

NHS Cancer Programme Innovation Open Call – Evaluation Templates Guidance

The purpose of this document is to provide guidance for using and completing the evaluation template documents.

Evaluation templates				
	1. Scoping plan	2. Logic model	3. Specification of requirements	4. Evaluation plan
Purpose	To support you to scope the evaluation outcomes and themes for your project. This template is a guide to help structure your thinking. It should feed into the evaluation plan and may help to draft the specification of requirements. You may feel the document contains too much detail that you would prefer to ask the evaluation partner to outline instead.	To help you define the questions you want to address, which will inform the design of your evaluation and required resource.	To support you to procure an evaluation partner.	To set out the overall evaluation and the specific methodological approaches to address each of the evaluation questions.
Who should complete this template?	Innovation company	Innovation company and/or evaluation partner	Innovation company	Evaluation partner
When should this be competed?	As part of your project development and before the procurement of an evaluation partner. It can be used to feed into the development of the specification of requirements	As part of your project development and your evaluation design.	This can be used as part of the procurement process for an evaluation partner.	Within 3 months of the project start date.
Does this document need to be reviewed by NHS England?	No	No	No	Yes – the evaluation report will be submitted to the NHS Cancer Programme for sign-off.