |
| 1.  2.  3.  4.  5.  **Word count: [XXX]** |

## 1.4 Proposed project budget

|  |  |
| --- | --- |
| Total project budget over 30 months: 1 Jan 2024 – 30 June 2026 (€M) |  |
| TSAF request (€M) |  |
| TSAF request as a percentage of the fund (€50m) |  |
| Institutional co-funding (€M) |  |
| Institutional co-funding as a percentage of the project budget |  |

# 2. Project Relevance

# 2.1 Project alignment

|  |
| --- |
| Detail the project’s relevance to the TSAF. Your answer should cite relevant data and evidence, reference project objectives (1.3), and address how the project aligns and adheres with the following:   * The institution’s mission and strategic plan. * National and international policy objectives. * Evidence-based progress made by institution under the TUTF.   **Word count: 500** |
| **Word count: [XXX]** |

## 2.2 Project impact

|  |
| --- |
| With reference to the project’s key objectives (1.3), outline how the project will advance the institution. This should include information on the project’s expected regional, national, and international impacts, as relevant, as well as comment on how activities will enable the institution to achieve its potential. Positive impacts of the project for the technological sector should also be noted.  **Word count: 500** |
| **Word count: [XXX]** |

# 3. Project Design

*Please note that ‘Appendix 1: Work package descriptions’ should be completed in conjunction with this section.*

## 3.1 Overview of project work packages

Complete the table below. Rows should be added/deleted for work packages as required. Please note that for the purpose of TSAF, a work package is understood as a building block of the overall project, and within a work package there are a sequence of activities (planned actions).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package No.** | **Work Package Title** | **Responsible person(s)** | **Start**  **MM/YY** | **End**  **MM/YY** |
| WP1 |  |  |  |  |
| WP2 |  |  |  |  |
| WP3 |  |  |  |  |
| WP4 |  |  |  |  |
| WP*n* |  |  |  |  |

## 3.2 Programme of work

|  |
| --- |
| Provide a brief description of the project’s proposed work packages, indicating how the completion of these work packages will support the attainment of the overall project objectives (1.3). This should include reference to key actions and deliverables within work packages.  **Word count: 500** |
| **[Word count: XXX]** |

# 4. Efficiency and Effectiveness

*Please note that ‘Appendix 2: Budget’ should be completed in conjunction with this section.*

## 4.1 Project achievability

|  |
| --- |
| Provide a brief description of how the project objectives will be achieved within the timeframe of TSAF (1 January 2024 – 30 June 2026). This should include comment on:   * Track record and delivery of results with other large funding streams (e.g., Landscape Funding, TUTF, etc.) * Institution’s absorptive capacity for the project, including consideration given to the sequencing of TSAF project tasks across work packages as well as ongoing delivery of TUTF activities. * Achievability of work packages/actions that are interconnected and require dealing with external partners.   **Word count: 500** |
| **[Word count: XXX]** |

## 4.2 Approach and rationale for institutional co-funding

|  |
| --- |
| Comment on the institution’s approach to co-funding for the project. This should include the rationale for co-funding provided by the institution, including any differences in funding across work packages.  **Word count: 250** |
| **[Word count: XXX]** |

## 4.3 Sustainability of project activities

|  |
| --- |
| Identify project activities/deliverables that will be mainstreamed after TSAF and comment on how the institution will sustain these activities when TSAF concludes. The institution’s approach to managing any unforeseen costs arising from project activities that are not covered by project funding should also be detailed.  **Word count: 500** |
| **[Word count: XXX]** |

# 5. Governance and Financial Oversight

## 5.1 Project governance

|  |
| --- |
| Outline the governance and management structures in place to drive and oversee this project. This should include information on:   * Approach to monitoring and evaluating the project throughout the funding period. * Systems in place to monitor progress and results, including ability to plan for results, monitor progress towards key milestones and deliverables, report and learn. * Approach to identifying, assessing, and managing risks related to the project. * Any recent or pending changes in governance and management structures that may impact the project.   **Word count: 350** |
| **[Word count: XXX]** |

## 

## 5.2 Key risks and mitigation measures

Identify risks to successful delivery of the project. Proposed risk-mitigation measures should be detailed. Rows should be added/deleted as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk area** | **Risk description** | **Risk classification** | **Proposed risk-mitigation measures** |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |

## 5.3 Green Procurement

|  |
| --- |
| Green Public Procurement (GPP) is a process where public bodies seek to source goods, services or works with a reduced environmental impact. By ticking this box, it is confirmed that the project will apply green public procurement criteria as set out in the [Green Public Procurement Guidance for the Public Sector](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.epa.ie%2Fpublications%2Fcircular-economy%2Fresources%2FGPP-Guidance-for-the-Irish-Public-Sector.pdf&data=05%7C01%7Cvbrownlee%40hea.ie%7C3fcf67d7002346156dbf08db87b3603c%7C0aea2147cbd34025a822a3fe4746e7af%7C0%7C0%7C638252976971243110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FME4s2lho%2BMfeOTUHclZ7kCtzNVBhLNrhj8uO0f3Va8%3D&reserved=0) in the design of any new tenders and, so far as possible, take account of environmental considerations in procurement and purchasing, as set out in the Green Public Procurement Guidance for the Public Sector and in line with institutional procurement policies and procedures: |
|  |

## 5.4 Financial Oversight

|  |
| --- |
| Provide an overview of the financial management framework and controls for the project, including how issues of value for money are taken into account in decision-making.  **Word count: 350 words** |
| **[Word count: XXX]** |

# 6. Authorised signature

Applications must be signed by the President of the Institution before submission to the HEA by **19 October 2023 at 17:00.**

On behalf of **[insert HEI],** I hereby confirm that I have read and understood the application document and declare that the particulars supplied in this application are true and correct.

|  |  |
| --- | --- |
| President of Institution Signature: |  |
| Print Name: |  |
| Date: |  |

## Appendix 1: Work package descriptions

Copy and complete the table below for each work package of the project. Add rows as required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP no.** |  | **WP Title** |  | | | |
| **Overall WP Objective** | | | *[The overall objective of this specific work package should be stated here]* **[Word count: 40]** | | | |
| **Number** | **Objective of planned action(s)** | | | **Planned action(s)** | **Timeframe** | **Success criteria and outcome** |
| R1.1 | *[Provide a clear and specific description of the key objective of the activity or sequence of activities]* | | | *[State the specific action(s) that will take place in order to achieve the stated objective].* | *[Actions must be timebound.*  *State clear start and end dates].* | *[Identify how the success of the action(s) will be measured.*  *Measurable targets should indicate what the action(s) is aiming to achieve within the timeframe of the project].* |
| R1.2 |  | | |  |  |  |
| R1.3 |  | | |  |  |  |
| R*n* |  | | |  |  |  |

## Appendix 2: Project Budget

Guidance on eligible costs and cost categories can be found in the TSAF call document. Cost categories are set down to facilitate consistency and comparison of costs across the sector and should not be altered. The budget may be returned as an Excel spreadsheet in the format below, if preferred.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Category** | **WP 1** | **WP2** | **WP3** | **WPn** | **Total Costs** |
| **Change management and integration** |  |  |  |  |  |
| **People and culture** |  |  |  |  |  |
| **Data and systems** |  |  |  |  |  |
| **Engagement** |  |  |  |  |  |
| **Students** |  |  |  |  |  |
| **System coherence, reform, and consolidation** |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |
| **TSAF funding** |  |  |  |  |  |
| **HEI co-funding** |  |  |  |  |  |
| **TSAF funding as % of Total** |  |  |  |  |  |