**Transformational Investment Capacity (TIC)**

**Incubator Proposal Sponsorship Form**

*TIC Website:* [*msf-transformation.org*](http://msf-transformation.org/)*TIC Email:* *TIC@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)

|  |  |
| --- | --- |
| **Project title:** | **Date:** |
| **Submitter name:** | **MSF affiliation:** |
| **Sponsoring entity:** | **Sponsor name & role:** |
| *NOTE: Sponsorship and signature is required from one of the following: Board President, OD/PS General Director, or MSF International Secretary General. For* ***Access Fund proposals****, MSF Access Executive Director can sponsor. For non-common priorities, 1 OD is required to support.* |
| **Budget requested (Euros):** | **Project length:**  |
| **Project category** [ ] HR/Learning [ ] Operations Improvement/Technology [ ] Medical R&D [ ] Efficiency [ ] Access [ ] Other (describe) |
| For **Access Fund proposals:** MSF Access must provide an informed opinion on all Access Fund proposals. Please confirm this has been obtained: [ ] Yes[ ] No |
| For **Access Fund proposals:** If the project relates to a non-common priority, please provide details of supporting OD below  |
| **Supporting OD:** | **Supporter name & role:** |

**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 a TIC project, the Executive Director or board President:*

* *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 (or delegates) 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 (if applicable) 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 supporting entity 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/%3Aw%3A/r/sites/msfintlcommunities/tic/Guidelines/1.%20Guidelines/TIC%20User%20Guide%20V2.1%20-%20April%202024.docx?d=w90d75fcd4cbf4e44bc4abb16a43ba18b&csf=1&web=1&e=bhXEdv)

**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, populations supported by MSF, and/or office** *How will the applicant access the populations / communities /offices required?*

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

**Sponsorship entity decision:** (sponsors, requests resubmission, does not support):

**Sponsor name, role, and signature:**

**For MSF Access non-common priorities, OD support name, role, and signature:**

**Please submit the completed form to:** **TIC@msf.org****.**