# Training Funding Call, Round 1: Bid Submission Form

Part 1: Training offer summary

|  |  |
| --- | --- |
| Project details | |
| Proposed title: (Maximum 30 words) |  |
| Target Audience:  (Select applicable) | * Voluntary, community and social enterprises * Social care and social work * Nurses and/or midwives * Doctors in primary/secondary/tertiary practice * Pharmacists * Allied Health Professionals * IT, digital transformation and infrastructure staff * Other *(please specify)*: |
| Expected start date: |  |
| Expected end date: |  |
| Requested contract value: | * Up to £15,000, incl. VAT * £15,000 - £40,000, incl. VAT |
| Requested budget: |  |

|  |  |
| --- | --- |
| Lead applicant | |
| Name: |  |
| Current post(s) held: |  |
| Organisation name: |  |
| Organisation type: | * Higher Education Institution * NHS body * Voluntary, community and social enterprises * Social care and social work * Local government * SME *(please attach proof of compliance with the* [*European Commission’s SME definition*](https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en)*)* * Start-up * Other commercial organisation * Other *(please specify)*: |
| Contact email address: |  |

|  |
| --- |
| Plain English summary  Please provide a summary of your project for a general audience, to be shared on the NortHFutures website. Please avoid using technical jargon. (Max. 150 words) |
|  |

Part 2: Team

|  |  |
| --- | --- |
| Team member | |
| Name |  |
| Sector: | 1. Healthcare 2. Social Care 3. Life Sciences 4. Healthcare Technologies 5. Commercial/Private Sector (including limited company, small to medium, enterprise, start-up, sole trader) 6. Public Sector 7. Local Authority, Government 8. Voluntary Community and Social Enterprise (VCSE) 9. Higher Education 10. Further Education 11. Other (please specify) |
| Organisation: |  |
| Role within organisation: |  |
| Contact email address: |  |
| Roles and responsibilities of team member in the proposed training:  (Max 30. words) |  |
| Summary of expertise and suitability for the role:  *(Max. 50 words)* |  |

|  |  |
| --- | --- |
| Team member | |
| Name |  |
| Sector: | 1. Healthcare 2. Social Care 3. Life Sciences 4. Healthcare Technologies 5. Commercial/Private Sector (including limited company, small to medium, enterprise, start-up, sole trader) 6. Public Sector 7. Local Authority, Government 8. Voluntary Community and Social Enterprise (VCSE) 9. Higher Education 10. Further Education 11. Other (please specify) |
| Organisation: |  |
| Role within organisation: |  |
| Contact email address: |  |
| Roles and responsibilities of team member on the proposed training:  (Max. 30 words) |  |
| Summary of expertise and suitability for the role:  *(Max. 50 words)* |  |

|  |  |
| --- | --- |
| Team member | |
| Name: |  |
| Sector: | 1. Healthcare 2. Social Care 3. Life Sciences 4. Healthcare Technologies 5. Commercial/Private Sector (including limited company, small to medium, enterprise, start-up, sole trader) 6. Public Sector 7. Local Authority, Government 8. Voluntary Community and Social Enterprise (VCSE) 9. Higher Education 10. Further Education 11. Other (please specify) |
| Organisation: |  |
| Role within organisation: |  |
| Contact email address: |  |
| Roles and responsibilities of team member on the proposed training:  (Max 30 words) |  |
| Summary of expertise and suitability for the role:  *(Max. 50 words)* |  |

Please copy and paste the table above as many times as necessary to accommodate all proposed team members.

Part 3. Details of the proposed training offer

|  |
| --- |
| **1. What training or skills need does your training offer directly respond to? What methodology did you use to gather data and identify the need and/or skills gap?** (Max. 400 words.) |
|  |
| **2. Describe the proposed training, detailing the training content, the intended audience, how it will be implemented, and how the training meets the specific needs evidenced in Question 1.** *(Max. 400 words.)* |
|  |
| **3. Detail the proposed scale and reach of your training offer in terms of size and geographic location of learners.** *(Max. 250 words.)* |
|  |
| **4. How will you measure and report on the scale, reach, quality and impact of your training?** *(Max. 400 words.)* |
|  |
| **5. What risks and challenges may arise from delivering your proposed training? How do you plan to mitigate them?** *(Max. 300 words)* |
|  |
| **6. Provide a proposed timeline of activities. Set out key milestones and deliverables, aligned with your mitigation approaches from section 5.** *(200 – 300 words)* |
|  |

Part 4. Resources

Please complete the accompanying Costing Template in line with the Training Call Guidelines and include the totals below.

