



**INNOVATION AND PATIENT SAFETY RESEARCH CENTRE**  
**GUIDANCE NOTES FOR APPLICANTS**

**1. Overview**

The CUHP Innovation and Patient Safety Research Centre was established to support and accelerate the development of innovative healthcare technologies to improve patient safety.

The Centre has a virtual team of experts including clinicians from Cambridge University Hospitals NHS Foundation Trust (Addenbrooke’s and the Rosie), Papworth Hospital NHS Foundation Trust and Cambridgeshire and Peterborough NHS Foundation Trust, as well as experienced Intellectual Property (IP), business and engineering experts from Cambridge Enterprise, PA Consulting, Health Enterprise East, MRC Technology, Judge Business School and Cambridge University Engineering Department who offer support and mentorship to innovators in progressing their idea to reality, and a physical space to develop and test new medical technologies.

In July 2015 the Centre was allocated a one-off £100k pump priming award from the Health Innovation and Education Cluster (HIEC) funding to establish a seed fund to support early-stage projects.

Two funding calls have been completed to date (October 2015 and February 2016) and the Centre plans to issue one further call for applications this year:

Call announced	Application Deadline	Expert Panel Meeting and confirmation of outcome
w/c 12/09/16	07/10/16	07/11/16

**2. Aim**

The aim of the Centre is to support entrepreneurs in the local NHS organisations, the University of Cambridge and local start up community to develop their early stage ideas for new healthcare products or services that ultimately will help improve patient outcomes in a cost-effective way and help solve the pressures currently faced by the local and national health economy.

The applicants may already have an idea for a particular product/service to solve a clinical problem or they may have identified an unmet clinical need but don’t know how to solve it.

The support is available in the form of both signposting and introduction to the specialist providers of expert advice (IP, regulatory, technical & engineering, clinical peer review, finance & business development, market opportunity



assessment) and some seed funding may be available to progress your project at the initial stages (up to £15,000 per application).

**3. Eligibility criteria**

The primary purpose of the Centre is to support applicants from the CUHP member organisations (Cambridge University Hospitals NHS FT, Papworth Hospital NHS FT, Cambridgeshire & Peterborough NHS FT and the University of Cambridge), but applications from healthcare professionals in other NHS Trusts or organisations within Cambridgeshire and/or the East of England region will also be considered if they are proposed to be done in collaboration with any of the CUHP member organisations

**4. Award tenure**

The Centre plans to fund projects which run for 3-12 months maximum.

No-cost extensions may be granted (up to 3 months).

**5. Application process**

Applications may be submitted at any point but the Centre also issues funding calls. One funding call has been completed in 2016 to date (February 2016) and the Centre plans to issue one further call for applications this year:

Call announced	Application Deadline	Expert Panel Meeting and confirmation of outcome
w/c 05/09/16	07/10/16	07/11/16

Applicants need to complete the Innovation Submission Form which is currently available on the CUHP’s Cambridge Surgical Training Centre website:

<http://www.cambridgesurgicaltraining.co.uk/the-innovation-and-patient-safety-research-centre> and also enclosed as **Appendix 1** to this Guidance.

All sections of the form must be completed. Additional documentation can be provided.

The Application Form and supporting documentation must be returned by email to Evgeny Dmitriev, Interim Project Manager, Innovation & Education Centre, Cambridge University Health Partners (CUHP), Addenbrooke’s Hospital – Box 146, Cambridge Biomedical Campus, Hills Road, Cambridge CB2 0QQ [e.dmitriev@nhs.net](mailto:e.dmitriev@nhs.net).

If an applicant does not work for one of the CUHP’s member organisations, he/she must contact the Interim Project Manager to arrange putting in place a mutual confidential disclosure agreement.



A confirmation email will be sent on receipt of the application.

The information disclosed to the Centre will be treated as confidential and only used for the purpose of evaluating and shortlisting proposals, however, applicants must also seek advice from their organisations' technology transfer offices before disclosing proposals to other parties.

See **Appendix 4** for overview of Process.

