

innovPLUS+

INFORMATION KIT

This document covers key areas on how interested organisations can participate in InnovPlus and what participation entails. It includes the following sections:

- What is InnovPlus
- How it works
- Eligibility
- Guidelines for Participation
- Evaluation
- Funding and Deliverables
- Annex A – Flame Award Terms and Conditions

What is InnovPlus

2. InnovPlus is an iN.LAB initiative to facilitate the rapid development and pilot deployment of prototypes that could address learning challenges and exploit opportunities for better L&D and CET outcomes and delivery. It is organised as a competition for organisations, learning experts, solutionists and technology partners to collaborate and present a holistic solution to real learning challenges faced by the organisation and/or groups of learners. InnovPlus could cover any/all of the following:

Table 1 - Areas of Innovation

Categories	AE	TMP	HRD
Pedagogy	○		
Learning technology	○		○
Learning management		○	
Application of skills and workplace performance	○		○
Assessment and credentialing	○	○	○

AE = Adult Educators, TMP = Training Management Professional, HRD = Human Resource Developer

3. InnovPlus comprises two rounds of evaluation. The first shortlisting round is by participating organisations who are seeking solutions to their learning challenges. They will hear pitches from potential partners on how their challenges can be overcome and select the partners whose ideas they assess to best meet their needs. The organisations and their selected partners will then form a team to co-develop the ideas into a potential solution and go into the final round of the competition, known as the InnovPlus Presentation Day. On that day, the teams will present how the

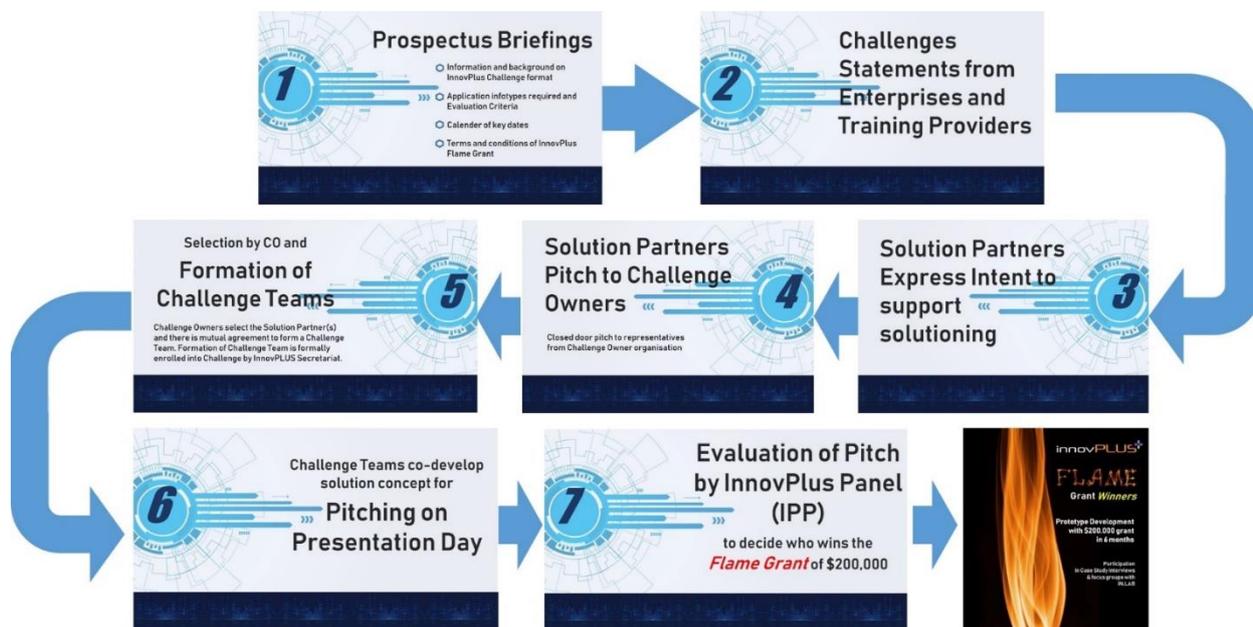
envisaged solution could deliver the stated outcomes with a presentation and demonstration to the InnovPlus Panel (IPP).

