



An initiative by



innovPlus

Nov 2021

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 (1/3) of the total number of published Challenge Statements¹ or up to a maximum 4 EOIs.

Please **email** all applications with the subject header
“innovPlus Nov 2021 - Expression of Interest (EOI) Application”

to

zach_chew@ial.edu.sg, jeaniechamyc@ial.edu.sg and inlab@ial.edu.sg

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

07 September 2021 Tuesday, 11:59 PM

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

SECTION B: COMPANY INFORMATION	
UEN	

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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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>
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 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>

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	<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.

TERMS & CONDITIONS
<p>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):</p> <p>DESCRIPTION OF THE GRANT</p> <p>1. The 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 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 an offering of IAL, wherein IAL is an autonomous institute of Singapore University of Social Sciences (“SUSS”).</p> <p>ELIGIBILITY</p> <p>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. 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 to participate as a prospective Solution Partner.</p> <p>3. Challenge Owner organisation and its choice of Solution Partner(s) shall form a Challenge Team.</p>

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4. Challenge Owner organisation² 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 ENTER

6. To enter 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.

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 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 IAL and Secretariat and will not be acknowledged or returned. Assurance of delivery of entries is the sole responsibility of the Applicant.

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, by the stipulated deadline, of no less than 14 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

² Second Grant Award must be to another Department/Division/Business Unit of the awarded organisation.

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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. IAL reserves the right to disqualify any entries if it views their materials to contain contents (e.g. text, sound or images) that in IAL and/or SUSS's opinion to be offensive, inappropriate, or that will cast innovPlus, IC, 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 and/or 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

- 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 valued 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

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- 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, 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.

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 \$200,000, with a mandatory co-contribution of at least 10% of total prototype development cost, which can be in monetary form or in-kind.

14. 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. Secretariat will consult the winning Challenge Team in working out and finalising the maximum grant amount and detailed budget for approval by IAL, to constitute the ADG.

15. 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 IAL and Challenge Owner organisation	\$60,000

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2 nd : 20% of maximum grant amount	3 months after start of prototype development	Mid-Term Progress Report, Presentation and required claim documents	\$40,000
3 rd : 20% of maximum grant amount	Not more than 6 months after start of prototype development	1 st part of Final Summative Report, Prototype completion, Presentation and required claim documents	\$40,000
4 th : 30% of maximum grant amount	6 to 9 months after start of prototype development	2 nd part of Final Summative Report, Pilot completion and Evaluation, Final Presentation and required claim documents	\$60,000

CONDITIONS AND REQUIREMENTS OF AWARDED CHALLENGE TEAM AND PROTOTYPE

16. The recipients of the innovPlus Grant shall sign an Agreement for Disbursement of Grant (“ADG”) accepting the prototype development grant and its attendant terms and conditions, including piloting the prototype with learners, submitting a pre- and post-evaluation report of the prototype’s strengths and weaknesses and conferring a right of use to the foreground intellectual property of the prototype to IAL.
17. The innovPlus 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 requests for change to the proposal or team members must be submitted in writing, through Secretariat, for IAL’s prior approval. Failure to do so shall lead the Team to automatic disqualification.
18. The Challenge Team shall be solely responsible for its own partnership management and team work, including Intellectual Property (“IP”) arrangements and development/implementation plan. IAL reserves the right-of-use of the developed prototype and share all information generated resulting from the performance of the Project for the purposes of proliferating the knowledge to our community.
19. 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

20. 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.
21. 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
22. 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. IAL professional development seminars and workshops;
 - b. IAL partner showcase for a period of 3 to 6 months;
 - c. IAL conferences and events, e.g. the Adult Learning Symposium and Learning Roadshows; and

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d. Conferences and events IAL is participating in and where the themes / areas covered are aligned and of interest to the participants.

23. The full and prevailing terms and conditions of the innovPlus Challenge and innovPlus Grant can be found at Challenge Statement application form and all applications submitted to the Challenge will be deemed to have accepted these terms and conditions.

24. 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

25. 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.

FOR INTERNAL USE

Date Received	
Application Reference Number	