

30.10.50 Run Applicant Briefing Events Online

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.

1.3 Purpose / Scope of the Process

Purpose / Scope of the Process

Insert a brief overview of what is the purpose of the process, what it does and what it doesn't cover.

The purpose of this process is to setup and run the online briefing event for Applicants to understand the competition and how to apply.

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered when the competition brief has been approved.

Process End Point

Insert description of what triggers the end of the process.

The process ends when the online Applicant briefing event has been held and published in IFS.

1.4 Link to Process Model –

2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Assess Briefing Type	Procedure - The Competition Manager should ensure they select the correct format for the brief - either live or online. - If a live event is required, then use process 30.10.40 Guidance and Troubleshooting - Selecting the wrong event type could cause issues further down the line and have potential cost implications	Competition Manager			
2	Set up Zoom or Teams Webinar	Procedure - The Competition Manager is responsible for setting up the online briefing event on Zoom or Teams - The Competition Manager is responsible for providing the correct online link for the briefing event to the Technical Content Team Guidance and Troubleshooting - Ensure the event is set up as a webinar and not a meeting - Ensure the url is copy and pasted to avoid any errors	Competition Manager		Zoom	
3	Add Briefing Event to Innovation Funding Service	Procedure - The Technical Content Designer is responsible for ensuring the correct information is uploaded into IFS on the correct landing page Guidance and Troubleshooting - Errors in the url address or putting the link on the wrong page could prevent applicants from attending	Technical Content Designer		Innovation Funding Service	
4	Review Brief and See Briefing Event Details	Procedure The applicant will see the briefing event on the dates tab within the IFS brief online	Applicant		Innovation Funding Service	

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		Guidance and Troubleshooting xxx				
5	Book onto Briefing Event	Procedure - The applicants may need to register for the event in advance although this is not always a prerequisite - The applicant should ensure they are registering for the correct event Guidance and Troubleshooting - Not all briefing events require pre-registration - The applicant can contact Customer Support if they are having any issues around registering or accessing the briefing If the applicant misses the event, it will be recorded and linked to on IFS	Applicant		Innovation Funding Service	
6	Prepare Process Slides	Procedure - The Competition Manager should prepare all of the process slides for the presentation using PowerPoint before sending them to the Innovation Lead to input their section. Guidance and Troubleshooting - It is important that all the process information is correct and up to date - As such, the correct briefing slides template should be selected from the SharePoint site - In case you are unsure then you should seek advice from your Competitions Team Leader	Competition Manager		Microsoft PowerPoint	
7	Prepare Scope Presentation	Procedure The Innovation Lead is responsible for inserting their scope slides into the presentation It is also good practise that they check the process slides too Guidance and Troubleshooting - If a Co-Funded Competition review scope slides with Delivery Partner - If an ISCF Competition review scope slides with ISCF Challenge Team	Innovation Lead	Challenge Team Delivery Partner	Microsoft PowerPoint	

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
8	Combine Final Presentation	Procedure - The Competition Manager will combine the process slides and scope slide into one presentation - The final presentation will be sent to the Technical Content team for review Guidance and Troubleshooting - Send at least 24 hours before the first Briefing Event	Competition Manager	Technical Content Designer	Microsoft PowerPoint	Applicant Briefing Presentation
9	Run Briefing Event	Procedure - The applicant briefing will be held at the advertised time on Zoom or Teams - All event participants will take it in turns to be on camera to enable the spotlight to be on the speaker - At the advertised time the event will "go live" and the Competition Manager will start recording - At the end of the webinar, the Competition Manager will stop the recording and close the session down Guidance and Troubleshooting - All presenters will need to be in the event session at least 15 minutes before the advertised start time to check screen sharing, volume and for any final questions - Who is doing what in the event Q&A session should be agreed beforehand - All presenters should be made aware that it takes a few moments for the webinar to close down at the end so should be mindful of any extended conversations	Competition Manager	Applicant Challenge Team Delivery Partner Event Management Agency Innovation Lead	Meeting Zoom	
10	Edit & Send Event Recording To Content Team	Procedure - The Competition Manager should ensure that all recordings are cut to fit the briefing itself and remove and blank timings at the beginning or end of the event - They should then send the recordings and the PowerPoint slides to the Technical Content Team for them to upload onto IFS Guidance and Troubleshooting - This should be done within 1 working day of the event	Competition Manager	Technical Content Designer		
11	Publish Briefing Event Recording to IFS	Procedure	Technical Content Designer		Innovation Funding Service	

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Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		- The Technical Content Team are responsible for uploading the PDF of the slides and the edited recording onto IFS Guidance and Troubleshooting - They should ensure that the uploads are completed on the correct pages.				

