

# AInL

## Innovation Lab Accreditation

**GUIDEBOOK**

# Global Innovation Institute Accreditation Center

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### Introduction

The GInI Accreditation Center, under the direction of the GInI Accreditation Program, issues formal accreditations to properly-assessed innovation labs, business incubators, accelerator programs, and innovation training programs, as well as endorsements to properly-verified innovations. Accreditation by GInI assures affected stakeholders that these have each been properly assessed, and that their quality and scope conform to GInI's accreditations standards.

GInI is fully committed to pursuing excellence and continuous improvement in all of the activities relating to its accreditation program. Accordingly, this guidebook sets forth the policies, procedures, and standards used to assess the quality and scope of the entities seeking GInI accreditation.

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## The Benefits of Innovation Lab Accreditation

Given the growing economic pressures and accelerating pace of change in the world, there is a clear trend within business organizations to establish effective Innovation Labs – facilities focused explicitly on helping these organizations create new waves of growth and leadership in their markets. These labs must be fully capable of leading the charge forward into the unknown... successfully pursuing whatever is ‘next’ for these organizations.

But how do business organizations know that their Innovation Labs have the right capabilities for doing this? How can they be assured that their Innovation Labs are able to lead them into the future in the best possible ways? And how do they know that they have captured world-class practices in the design and operation of these labs? It is for this reason that a credible and reliable accreditation standard is required.

The **GInI Innovation Lab Accreditation** is such a credible and reliable accreditation standard – a means by which organizations can develop the confidence and assurance they need surrounding the design, operation, and capabilities of their Innovation Labs. The GInI Innovation Lab Accreditation stands alone as the only such standard in the world, setting forth the benchmark against which all world-class Innovation Labs must aspire.

**Accreditation of an Innovation Lab by the GInI Accreditation Center thus offers several valuable benefits:**

- Confidence that the design, operation, and capabilities of their Innovation Labs are optimized for their organization and its unique strategies.
- Affirmation of the organization’s ongoing commitment to market leadership and business impact.
- Peer recognition for achievement to a globally-recognized benchmark standard.

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## GInI Accreditation Eligibility – Compliance Demonstration

In order for an Innovation Lab to be eligible for GInI accreditation, it must be able to demonstrate full compliance to GInI’s **eligibility requirements**, as outlined below.

Compliance to these requirements is demonstrated through an independent third-party assessment process utilizing a GInI Authorized Innovation Assessor®, or AIInA®. This process is explained below.

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## GInI Accreditation Eligibility Requirements

In order for an Innovation Lab to be *eligible* for GInI accreditation, it must be able to demonstrate full compliance to **all** of GInI's Innovation Lab **Accreditation Eligibility Requirements**.

What this means is that, per the *Innovation Lab Assessment Tool* used, the lab must have all of the requisite Innovation Lab and Innovation Program elements in place – according to the following requirements list and each element's respective check points.

Element	Mandatory Check Points	Optional Check Points
<b><u>Foundation &amp; Strategy</u></b>		
• The culture & history of innovation in the organization	2	1
• The organization's innovation strategy & portfolio	3	0
• The organization's metrics for innovation success	1	0
<b><u>Hard Lab – Physical Infrastructure</u></b>		
• Safety & building code compliance	2	0
• General application & usage	11	5
• Design facilities	5	0
• External design resources	0	1
• User & design research facilities	0	5
• Prototyping facilities	5	2
• External prototyping resources	0	1
• Testing & experimentation facilities	4	2
• External testing resources	0	1
• Advanced design elements	3	4
• Environmental considerations	3	0
<b><u>Soft Lab – Innovation Group</u></b>		
• The organization's core innovation group	4	2
• Ownership, oversight, and management of the innovation lab	1	0
• Operating budget	1	0
• Training program	1	0
<b>TOTAL</b>	<b>46</b>	<b>24</b>

# The Accreditation Process for Innovation Labs

## Basis for Assessment

The GInI Innovation Lab Accreditation is an **all-or-nothing assessment-based accreditation**.

This means the determination of whether or not to issue **accreditation** is based not on achieving a certain score, but rather on having in place all of the elements required by GInI. The assessment associated with the accreditation is therefore an overall *binary assessment* – **pass or fail**.

## The On Site Assessment

In order to secure accreditation, the applicant organization must engage and work through a GInI **Authorized Training & Assessment Provider**<sup>®</sup> (ATAP<sup>®</sup>), who will in turn engage at least one (1) external GInI **Authorized Innovation Assessor**<sup>®</sup> (AIInA<sup>®</sup>) to come to the Innovation Lab and conduct a walking assessment of the Lab, the Innovation Group, and certain aspects of the organization itself.

Once the Assessor has completed their assessment, they will compile a standardized **report** and submit to GInI. Based on the Assessor's **findings**, GInI will then make the determination of whether or not to issue the Innovation Lab Accreditation.

The assessment will be conducted **live** inside the Innovation Lab, such that over the course of working through the assessment questions the Assessor will tour throughout the lab – potentially multiple times.

In relation to certain questions that will be addressed (known as the *Soft Lab questions*), the Assessor will expect to engage with **front-line workers**. This aids in ensuring proper transparency and objectivity in the assessment.

