



An initiative by



innovPlus

2023 Run 2

Expression of Interest (EOI)

Propose a Solution for an innovPlus Challenge

NOTE: Please submit a separate Expression of Interest form for each challenge. You may submit EOI for up to one-third ($\frac{1}{3}$) of the total number of published Challenge Statements¹ or up to a maximum 4 EOIs.

Please submit all applications on the Open Innovation Platform (OIP) together with the completed EOI form.

Closing Date for prospective Solution Partner Expression of Interest (EOI) application is

11 August 2023, Friday, 4:00 PM

SECTION A: SUBMITTER INFORMATION

Submitter Information	Prospective Solution Partner - Team Lead
Company	
Contact Email	
Contact Mobile	

SECTION B: COMPANY INFORMATION

UEN	
Year Founded	

¹ For example, if twelve (12) Challenge Statements are published in the November 2021 innovPlus Challenge, any prospective Solution Partner organisation may submit a maximum of 4 Expression of Interests (EOIs).

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Address	
Organisation/Team Profile	<i>A brief description of your company not exceeding 100 words. This will be sent to the Challenge Owners prior to 1st meeting.</i>
Company Size	<i>No. of full-time employees: No. of associate employees:</i>
Areas of Expertise/Types of Solutioning Rendered	
Sector(s) Familiar With	<i>Based on work experience with clients in these sectors</i>
Company Portfolio Link	
Company Website Link	
Awards Won (if applicable)	

SECTION C: THE CHALLENGE TO ADDRESS	
The Challenge {Please state the Challenge Statement title}	
Please provide a brief description of your proposed solution to resolve the Challenge and explain how it will achieve the desired outcomes.	
How will the proposed solution improve the learning outcome?	

SECTION D: ABOUT YOUR TEAM	
Please provide the following information of your team members (the list of individuals/companies) that is/are participating in this submission.	
Team Name:	
Team Member 1 (Main Liaison Officer)	
Name	

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Email	
Mobile	
Individual/Company Profile	<p><i>A brief description of your company not exceeding 100 words. This will be sent to the Challenge Owners prior to 1st meeting.</i></p> <p><i>Only if different than Company in Section B.</i></p>
Website URL	<i>Only if different than Company in Section B.</i>
Supporting Description/Documents for Team Member 1:	

Team Member 2	
Individual/Company	
Contact Name	
Contact Email	
Contact Mobile	
Individual/Company Profile	<p><i>A brief description of your company not exceeding 100 words. This will be sent to the Challenge Owners prior to 1st meeting.</i></p> <p><i>Only if different than Company in Section B.</i></p>
Website URL	<i>Only if different than Company in Section B.</i>
Supporting Description/Documents for Team Member 2:	

Team Member 3	
Individual/Company	
Contact Name	
Contact Email	
Contact Mobile	
Individual/Company Profile	<p><i>A brief description of your company not exceeding 100 words. This will be sent to the Challenge Owners prior to 1st meeting.</i></p> <p><i>Only if different than Company in Section B.</i></p>
Website URL	<i>Only if different than Company in Section B.</i>
Supporting Description/Documents for Team Member 3:	

Please add on if there are more individuals / companies in the team.

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SECTION E: ENDORSEMENT BY CEO / HEAD OF PARTICIPATING ORGANISATION	
Salutation and Name	<i>As appears in your NRIC / Passport. Please underline surname.</i>
Designation	
Organisation	
Address	
Telephone	
Email	

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DECLARATION

I/We confirm that I/we have read and understood the objective, principles and criteria of the SUSS-IAL innovPlus Challenge and I/we understand that the following conditions must be met for eligibility to participate:

- The submission must be vetted and signed by the CEO / President / Director or the Senior Financial Officer / Treasurer of the organisation;
- The individual/organisation agrees that information provided on this form will be collected and used by SUSS-IAL to determine eligibility of the submitted Solution for admission into the innovPlus event;
- The individual/organisation agrees that information provided may be disclosed to third parties for purposes of assessing the Solution proposal through the innovPlus initiative;
- The individual/organisation confirms that there is no conflict of interest relative to SUSS-IAL and/or SUSS;

I/We have also read, understood and are agreeable to abide by the Terms and Conditions (Section F) for participation in the innovPlus Challenge.

I/We declare that the information given in this form is to the best of my/our knowledge, complete, true and correct.

