

## GCEA-HTF Open Call Funding

### Application Guidance

{November 2024}

#### General

Scope: In this stream, applicants can apply for funding to support any project that falls anywhere the GCEA/HTF remit that can be understood with reference to:

GCEA **Mission**: to maximise the benefits for patients and their care providers from Clinical Engineering expertise and healthcare technology, while minimising the risks and costs

HTF's **Purpose** is to support the GCEA mission by generating, responsibly managing and distributing funds to support education and research that leads to safe, effective, patient-centred, timely, efficient and equitable application of healthcare technology.

Our **Vision** is to achieve significant improvements in global healthcare through the application of healthcare technology.

As such, HTF Open Call Funding Applications are welcomed for any project that falls broadly within this scope. Open Call projects are generally relatively small (see funding available below) with well-defined objectives (outcomes) and timescales. Assessors will be looking for assurance that the project is ambitious but also well managed within these limits of time and money.

Funding Available: While there is no stated limit on funding available for each project, these are generally relative small funding allocations, typically less than \$5,000. HTF are always looking for value for money with all funding applications and particularly welcome applications with matched funding (either direct or in kind). HTF generally looks to fund 1 or 2 projects per funding round but reserves the right to fund more if applications and available funding allow.

Timescales: HTF do not wish to be prescriptive on timescales but will generally be looking for projects that can be delivered in months rather than years. A typical project might run from 8 to 14 months but will obviously be dependent of factors relating to the specific project.

Application Process: Please complete the application form ([link](#)). This has been designed to be relatively short and simple to complete but to also discharge HTF's responsibility to ensure appropriate use of charitable funds.

Scoring guideline. The table below is indicative only and presented to help applicants consider how much effort to address to each section. A word limit is assigned to each section. This is a *maximum* limit, applicants are encouraged to be as concise as possible.

Overview	5
Alignment	10
Innovation	12
Impact	15
Team experience	12
EDI	12
Ethics	12
Value for Money	15
Other/bonus	7
Total Score	100

<b>Project Overview</b>	Using non-technical language, please give a general overview of your project proposal. Word limit 250
<p>The assessors are seeking a clear overview of the project proposal. This section may be shared across several members from a range of backgrounds and should therefore avoid using technical or specialized language. This summary may be used, for successful applications, on the HTF website so should provide an easy-to-read overview of the proposed project, its benefits and impact.</p> <p>{Approximate contribution to total score = 5%}</p>	
<b>Alignment</b>	Please describe how your proposal aligns with the GCEA and HTF purpose and vision Word limit 250
<p>The assessors are looking for projects that align with the aims, purpose and vision of GCEA and HTF. Please refer to our website, annual reports, constitution and other publication to ensure you understand our philosophy and that your project aligns with our goals. Assessors understand that perfect alignment with our goals might not always be appropriate for every project, however, applicants should be aware that projects are likely to score better the closer they align to GCEA/HTF.</p> <p>{Approximate contribution to total score = 10%}</p>	
<b>Innovation</b>	What is the problem that your project addresses? How does it provide a solution to the problem? Word limit 500
<p>Assessors are looking for genuinely innovative projects. Please highlight not just what your project seeks to achieve, but why this is innovative. Project funding by GCEA/HTF should not only bring benefit and impact in themselves but help to inspire future research and development in the future.</p> <p>{Approximate contribution to total score = 12}</p>	

<b>Impact</b>	If successful, what will the impact of your project be and what are the outcome measures. Will; the impact of your project be local, regional, national or international? Word limit 500
<p>HTF will look to fund projects that bring about real impact: for patients and the public, for healthcare workers and professionals and of course for clinical engineering practitioners. Please describe clearly how you project will impact in the real world, describing outcome measures where possible.</p> <p>Please also indicate if the impact will be local, regional, national or international. Assessors recognize the importance of both local and across much wider areas.</p> <p>{Approximate contribution to total score = 15%}</p>	
<b>You/your team</b>	Please outline the skills, experiences and qualifications of you and your team relevant to this project. Word limit 250
<p>Assessors will look to see reassurance that you and your team have the skills and experience necessary to deliver the project, while at the same time looking to support new researchers and project leaders. A successful application is likely to have both experienced staff and more junior team members.</p> <p>Assessors will particularly like to see opportunities to develop future leaders in Clinical Engineering</p> <p>{Approximate contribution to total score = 12}</p>	
<b>Equality, Diversity, Inclusion</b>	Please describe how your work will support the GCEA EDI strategy? What steps have you taken in designing the project to support the EDI agenda? Word limit 200
<p>The core mission of GCEA is to represent clinical engineering professionals worldwide as we work together to improve the experiences of patients, their outcomes and the health and wellness of our communities. Being truly inclusive is essential to this mission. The strength of GCEA comes from our global and cultural diversity, but we know we have work to do to address inequalities and the barriers faced by many entering our profession and trying to shape it in a meaningful ways. GCEA is committed to promoting equality, diversity and inclusion in our profession and assessor will want to see how your proposal supports this agenda.</p> <p>{Approximate contribution to total score = 12%}</p>	
<b>Ethics and conflicts of interest</b>	Please outline any ethical considerations and describe how the proposal address these and identify any potential conflicts of interest (either for your origination or GCEA/HTF) with pursuing this project (or declare none). Word limit 200
<p>With reference to the GCEA code of ethics and conflicts of interest, describe how your project will help support this agenda.</p>	

<p>{Add link}</p> <p>{Approximate contribution to total score = 12%}</p>					
<b>Funding breakdown</b>	<p>Please detail the funding request, how much are you're requesting to support the project, a breakdown of how the funds will be used. Please also detail any matched funding you will be utilizing: Word limit 200</p>				
<p>Total amount requested: - \$.....</p> <p>Please provide a breakdown of how this money will be used:</p> <p>Please identify any additional money from other sources (including from your own organization)</p> <p>{Approximate contribution to total score = 15%}</p>					
<b>Timescales</b>	<p>Please describe when your project is expected to start and for how long it will run. Please also include any significant milestones. Word limit 200</p>				
<p>Proposed start date</p> <p>Proposed end date</p> <p>Milestones:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 70%;">Description</th> <th style="text-align: left; width: 30%;">Target date</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>dd/mm/yyyy</td> </tr> </tbody> </table>		Description	Target date	1.....	dd/mm/yyyy
Description	Target date				
1.....	dd/mm/yyyy				
<p><b>How can the GCEA/HTF HRC help you?</b></p> <p>Is there any further support (in addition to the funding request) that you seek to help deliver this project? If so, please outline how you think the GCEA/HTF might support you and what specific expertise you are looking for. Word limit 250</p>					
<p>You might seek support from GCEA in terms of potential partners or expertise to support your project. HTF/GCEA see it as part of our role to support such requests where possible.</p> <p>{This section is not scored but might help to influence scores in other sections.}</p>					

<b>Any more information?</b>	Please give any further information that you feel may be useful which hasn't been requested elsewhere. Word limit 500
<p>If you feel you need to describe further aspects of your proposal then you may do so here.</p> <p>{This section is not scored but might help to influence scores in other sections.}</p>	