

## **JISC Circular 4/04: Full Text**

### **Call for Projects in Supporting Institutional Digital Preservation and Asset Management**

**June 2004**

**Sent To: Heads of Further and Higher Education Institutions funded by the English, Scottish and Welsh HEFCs and FEFCs and by DEL, Northern Ireland**

**Of Interest To: Directors of Information Services and Systems  
Librarians and Archivists  
Learning Resource Managers  
Principal Investigators in Research Teams  
Heads of National Data Services and Data Centres  
Heads of National and Regional e-science Centres**

#### **Introduction**

1. This circular invites further and higher education institutions to submit funding proposals for projects in institutional digital preservation and asset management, with a specific focus on strategies and procedures for long-term digital preservation and asset management. This will encompass a wide range of activities, including institutional management support, the development of digital preservation assessment tools, and institutional repository infrastructure.
2. Funding is available on a scale of £700,000 over two years (up to £350,000 p.a.) from the date of award. Shorter projects offering early payback in the form of deliverables which can be used / tested in practice (or by other projects in the programme) are also welcome and will be favourably considered. As a general guideline it is anticipated that most projects will be awarded funding of between £50,000 and £150,000 depending on the extent and complexity of the work involved, although exceptional cases will also be considered.
3. The deadline for receipt of proposals is **12 noon on Wednesday 21<sup>st</sup> July 2004**. Projects should commence not later than 4<sup>th</sup> October 2004. A town meeting will be held in London on the morning of **Tuesday 29<sup>th</sup> June 2004** to provide a forum for discussion of the call and its subject matter. Institutions need to register to attend this free event.

#### **Why Digital Preservation is Important for your Institution**

4. Preservation of digital resources is of increasing importance for a wide range of activities within the UK HE/FE and research community. The sector invests substantially in licensing electronic content and creating digital resources of various types. Much of the institutional knowledge base and intellectual assets are now in digital form. There is however a growing realisation that this investment is threatened as the enduring accessibility of the digital resources into the future is far from assured. Due to their dependence on a rapidly changing technological infrastructure, digital resources are significantly less permanent than their paper-based equivalents. Preservation is therefore a more immediate issue for digital resources.

#### **Background and Context**

5. Long-term preservation and access to scholarly and education materials that are central to the HE/FE community is an important strategic area for the JISC. Working together with other bodies, the JISC has been leading the work of tackling the complex issues and challenges of digital preservation which are exceptionally difficult for institutions to address individually. Guided by the

JISC Continuing Access and Digital Preservation Strategy<sup>1</sup>, much has been achieved through a digital preservation and records management programme<sup>2</sup>, which consists of a series of studies and community calls, as well as national initiatives such as the Digital Preservation Coalition<sup>3</sup>, the Arts and Humanities Data Service<sup>4</sup>, and the recently funded Digital Curation Centre.<sup>5</sup>

6. Over the past few years, the JISC has funded a series of feasibility studies which aim to assess the preservation risk and retention criteria for digital content and to help inform and prioritise the development of future services and calls in digital preservation. These studies were focused on the archiving of e-journals, web resources, e-prints, e-learning objects and materials, file format representation and rendering, and e-science data.<sup>6</sup> Further feasibility studies addressing sound and image content are planned to take place in 2004/05 AY. Recommendations made by these studies, which are not covered by other JISC development activities, will be considered and taken forward by this call.
7. Activities initiated by recommendations of the previous studies (outside this call) include the recent invitation to tender for a four month study to undertake a technical appraisal of the LOCKSS system and its potential UK applications, as recommended by the e-journal archiving study,<sup>7</sup> and the formation of the UK Web-Archiving Consortium, which takes forward the recommendations of the web-archiving feasibility study.<sup>8</sup> JISC is a founder member of the Consortium. Findings and experiences from these projects will become valuable input for projects that are going to be funded under this call.
8. Supporting institutions in long-term digital asset management and preservation forms a central theme of JISC's Digital Preservation and Records Management Programme. The first community call within the programme funded 17 projects in 2003 (through Circular 9/02)<sup>9</sup> and focused on institutional records management. The aim was to help both FE and HE institutions to implement institutional records management programmes that will meet the requirements of the Freedom of Information Act (2000) and conform to established good practice for the management of records and digital assets throughout their lifecycle. The programme is now complete and has been well received by the community.<sup>10</sup> Complementing the first call and aiming to establish a basis for further development of institutional strategies and policies for long-term digital preservation and asset management, this call will focus on other digital assets being held in institutions or national

