

Application: Assessment Innovation Fund (AIF)

NCFE Office use only	
Innovation opportunity	
Target group	
Version	0.4
Author	
Organisation	
Priority Areas covered	
Date	
Date received by NCFE Decision Panel	
Decision Panel Outcome	
Decision date	

Notes on completing this application

1. Documents forming this application

This application is for completion by applicants for the 'Assessment Innovation Fund (AIF)' and comprises this application form (and the draft grant contract at Schedule 1), and related guidance (together the Application Pack). While the information contained in this Application Pack is believed to be correct at the time of issue, neither NCFE nor its advisors will accept any liability for its accuracy, adequacy or completeness.

Applicants should refer to the 'Assessment Innovation Fund (AIF): Guidance Pack' and subsequent information for guidance on completing this application.

Responses are required in each of the blank boxes contained in this form.

2. Deadline for submission

All application forms must be sent to aif@ncfe.org.uk and received by no later than **Friday 1st October 2021**. Any application received after this time will not, unless NCFE decides otherwise, be considered.

3. Contract terms

Any pilot funding will be governed by the terms of a legally binding grant contract as set out at Schedule 1. By submitting this application the Lead Applicant is agreeing to be bound by the terms of this application and the draft contract without further negotiation or amendment of it (although NCFE reserves the right to amend the draft contract at Schedule 1 as it sees fit).

4. Confidentiality and data protection

All information supplied by NCFE to the Lead Applicant, whether in writing or orally, is supplied on condition that it (including the fact that the Lead Applicant has received this application) be kept confidential by the Lead Applicant; it must not be copied, reproduced, distributed or passed to any other person at any time (except to professional advisors, for the sole purpose of enabling the Lead Authority to submit this application) unless the information is already in the public domain.

Information provided in this application form, including personal information, may be subject to disclosure in accordance with the access to information regimes, primarily the Data Protection Act 2018.

NCFE will collect and process information relating to individuals in accordance with the privacy notice which is available on NCFE's website (<https://www.ncfe.org.uk/legal-information>).

5. Intellectual Property Rights

All intellectual property rights owned by the Lead Applicant and disclosed to/used by NCFE as part of this application process will continue to be owned by the Lead Applicant should their application be unsuccessful; NCFE will have no rights in relation to the same at the end of the application process.

Should the Lead Applicant be successful in its application, and a grant be awarded by NCFE to the Lead Applicant, then ownership of all intellectual property rights arising from the project (or already owned by the Lead Applicant prior to commencing this application process) will be subject to the terms of the draft grant contract at Schedule 1.

6. NCFE's rights

NCFE reserves the right in its discretion to:

- Extend the deadline for submission of the application.
- Seek clarification or further documents in respect of the Lead Applicant's submission.
- Change or withdraw the AIF.
- Disqualify or exclude any Lead Applicant.
- Make whatever changes it sees fit to the timetable, structure or content of this application process.
- Amend the grant contract at Schedule 1 at any time prior to signature by both parties to it but only where such amendments are necessary to comply with the law or regulation, and/or are necessary to comply with changes in



policy and procedure, and/or are deemed reasonably necessary to ensure the successful delivery of the project .

Section 1 – Applicants details**1. Lead Applicant:**

Organisation Name:	
Organisation Company and Charity Number (if applicable):	
Registered Address:	
Postcode:	

Main Contact:

Name:	
Role/job title:	
Telephone number:	
Email address:	

2. Conflicts of Interest:

Are there conflicts of interest which arise in the application of the proposed pilot (see guidance notes at Schedule 2 for further details)?

Yes/No (please delete as appropriate)
If yes, please address this explicitly in your response below:

3. Ethical considerations and confidentiality: (in no more than 500 words.)

Are there particular ethical considerations which arise in the design or conduct of the proposed pilot (see guidance notes at Schedule 2 for further details)?

Please provide details of your vision and values below in order to demonstrate alignment with those of NCFE.

Please also provide [two] references.

Yes/No (please delete as appropriate)
If yes, please address this explicitly in your proposals below:
Alignment to NCFE's vision and values:
References:

4. Pilot statement (in no more than 500)

Use this space to set out the purpose of the pilot and explain how it is linked to the guiding principles for the future of assessment.

This pilot will test the effects of....

It will do this by....

Hoping to show...

5. Outline of idea/background/context (in no more than 1000 words)

What's the issue that the idea is trying to solve (i.e. what's the problem), how will the idea address the issue, what do we already know about it if this is an example of an approach that is used in another context or outside of regulated provision outline progress and results to date.), what are the aims for this pilot, what's the gap in knowledge this pilot is looking to fill, any hypotheses that are being tested? In your response please demonstrate impact on practice and any training requirements.

Use this space to set the context of the pilot.

Section 2 – Pilot details**1. Methodology (in no more than 2000 words)**

Clearly set out the methodology you will use for the pilot. This should include details about the sample, sample size including a rationale, who and how they will be chosen. How will you ensure you do not discriminate unlawfully or unfairly in your pilot process? What controls have you put in place to meet relevant ethical standards?

Use this space to set out the methodology of the pilot.

2. Priority area being addressed (in no more than 600 words)

Provide a brief statement highlighting the priority area of focus and how this will be addressed through the pilot, together with details of the reach and impact of the pilot and idea proposed.

Use this space to set out the priority area of the pilot.

