TIC Application Process

APPLY

Please find all application forms/templates on our **website**.

Incubator Ideas (less than €250,000)

- Submit **Concept Note**, **Proposal/Project Budget**, and a **2-min video***.
- Ensure that the proposal has the support/endorsement of one MSF Operational Directorate (OD) or Partner Section (PS) prior to submission.
- A **Proposal Sponsorship Form** must be completed. A signature is required from one of the following: OD/PS Board President or Director General.

Large-Scale Projects (greater than €250,000 but less than €2.5M)

- Submit **Concept Note**, **Business Case/Project Plan**, **Proposal/Project Budget**, and a **2-min video***.
- One MSF Operational Directorate (OCA, OCB, OCBA, OCG, OCP, WaCA) must actively agree to sponsor the proposed project, and at least two other ODs must formally express support prior to submitting the proposed project idea to the TIC.
- A **Proposal Sponsorship Form** must be completed and signed by both the OD sponsor and the OD supports for the project. Signatures are required from both the OD sponsor and the OD supports. Signatories should be the OD Director General or Board President. The FinDir and iPMO teams of the sponsoring OD are required to review the proposal before final submission to the TIC.

Very-Large-Scale Projects (€2.5M and greater)

- Submit **Concept Note**, **Business Case/Project Plan**, **Proposal/Project Budget**, and a **2-min video***.
- One MSF Operational Directorate (OCA, OCB, OCBA, OCG, OCP, WaCA) must actively agree to sponsor the proposed project, and at least two other ODs must formally express support prior to submitting the proposed project idea to the TIC.
- A **Proposal Sponsorship Form** must be completed and signed by both the OD sponsor and the OD supports for the project. Signatures are required from both the OD sponsor and the OD supports. Signatories should be the OD Director General or Board President. The FinDir and iPMO teams of the sponsoring OD are required to review the proposal before final submission to the TIC.

*The 2-minute video should be regarded as an informational tool (rather than a marketing tool), to give the TIC Secretariat and the Selection Committee a quick overview of the project and a chance to introduce the project team. The 2-minute video is required for all projects that have been reviewed by the TIC Secretariat. For an example of a 2-min video that has been submitted to the TIC, take a look at the following link. Please use one of the following platforms to submit your video: Vimeo, Prezi, YouTube or PowerPoint.

Once complete, please submit the required documentation to the TIC Secretariat at:TIC@msf.org.

VALIDATE

- The TIC Secretariat will provide a preliminary review of proposals (once Section/OD support is obtained). Written feedback will be provided to applicants within 2-3 days of the submission deadline.
- Applicants will be given approximately one week to revise proposals based on feedback, and asked to provide a 2-minute video (if not already provided).

EVALUATE

The TIC Selection Committee will evaluate proposals on an ongoing basis (every 6-8 weeks) against the **criteria for selecting proposals and guiding practices**. Please see list of submission deadlines and Selection Committee meeting dates **here**.

Selection Committee members will read all Concept Notes for both incubator (small-scale) and large-scale projects. Only project leads assigned to large-scale and very-large-scale projects will read the Business Cases.

Large-Scale and Very-Large-Scale project teams will be asked to be on standby for a 15-min Q&A during the Selection Committee Meeting. Applicants are advised to attend these sessions along with the project team, supporters/sponsors, leads, etc.

- **For Incubator Idea projects**, the TIC Selection Committee is the decision-making body. The Committee will review and evaluate the proposal. Potential outcomes include: Approved, Conditionally Approved, Request for Re-submission, or Decline to Approve.

- **For Large-Scale and Very-Large-Scale projects**, the TIC Selection Committee will review and evaluate the proposal. Outcomes could include Recommend Approve, Recommend Conditional Approval, Request for Re-submission or Decline to Approve. The Core ExCom will review and vote on proposal approval, taking into consideration the Selection Committee's rating and feedback. A two-thirds majority is required to approve large-scale and very-large-scale proposals.

  For Very-Large-Scale projects an additional step is required: If recommended by the TIC Selection Committee and approved by the Core ExCom, the Business Case will be sent to the Full ExCom and a webinar will be organized to articulate content and respond to any questions. Following this, a request will be sent to the Full ExCom for an off-line decision with two-thirds majority required for approval.

FEEDBACK

Calls with applicants will be set up to review Selection Committee feedback within one week following the Selection Committee meeting. Written feedback will be provided to the applicant after feedback call.

NOTE: Applicants are required to attend these sessions along with the project team, supporters/sponsors, leads, etc.

If you have any questions or ideas for project proposals that spring up at any time, please let the TIC know. We are interested to hear from you and would be happy to guide you with your applications at any stage.