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<sup>1</sup> "A Continuing Access and Digital Preservation Strategy for the Joint Information Systems Committee (JISC) 2002-2005", [http://www.jisc.ac.uk/index.cfm?name=pres\\_continuing](http://www.jisc.ac.uk/index.cfm?name=pres_continuing)

<sup>2</sup> [http://www.jisc.ac.uk/index.cfm?name=programme\\_preservation](http://www.jisc.ac.uk/index.cfm?name=programme_preservation)

<sup>3</sup> <http://www.dpconline.org>

<sup>4</sup> <http://www.ahds.ac.uk>

<sup>5</sup> <http://www.dcc.ac.uk>

<sup>6</sup> See [http://www.jisc.ac.uk/index.cfm?name=programme\\_preservation](http://www.jisc.ac.uk/index.cfm?name=programme_preservation) for reports of the respective studies. The final report of the study on the long-term retention and re-use for e-Learning objects and materials is not yet available. However, a draft version of the report is available upon request.

<sup>7</sup> LOCKSS stands for LOTS OF COPIES KEEP STUFF SAFE. It is a tool developed by the Stanford-based archiving/access initiative of the same name, which enables academic libraries to provide continuing access to licensed e-journals. The purpose of this study is to analyse the full technical aspects of LOCKSS, to assess its sustainability as a long term archiving solution and its potential role for preserving UK content. The study will also look at the support necessary to implement the system in the UK and to ensure its continuing development and sustainability. The study will be undertaken from June – September/October 2004. A full copy of the ITT can be found at [http://www.jisc.ac.uk/index.cfm?name=funding\\_lockss](http://www.jisc.ac.uk/index.cfm?name=funding_lockss).

<sup>8</sup> [http://www.jisc.ac.uk/uploaded\\_documents/archiving\\_feasibility.pdf](http://www.jisc.ac.uk/uploaded_documents/archiving_feasibility.pdf)

JISC is a founder member of the consortium, together with The National Archive, The British Library, The Wellcome Trust, The National Library of Wales and the National Library of Scotland. By sharing software, hardware, and the technical development and support, the Consortium will work collaboratively on a test-bed for selective archiving of UK websites, and investigate the issues of selection and the technical challenges involved. Approximately 6,000 websites will be collected and archived during the project.

<sup>9</sup> [http://www.jisc.ac.uk/index.cfm?name=circular\\_9\\_02](http://www.jisc.ac.uk/index.cfm?name=circular_9_02)

<sup>10</sup> Details on the programme and the funded projects can be found at [http://www.jisc.ac.uk/index.cfm?name=programme\\_supporting\\_irm](http://www.jisc.ac.uk/index.cfm?name=programme_supporting_irm)

services; in particular asset types which have been addressed by the previous feasibility studies, including e-journals, web resources, e-prints, e-learning objects and materials and scientific data.

