

8<sup>th</sup> June 2004

## **JISC Circular 4/04 Call for Projects in Supporting Institutional Digital Preservation and Asset Management**

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

**Hard Copies:** Directors of Information Services/  
Learning Resource Managers

**Electronic Copies:** JISC Committee Members  
JISC Executive Staff  
JISC Regional Support Centres  
JISC Services  
e-Science Regional Centres

### **Introduction**

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.

Funding is available on a scale of £700,000 over two years (up to £350,000 p.a.) from the date of award. 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.

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 from 11am – 1pm on Tuesday 29<sup>th</sup> June 2004 to provide a forum for discussion of the call and its subject matter. Institutions need to register for this free event.

### **Who is this Circular of interest to?**

We would urge you to ensure that the details of this funding programme are disseminated to whomever you consider to be the most appropriate postholder in your institution. This will usually be the archivist, head of information services and systems or the learning resources manager. Two copies of this circular have been provided to you to assist this process.

### **Why Digital Preservation is important for your institution**

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.

## **The main foci of this Circular**

JISC is taking 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.

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:

- Institutional management support (at least 50% of the total available budget is likely to be directed to projects of this nature);
- Digital preservation assessment tools;
- Institutional repository infrastructure development.

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 have been covered by a previous community call and 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. The potential areas of funding under each theme are outlined in more detail in the fuller version of this call for proposals which can be found at [http://www.jisc.ac.uk/index.cfm?name=funding\\_circular4\\_04](http://www.jisc.ac.uk/index.cfm?name=funding_circular4_04).

Project outputs will be expected to provide a lasting benefit to the community and contribute to achieving the JISC's strategic aims. All bids must describe how the detailed project outcomes will be of value to, and be disseminated and made applicable to the FE and HE community. Given the benefit to institutions successful in bidding under this call, proposals should also clearly indicate the financial contribution from host institutions and project partners.

## **Timescales and funding**

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. Projects should commence not later than 4<sup>th</sup> October 2004.

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.

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 (e.g. with research council sites, commercial suppliers of IT products and services or publishers), though the lead body must be part of the FE or HE community.

## **Further details**

The full text of this Call for Projects can be found at [http://www.jisc.ac.uk/index.cfm?name=funding\\_circular4\\_04](http://www.jisc.ac.uk/index.cfm?name=funding_circular4_04). A town meeting will be held from 11am – 1pm on the morning of Tuesday 29<sup>th</sup> June 2004 in central London where the circular will be introduced and discussed with the opportunity to ask any questions regarding the programme and the bidding process. Attendance is free and on a first come, first serve basis. If it proves necessary, we may need to restrict attendance to two representatives per institution. Please contact [h.hockx-yu@jisc.ac.uk](mailto:h.hockx-yu@jisc.ac.uk) by Friday 25<sup>th</sup> June 2004 to reserve a place, providing your full contact details.

Technical enquiries about the Programme should be addressed to: Helen Hockx-yu, JISC, Strand Bridge House, 138-142 Strand, London WC2R 1HH, 020 7848 1803, [h.hockx-yu@jisc.ac.uk](mailto:h.hockx-yu@jisc.ac.uk). General enquiries about the proposal submission process should be addressed to: Nike Holmes, JISC Executive, Northavon House, Coldharbour Lane, Bristol, BS16 1QD, 0117 931 7427; [N.Holmes@jisc.ac.uk](mailto:N.Holmes@jisc.ac.uk).

**JISC Executive  
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