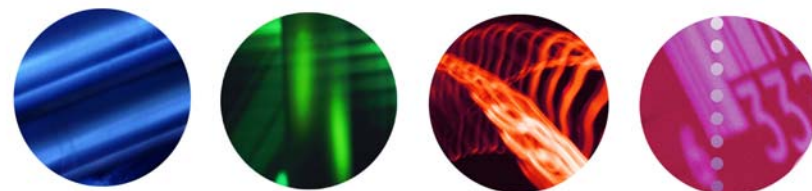


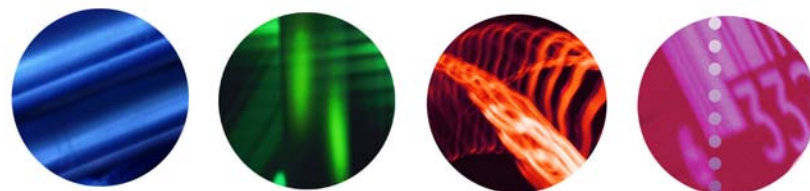
# Guide to Submitting a JISC Bid

**Alice Colban  
Policy Team  
JISC Executive**



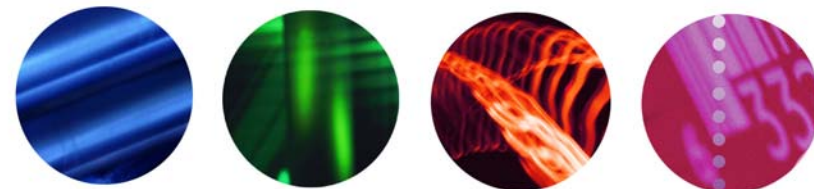
**Supporting further and higher education**

- Initial Scoping Stage
- Terms & Conditions
- Structure of Bid
- Budget
- Evaluation Criteria
- Checklist for Final Stages
- Evaluation Process



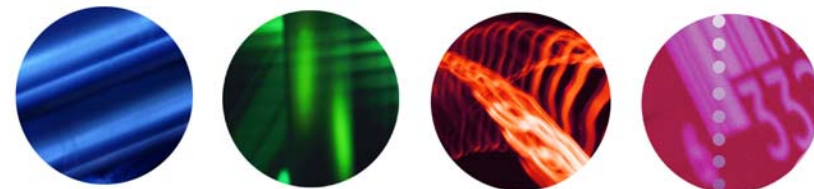
# Initial Scoping Stage

- Consider institutional needs in digital preservation
- Ensure project ideas are within scope & clearly address 1 or more of the 3 themes
- Consider options for project partners
- Clarify project outputs
- Ensure outputs will be of wider benefit to the FE and HE communities
- Ensure outputs contribute to achieving JISC's strategic aims



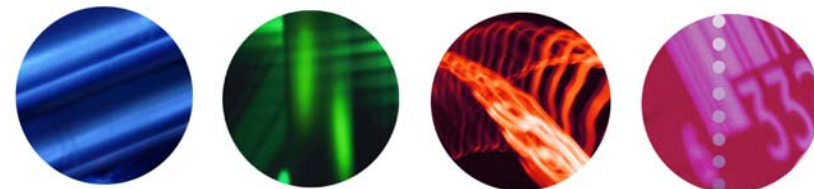
# Terms & Conditions

- Read JISC Project Management Guidelines & Terms & Conditions of Grant
- Secure institutional support & funding commitment at a high level
- Ensure proposed project within timeframe specified (max. 2 years from beg. Oct 04)
- Ensure budget requested from JISC takes account of specified guidelines (£50,000 - £150,000 in total)



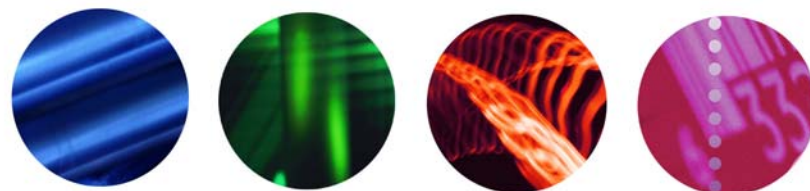
# Structure of Bid

- Introduction/Outline
- Project Description (project plan, deliverables, project management, wider benefit to community, risks, dissemination, evaluation, sustainability, IPR)
- Budget (see next 2 slides)
- Key personnel (indicate where plan to advertise)
- Contact(s)



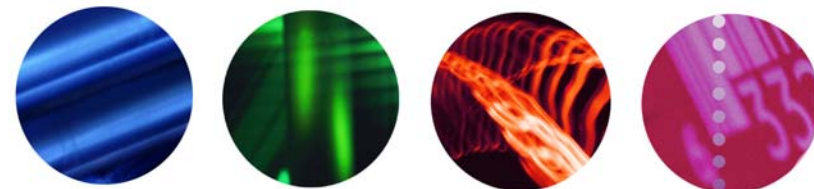
# Budget

- Ensure budget is clear & detailed, clarifying total cost to JISC
- Breakdown across academic years (August – July) & work package
- Staff costs: proportion of time, include salary increases
- Travel & subsistence, consumables
- Dissemination & embedding
- Evaluation