9. The Digital Curation Centre (DCC) was jointly funded by JISC and the e-Science Core Programme in early 2004 to support UK institutions and national, regional, or subject services to store, manage and preserve scientific and research data to ensure their enhancement and their continuing long-term use. The aim of the Centre is to provide a national focus for research into curation issues and to promote expertise and good practice, both national and international, for the management of all research outputs in digital format. Projects funded under this call will be required to avoid duplication of effort, to form appropriate links, and to utilise the resources and services being developed by the DCC where appropriate.
10. In addition to the above-mentioned feasibility studies, a cluster of 8 projects funded under JISC's Focus on Access to Institutional Resources (FAIR) Programme<sup>11</sup> are looking at OAI-compliant institutional e-prints and e-theses repositories as mechanisms to allow the submission and sharing of content. Although still in their infancy, repositories allow institutions to manage their digital assets more effectively, and in addition to build in long-term digital preservation handling procedures at the point of deposit. The focus of many repository activities to date however has been on creating repositories, depositing content, promoting discovery and access and/or encouraging the necessary cultural change. Of the currently available open source repository software, Dspace seems to be the only one that has long term digital preservation as a key goal of its development (and there are plans to enhance this aspect of the software).<sup>12</sup> For institutional repositories to be sustainable into the future, it is important to build in the concept of preservation at the outset. Under the FAIR programme, the SHERPA project plans to specifically look into the long-term preservation issues related to institutional e-prints repositories and to share the lessons learned with the community.<sup>13</sup>
11. Collaboration is crucial to digital preservation and it is important that proposals consider collaborative approaches and best practice and expertise in other organisations and sectors where appropriate. The JISC has placed strong emphasis on collaboration in its digital preservation strategy and through its active membership and support of the Digital Preservation Coalition.<sup>14</sup>
12. Standards are equally crucial in developing reliable digital preservation and asset management procedures. The Open Archival Information Systems (OAIS) Reference Model<sup>15</sup> is an accepted ISO standard and a conceptual framework that describes a system designed to preserve and maintain access to digital information over the long term. The OAIS Reference Model can be used as a conceptual foundation for more focused work in digital preservation and provide guidance for institutions in developing archival policy and procedures. Although no technical details are included for setting up a functional system, the Model does provide a starting point for implementation in that it outlines the high-level responsibilities, services and information requirements that any functional system must incorporate.<sup>16</sup> Many leading initiatives world-wide are based on the OAIS Reference Model, e.g. the OCLC Digital Archive Service<sup>17</sup> and the Dutch National Library's Digital Information Archiving Systems (built by IBM).<sup>18</sup> Metadata standards

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<sup>11</sup> [http://www.jisc.ac.uk/index.cfm?name=programme\\_fair](http://www.jisc.ac.uk/index.cfm?name=programme_fair)

<sup>12</sup> See a detailed comparison of open source institutional repository software in Paul Wheatley, *Institutional Repositories in the context of Digital Preservation*, Technology Watch Report 04-02, <http://www.dpconline.org/docs/DPCTWf4word.pdf>

<sup>13</sup> <http://www.sherpa.ac.uk/>

<sup>14</sup> <http://www.dpconline.org/graphics/index.html>

<sup>15</sup> <http://ssdoo.gsfc.nasa.gov/nost/wwwclassic/documents/pdf/CCSDS-650.0-B-1.pdf>

<sup>16</sup> Brian F. Lavoie provides a very good introductory guide on the OAIS Reference Model. <[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)>

<sup>17</sup> <http://www.oclc.org/digitalarchive/default.htm>

<sup>18</sup> <http://www-5.ibm.com/nl/dias/>

embodying the OAIS Information Model, such as the Metadata Encoding and Transmission Standard (METS), have also become available.

13. The concept of information lifecycle management is of equal relevance and importance to digital preservation. The concept originates from records management and digital preservation practices and has been established for many years for both paper and electronic resources. Applying lifecycle management to digital resources requires consideration of the inter-dependencies between the key stages of the resources' lifespan so that each stage can be actively managed and preservation activities can be planned and initiated as early as possible. This pro-active, phased management approach to digital resources is in contrast with the passive, traditional preservation of analogue materials, which tends to take place many years after creation and rarely involves stakeholders such as the original creators.<sup>19</sup> JISC advocates the lifecycle approach to the management of digital resources.
14. All HE and FE institutions face the issues related to long-term management and preservation of information in digital format. Institutions increasingly invest heavily in digital (now often "born digital") materials but policies and procedures for lifecycle management of digital assets remain underdeveloped. Following on from the previous digital preservation and records management activities the JISC, through its Committee for the Information Environment (JCIE), intends to take forward the digital preservation agenda at institutional level by funding projects that will raise awareness of digital preservation issues and will encourage and set in motion a process of integrating digital preservation and asset management into institutional strategies and operations. This call addresses the work needed to achieve this goal.