4. InnovPlus is conducted once every six months, where at each round, up to 3 prototyping grants, each up to **\$200,000**, could be awarded to the winning concepts to develop a prototype¹ for trialling with actual learners/users² within the maximum duration of 9 months³. In addition, the winners must co-fund 10% in cash or in kind. In-kind contribution refers to contributions, other than monetary, that defray a portion of the project’s eligible cost. Additional costs incurred during the project duration will be fully borne by the winners themselves. In return, they will share their experiences and prototypes at iN.LAB’s showcase and sharing sessions with the wider CET community.

How it Works

Diagram 1 below illustrates how the InnovPlus works and the requirement for active involvement of organisations who submit their challenges for solutioning. The challenge owners are deemed the subject matter experts on the learning and development challenge and heavily involved in clarifying the challenge, the outcomes sought and implementing the accepted solution.

Diagram 1 - How InnovPlus Works



¹ A *prototype* is defined as an original and novel model, form or solution, with its primary utility being to advance more effective learning. The key operators in this definition, ‘original’, ‘novel’, and ‘more effective learning’, must be clearly conveyable and verifiable.

² *Actual learners/users*, is defined as the persons, intended by the learning challenge, who would benefit from, either by way of learning enabled by or by use of the outputs of, the developed prototype. Trialling shall encompass minimally 30% of the **targeted learner/user population**, or 100 learners/users, whichever is lower.

³ 6 months to complete a workable POC with UAT, and an additional 3 months to show scaling up of content (where applicable) and usability to 30% of targeted learner/user population or 100 learners/users (whichever is lower).

Eligibility

5. InnovPlus is open to Singapore registered companies and individuals based in Singapore. Companies submitting their projects to InnovPlus with their partners undertake that they intend to develop and trial the proposed solutions locally, with the commitment to achieve actual implementation. Submissions should be made formally via the “InnovPlus Application Form” which will be provided to the Challenge Owners. In submitting the application, the entrants (or applicants), together with any individual or organisation involved, agree to be bound by the terms and conditions that govern InnovPlus, including those as amended from time to time.

Guidelines for Participation

6. Participants are required to allow all information provided in the application form and attendant documents, such as participants’ names and details relating to the challenge and potential solutions / ideas of solutions, to be used to publicise and promote InnovPlus, in print, at events and /or online;

7. Team composition should be inter-disciplinary to reflect commitment of the participants and their partners to develop and trial / implement the prototype, and to maximise implementation success.

8. Any Intellectual Property (IP) Rights resulting from the prototype development will reside with the participant(s). Each team is solely responsible for its own partnership management and team work, including IP arrangements and development / implementation plan.

9. All submissions, presentations and pitching must be made in the English language. Participating teams must ensure the entirety of the contents in the submission is the team’s original work and that it has obtained all the necessary consent, approvals or licenses for the submission and participation in InnovPlus.

10. Participating teams must agree to have their proposals evaluated publicly and participate in any publicity organised to feature InnovPlus or iN.LAB.

11. Each team is responsible for their own set-up at InnovPlus / related publicity event(s) and will be given 30 minutes (including Q&A) to explain their sample / trial kit of the solution and demonstrate how it achieves its intended purpose(s) to the IPP and audience(s) present, if any.

12. Institute for Adult Learning (IAL), an institute of Singapore University of Social Sciences (SUSS) and executor of the InnovPlus Flame Grant, reserves the rights to disqualify any entrants if it views their materials to contain contents (e.g. text, sound or images) that, in IAL’s opinion, are deemed to be offensive, inappropriate, plagiarised or that will cast InnovPlus or iN.LAB in a negative light.

