



Your role as an Innovate UK Assessor

Hello.

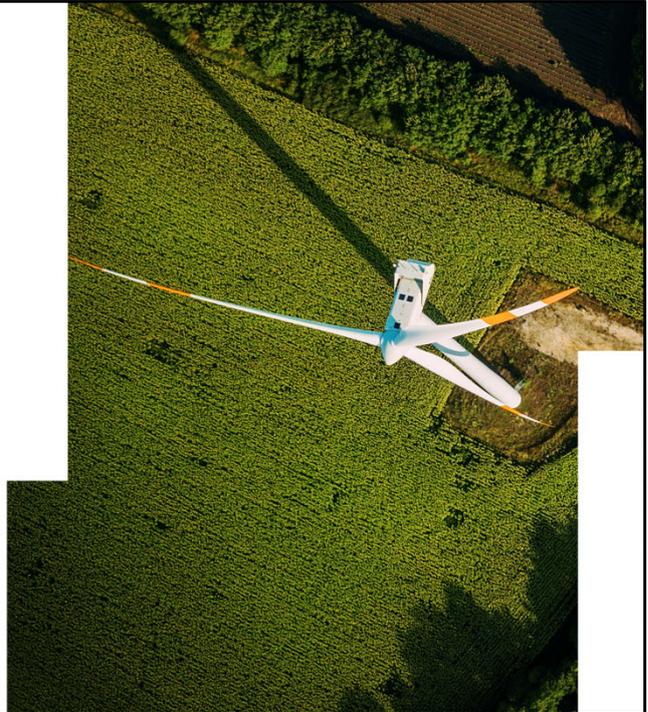
This is the Your Role as an Innovate UK Assessor Training course

Agenda

1 An overview of Innovate UK's Themes, Foundations and Priorities

2 The Assessor Journey

3 The applicant's experience



In this course, we will be covering:

- An overview of Innovate UK's Themes, Foundations and Priorities
- The Assessor's Journey
- The Applicant's experience

What is important to Innovate?

Five themes



Strong foundations



Before we get underway with your role as an assessor, it's important we reaffirm what is important to Innovate and how our commitments relate to your role.

What is important to Innovate?

We focus our main activities on five strategic themes:

- **Future economy:** what the UK economy will be like in the future
- **Growth at scale:** how companies can grow and scale up
- **Global opportunities:** helping build new supply chains, positioning UK companies as the partners of choice and attracting inward investment
- **Innovation ecosystem:** working with partners to ensure our system offers excellent support for business innovation
- **Government levers:** helping government support business innovation through procurement, standards, codes, regulation and other levers.

Our strong foundations are fundamental to each of the priority themes. They are UK assets that can be leveraged in support of business innovation or values we hold to be true to inform our work. We run programmes in these areas so that businesses and society can derive the maximum benefit.

What are Innovate UK's strategic priorities?

1 <ul style="list-style-type: none">• We will inspire, involve and invest in innovation	2 <ul style="list-style-type: none">• We will focus on opportunities for the future economy	3 <ul style="list-style-type: none">• We will support businesses to grow rapidly	4 <ul style="list-style-type: none">• We will help businesses to succeed on the international stage
5 <ul style="list-style-type: none">• We will make it easier to gain innovation support	6 <ul style="list-style-type: none">• We will help government use its power to support innovation	7 <ul style="list-style-type: none">• We will help UK businesses benefit from the excellent research base	8 <ul style="list-style-type: none">• We will help businesses make better use of design
9 <ul style="list-style-type: none">• We will use responsible innovation to take account of wider societal impacts	10 <ul style="list-style-type: none">• We will help businesses enhance the capability of their people	11 <ul style="list-style-type: none">• We will be inclusive and fair, and bring in under-represented groups	12 <ul style="list-style-type: none">• We will help build local strengths and help businesses benefit from them



What are Innovate UK's strategic priorities?