Signature of Authorised Representative for

Designation

Name of Organisation / Company Stamp

Date

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SECTION F: TERMS & CONDITIONS

As part of participating in innovPlus and submitting the innovPlus application form, all participating organisations and individuals agree to accept the following terms and conditions governing the innovPlus Challenge (and all its associated processes) and the innovPlus Grant offer (if applicable):

DESCRIPTION OF THE GRANT

1. The innovPlus Challenge (“innovPlus”) is a competitive learning innovation grant challenge that awards a prototyping grant of up to S\$200,000 to winning organisations to develop and trial an innovative, feasible and scalable prototype that advances CET practice and learning outcomes. The innovPlus Challenge is organised by inlab of the Institute for Adult Learning (“IAL”), and is organised twice a year. Winning submissions will be as determined by the innovPlus Panel (“IPP”) (defined below) in accordance with the prevailing Evaluation Criteria and Terms and Conditions as administered by the innovPlus Secretariat. The innovPlus Grant is funded by SkillsFuture Singapore (“SSG”) and is administered by SUSS-IAL, by appointment of SSG. IAL is an autonomous institute of Singapore University of Social Sciences (“SUSS”).

ELIGIBILITY

2. The innovPlus Challenge is open to organisations that are a registered business entity in Singapore (a valid ACRA or UEN identifier will be required for application), to participate as prospective Challenge Owners. Government Agencies and Statutory Boards are not eligible to participate². Only Singapore-registered business entities may apply to participate as a prospective Solution Partner.
3. Challenge Owner organisation and its choice of Solution Partner(s) shall form a Challenge Team.
4. Challenge Owner organisation³ can be granted the innovPlus Grant for up to a maximum of two grants at any time within three years from date of the first award. The clock will reset after sitting out of two innovPlus Challenge runs.
5. Solution Partner organisation can be granted the innovPlus Grant for up to a maximum of three grants at any time within three years from date of first award. The clock will reset after sitting out of two innovPlus Challenge runs. Additionally, each Solution Partner is allowed to enrol in a maximum of two Challenge Teams in each eligible run.

HOW TO PARTICIPATE

6. To participate in the innovPlus Challenge, applicants may apply as either a Challenge Owner or as a Solution Partner. Application must be made using only the following official innovPlus application forms:
 - a. innovPlus Challenge Statement Application Form (for prospective Challenge Owner);
 - b. innovPlus Expression of Interest (“EOI”) Form (for prospective Solution Partner, with respect to the specific Challenge Statement published);
 - c. Part 1 of innovPlus Challenge Team Formation Submission Form (for enrolment of team formation);
 - d. All parts of innovPlus Challenge Team Formation Submission Form; and
 - e. Projected budget and project schedule using prescribed innovPlus templates.

² [Govt Agencies list: gov.sg | Ministries \(sgdi.gov.sg\)](https://www.gov.sg/ministries)

[Statutory Board list: gov.sg | Statutory Boards \(sgdi.gov.sg\)](https://www.gov.sg/statutory-boards)

³ Second Grant Award must be to another Department/Division/Business Unit of the awarded organisation.

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Only application forms downloaded from the official innovPlus webpage on SUSS-IAL's website will be accepted into the innovPlus Challenge. Completed forms must be submitted by email to the innovPlus Secretariat and inlab at the email addresses specified in the header section of all application forms. Only fully completed application forms received by the stipulated respective deadlines for each stage of the innovPlus will be considered for acceptance and enrolment into the innovPlus Challenge.

A submission may, in Secretariat's sole and absolute discretion, be rejected if it fails to follow the technical, creative, and legal requirements specified on the innovPlus webpage, the official innovPlus Infokit and in these Official Terms and Conditions. Applications that do not follow all of the instructions, provide the required information in their application form, or abide by these Official Terms and Conditions or other instructions of Secretariat may be disqualified at Secretariat's sole and absolute discretion. All entries that are late, illegible, incomplete, damaged, destroyed, forged or otherwise not in compliance with the Official Terms and Conditions may be disqualified from the innovPlus at Secretariat's sole and absolute discretion. Applications generated by script, macro or other automated means and entries by any means which subvert the entry process are void. All entries become the physical property of SUSS-IAL and Secretariat and will not be acknowledged or returned. Assurance of delivery of entries is the sole responsibility of the Applicant.

Additionally, applicants shall attend the activities organised by the innovPlus Secretariat to improve the capability of the Challenge Teams in identifying the root cause to their challenge and developing the appropriate solutioning. These include the innovPlus Prospectus Briefing, workshops and coaching sessions, and any other sessions deemed relevant to innovPlus participation. Failure to do so could lead to disqualification from the competition.