### **Scope of the Call**

15. Between October 2004 and September 2006, JISC intends to fund projects to support institutional digital preservation and asset management, with a specific focus on long-term strategies and procedures. This will encompass a wide range of activities, from effective support models that can be used as basis for institutional and collaborative strategies, to the development of digital preservation assessment tools and institutional repository infrastructure. This programme will draw on a range of experiences from JISC-funded development, including the previous feasibility studies, the FAIR programme and the Institutional Records Management Programme. The programme should also draw on leading-edge experience outside the educational sector. Work under this call is expected to contribute to future repository development work which is currently being planned.
16. The subject of this call is support for institutional digital preservation and asset management, with a specific focus on long-term strategies and procedures. The following themes and areas are to be addressed within this call:
  - i. Institutional management support (at least 50% of the total available budget is likely to be directed to projects of this nature);
  - ii. Digital preservation assessment tools;
  - iii. Institutional repository infrastructure development.
17. This call will mainly address the following types of institutional digital assets: e-journals, e-prints, e-learning objects and materials, web resources, and e-science data. Corporate assets and information, which have been covered by the previous community call for Records Management (through Circular 9/02), do not fall under the scope of this call, unless they form parts of broader activities with other asset types or build on and extend previous work.
18. The potential areas of funding under each theme are elaborated below. However, proposers are encouraged to put forward their own ideas provided that they have demonstrable relevance to the headings in paragraph 16.

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<sup>19</sup> An earlier study by Beagrie and Greenstein proposed a strategic policy framework for the creation and preservation of digital resources based on the life-cycle management approach. Three main stages have been identified in the life cycle of a digital resource: creation, management / preservation, and use. The framework also outlines the role and functions of different generic stakeholders within each stage, the inter-relationships between each stage and the implications for preservation of those resources with long-term cultural and intellectual value. <http://ahds.ac.uk/strategic.pdf>

### *Theme one: Institutional Management Support and Collaboration*

19. An increasing amount of the output from UK HE and FE institutions is now generated in digital form. This also applies to the content that the institutions purchase or curate, such as e-journals and e-books. However, institutions that have traditionally assumed responsibility for preserving information face technical, organizational, resource, and legal challenges in taking on the preservation of these digital resources. There has been an identified need to provide institutions with practical support in effective digital preservation and asset management, to ensure the ongoing availability and future accessibility of the digital information that is of value to the community.
20. Funding is available to explore institutional management support at both strategic and operational levels, which could include any or combination of any of the following:
  - Exemplar strategies, or models to develop long-term strategy for digital preservation and digital asset management, as an integral part of the institution's corporate / information strategy. This should consider and address the requirements of the different phases within the lifecycle of digital information and include collaborative as well as single institutional models.
  - Implementation of such strategy in an institutional environment, through effective working practices and procedures, and the detailed documentation to record the experience and issues related to the entire implementation process as a case study. Models for internal or external collaboration should be developed, tested and recommended, covering roles and responsibilities of content creators and institutional departments, such as Central Administration, IT Services, the Library and Staff Development. In addition, incentives for institutions to take on long-term digital preservation (and barriers to its implementation) should be investigated.
  - Training programmes for staff development, aimed at developing the appropriate level of knowledge and skills necessary for digital preservation and asset management at institutions.

### *Theme two: Digital Preservation Assessment Tools*

21. It is neither feasible nor – almost certainly – desirable to preserve all the digital assets that an institution possesses. Iterative decisions need to be made about selection and preservation throughout the lifecycle of digital information. For analogue materials, there are existing preservation methodologies that help organisations to assess and prioritise their preservation needs. One example is the Preservation Assessment Survey (PAS), developed by the National Preservation Office (NPO) at the British Library.<sup>20</sup> Simple to administer, PAS is a method of assessing the state of preservation at a given time of any collection of library, archival or mixed material. It has a sound statistical basis and was extensively piloted during its development. Such assessment tools, which can be used to inform an institution's preservation policy, should also be available for digital materials.
22. Funding is available under this call to develop preservation assessment tools for digital assets. This could be approached by either adapting existing methodologies for analogue materials or developing new tools and methods specifically for digital materials. Where appropriate, the specific needs and requirements of different types of digital asset (as mentioned in paragraph 17) must be considered and addressed.

### *Theme three: Institutional Repository Infrastructure Development*

23. There have been some implementations of the OAIS Reference Model internationally. However, there have to date been few UK implementations, especially in the education sector and in the context of institutional repositories. Proposals are invited to implement an institutional repository infrastructure that is based on the OAIS Reference Model. This could involve implementation of the OAIS Reference Model on top of an existing institutional or national repository. Where possible and appropriate, exploration of the METS metadata standard in the context of the OAIS Information Model would be of interest.

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<sup>20</sup> <http://liber.library.uu.nl/publish/articles/000035/index.html>

24. Most currently available open source repository software applications do not have long term digital preservation as a key goal of their design. In order to facilitate the incorporation of preservation planning and management into repository development, funding is available to add preservation functionality to current open source repository software (or to enhance such functionality where it already exists). Of particular interest would be enhancements which integrate tools or functionality for automating file format recognition, management and conversion, and preservation file management.