Innovate UK prides itself on delivering a high standard of assessments to our innovation community and are committed to working with our assessors to develop awareness and understanding that's in line with our wider strategic direction. To reiterate we have 12 strategic priorities:

- We will **inspire, involve** and **invest** in innovation
- We will focus on **opportunities** for the future economy
- We will support businesses to **grow rapidly**
- We will help businesses to succeed on the **international stage**
- We will make it **easier** to gain **innovation support**
- We will help **government** use its power to support innovation
- We will help UK businesses benefit from the excellent **research base**
- We will help businesses make better **use of design**
- We will use responsible innovation to take account of **wider societal impacts**
- We will help businesses enhance the **capability** of their people
- We will be **inclusive** and **fair**, and bring in under-represented groups
- We will help build **local strengths** and help businesses benefit from them

Assessor pre-requisites



Contract



Non-disclosure agreement
(NDA)



Declaration of
Interest (DOI)



Our assessors play a key role in assessing applications and ensuring that only the best applications are selected for funding. It is important our assessors have the right skills, knowledge, insight and confidence to successfully high-quality assessment reviews of innovation applications from all walks of life.

Before undertaking a competition as an assessor there are some pre-requisites that must be fulfilled and reviewed and updated on an annual basis:

- Assessors will need to read and sign a **contract** defining the terms and conditions of their relationship with Innovate UK which will be filed securely.
- This will include **legal obligations** and non-disclosure agreements (**NDA**).
- Assessors will need to complete a Declaration of Interest (**DOI**) and ensure they are compliant with Innovate UK's Conflict of Interest form.

It's important to stress that these are in place to protect Innovate UK as well as yourselves should any decisions be challenged.

Assessor Skill set



It is important to stress in your role as an assessor that you are not arbiters of law, employment or finance and your assessments should be based around your expertise about whether an application technically possible.



The Assessor's Journey



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An assessor's journey is initiated when an application is submitted, An Assessor must ensure all assessment deadlines are adhered to without fail.

These are the key dates to bear in mind for any competition. It is important to note that the submission deadline is normally at noon on the dot. We strongly recommend that applicants submit their assessments as early as possible, as website traffic is typically high on a deadline day.

This is an overview of the assessor's journey:

Trainer Note: Advance the slide animation for each of the eight listed points.

- Applications are **allocated** to assessors in a secure and confidential manner, taking into account conflicts of interest and expertise that best match the funding opportunity.
- An Assessor must **respond to an invitation** to assess from Innovate UK with their availability at the earliest opportunity.
- In Most cases, Each application is assessed by a minimum of **3 independent assessors**.
- Applications are **assessed** against the same set of questions.

- Each assessor completes and submits Scores and Comments in IFS for each application they assess.
- A report is compiled to identify a ranked order of all applications based on the average of all assessor scores. This is known as the **panel sheet** which is then **reviewed** and **moderated**.

Moderation involves checking for any outlying assessor scores, for instance, if one of the scores varies considerably from the other scores provided it will undergo an additional set of checks to confirm why you may have come to that conclusion and the veracity of that claim

- The highest-ranking applications, subject to a minimum quality threshold, are **recommended** to Innovate UK for funding.
- The final recommended panel list is presented to the **Funder's Panel** of Innovate UK to obtain final approval for funding.

Resubmissions are assessed in their own right. Applications are allocated at random and assessors are not able to see or access any previous feedback or scoring that the application may have received. Resubmitted applications will not always be assessed by the same assessors.

Competition briefing



Scope



Access



Scoring and Feedback



EXPLANATION

Assessors must attend each Assessor briefing and read all pre-assessment materials prior to undertaking any assessment work within a single competition.

A competition briefing is chaired by the Innovation lead and consists of three parts:
Trainer Note: Advance the slide animation for each of the three listed points.

- The competition's scope
- Accessing your assessments, competition eligibility criteria and funding rules
- Scoring and how to provide good feedback

The competition briefing is essential to ensure the nuances of each competition are discussed and sufficient time is allocated to discuss the competition scenario to ensure consistent assessment.