SUBMISSION GUIDELINES

7. Submission for evaluation by IPP pursuant to the award of the innovPlus Grant, will be in the following three parts:
 - a. Paper submission via the official innovPlus Challenge Team Formation Submission Form and the projected budget and project schedule, by the stipulated deadline, of no less than 21 calendar days before Presentation Day. The paper submission is to be in English. The paper submission must answer the prompting guides as set out in the innovPlus Challenge Team Formation Submission Form;
 - b. Presentation, in English, by (up to) five members of the Challenge Team to the IPP on Presentation Day (as informed by Secretariat) of no more than 25 minutes. This will be a closed-door pitch to only the IPP in the Pitching Room; and
 - c. Demonstration of any concept mockup/wireframe (where applicable) and engagement with IPP at the Challenge Team booth (in the public area) for up to 15 minutes. Challenge Teams may opt to engage with IPP in the private Pitching Room instead. Teams choosing this option must notify Secretariat during the Final Event Briefing before commencement of Presentation Day.

The Challenge Team must have all rights, clearances, permissions, approvals and/or consents necessary for their Submission, including, but not limited to, music rights, releases from all persons listed in the submission, location releases for all recognisable locations, and releases from all and any person who participated in the production of the Submission. In the event that the Challenge Team does not have the appropriate rights, the Submission may be disqualified at the Secretariat's sole discretion. SUSS-IAL reserves the right to disqualify any entries if it views their materials to contain contents (e.g. text, sound or images) that in SUSS-IAL's opinion to be offensive, inappropriate, or that will cast innovPlus, Innovation Centre, SUSS-IAL or SUSS in a negative light.

The above specified three parts shall collectively form the Submission of each enrolled Challenge Team, and shall be the basis by which each Challenge Team is evaluated for the Grant. Challenge Teams awarded the Grant, shall be held accountable to the Submission, and be funded to deliver, complete or report on all parts of this Submission, to qualify for a claim on the Grant. Should the Challenge Team be unable to deliver on the Submission, the Team agrees for SUSS, acting through IAL, to recover any grant already disbursed, and any liquidated damages resulting from the disbursement, so decided at the absolute discretion of SUSS-IAL.

EVALUATION OF SUBMISSIONS

8. On Presentation Day, all Submissions will be evaluated by the innovPlus Panel ("IPP"), which consists of a panel of institutional/industry/pedagogy experts based on the following evaluation criteria:
 - a. Concept

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- Why the challenge should be addressed or taken on;
 - How the proposed solution addresses the challenge / opens up opportunity for better quality CET outcomes and delivery; and
 - What objectives, goals and desired outcomes could be achieved.
- b. Innovation
- How it goes beyond known / existing solutions with (a) clear innovative value and (b) absolute value added;
 - What spin-offs may be generated e.g. in user / learning experiences for **other** CET professionals, learners and / or organisations; and
 - What sound pedagogical design approaches underpinned the proposed solution to enhance effectiveness of learning or desired learning outcomes.
- c. Impact and Scalability
- Includes evaluation processes, success indicators and impact measurements;
 - Demonstrates feasibility of implementation organisation-wide, sector-wide or sizeable segments of the workforce; and
 - Offers potential to also help other enterprises facing similar challenges (i.e. broader application, adaptation and transferability)
- d. Project and Implementation Team
- Consists of members from different disciplines
 - Demonstrates commitment to develop the prototype as envisioned
 - Has a credible and realistic plan, budget and schedule to complete project in specified duration (maximum of 9 months)
 - Has a clear identification of all stakeholders involved in the project, with the relevant and necessary competencies and track records to ensure successful project delivery
 - Presence of a dedicated project manager to oversee implementation and manage the project, including progress reporting, budget management, resource management, etc
- e. Implementation Sustainability
- Extent of thinking and/or planning for roll-out of solution to rest of organisation, including possible costs and resources required
 - Indication of project team's continued involvement in the roll-out plan
9. IPP shall have the final decision on whom the eventual Grant awardees shall be. The IPP may declare void any entry should they consider that there are no entries reaching the required standard, whereupon they can award prizes or not as they deem fit. No correspondence will be entered into or comment issued on any matters concerning the evaluation of entries, and no reasons be given for any decision made by the IPP.
10. Awards conferred are not transferable under any circumstances. In the event a winning team is unable and/or unwilling to accept the award or withdraw for whatever reason, SUSS-IAL reserves the right to award it to the next highest scoring team that meets the qualifying criteria.

OTHER REQUIREMENTS ON PRESENTATION DAY

11. In addition to the closed-door pitch to IPP, all Challenge Teams are to deliver a presentation of their proposed solution concept and prototype trial plan to the public audience attending the Presentation Day event. This presentation should be no more than 25 minutes long.