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Applicant

The Applicant is an organisation applying for any type of funding or support from Innovate UK.

Challenge Team

The Challenge Team is the wider team allocated to a Challenge, this can include Project Managers, Programme Manager, Challenge Directors, and Impact & Performance Managers.

Challenges are Hosted by the "Challenge Led approach" or "Challenge Fund" formerly Known as the "Industrial Strategy Challenge Fund"

Department: ISCF Programme Department

Competition Lead

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Competitions Manager

The Competitions Manager role is responsible for the operational delivery of Competitions, and the management of all of the Portfolio Manager in Operations.

Department: Business Operations Department

Team: Competitions Team

Delivery Partner

A Delivery Partner is an organisation that we are working in partnership with to deliver funding, this can be the organisation fully or partly providing the funding or resource.

Event Management Agency

Head of Pre Award

For information and support on Business Process Management and Documentation contact the Process Team.

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

Technical Content Designer

3.4 IT Systems

IT Systems and Applications used within the process.

Innovation Funding Service

IFS is Innovate UK's competition and applicant management application.

IT System Owner: IFS Product Manager

Meeting

Microsoft PowerPoint

Microsoft PowerPoint is a presentation application.

IT System Owner: Business Systems Product Manager

Zoom

Zoom is a video communications and conferencing application.

IT System Owner: Business Systems Product Manager

3.5 Documents

Documents used within the process.

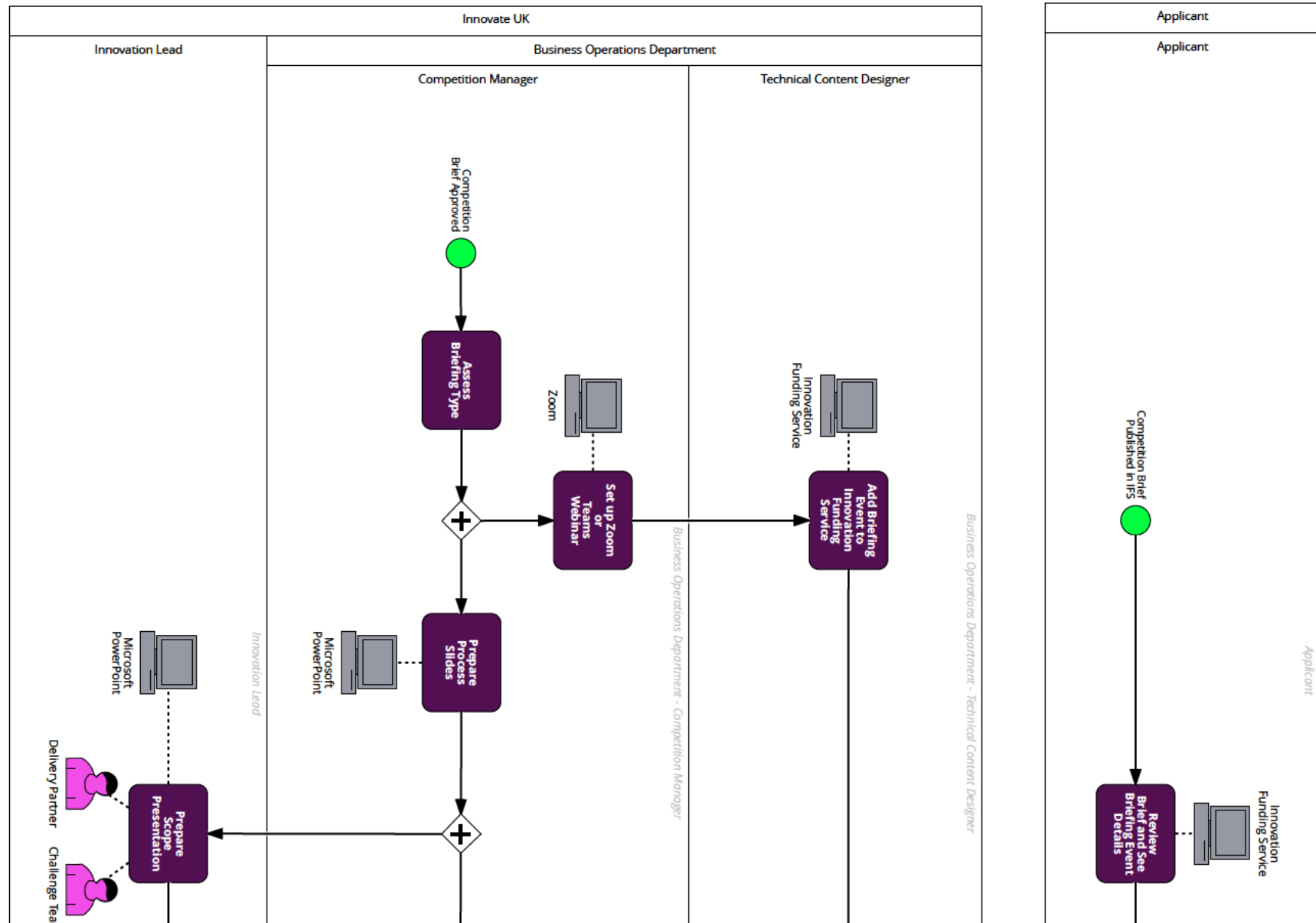
Applicant Briefing Presentation

The Applicant Briefing presentation informs applicants of the scope of a competition, and how to apply.