|  |  |
| --- | --- |
| Total funding requested | |
| Salary costs |  |
| Non-staff costs |  |
| Overheads |  |
| Total |  |

Part 5. Declarations

|  |
| --- |
| Lead applicant  I confirm that the information in this form is complete and correct, that all training team members have seen a copy of this application and agreed to actively participate in project delivery. I confirm that I take responsibility for the proposed training’s overall management and compliance with NortHFutures and EPSRC guidelines. |
| Name: Date:  Signature: |
| Institutional signatory  I confirm that I have read this application and that, if funded, the work will be accommodated, administered, and co-funded by the institution in accordance with the training budget and funder requirements. |
| Name: Date:  Signature: |

Please submit this form, along with a completed costing template and conflict of interest statement, to [emma.letham@newcastle.ac.uk](mailto:emma.letham@newcastle.ac.uk) by **5.00pm on Monday 14th April 2025**.

If you have any questions regarding the tender in advance of your submission, please email them to this address.

Please note that all submissions exceeding the stated word count in any section by more than 10% will be penalised during the review process.

Appendix A: List of references

To reference, please use end notes marked in the text with upper indexes.

**Appendix B: Declaration of Conflicts of Interest**

|  |  |
| --- | --- |
| **Lead applicant**  I confirm that I have carefully familiarised myself with the Conflict of Interest Guidance included in Appendix C and considered its implications for my application. I understand that my failure to disclose any existing conflicts of interest within my team can result in the enactment of measures deemed appropriate by the Training Funding Leadership Team, including the loss of funding.  Accordingly, I:   * Confirm there are no Conflicts of Interest for me to declare; or * Am providing the information about potential Conflict(s) in the section below. | |
| **Identified Conflicts of Interest**  *If relevant, please list the name of the implicated person(s), describe the nature of the conflict(s), and your mitigation strategy, following the guidance in Appendix C, 2.2.* | |
|  | |
| Name of lead applicant:  Signature: | Date: |

Appendix C: Conflict of Interest Guidance for NortHFutures Hub

1. **Purpose**

This Conflict of Interest (COI) guidance is in place to protect the integrity of the NortHFutures Hub Programme and ensures that the Funding Board Members have confidence that their funding decisions are made in a fair and transparent way and that any COIs are dealt with fully and appropriately.