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12. All Challenge Teams are also to set up and man a booth on-site during Presentation Day, to share their proposed solution with the public attendees, who may have missed the Team's presentation and/or wish to engage with the Team to hear or discuss the proposed solution in greater detail. Secretariat will share information on the logistical provisions for the booth with Challenge Teams after they are enrolled into the Challenge.

QUANTUM AND ADMINISTRATION OF THE GRANT

13. Winners of the innovPlus Challenge shall qualify to draw down on a pre-approved innovPlus Grant ("Grant") of up to S\$200,000, with a mandatory co-contribution of at least 10% of total prototype development cost, which can be in monetary form or in-kind⁴.
14. The maximum grant amount of each award shall be exercised through a Letter of Award ("LOA") between Singapore University of Social Sciences ("SUSS") and the Challenge Owner organisation. Secretariat will consult the winning Challenge Team in working out and finalising the maximum grant amount and detailed budget for approval by SUSS-IAL, to constitute the LOA.
15. The Grant shall be disbursed in 4 tranches, strictly adhering to the stipulated milestone and timeline in the table below:

Tranche & Grant Quantum	Milestone	Milestone Timeline	Typical Grant amount
1 st : 30% of maximum grant amount	Effect of LOA by signature of SUSS-IAL and Challenge Owner organisation	Start of prototype development	up to S\$60,000
2 nd : 20% of maximum grant amount	Mid-Term Progress Report, Presentation and required claim documents	3 months after start of prototype development	up to S\$40,000
3 rd : 20% of maximum grant amount	1 st part of Final Summative Report, Prototype completion, Presentation and required claim documents	Not more than 6 months after start of prototype development	up to S\$40,000
4 th : 30% of maximum grant amount	2 nd part of Final Summative Report, Pilot completion and Evaluation, Final Presentation and required claim documents	6 to 9 months after start of prototype development	up to S\$60,000

Besides the first advance disbursement of 30%, subsequent funds will only be disbursed on the submission and approval of the required reports and expenses incurred according to the approved budget. Proof of payment needs to be furnished before the claim can be approved.

CONDITIONS AND REQUIREMENTS OF AWARDED CHALLENGE TEAM AND PROTOTYPE

16. The innovPlus Grant is awarded on the basis of the presented prototype solution (and its proposed functionalities, features, capabilities, outputs and deliverables) and the envisioned scalability and roll out of the prototype to its intended users. As the implementation team as submitted in the application is evaluated as a criterion, any change to the composition of the Challenge Team after award of Grant must be submitted in writing, through Secretariat, for SUSS-IAL's prior approval. Failure to do so could lead to automatic disqualification.
17. The awardees of the innovPlus Grant accepts the grant by signing a Letter of Award ("LOA") within 8 weeks from Presentation Day, comprising the terms and conditions governing the grant, including piloting the prototype with

⁴ To be supported with evidence for actual hourly rate charged (either with the payslip or a salary statement from HR)

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learners, submitting a pre- and post-evaluation report of the prototype's strengths and weaknesses and conferring non-exclusive, irrevocable, free right and license to the use of the prototype and all intellectual property and information generated resulting from the performance of the Project to SUSS-IAL for non-commercial, academic, research and development purposes, including, but not limited to, the purposes of proliferating the knowledge gained therefrom to the training and adult education (TAE) community. For the avoidance of doubt, the terms of the National IP Protocol⁴ shall apply. For the avoidance of any doubt, the terms and conditions in the LOA are strictly non-negotiable.

18. In general, the prototype development grant offered in the innovPlus Grant will support the following cost items:

- Fees of expert services from entities (organisation or individual) outside the composition of the Challenge Team, that are required in the areas of technical and development work, or for purposes such as research or advice, shall be limited to a cap of 10% of the approved grant amount;
- Professional services as charged to the Challenge Owner organisation by the Solution Partner(s) of the Challenge Team;
- Supplies that are necessary for the overall operation, development and pilot of the awarded solution;
- Equipment that have direct contribution to the overall operation, development and pilot of the awarded solution;
- Software and / or other licensing that are essential for the project and for the duration of the project; and
- Others – items not in the above list but necessary for the conduct and successful delivery of the project could be included in the funding request, subject to the approval of IAL.

19. The grant will not support cost items that do not contribute directly to prototype development such as marketing, networking and publicity. It will also not support capital equipment not essential to the project, maintenance cost for software licensing, GST, and travel (local and overseas).

20. The Challenge Team is required to prove cost transparency and reasonableness on request by SUSS-IAL on all cost items it is claiming for funding.