# Institutional Contribution

- Overheads  
(space, heating, lighting)
- Staff resources  
(HR time, Finance dept.)
- Use of equipment & software
- Other contributions
- Cost these into the bid to demonstrate the added value the institution(s) bringing

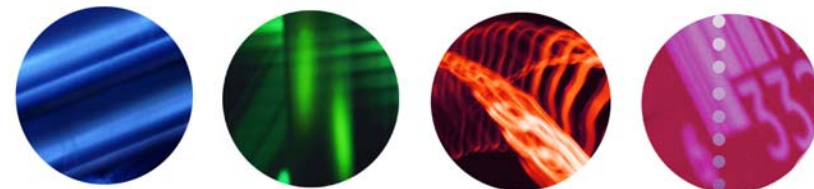


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# Evaluation Criteria

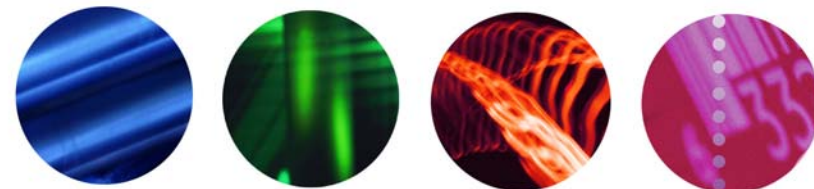
## EVALUTION CRITERIA WEIGHTED

- Quality of proposal & workplan
- Impact & wider value to FE/HE
- Openness, dissemination, evaluation
- Value for money
- Previous experience & evidence of the project team's understanding



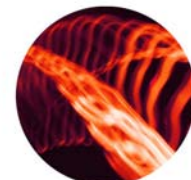
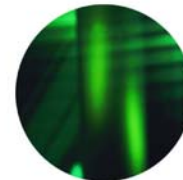
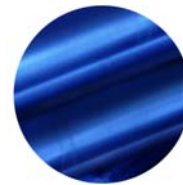
# Checklist for Final Stages

- Check deadline (12 noon, Wed 21 July 04)
- Letter(s) of support from senior mgmnt
- Cover Sheet
- Main body of proposal - max. 10 single-sided A4 sheets (do not exceed)
- Optional appendices, e.g. staff CVs
- Hard copy & electronic copy by deadline
- Do not rely on first class post!



# Evaluation Process

- Expert Evaluation Panel
- 2-3 markers per bid using formal marksheet & guidance
- Executive analyse marks
- Evaluation panel meeting
- Funding endorsement
- Communicate decisions to bidders (envisaged late August)



- **Copy of the Circular**

[http://www.jisc.ac.uk/index.cfm?name=funding\\_circular4\\_04](http://www.jisc.ac.uk/index.cfm?name=funding_circular4_04)

- **JISC Strategy**

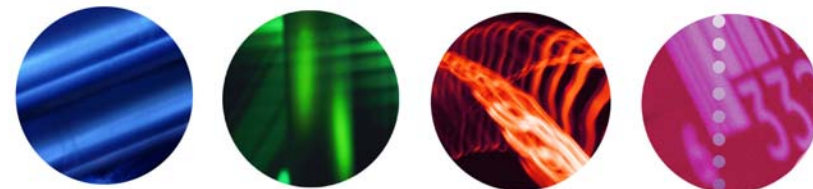
[http://www.jisc.ac.uk/index.cfm?name=strategy\\_jisc\\_04\\_06](http://www.jisc.ac.uk/index.cfm?name=strategy_jisc_04_06)

- **Project Management Guidelines**

[http://www.jisc.ac.uk/proj\\_manguide.html](http://www.jisc.ac.uk/proj_manguide.html)

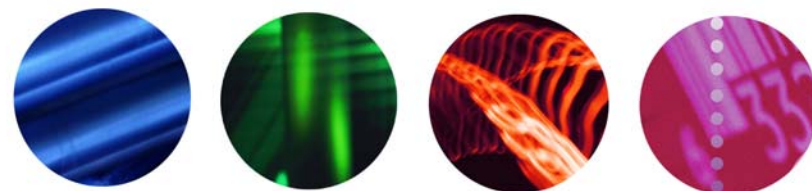
- **Terms & Conditions of Grant**

[http://www.jisc.ac.uk/proj\\_tocgrants.html](http://www.jisc.ac.uk/proj_tocgrants.html)



## Guide to Submitting a JISC Bid

Any Questions?



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