13. The decision of the InnovPlus Panel (IPP) shall be final and unchallengeable. In their absolute discretion, they may declare void any entry should they consider that

there are no entries reaching a required standard, whereupon they may award prizes or not as they think fit. No correspondence will be entered into or comment issued on any matters concerning the evaluation of entries, and no reasons given for any decision made by the IPP.

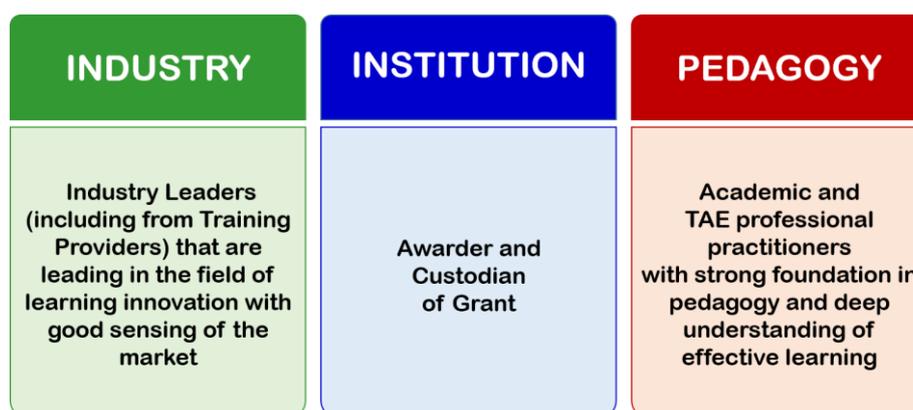
14. Awards conferred are not transferable under any circumstances. In the event a winning team is unable and unwilling to accept the award or withdraws for whatever reason, IAL reserves the right to award it to the next highest scoring team that meets the qualifying criteria.

15. Recipients of InnovPlus Flame Award will sign an Agreement for Disbursement of Grant (ADG) accepting the prototype development grant and its attendant terms and conditions, including agreeing to participate in the case study and/or research papers documenting its experiences and learning points in developing, trialling and implementing the prototype. Please refer to Annex A for the specific terms and conditions of InnovPlus Flame Award.

Evaluation Criteria

16. Evaluation will be carried out by the InnovPlus Panel (IPP), comprising selected members from the Training and Adult Education (TAE) community who may be professionals, practitioners and/or academic faculty, representing perspectives and considerations of Institution, Industry and Pedagogy (Diagram 2). The appointment to the panel will be by invitation, drawing from a pre-approved list nominated and approved by the InnovPlus Flame Grant custodian, i.e. IAL Management.

Diagram 2: Representation of IPP



17. The Panel will use the following five broad areas to evaluate all submissions (Table 2):

Table 2 – Evaluation Criteria

I. Concept

- Why the challenge should be addressed or taken on;
- How it addresses the challenge / opens up opportunity; and
- What objectives, goals and desired outcomes could be achieved.

II. 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 CET professionals, learners and / or organisation; and
- What (if any) sound pedagogical design approaches underpin the concept to enhance effectiveness of learning or desired learning outcomes.

III. Impact and Scalability

- Are there an evaluation process, success indicators and impact measurement included;
- Does it demonstrate feasibility of implementation organisation wide or sizeable segments of the workforce; and
- Can it offer potential to also help other enterprises facing similar challenges (i.e. broader application, adaptation and transferability).

IV. Project and Implementation Team**Does the team:**

- Demonstrate commitment to develop the prototype as envisioned;
- Have a credible and realistic plan and schedule to complete project in specified duration (max of 9 months);
- Have clear identification of all stakeholders involved in the project, with the relevant and necessary competencies and track records to ensure successful project delivery; and
- Include a dedicated project manager to oversee implementation and manage the project, including progress reporting, budget management, resource management, etc.

V. Implementation Sustainability

- What is the extent of thinking and/or planning for roll out of solution to the rest of the organisation, including possible costs and resources required; and
- What is the project team's continued involvement in the roll-out plan.

