**Transformational Investment Capacity (TIC)**

**Proposal Sponsorship Form**

*TIC Website:* [*msf-transformation.org*](http://msf-transformation.org/)*TIC Email:* [*TIC@msf.org*](mailto:Kathleen.corey@toronto.msf.org) *TIC SharePoint:* [*Site*](https://msfintl.sharepoint.com/sites/msfintlcommunities/tic/Guidelines/Forms/AllItems.aspx?id=%2Fsites%2Fmsfintlcommunities%2Ftic%2FGuidelines%2F2%2E%20Approved%20Project%20Templates&viewid=9e4292ea%2D5616%2D4645%2D8eeb%2Dec7695a50e4c)**Top of Form**

TIC Idea Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSF Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive / Board Entity and Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive / Board Contact Information: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Idea Category** HR/Learning Operations Improvement/Technology Medical R&D Efficiency Other (describe) a

**Investment Amount Requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUROs Project Length (months/years): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** For large-scale proposals, the FinDir and iPMO teams of the sponsoring OD are required to review the proposal before final submission to the TIC.

**TIC Sponsorship Role and Responsibilities**

*The role of the Project Sponsor is to support TIC projects in reaching their intended goals through project leadership and strong governance. By Sponsoring projects, the executive or board:*

* *Is accountable and responsible for appropriate project governance and fiduciary/financial management*
* *Serves as a champion for the project, supporting buy-in to the project and its outputs and outcomes*
* *Chairs/participates on the project Steering Committee*
* *Provides oversight for the Project Lead/Manager*
* *Provides the required support to the project team in terms of HR oversight and support including:*
  + *recruiting project team members*
  + *contracting and onboarding*
  + *payroll and invoices*
  + *hosting TIC project team members (physical location of team)*
  + *administrative management and support*
  + *travel support*
  + *IT support*
  + *fundraising (support to earmarked donations if applicable)*
* *Ensures access to field projects (either directly or through an OD) and the involvement of other MSF sections and entities (if applicable)*
* *Supports transition to Business-as-Usual and scale-up*
* *Is informed of potential post TIC project operational resource requirements as per the TIC Project Budget.*

**TIC Supporter Role and Responsibilities***The role of the Supporting entity is to support the Sponsoring entity and the TIC Project in championing the project. By supporting the project, the executive or board may:*

* *Participate in the project Steering Committee or Advisory Group*
* *Host project team members*
* *Provide access to field projects and operations staff (directly or indirectly through an OD)*
* *Support with field testing of products and services*
* *Implement final products and services*
* *Connect project with key stakeholders and subject matter experts*
* *Support scale-up and transition to Business-as-Usual*
* *Is informed of potential post TIC project operational resource requirements as per the TIC Project Budget.*

*For more information, please see the* [*TIC User Guide Chapter 2: Defining TIC Proposal Sponsorship and Governance Process*](https://msfintl.sharepoint.com/sites/msfintlcommunities/tic/Guidelines/2022%2010%2007%20TIC%20User%20Guide.docx?web=1#Chapter2)

**Applicant Reference** *(Applicant relationship to MSF, experience level, character reference, ability to execute on the project, experience in planning and conducting projects, strength of team*

**Proposal Thoroughness** *(Clearly articulated problem statement, clearly defined impact/benefit statement, implementation thought through, use of funds clearly articulated)*

**Linkages to Field, Beneficiaries and/or Office** *(If field, beneficiary population and/or office engagement are required, how would the applicant access the populations / communities /offices required?)*

**For large and very large-scale proposals, Sponsor Consultation with the relevant Platform\*** *(Have you had discussions with the relevant Platform e.g., DirMed, FinDir, ESCC, DirLog, ISM, etc., and what was the feedback?)*

**\*** *For “Medical TICs” encompassing Medical R&D (treatment, diagnostics, R&D model) and non-medical TICs having a direct impact on medical staff, TIC Projects may require medical team participation, including for Steering Committee and that there may be a working group on the subject.*

**Reasons for Executive / Board Sponsorship** *(Rationale for sponsoring / not sponsoring the proposal)*

**Executive Board Decision:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sponsors, requests resubmission, does not support)

**Sponsor Name, Role, and Signature**[[1]](#footnote-1)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OD Support Name, Role, and Signature** (large-scale and very large-scale TICs only)2**:**

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**OD Support Name, Role, and Signature** (large-scale and very large-scale TICs only)2**:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit the complete form to:** [**TIC@msf.org**](mailto:TIC@msf.org)**.**

1. For incubator, a signature is required from one of the following: Board President, OD/PS General Director, or MSF International Secretary General”. For Large- very Large-Scale, signatories should be the General Director or Board president of the OD Sponsor”.

   2Signatories must be an OD Director General or OD Board President for Large and Very-Large-Scale Proposals [↑](#footnote-ref-1)