



An initiative by



innovPlus

June 2021

Expression of Interest (EOI)

Propose a Solution for an innovPlus Challenge

NOTE: Please submit a separate Expression of Interest form for each challenge.

Please **email** all applications with the subject header
“innovPlus June 2021 - Expression of Interest (EOI) Application”
to
zach_chew@ial.edu.sg and inlab@ial.edu.sg

Closing Date for prospective Solution Partner Expression of Interest (EOI) application is
31 March 2021, Wednesday, 11:59 PM

SECTION A: SUBMITTER INFORMATION	
Submitter Information	Prospective Solution Partner - Team Lead
Company	
Contact Email	
Contact Mobile	

SECTION B: COMPANY INFORMATION	
UEN	
Year Founded	
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>

JUNE 2021 EXPRESSION OF INTEREST (EOI)

Company Size	<i>No. of full-time employees:</i> <i>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 Company {Please state the Challenge Company name (pseudonym) and the Challenge Statement number}	
Please provide a brief description of your proposed solution to resolve the Challenge and explain how it will achieve the desired outcomes.	

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

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

SECTION E: TERMS & CONDITIONS

As part of participating in innovPlus, 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 inlab 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 the Innovation Centre 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). The innovPlus Flame Grant is an offering of the SUSS.

ELIGIBILITY

2. The innovPlus is open to only organisations that are a registered business entity in Singapore (a valid ACRA or UEN identifier 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 published closing date for application, 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 Submission.

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 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.

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 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 in 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 valued added; What spin-offs is generated e.g. in user / learning experiences for CET professionals, learners and / or organisation
 - Underpin by (any) sound pedagogical design approaches to enhance effectiveness of learning or desired learning outcomes
 - c. Impact and Scalability
 - Include an evaluation process, success indicators and impact measurement
 - Demonstrate feasibility of implementation organisation wide or sizeable segments of the workforce
 - Offer potential to also help other enterprises facing similar challenges (i.e. broader application, adaptation and transferability)
 - d. Project and Implementation Team
 - Demonstrate commitment to develop the prototype as envisioned
 - Has a credible and realistic plan and schedule to complete project in specified duration (max of 6 + 3 months)

- 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
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 time allocated for question and answer for 10 minutes 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 4 tranches:

Tranche & Grant Quantum	Timeline	Milestone	Typical Grant amount
1 st : 30% of maximum grant amount	Start of prototype development	Effect of ADG by signature of SUSS and Challenge Owner organisation	\$60,000
2 nd : 20% of maximum grant amount	3 months after start of prototype development	Mid Term Update, Presentation and required claim documents	\$40,000
3 rd : 20% of maximum grant amount	Not more than 6 months after start of prototype development	POC Completion Update, Presentation and required claim documents	\$40,000
4 th : 30% of maximum grant amount	6 to 9 months after start of prototype development	Final and Summative Report, Final Presentation and required claim documents	\$60,000

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 gotten 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. inlab’s professional development seminars and workshops;
 - b. inlab’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 inlab, 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.

FOR INTERNAL USE

Date Received	
Application Reference Number	