InnovPlus Flame Award

18. In general, the prototype development grant offered in the Flame Award will support the following items:

- a) Fees of experts engaged directly to support the project in the areas of technical and development work. This may include the professional services as charged to the Challenge Owner organisation by the Solution Partner(s) of the Challenge Team. Fees of experts who are not part of the Challenge Team from the onset will be capped to 10% of total grant claimable;
- b) Supplies that are necessary for the overall operation of the project;
- c) Equipment that have direct contribution to the overall operation of the project;
- d) Software licensing and maintenance that are essential for the project;
- e) Consultancy hired for purposes such as research or advice that are directly impacting on the project. Fees of consultants who are not part of the Challenge Team from the onset will be capped to 10% of total grant claimable;
- f) GST on expenses incurred for project by non-GST registered grant receiving organisations; and
- g) 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 the evaluation protocols.

19. The grant will not support cost items that do not contribute directly to prototype development such as marketing and publicity. It will also not support salary and honorarium costs of applicants and members of the Challenge Teams, capital equipment not essential to the project and overseas travel.

20. The disbursement of the Grant will follow the following disbursement schedule as shown in [Table 3](#). For projects with a duration of 4 months or less, the Grant Recipients will have 3 disbursements out of the typical 4.

Table 3: Disbursement Schedule and Deliverables

SN	Milestones/ Deliverables	Disbursement	Project with < 5 months duration (up to POC)	Project that are 5 to 6 months (up to POC)
1	Acceptance of Agreement for Disbursement of Grant (ADG)	Advance disbursement of 30% of the maximum grant amount, less the reserved budget for trial of prototype	●	●
2	Submission of Mid-term Report and delivery of Mid-term Presentation [To participate in case studies/ research conducted by SUSS/IAL]	Reimbursement of 90% of the actual costs capped at 50% of the maximum grant amount, less the reserved budget for trial of prototype and offsetting any previous disbursement	NA	●
3	Complete development of prototype (POC UAT completed), submission of Final Report and delivery of Final Presentation [To participate in case studies/ research conducted by SUSS/IAL]	Reimbursement of remaining balance of the actual costs capped at maximum grant amount, less the reserved budget for trial of prototype and offsetting previous disbursement	●	●
4	Submission of Summary Report of collation of assessments and feedback of prototype trial users. [To participate in case studies/ research conducted by SUSS/IAL]	Reserved budget for post POC trial of prototype (\$20,000 to \$50,000)	●	●
5	Fulfilment of all obligations in the ADG, including profiling prototype in iN.LAB professional development seminars and workshop, partner showcase for a period of 3 to 6 months and participate in SUSS/IAL conferences (where applicable)	Grant fully disbursed in S/N 4. iN.LAB will support the profiling campaign of Prototype and Challenge Team organisations where appropriate. iN.LAB will also support the referral of Challenge Team to further learntech grant channels available.		

21. Grant recipients will need to submit original or certified true copies of receipts and payment vouchers and invoices as proof of expenditure for qualifying expenses.



InnovPlus Challenge and Flame Grant Official Terms and Conditions

All participating organisations and individuals agree to accept the following terms and conditions governing the InnovPlus Challenge (and all its associated processes) and the Flame Grant offer (if applicable):

DESCRIPTION OF THE GRANT

1. The iN.LAB InnovPlus Challenge (“InnovPlus”) is a competitive learning innovation grant challenge that awards a prototyping grant of up to \$200,000 to winning organisations to develop and trial an innovative, feasible and scalable prototype that advances CET practice and outcomes. The InnovPlus is organised by iN.LAB 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 Evaluation Criteria below and these Terms and Conditions as administered by the InnovPlus Secretariat, and are subject to verification. IAL is an autonomous institute of Singapore University of Social Sciences (SUSS).