### **Timescales and Funding**

25. Funding for the first programme theme (institutional management support and collaboration, cf. paragraphs 19-20) is available on a scale of £350,000 over two years from the date of award (£175,000 per annum). Another £350,000 over two years is available for the other two programme areas (digital preservation assessment tools & institutional repository infrastructure development, cf. paragraphs 21-22 and 23-24 respectively).
26. As a general guideline it is anticipated that most projects will be awarded funding of between £50,000 and £150,000 depending on the extent and complexity of the work involved, although exceptional cases will also be considered. Shorter projects offering early payback in the form of deliverables which can be used / tested in practice (or by other projects in the programme) are also welcome and will be favourably considered. If the funding of shorter projects leaves space in the budget for the later year, some new projects and/or extensions of funding for first-round projects may be considered at an appropriate future time.
27. If suitable proposals are forthcoming the JISC expects to fund a range of development projects in institutions of varying size, mission and organisational complexity. Applications from further education colleges, or consortia involving further education colleges, are encouraged. In addition, JISC funded national services are also eligible to respond to this call.
28. Proposals may be submitted by FE and HE institutions funded via the UK funding bodies. Proposals may be from single institutions or consortia. Partnership arrangements may be developed outside the sector (for example with research council sites, Digital Preservation Coalition members, commercial suppliers of IT products and services or publishers), though the lead body must be part of the FE or HE community and funds can only be allocated through the lead site.
29. Institutions have a period of six weeks to respond to this call. The deadline for full proposals is **12 noon on Wednesday 21<sup>st</sup> July 2004**. See paragraphs 44-48 below for further details of the bidding process.

### **Partnership and Project Outputs (Evaluation and Dissemination)**

30. The JISC will oversee and monitor the progress of funded projects. This will include recognition that in groundbreaking work there may be failures as well as successes, but that all such experience can provide valuable information for the community. It is also recognised that aims and objectives as well as the technological context can change, and that individual project objectives may need to be renegotiated over time.
31. The JISC will undertake programme level evaluation in partnership with the funded projects, which will be required to co-operate with the programme evaluation. Each project will be required to build in project-specific evaluation and (where appropriate, e.g. for software deliverables) testing activities in its project planning. The scale and nature of this evaluation and testing will naturally be dependent on the size and scale of project activity, and should be appropriate to programme aims.
32. The JISC will draw up an overarching dissemination strategy in partnership with the projects and other JISC initiatives. However projects will be expected to engage in project-specific dissemination to the FE and HE sectors as appropriate (see paragraphs 42-43 on Public Relations).
33. The JISC will look for phased outcomes as the projects progress. The nature of the project outputs will be expected to:

- provide a lasting benefit to the community;
  - have a scale and nature concomitant with the level of funding provided;
  - contribute to achieving the JISC's strategic aims.
34. Projects will be expected to follow the normal JISC project management guidelines ([http://www.jisc.ac.uk/prof\\_info.html](http://www.jisc.ac.uk/prof_info.html)), adherence to good project management practices, regular reporting and participation of projects in steering committees. A Programme Manager based in the JISC Development Team will provide management support to projects. JISC's Terms and Conditions of Grant ([http://www.jisc.ac.uk/proj\\_tocgrants.html](http://www.jisc.ac.uk/proj_tocgrants.html)) must be adhered to by all projects. Bidders are advised to read these carefully prior to submitting a proposal. Specific project management guidance for projects can be found at: [http://www.jisc.ac.uk/proj\\_manguide.html](http://www.jisc.ac.uk/proj_manguide.html)
35. As a general rule the JISC does not seek to retain IPR in the project deliverables created as part of its programmes. However funding is always made available on the condition that project outputs are made available, free at the point of use, to the UK HE and FE community in perpetuity, and that these may be disseminated widely in partnership with the JISC. It is desirable that any software components of the deliverables are released under appropriate open source licences to ensure that they can also be freely shared with organisations and communities with which the JISC has close working arrangements. For other outputs such as reports or model strategies a non-exclusive licence allowing JISC or its representatives to utilise, archive and disseminate the work will be required.
36. It is intended that the deliverables created as part of this programme will, as appropriate, be deployed by the JISC as part of a long-term strategy for providing access to community resources and where this is possible arrangements for archiving of deliverables will be set in place. However, wherever possible, projects will be encouraged to set in place mechanisms to ensure the continued availability and currency of deliverables after funding has ended. In the majority of cases the JISC will not be able to commit to the long term delivery or maintenance of project outputs after the end of the programme, though guidance will be given about opportunities for continuation funding and embedding within institutions.