## 6. **Application Assessment Process:**

There are three stages to the assessment process:

- Initial review
- Shortlisting
- Review by the Centre's Expert Panel (where applicants will be invited to present their projects)

### Initial review

Applications are initially reviewed by the Centre's Interim Project Manager for completeness. Incomplete application forms will be returned.

### Assessment Criteria and Application Scoring

Applications are evaluated and scored based on the strength of evidence presented against the assessment criteria outlined in in the Application Form (see **Appendix 2**). All Assessment criteria are awarded scores between 0-3 with 0 the lowest and 3 the highest available.

Applications are scored by the Shortlisting Group and by the Expert Panel.

### Shortlisting

Applications are shortlisted by a group of four members of the Expert Panel (the Shortlisting Group):

Dr Arun Gupta, Dr Hans Hagen, Mr Stuart Thompson, Dr Andrew Walsh (see list of Expert Panel members in **Appendix 3**).

The members of the Shortlisting Group receive a shortlisting pack via email. The shortlisting pack contains copies of applications received and Guidance Notes for Expert Panel Members.



## CAMBRIDGE UNIVERSITY Health Partners

### Knowledge-based healthcare

The members of the Shortlisting Group review each application including the scores given by the applicants and score each application against the listed criteria.

The completed score sheets are returned to the Interim Project Manager via email.

Up to five applications with highest average scores are then selected for presentation to the Expert Panel.

The Interim Project Manager writes to the shortlisted applicants inviting them to the Expert Panel Meeting.

Unsuccessful applicants are offered a feedback session as well as further help and support either with re-submitting their applications to one of the next CUHP's funding round or to seek alternative sources of funding and support.

### Expert Panel Meetings

The Centre's Expert Panel meeting will take place three times in 2016: February, June and October.

The members of the Expert Panel adhere to the CUHP Code of Conduct and Guidance Notes for Expert Panel Members.

The list of the Expert Panel members is attached as **Appendix 3**.

The selected applicants are asked to present to the Panel. Each applicant is allocated a 20-minute time slot (5-minute presentation, 10-minute for Panel Questions and 5 minutes for review and scoring by the Panel members).

After the Expert Panel meeting the Interim Project Manager aggregates the scores awarded by the Expert Panel members and calculates the average scores awarded.

Depending on the funding budget available, up to three applications are then recommended to the Centre Director/CUHP Director for Education and Innovation. The Centre Director has responsibility for the final decision.

In the event of any questions and / or disputes between Expert Panel Members regarding scores awarded or funding decisions, this will be escalated to a group consisting of CUHP Chief Operating Officer, CUHP Director for Education and Innovation and a representative from each of the CUHP member organisations.

### Notification of Outcome

The Interim Project Manager writes to each applicant with a confirmation of outcome of their applications. A copy of template letters confirming funding award and decision not to fund are enclosed as **Appendix 5** together with a copy of CUHP standard funding agreement (**Appendix 6**).



## CAMBRIDGE UNIVERSITY Health Partners

### Knowledge-based healthcare

The successful applicants are required to confirm via email that they will be accepting the award.

The Interim Project Manager then arranges with successful applicants and representatives from their organisations to proceed to contract negotiation and signature before commencing projects. Contract signature constitutes acceptance of the award terms and conditions.

Unsuccessful applicants are offered a feedback session as well as further help and support either with re-submitting their applications to one of the next CUHP's funding round or to seek alternative sources of funding and support.



**APPENDIX 1**

**CUHP INNOVATION AND PATIENT SAFETY RESEARCH CENTRE**  
**APPLICATION FORM**

(See separate Word Doc file Appendix 1 - CUHP Innovation Application Form 2016.docx)



**APPENDIX 2**

**CUHP Innovation Expert Panel Scoresheet**

(See separate Excel file Appendix 1-a CUHP Innovation Expert Panel Scoresheet.xlsx)