3. Risks (no word limit)

Identify potential risks and mitigation activities, and in doing so please explain (i) what processes are in place to ensure high quality design, development, delivery and evaluation of assessment, including technology and resource requirements and consideration of scalability; (ii) any policy, funding or regulatory implications; (iii) any risks associated with the design, development, delivery and evaluation of assessment and what controls are in place to mitigate or eliminate those risks.

Use this space to set out the risks and mitigations of the pilot.

4. Proposed timetable (no word limit)

Include a proposed timeline for the pilot including development, launch, evaluation, key decision points/milestones and outcome points.

Use this space to set out the proposed timetable of the pilot.

5. Budget (no word limit)

Include total cost to run the pilot, funding you are requesting as part of this submission, a breakdown of how the funding that you are requesting will be used for each phase of the pilot (i.e. the design, development, delivery and evaluation phases), and, where possible, the cost to administer per test (please note that the maximum amount of funding available per pilot is £100,000).

Use this space to set out the budget for the pilot including the number of days dedicated to the project from key roles and how the budget represents value for money.

Please attach a detailed project budget to this application.

6. Team (in no more than 600 words)

Include details of the background, qualifications and experience for the individuals who will develop and deliver the initiative and evaluate the innovation activity. What assurances can you give us about the ongoing availability of your team to deliver the pilot?

Use this space to include details of the team for the pilot.

7. Outline your organisation's experience in the design, development, delivery, and evaluation of assessment (in no more than 750 words)

This should include a summary of the experience you have across the team that will ensure you are successful as well as individual staff that will work on the pilot programme. Please include relevant case studies.

Use this space to include details of experience for the pilot, supported by case studies.

Section 3 - Declarations

Declaration by Lead Applicant

I confirm that it is my (named below) intention to act as the Lead Applicant set out in this application.

I further confirm that:

- I have read the 'Assessment Innovation Fund: Guidance Pack' and understand its terms.
- I have read the ethical and confidentiality parameters as defined by the British Educational Research Association and understand its terms.
- All the information included in this application is true and accurate to the best of my knowledge and belief.
- The proposals made in this application have been approved at the appropriate level within the organisation I represent and I have the authority to submit this application on behalf of the organisation and to be bound by these terms.
- The proposals set out in this application are capable of delivery.
- As far as I am aware, exploitation of the Intellectual Property Rights (IPR) (e.g. copyright, trademarks, moral rights) arising from the Application and proposal will not infringe the rights of any third party and any IPR developed during or arising from the same (should the Application be successful) will belong to NCFE.
- The proposals set out in this application are the organisation's original work and have not been copied wholly or substantially from any other source.
- If my proposal is accepted I will arrange signature of the grant contract (issued by NCFE) within 30 days of being called to do so.
- Legal authority exists for the sharing by me of personal information and data in this application and the subsequent processing of that information by NCFE.

I acknowledge that this application may be rejected by NCFE should any information I provide be misrepresented or false.

Name of Organisation:	Lead Applicant Name:
Date (DD/MM/YYYY):	Signature:



SCHEDULE 1

Draft Contract

Please ensure you have read and fully understand the terms set out in the draft contract [\[link to be inserted here\]](#) before submitting the application.

Schedule 2

Guidance Notes

Conflicts of Interest:

NCFE defines a Conflict of Interest as a circumstance, situation or set of occurrences that does or could affect an individual's ability to deliver the project, make a decision or apply judgement or act properly in their role because they are influenced by another interest, duty or loyalty.

It is important to NCFE's reputation that all real or perceived Conflicts of Interest are immediately declared by you (the applicant) in writing to NCFE, are recognised by you (the applicant), and captured as risks/issues by both you and NCFE so that you (and NCFE where applicable) can put in place the necessary eliminations or mitigations, help ensure transparency and avoid any accusations of impropriety

Conflicts of Interest may occur in the following situations, for example:

- Financial interests either directly or indirectly to you (the applicant), members of your team, or persons related or connected to members of your team (such as friends and family). This could occur, for example, where your proposal requires collaboration with a third party organisation or person connected to you or a member of your team.
- Non-financial or personal interests (such as gifts or hospitality).
- Personal loyalties which may occur where the individual has family/friends working at NCFE or within the AIF Expert Panel.
- Conflicting loyalties when the interests of an organisation where the primary duties of the individual lie are in conflict or competing with NCFE's interests. In practice, conflicting loyalties could occur where a member of the AIF Expert Panel is also on your board.

Ethics and confidentiality:

NCFE is committed to the highest standards of integrity, honesty, openness and professionalism in all its activities and expects successful applications to share that commitment. NCFE prides itself on its reputation for acting fairly and ethically wherever it does business. NCFE's reputation is built on its values as an organisation, the values of its employees and its collective commitment to acting with integrity throughout its organisation, and expects successful applicants to be likeminded and to share NCFE's values.

Legal and regulatory compliance – Successful applicants must comply with all laws and regulations relating to their business conduct and the AIF project being delivered.

Human rights and dignity - Successful applicants must consider and respect the privacy, diversity, values, dignity and cultural sensitivity of the individuals,

learners and communities who may be involved or affected by the proposed pilots.

Corruption – NCFE does not tolerate corruption (in all its forms) in its business or in those that it does business with, and therefore expects successful applicants to hold the same views.

Whistleblowing – NCFE takes malpractice and impropriety extremely seriously and deals with legitimate concerns and/or complaints in a responsible and effective manner, and expects successful applicants to do the same.

Guidelines - T In particular the applicant(s) successful in being given a grant from the AIF must operate within the ethical and confidentiality parameters as defined by the British Educational Research Association (BERA). The guidelines can be accessed using the following link:

<https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018-online>