The typical in-lab assessment generally requires **one working day** to complete. Thereafter the AIInA<sup>®</sup> will invest additional time in compiling and submitting their final report to GInI.

**Prior** to conducting the formal on-site assessment, the ATAP<sup>®</sup> will provide the applicant organization with a copy of the **InLAAT questionnaire** – so that it can adequately prepare for the assessment ahead of time. This gives the organization an opportunity to prepare clear evidence of its answers to each of the questions posed.

## Pre-Assessments

If desired, the applicant organization may also engage an AIInA<sup>®</sup> to conduct a **pre-assessment** of its Innovation Lab prior to the formal assessment – so as to improve its confidence in passing the formal assessment once it occurs. Pre-assessments do not have to be coordinated through an ATAP<sup>®</sup>, though doing so is recommended.

## **The GInI Innovation Lab Assessment Tool & Questions**

The assessment tool associated with GInI Innovation Lab Accreditation – known as the **Innovation Lab Accreditation Assessment Tool**, or **InLAAT** – is comprised of **70 questions**, grouped into **four (4) core areas**, namely:

- 1. Foundation & Strategy**
- 2. Hard Lab** – physical infrastructure
- 3. Soft Lab** – innovation group
- 4. Lab Management.**

Each set of questions will be addressed in its entirety.

Given the **binary nature** of the GInI Innovation Lab Accreditation, **all** of the assessment questions must be answered in the affirmative in order for the Innovation Lab to qualify for GInI accreditation. Each question will be answered with an understanding of the organization and its desired outcomes for Innovation. In order for any question to be answered in the affirmative, the organization must provide the Assessor with clear evidence that the answer is, in fact, affirmative.

Twenty-Four (24) of the 70 questions allow for a ‘not applicable’ answer. The determination of whether or not an area is ‘not applicable’ rests solely with the Assessor, and not with the organization, though the organization should explain why they believe an area is not applicable if they do so believe.

If any question cannot be answered in the affirmative, the remainder of the questions will still be addressed, such that the Assessor may issue their final report indicating the full list of elements preventing the lab from achieving GInI accreditation.

In either case of passing or failing the assessment, GInI will forward to the organization a copy of the Assessor’s final report – known as the **Innovation Lab Accreditation Assessment Report**, or **InLAAR**. The organization will receive this report directly from GInI only, and not from the AlnA®. If questions arise out of the report however, the organization may contact the AlnA® to seek clarification.

## Conditional Assessor Approval

In certain cases, an Innovation Lab that has been assessed but did not fully pass will be granted a temporary conditional approval by the Assessor.

What this means is that the lab was close to passing, but was still deficit in certain areas, and that if the organization can submit appropriate documentation to the Assessor within a period of **three (3) months** verifying that these deficit areas have in fact been rectified, so that the Assessor can then use it to issue a full 'pass' to the lab, they will do so.

This implies that the Assessor will not submit their final report to GInI *right away*, but will instead wait upon the applicant organization to provide this documented evidence. Once the Assessor has received this evidence and has updated their report accordingly, then they will submit the final report to GInI for review and processing, together with the organization's Accreditation Application Fee.

If the applicant organization fails to submit this documented evidence to the Assessor within this three (3) month period, then the Assessor will consider the assessment to have been a 'fail' and will not submit their report to GInI, though they will issue it to the applicant organization.

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## Application Fee / Renewal Process / Maintenance Fee

### Application Fee for Initial GInI Innovation Lab Accreditation

The **initial fee** for GInI Innovation Lab Accreditation is **3,500 USD**.

This is to be remitted to GInI at the same time as the Assessor submits their final assessment report – the InLAAR – to GInI. Upon request, GInI will issue an invoice to the applicant organization for this fee.

### Biennial Re-Assessment / Re-Accreditation

In order to **maintain** ongoing GInI Innovation Lab accreditation, Accredited Innovation Labs must submit to a **biennial** (every two years) **re-assessment** using the same process as the *initial* assessment.

Failure to secure a biennial re-assessment will result in the **expiration** and **suspension** of that Lab's accreditation, until such time as it submits to a new assessment and becomes **re-accredited**.

### Maintenance Fee for Continued GInI Innovation Lab Accreditation

The **biennial maintenance fee** to maintain GInI Innovation Lab Accreditation is **3,500 USD**, to be paid every two years upon re-assessment.

This is to be remitted to GInI at the same time as the Assessor submits their final re-assessment report – the InLAAR – to GInI. Upon request, GInI will issue an invoice to the applicant organization for this fee.

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## Disclaimer Concerning GInI Accreditation

GInI's accreditation of an organization's **Innovation Lab** is not an accreditation of that organization in its entirety.

GInI reserves the right to accredit the Innovation Lab of any organization without regard for their competitive status with other organizations whose Innovation Labs GInI may have also accredited, or may accredit in the future.



## About Global Innovation Institute

Global Innovation Institute (GInI) is the world's leading professional certification, business accreditation, and membership organization in the field of innovation.

The Institute aims to advance individual careers and transform organizational achievements by advancing the profession of innovation leadership. It does this through its globally recognized standards, tools, publications, resources, professional development courses, certifications, applied research, and networking opportunities.

Learn more at: [www.gini.org](http://www.gini.org).

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