21. No claims can be made on any items that are not in the budget submitted together with the proposal made in the Challenge Team Formation form.

22. SUSS-IAL shall not be under any obligation to make any payment to the Challenge Team on claims of:

- unsupported cost items listed in the approved budget;
- qualified expenses but which no adequate proof of expenditure and proof of payment has been furnished;
- qualified manpower costs but which no adequate proof of cost reasonableness provided upon request;
- any amount that exceeds the cost items listed in the approved budget; or
- any amount that is based on expenditure / payment not in compliance with prevailing procurement practices in terms of not being value for money.

23. The Challenge Team shall be solely responsible for its own partnership management and team work, including Intellectual Property ("IP") arrangements and development / implementation plan.

24. The Challenge Team shall undertake that it will not infringe the intellectual property rights or any other rights of any person, and will comply with all applicable laws at all times.

25. The winning Challenge Team shall grant consent to SUSS-IAL disclosing, in such manner as SUSS-IAL deems appropriate, in its (SUSS-IAL's) publicity materials of the team's participation, and setting out and publishing in

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its publicity materials, in such manner as SUSS-IAL deems appropriate, information regarding the participation, including:

- a. the materials submitted for the innovPlus Challenge and any other information pertaining to its proposal;
- b. the contents of the findings or results, report(s) or any part thereof the awarded project; and
- c. information arising from or pertaining to the reports or any presentation, seminar, conference, or symposium conducted by the team.

26. The Challenge Team agrees to indemnify and hold harmless SUSS-IAL against any and all actions, claims, demands, and proceedings in any way arising out of or connected with SUSS-IAL's use, reproduction, publication or dissemination in the manner mentioned above, and all costs, expenses, losses and liabilities, howsoever arising.

27. The Challenge Team shall ensure that all information about the team or proposal provided to SUSS-IAL pursuant to its participation and for the subsequent purposes of or connected with making claims, are true, accurate and complete to the best of the team's knowledge. In the event that it comes to the knowledge of the team that any information already provided is or has become inaccurate, untrue, incomplete or misleading, the team shall immediately notify SUSS-IAL of such inaccuracy, incompleteness, misleading nature, or untruthfulness, and provide such information in connection therewith as SUSS-IAL may request.

28. The innovPlus Grant will be withdrawn if:

- a. the Challenge Team is unable to perform the obligations set out in the LOA; or
- b. the Challenge Team commits a breach of any of the provisions of the LOA.

SHOWCASING OF INNOVATION DEVELOPMENT

29. The Challenge Team shall undertake to collaborate with SUSS-IAL in the development of case studies and/or research papers detailing the experience and insights gleaned from the prototype development and any trialing/pilot that ensued. No confidential or private information will be revealed through this effort.

30. The Challenge Team shall undertake to allow SUSS-IAL to disseminate the case studies and/or research papers in various formats including printed materials, online articles, video, audio, and other digital recordings to any individuals or organisations that it deems will benefit from the learning and sharing; and

31. The Challenge Team shall undertake to agree for SUSS-IAL to profile the companies and individuals involved, as well as the solution and/or prototype on the following platforms:

- a. SUSS-IAL professional development seminars and workshops;
- b. SUSS-IAL partner showcase for a period of 12 months;
- c. SUSS-IAL conferences and events, e.g. the Adult Learning Symposium and Learning Roadshows; and
- d. Conferences and events SUSS-IAL is participating in and where the themes / areas covered are aligned and of interest to the participants.

32. The full and prevailing terms and conditions of the innovPlus Challenge and innovPlus Grant can be found in the Challenge Statement application form, Expression of Interest and Challenge Team Formation submission form, and all applications submitted to the Challenge will be deemed to have accepted these terms and conditions.



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33. SECRETARIAT of the innovPlus Challenge and innovPlus Grant is the inlab, acting on behalf of the Institute for Adult Learning ("IAL"), of 11 Eunos Road 8, #05-03, Singapore 408601, wherein IAL is an autonomous institute of the Singapore University of Social Sciences.

GENERAL

34. Depending on the prevailing implementation challenges and needs, innovPlus Secretariat reserves the right to amend and change the terms and conditions with approval from the Director of Innovation Centre, that complies with the intent and spirit of innovPlus.

35. SUSS-IAL reserves the right to disqualify any participant at any point in time during the innovPlus Challenge.

SUSS-IAL reserves the right to change these terms and conditions at any time without prior notice. In the event that any changes are made, the revised terms and conditions shall be posted on the innovPlus website immediately. Please check the latest information posted herein to inform yourself of any changes.

FOR INTERNAL USE

Date Received	
Application Reference Number	