The Application Review



Constructive



Fair



Consistent



Quality Feedback



Independent



Assessors are expected to ensure all assessments meet the following standards:

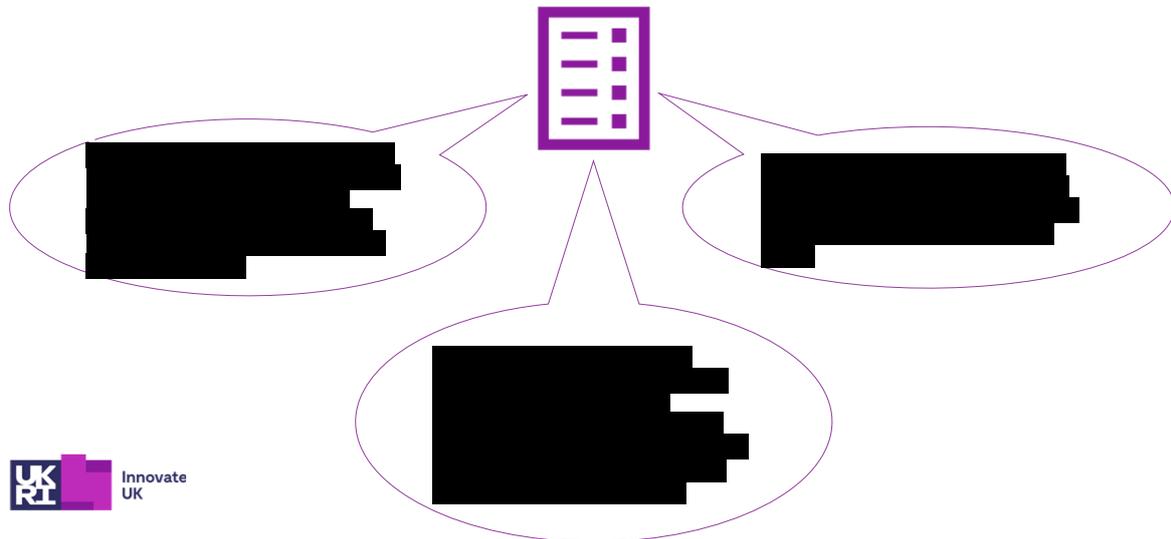
Trainer Note: Advance the slide animation for each of the five listed points.

- **Constructive:** Constructive and relevant to the application in question.
- **Fair:** A thorough and fair assessment has been undertaken aided by the Assessor Scoring Matrix provided.
- **Consistent:** The scores and comments are consistent throughout all applications assessed within a single competition regardless of whether it is feedback for low or high scoring application.
- **Quality Feedback:** There is value to the applicant in the quality feedback that is provided, regardless of the quality of the application.
- **Independent:** The views you give in your feedback should be your own and not representative of any organisation that you work for.

An Assessor must ensure that assessments are handled with discretion and sensitivity and not discussed and/or shared with anyone else. In addition, to ensure the security of the data and your own anonymity as an assessor:

- Do not share notes
- Do not print applications
- Do not use LinkedIn (or other social media) or follow links to search for applicants, this can often identify you as an assessor.

The applicant's experience



Once funding decisions have been made on a competition, the applicants are provided with the feedback on their application. The exact content of the review details are shared with the applicant so it is essential that feedback is written with the applicant in mind.

For those who weren't successful, it is essential that the feedback provided is both constructive and positive, helping applicants to accurately review their application and increase the chances of a successful resubmission with a stronger application in a future competition.

The tone of the feedback is especially important as it will be representing Innovate UK as applicants do not make a distinction between assessors and Innovate UK as a whole.

Objectives review

To introduce you to your role as an Innovate UK assessor. You learnt about the assessor's journey. You also learnt how the applicant experiences your feedback.