ELIGIBILITY

2. The InnovPlus is open to only organisations that are a registered business entity in Singapore (a valid ACRA or UEN document-copy will be required for application), for prospective Challenge Owners. To submit an Expression of Interest (EOI) as a Solution Partner (SP), only Singapore-registered business entities, Singapore Citizens, Permanent Residents or persons employed by a business entity registered in Singapore and who are at least eighteen (18) years old at time of participation may apply.

HOW TO ENTER

3. To enter the InnovPlus, applicants may apply as either a Challenge Owner (CO) or as a Solution Partner (SP). 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. InnovPlus Challenge Team Application Form (For enrolment of team formation); and
 - d. InnovPlus Competitive Pitch Final Proposal.

Only application forms downloaded from the official InnovPlus webpage on IAL’s website will be accepted into the InnovPlus Challenge. Completed forms must be submitted by email to the InnovPlus Secretariat and iN.LAB 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.

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 will be declared void. All entries become the physical property of IAL and Secretariat and will not be acknowledged or returned. Assurance of delivery of entries is the sole responsibility of the Applicant.

SUBMISSION GUIDELINES

4. Submission for evaluation by IPP pursuant to the award of the InnovPlus Flame Grant, will be in the following 3 parts:
 - a. Paper submission via the official InnovPlus Competitive Pitch Final Submission Form, by the stipulated deadline, of no less than 10 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 Competitive Pitch Final Submission Form;

- b. Presentation, in English, by (up to) 5 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 10 minutes. Challenge Teams may opt to engage with IPP in the private Pitching Room instead. Teams choosing this option must notify the 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 appearing in the submission, location releases for all recognizable locations, and releases from who participated in 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.

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 Flame 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 and/or IAL.

EVALUATION OF SUBMISSIONS

5. On Presentation Day, all Submission will be evaluated by a panel of institutional/industry/pedagogy experts ("IPP") based on the following evaluation criteria:
 - a. Concept
 - Why the challenge should be addressed or taken on
 - How it addresses the challenge / opens up opportunity
 - 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 CET professionals, learners and / or organisation; and
 - What (if any) sound pedagogical design approaches underpin the concept to enhance effectiveness of learning or desired learning outcomes.
 - c. Impact and Scalability
 - Are there any evaluation process, success indicators and impact measurements included;
 - Does it demonstrate feasibility of implementation organisation wide or sizeable segments of the workforce; and
 - Can it offer potential to also help other enterprises facing similar challenges (i.e. broader application, adaptation and transferability)?
 - d. Project and Implementation Team

Does the team:

 - Demonstrate commitment to develop the prototype as envisioned
 - Have a credible and realistic plan and schedule to complete project in specified duration (max of 9 months);
 - Have clear identification of all stakeholders involved in the project, with the relevant and necessary competencies and track records to ensure successful project delivery; and
 - Include a dedicated project manager to oversee implementation and manage the project, including progress reporting, budget management, resource management, etc.
 - e. Implementation Sustainability
 - What is the extent of thinking and/or planning for roll out of solution to the rest of the organisation, including possible costs and resources required; and
 - What is the project team's continued involvement in the roll-out plan.
6. Each member of IPP shall evaluate each Submission independently. Secretariat shall collate IPP member scores after all Teams have completed their Submission, to arrive at a summative score for each team. IPP shall have absolute and unquestionable discretion to moderate each score to derive the final decision of IPP on whom the eventual Flame Grant Awardees shall be.

OTHER REQUIREMENTS ON PRESENTATION DAY

7. 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 between 20 to 30 minutes long. There will be 10 minutes allocated for question and answer after each Team's presentation.

