

## TIC Application Process



### APPLY

*Incubator Ideas (under €250,000)*

Submit 2-page [Concept Note](#), along with 2-min video.

Ensure one MSF Section's support/endorsement prior to submission. A [Board Support Form](#) must be completed. A signature is also required from one of the following: Board President, Board TIC representative or Director General.

*Large Scale Proposals (over €250,000)*

Submit [Concept Note and Business Case/Project Plan](#), along with 2-min video.

One MSF Operational Centre (OCA, OCB, OCBA, OCG, OCP) must actively agree to sponsor the proposed project, and at least one other OC must formally express its support prior to submitting the proposed project idea to the TIC. The remaining OCs have veto power. Signatures are required from both the OC sponsor and the OC support for the project. Signatories should be the OC Director General or the OC Board President.

Once complete, please submit the required documentation to the TIC Secretariat at: [TIC@msf.org](mailto:TIC@msf.org).



### VALIDATE

TIC Secretariat will provide a preliminary review of proposals (once Board/OC support/endorsement 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

Selection Committee will evaluate proposals on an ongoing basis (every 6-8 weeks) against the [criteria for selecting proposals and guiding practices](#).

\* Large-scale project teams will be asked to be on standby for a 15-min Q&A with Selection Committee. Applicants are advised to attend these sessions along with the project team, supporters/sponsors, leads, etc., if possible.

NOTE: See [dates and deadlines](#) for a list of submission deadlines and Selection Committee review dates.

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

As the decision-making body, the Selection Committee will determine whether proposals are either: approved, not accepted or re-submitted (requiring additional work before re-submission).

Final review and sign-off of Selection Committee recommendations on large-scale proposals will be provided by the Executive Committee.



### FEEDBACK

Calls with applicants will be set up to review Selection Committee feedback within one week of the Selection Committee and Executive Committee review.

Follow up through written feedback will be provided to the applicant after feedback call.

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

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.