1. **COI Guidance for NortHFutures Funding Applicants**
   1. Applicants for NortHFutures funding, including research, training and other opportunities, must, wherever possible, identify, disclose and address potential conflicts of interest (defined in Section 4 of this guidance) within the funding application process.
   2. Where conflicts cannot be avoided, they must be declared and managed by applicants in Appendix B of the funding application. The section must list the names of the implicated persons, their relation giving rise to the conflict, and how the conflict will be addressed and mitigated.
   3. Conflict disclosure will not factor into the evaluation of the funding applications and will therefore not affect the applicant’s likelihood of receiving funding.
   4. If an applicant fails to disclose a conflict of interest in their application or fails to follow this guidance, the Skills and Training Work Package Leadership team supported by the Hub Directorate and Hub Programme Manager in consultation with the Funder (EPSRC) have the discretion to take whichever action they deem appropriate, including denying (pre-award) or retracting (post-award) funding.
2. **COI Guidance for NortHFutures Training Funding Decisions**
   1. The NortHFutures Funding Board members including the Hub Skills and Training Work Package Leadership team must, wherever possible, identify and address potential conflicts of interest within the funding application assessment process.
   2. Where conflicts cannot be avoided, they must be declared and managed by Board members in accordance with the guidance set out in this document. This includes recognising and acknowledging how a conflict of interest may be perceived as well as actual conflicts of interest. Interests do not need to be disclosed if they are unlikely to give rise to a conflict. Board members must disclose to the other members any situation that may, in their view, potentially give rise to a conflict of interest. The Board meeting Chair, supported by the Hub Skills and Training Work Package Leadership team, will ensure that this policy is adhered to.
   3. This guidance is intended to supplement good judgment and Board members should read it considering the ethos and commitment to responsible research innovation established through NortHFutures.
   4. The Funding Board Members and supporting Hub Skills and Training Work Package Leadership team are obliged to act in the best interests of the Hub. All information received in the Board member role should be treated as confidential unless confirmed otherwise. Board members should not use any information or data received by virtue of their role as a board member for personal gain.
   5. If a Board member fails to notify the Chair or other members of an COI, or fails to follow this guidance, the Chair with support from other Board members and / or the Skills and Training Work Package Leadership Team have the discretion to take whatever action they deem appropriate.
3. **Definition of Conflict of Interest** 
   1. A conflict of interest (COI) occurs when an individual’s personal interests, or interests they owe to another organisation, are incompatible with the interests of the NortHFutures Hub team and work, and where they receive some form of personal gain or benefit as a result. A conflict of interest could compromise their judgment, decisions, or actions.
   2. Conflicts of interest can be direct or indirect. An indirect interest is where the interest is related to a party(ies) connected to the applicant/Board member. The definition of a connected person/organisation is:
   3. A member of the applicant/board member’s family (that is, their spouse, civil partner, any person with whom the applicant/board member lives as a partner in an enduring family relationship, a child or stepchild of the board member, a child or stepchild of a board member’s partner (if living with them and under the age of 18), or their parents);
   4. An organisation is connected with an applicant/board member if they (and persons connected with them) are interested in 20% or more of the equity share capital of the organisation or can exercise more than 20% of the voting power at a general meeting of the organisation.
4. **Types of Conflict of Interest** 
   1. Financial interest – where an applicant/Board member receives a direct or indirect financial benefit or something else of value from a funding decision.
   2. Non-financial personal interest – where an applicant/Board member benefits directly or indirectly from NortHFutures services or activities or from receiving/allocating NortHFutures funding.
   3. Professional conflict – where a Board member gets paid work or some other beneficial advantage through decisions made, contacts made, or information gained by virtue of being a NortHFutures Training Funding Board member.
   4. Loyalty interest – where another appointment or association of the Board member may influence the decisions of the Board member, directly or indirectly, which may not be in the best interest of the NortHFutures Hub and which may result in a benefit to the Board member. For example, where a Board member sits on another Board and both organisations are bidding for the same contract.
   5. If an applicant/Board member has an interest that is not one of the above types, then it is unlikely to be a conflict of interest and is likely to be a duality of interest.
   6. Duality of interest – where an applicant/Board member may hold a position in another organisation, or sit on another Board, or have undertaken paid work for an organisation but where there is no indication that these interests would result in a benefit to them or that it would stop them from acting in the best interest of each organisation. It is unlikely that a duality of interest would be classified as a conflict of interest. For example, an applicant/Board member takes up a non-executive board place on another organisation.
5. **Process for Addressing Conflicts of Interest during the Application Review Process**
   1. When bids are allocated for review by the Research Project Coordinator, consideration is given to the following:
   2. Institutional COIs with board members and applicants are identified, logged and addressed by the Research Project Coordinator when allocating bids for review.
   3. Each Board member will be asked to declare if they have a COI in advance of assessing of funding bids and when making funding decisions at the board meeting. These COIs will be logged by the Research Project Coordinator.
   4. Once an interest has been identified and authorised, or there is no conflict, the interest does not need to be declared again unless the nature of the interest changes.
   5. When an agenda and papers are issued for Board meetings or other such meetings, each Board Member is responsible for assessing whether a potential COI may arise and, if so, informing the Hub Manager and Training and Skills Leadership Team. The standard meeting agenda will include a prompt for the Board to note any new interests or conflicts relevant to that meeting’s agenda items.
   6. During the meeting, if a potential conflict arises which either was not recognised before or which has arisen due to the path of discussion, then the person must raise this matter with the Chair immediately.
   7. In addition to the obligations set out above, Board members shall endeavour to inform the Chair and the Training and Skills Leadership Team, giving as much notice as reasonably possible, of any matters relating to or concerning the Board member of which they are aware and that may result in communications that could have an adverse impact on the NortHFutures Hub Programme and/or funding applicant.
6. **Managing the Conflict** 
   1. Where a conflict is declared the Board should decide, on a case by case basis, whether the interest can be authorised and that the Board member may proceed with the situation giving rise to the conflict or whether it must be managed or avoided.
   2. Where such an interest is declared, the Board shall decide whether the Board member needs to take any action to manage this and, if so, what this must be. The Board may determine any other action it believes is necessary to manage the conflict.
   3. Where a conflict is declared on an agenda item and it has been raised in advance of the meeting the Board may take pre-emptive management action as is deemed appropriate.
   4. None of the above excludes the person exercising self-management of a COI.
   5. In a case where an interest is declared during a meeting and the Board believes that the conflict is so material that continued membership of the Board is untenable, the matter shall be adjourned pending the taking of legal advice.
   6. All discussions and decisions relating to a COI should be recorded in the meeting minutes.
7. **Establishing best practice** 
   1. Following this COI guidance is the responsibility of the funding applicants and Board members. Any issues relating to the guidance should be reported to the Chairs. The Skills and Training Leadership team and Hub PI must also be notified.
   2. This COI guidance should be read in conjunction with the broader Training Funding Call Application Guidance.