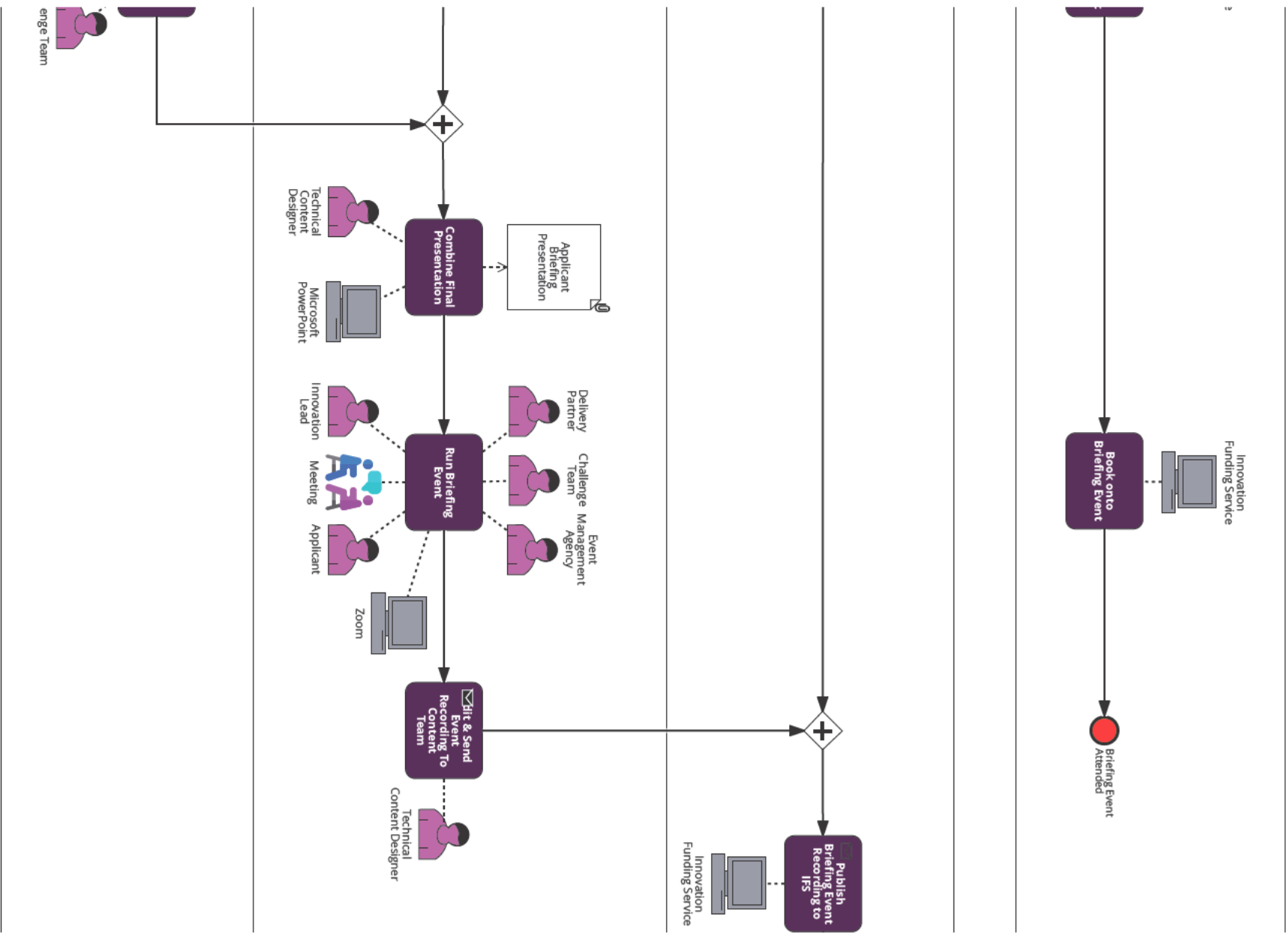
Document Owner: Competitions Manager

IT System: Microsoft PowerPoint

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