8. 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

9. Winners of the InnovPlus Challenge shall qualify to draw down on a pre-approved InnovPlus Flame (prototyping) Grant ("Grant") of up to \$200,000, with a co-contribution requirement of at least 10% of total prototype development cost, which can be in monetary form or in-kind. A portion of the maximum grant amount, between \$20,000 to \$50,000, is to be reserved for costs relating to scaling up of the prototype for trial deployment to the targeted learner/user population.
10. The maximum grant amount of each award shall be exercised through an Agreement for Disbursement of Grant (ADG) between Singapore University of Social Science (SUSS) and the Challenge Owner organisation. The Secretariat will consult the winning Challenge Team in working out and finalising the maximum grant amount and detailed budget for approval by SUSS, to constitute the ADG.
11. The Grant shall be disbursed in 3 or 4 tranches, depending on whether the prototype up to Proof-of-Concept, can be completed within 5 months.

Where the prototype may be completed within 5 months, the disbursement schedule in 3 tranches, shall be:

Tranche & Grant Quantum	Timeline	Milestone	Typical Grant amount
1 st : 30% of maximum grant amount less reserved budget for scaling up of prototype post POC trial	Start of prototype development	Effect of ADG by signature of SUSS and Challenge Owner organisation	\$45,000
2 nd : 70% of maximum grant amount less reserved budget for scaling up of prototype post POC trial	Not more than 6 months after start of prototype development	Final POC completion presentation, Final Report and required claim documents	\$105,000
3 rd : Budget reserved for scaling up of prototype post POC trial	6 to 9 months after start of prototype development	Summary Report on assessment results and feedback of prototype trial	\$50,000

Where the prototype would take 5 to 6 months to complete up to Proof-of-Concept, the disbursement schedule in 4 tranches shall be:

Tranche & Grant Quantum	Timeline	Milestone	Typical Grant amount
1 st : 30% of maximum grant amount less reserved budget for scaling up of prototype post POC trial	Start of prototype development	Effect of ADG by signature of SUSS and Challenge Owner organisation	\$45,000
2 nd : 20% of maximum grant amount less reserved budget for scaling up of prototype post POC trial	3 months after start of prototype development	Mid Term Progress Report, Presentation and required claim documents	\$30,000
3 rd : 50% of maximum grant amount less reserved budget for scaling up of prototype post POC trial	Not more than 6 months after start of prototype development	Final POC completion Presentation, Final Report and required claim documents	\$75,000
4 th : Budget reserved for scaling up of prototype post POC trial	6 to 9 months after start of prototype development	Summary Report on assessment results and feedback of prototype trial	\$50,000

CONDITIONS AND REQUIREMENTS OF AWARDED CHALLENGE TEAM AND PROTOTYPE

12. The InnovPlus Flame Grant is awarded on the basis of the 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 (organisational) composition of the Challenge Team after award of Grant shall deem the Team to automatic disqualification. Any change to the proposal must be submitted in writing, through the Secretariat, for IAL's approval. Failure to do this shall also deem the Team to automatic disqualification. Any change of the prototype from the Submission shall not be implemented until it has obtained explicit approval of IAL.
13. Where there are any expert services from entities (organisation or individual) from outside the composition of the Challenge Team, that are required in developing the solution, the funding of costs for such engagement shall be limited to a cap of 10% of the maximum grant amount.

SHOWCASING OF INNOVATION DEVELOPMENT

14. The Challenge Team shall undertake to collaborate with IAL in the development of case studies and/or research papers detailing the experience and insights gleaned from the prototype development and any trialling/pilot that ensued. No confidential or private information will be revealed through this effort.
15. The Challenge Team shall undertake to allow 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
16. The Challenge Team shall undertake to agree for IAL to profile the companies and individuals involved, as well as the solution and / or prototype on the following platforms:
 - a. iN.LAB's professional development seminars and workshops;
 - b. iN.LAB's partner showcase for a period of 3 to 6 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.
17. The SECRETARIAT of the InnovPlus Challenge and InnovPlus Flame Grant is the iN.LAB, acting on behalf of the Institute for Adult Learning (IAL), of 11 Eunos Road 8, #07-04, Singapore 408601. IAL is an autonomous institute of the Singapore University of Social Sciences.