**APPENDIX 3**

**MEMBERS OF THE EXPERT PANEL (September 2016)**

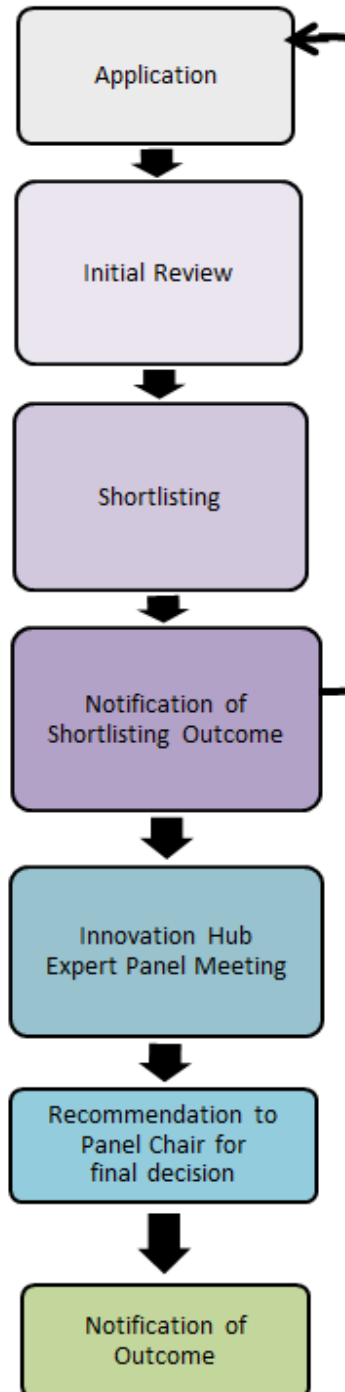
<b>Name</b>	<b>Organisation</b>	<b>Role</b>
Ms Alison Ball	PA Consulting	Expert Panel Member
Dr Andrew Walsh	Cambridge Enterprise	Expert Panel Member & Shortlister
Dr Anne Blackwood	Health Enterprise East	Expert Panel Member
Dr Ari Ercole	CUH NHS FT	Expert Panel Member
Dr Arun Gupta	CUHP	Expert Panel Member & Shortlister
Mr Colin Weston	CUH NHS FT	Expert Panel Member
Mr David Pardoe	MRC Technology	Expert Panel Member
Dr Hans Hagen	CUHP	Expert Panel Member & Shortlister
Dr Jag Ahluwalia	CUH NHS FT	Expert Panel Member
Mr James Tysome	CUH NHS FT	Expert Panel Member
Prof. John Clarkson	University of Cambridge Engineering Design Centre	Expert Panel Member
Dr Maryanne Mariyaselvam	CUH NHS FT	Expert Panel Member
Mr Christopher Constant	CUHP	Expert Panel Member
Professor Stefan Scholtes	University of Cambridge Judge Business School	Expert Panel Member
Prof. Andrew McCaskie	University of Cambridge	Expert Panel Member
Dr Michale Bouskila	CUH NHS FT/Cambridge Enterprise	Expert Panel Member
Dr Sarah Clarke	Papworth Hospital NHS FT	Expert Panel Member
Mr Stuart Thomson	Health Enterprise East	Expert Panel Member & Shortlister
Dr Trevor Baglin	CUH NHS FT	Expert Panel Member
Dr Peter Jarritt	University of Cambridge	Expert Panel Member
Ms Hanadi Jabado	University of Cambridge Judge Business School	Expert Panel Member
Dr Thomas Stone	CUH NHS FT	Expert Panel Member
Ms Sonya Sireau	CUH NHS FT	Expert Panel Member
Dr Cathy Walsh	CPFT	Expert Panel Member
Mr John Pritchard	University of Cambridge/CE	Expert Panel Member
Ms Sandra Myers	Addenbrooke's Charitable Trust	Expert Panel Member
Mr Malcolm Lowe-Lauri	CUHP	Expert Panel Member
Mr Evgeny Dmitriev	CUHP	Interim Project Manager





**APPENDIX 4**

**CUHP Innovation and Patient Safety Research Centre - SUMMARY OF PROCESS**





**APPENDIX 5**

**Confirmation of Outcome Letters**

(see separate file Appendix 5 - Confirmation of Outcome Letters.pdf)



**APPENDIX 6**

**CUHP Contract Template**

(see separate file Appendix 6 - CUHP Contract Template.pdf)