### Evaluation Criteria for Proposals

37. Proposals will be evaluated according to the following criteria:

**Quality of proposal and workplan** – the extent to which the proposal addresses the issues and demands outlined in the call, and shows innovation as appropriate; the quality of the proposal will be assessed on the basis of the deliverables identified and the evidence provided of how these will be achieved including an assessment of the risks (25%).

**Impact** – the extent to which the project outcomes will be of overall value to the FE/HE and research communities; included in the assessment under this criterion will be the need for sustainability of the work at the end of the project funding period (25%).

**Partnership and dissemination** – the degree to which the proposal demonstrates an openness and willingness to work in partnership with JISC in forward planning, dissemination and evaluation, and the potential for extended partnership beyond the funding period (10%).

**Value for money** – the value of the expected project outcomes *vis-à-vis* the level of funding requested, institutional contributions, taking into account the level of innovation, chance of success and relevance to the target communities (15%).

**Previous experience of the project team** – evidence of the project team's understanding of the technical and/or management issues involved, and of its ability to manage and deliver a successful project, for example through work done to date in the area or in related fields (25%).

38. In the case of consortium proposals, the **strength of the consortium** will be considered as part of the project team criteria. This refers to evidence of the commitment shown by the consortium partners to the consortium and the proposed project, and the degree to which the work proposed is aligned with institutional strategies and is shown to be embedded within the mainstream of the

consortium. Proposers may wish to produce evidence such as partnership agreements, strategic plans, working papers etc. These may be included as appendices to the proposal and need not be counted within the 10-page limit.

39. Notwithstanding the weightings of the evaluation criteria, proposals that fail badly on any one criterion may be rejected, and proposals showing exceptional strength in one or more areas with serious weaknesses in others may be funded. In making awards under this call the JISC will take into account the need for an appropriate, varied and affordable portfolio of projects and partners. It is not, therefore, necessarily the case that the projects with the highest raw scores will be those funded in all instances.

### **Accessibility Issues**

40. In line with Government legislation and social exclusion initiatives, JISC is committed to providing resources that are accessible to a diverse range of users. In order to achieve this all software and IT resources including the project web site should meet good practice standards and guidelines pertaining to the media in which they are produced.
41. Advice and recommendations for ensuring that IT based systems, tools and resources are accessible by all can be found in the resource section of the Technology for Disabilities Service (TechDis, <http://www.techdis.ac.uk>). Further advice and consultancy is available from the TechDis Centre itself.

### **Public Relations**

42. The JISC endeavours to ensure that a coherent message is given to the community covering the breadth and depth of its activities. Projects must adhere to JISC PR Guidelines. These include advice on developing publicity materials and producing press releases, and will be issued to funded projects.
43. Each project must create a web page or web site to explain the project aims and objectives and to disseminate information about project activities and results. The Project Management Guidelines give guidance on the scope, content and design of websites. Where appropriate, project deliverables and core project documents may be posted on the website. As the project web site is primarily a dissemination vehicle, deliverables and documents posted are considered to be copies, and the masters will be deposited in the appropriate JISC repository. The lead institution or one of its partners must agree to host the website on their server for a minimum of 3 years after the end of the project and to assist JISC in archiving it subsequently.

### **Bidding Process**

44. A town meeting for prospective bidders will be held on **Tuesday 29<sup>th</sup> June 2004** from 11am – 1pm in central London. The meeting will explain the context of the call, and will provide opportunities for those attending to put questions to the JISC panel. Attendance is free and on a first come, first served basis. If it proves necessary, we may need to restrict attendance to two representatives per institution. Please contact Helen Hockx-yu by email ([h.hockx-yu@jisc.ac.uk](mailto:h.hockx-yu@jisc.ac.uk)) by **Friday 25<sup>th</sup> June 2004** to book a place at this event, giving your name, job description and full contact details. Your contact details will be shared with other attendees at the event. If you do not wish the JISC to use your information in this way please notify Helen Hockx-yu when registering.
45. Proposals are limited to a maximum of 10 single-sided A4 sheets plus optional appendices. All key information, e.g. outline project plan and budget, **MUST** be included within the 10 page limit rather than as an appendix. If the main part of the bid exceeds 10 pages, evaluators have the discretion to discount information provided beyond the indicated page limit. Each bid **MUST** also be accompanied by a completed cover sheet (see Appendix A) and a letter of support from an authorised senior manager at the institution – in the case of consortium proposals, one from each member institution. These should be sent to:

Nike Holmes, JISC Executive, Northavon House, Coldharbour Lane, Bristol, BS16 1QD.

46. An electronic copy of the bid, all appendices, cover sheet and letter(s) of support MUST also be sent to [n.holmes@jisc.ac.uk](mailto:n.holmes@jisc.ac.uk) Both hard copy and emailed proposals MUST be received by **12 noon on Wednesday 21<sup>st</sup> July 2004**. Faxed or late proposals in either format will not be accepted.
47. The content of the bids should reflect the evaluation criteria set out in paragraphs 37-39 above. To assist in the assessment of all proposals against a common baseline, proposals should be structured as follows:
- A. **Introduction** – A brief outline of the nature of the work to be undertaken, the length of the project, the proposed start date (not later than 4<sup>th</sup> October 2004) and a summary of how the project will contribute to the programme.
  - B. **Project description** – A description of the intended project plan, timetable and deliverables, risks, and an explanation of how the detailed project outcomes will be of value to the JISC community. Bidders should also include statements regarding IPR and sustainability issues.
  - C. **Budget** – A summary of the proposed budget which in broad outline identifies how funds will be spent over the life of the project, including a breakdown of funding requested across academic years (1 August to 31 July); staff costs, equipment and consumables, travel and subsistence (if applicable), dissemination, evaluation and other costs should be itemised. Given the benefit to institutions successful in bidding under this call, proposals should clearly indicate the financial contribution from host institutions and project partners (e.g. overheads, equipment, staff time etc.).
  - D. **Key personnel** – Names and brief career details of staff expected to contribute to the project, including qualifications and experience in the area of work proposed and evidence of any projects of similar nature successfully completed. Clearly indicate when posts will need to be advertised.
  - E. **Contact(s)** – Contact details for one or more named individual or correspondence concerning the proposal (please include name, position, institution, email address, postal address, and telephone and fax numbers).
48. The JISC will consider these proposals and endeavour to notify successful bidders by the end of August 2004. Projects should commence not later than 4<sup>th</sup> October 2004. The JISC will expect to work with the selected projects to agree the workplan and to ensure that the project budget is appropriate and suitably profiled. It may be necessary to negotiate some aspects of the project objectives and content with the project teams in the interest of maximising the expected benefits of the programme as a whole.

#### Further Information

49. Enquiries about the technical content of the programme should be sent to:  
Helen Hockx-Yu, JISC, Strand Bridge House, 138-142 Strand, London WC2R 1HH  
Tel: 020 7848 1803, [h.hockx-yu@jisc.ac.uk](mailto:h.hockx-yu@jisc.ac.uk)
50. General enquiries about the proposal submission process should be sent to:  
Nike Holmes, JISC Executive, Northavon House, Coldharbour Lane, Bristol, BS16 1QD  
Tel: 0117 931 7427, [n.holmes@jisc.ac.uk](mailto:n.holmes@jisc.ac.uk)

## Appendix A

**Cover sheet for proposals** *(All sections must be completed)*

**JISC Institutional Digital Preservation and Asset Management Programme 2004**

<b>Name of lead institution/organisation</b>
<b>Name of proposed project</b>
<b>Project partners</b>
<b>Full contact details for primary contact</b>  <b>Name:</b> <b>Position:</b> <b>Email:</b> <b>Address:</b>  <b>Tel:</b> <b>Fax:</b>
<b>Programme area(s) of proposal</b> (Please indicate the programme area(s) by reference to the sub-section numbering in paragraph 16 of the Circular)
<b>Length of project and total cost to the JISC over its life</b>
<b>Cost of proposal to the JISC in each academic year (1 August – 31 July)</b>
<b>Proposed project start date</b>
<b>Outline project description</b>