Guidance for IOSH Project Applications – Joint Project Approval Process (JPAP)

IOSH has introduced a process for reviewing and assessing all project proposals made by members and external applicants. We have done this to ensure that a consistent and transparent approach is taken to project approvals and that they are assessed against our strategy to ensure that all projects deliver IOSH's Vision.

What should be submitted via this process (criteria)?

For IOSH Members and Networks

Any activity you plan to undertake which is outside of normal Branch meetings and Group activities and:

- cannot be funded through your Branch/Group budget and
- will take more than 3 months to deliver (conception to completion) and
- will require input/support from IOSH central

For details on the type of project to put through the process, please speak to your Relationship Manager (RM) in the first instance. Likely examples include things such as publications, training products, web products such as toolkits.

If members have an idea, they should seek the support of their local Branch or Group, rather than submit as an individual. This helps to ensure the success of a project through continued support to completion.

For Non-Members

If you have an idea for a project, publication or are seeking IOSH support in some other way, you should follow this process.

Outcome

Each application is assessed and scored against set criteria (which reflect the questions asked in application).

The outcome of the assessment will be communicated in writing within 10 working days of the review panel and will provide feedback and the decision of the assessment panel. The decision will be one of the following:

Unsuccessful – take no further

Potential – review, refine and resubmit

Approved – goes into next stage (tbc)

When does the assessment panel meet and when to submit your application?

Applications will be reviewed on a quarterly basis, with deadlines for submission the end of the preceding month:

JPAP Meeting	Deadline for submission
January	End of December
April	End of March
July	End of June
October	End of September

Are you ready to complete the application?

Please complete the self-assessment questionnaire **before** completing the full application form. The questionnaire will help you identify if you have all the information needed to successfully complete the application form. This is an important step to help make your application as strong as possible. If you want help on the self-assessment please speak with your Relationship Manager in the first instance.

Completing the application form

The application form is not designed to be a full project initiation document (PID) but to provide enough information for us to understand and assess the project/idea. You should limit your application to this form. We would not generally expect to see any additional paperwork, except for question 12.

The questions are self-explanatory but here are a few extra pointers to consider:

Question 1

This provides an overview of the idea/project and why you think it is needed. It should consider outputs and audience. Audience may be sector related and/or geographic. Remember that we are a global organisation with global members.

Question 2

Provides us with your view of how long you think the project will take.

Question 3

What do you want from IOSH? Simply stating 'support' is not sufficient for an assessment to be made of the potential resources required.

Question 4

A project must have defined outcomes.

Question 5

What evidence have you got to support the idea? You should also detail here what research you have carried out to identify other similar ideas, have you undertaken a member survey? – is this something unique and new?

Question 6

This should be detailed against one (two or three) of the three broad aims of the IOSH Work 2022 Strategy – Enhance, Collaborate and Influence, plus any of the specific programmes that it aligns to.

Question 7

We will need to evaluate any project for impact or potential return on investment, so what does success look like and how will we measure it?

Question 8

Resource needs (including other people involved) but remember this is not just for the project – what will be required for ongoing maintenance or updates? Who will do this? Estimated costs should be included, making clear where IOSH is being asked for the funding

Question 9

This should detail if any fees are simply to cover costs, or whether it is planned to be revenue generating

Question 10 a – d

These are only to be completed by IOSH Network applicants

Question 11

As the submitter of the application you should provide details of your role and why you are suited to that role. This should also include how you will resource the project if it is approved. For example, how much time would you realistically be able to dedicate to the project?

Question 12

If you have identified a partner for this project, you should attach evidence of their support / agreement. This should also outline any expectations around fees, intellectual property or other contractual considerations.

Question 13

This must be completed if you are proposing any technical content i.e. training, publication, tools. Target audience should be as specific as possible – membership category or demographic for instance.

The learning level should be detailed either against Bloom's Taxonomy, UK Qualifications and Credit Framework (QCF), European Qualifications Framework (EQF) or equivalent and the learning outcomes clearly defined.

Submitting the application

Applications should be submitted to the JPAP administrator, currently Pratibha Parmar – Pratibha.parmar@iosh.com