

JISC Capital Programme: Digitisation - Request for Proposals

April 2006

Introduction

1. The Joint Information Systems Committee (JISC) invites proposals for projects to be funded through the new £3.8 million Digitisation Programme (Phase 2). This Request for Proposals is aimed primarily at enabling access, use and re-use through the digitisation of analogue collections for learning, teaching and research.
2. It is envisaged that a small number of large scale projects with a minimum budget allocation of £500,000 will be funded through this programme. However, this guideline should not discourage proposals from highly significant educational and research collections that may require funding at a lower level. Projects are expected to run for a maximum of two years.
3. The deadline for proposals submitted in response to this document is 12 noon on Friday 26th May 2006. A Town Meeting will be held at the British Library Conference Centre in London on Friday 21st April 2006 to discuss this call. Please see paragraph 20 for further information.

Background

4. JISC (<http://www.jisc.ac.uk>) supports higher and further education by providing strategic guidance, advice and opportunities to use Information and Communications Technology (ICT) to support research, teaching, learning and administration. JISC is funded by the UK post-16 and higher education funding councils.
5. JISC has received additional funding of £81 million over three years to enhance the network infrastructure (SuperJANET 5), to digitise key resources for the academic community, and to support the development of e-learning; e-research; user environments; and repositories and preservation. Funding for SuperJANET 5 has been provided by all JISC's funding partners. The remaining activities have been funded by the Higher Education Funding Councils for England and Wales.
6. The Digitisation Programme (Phase 2) builds upon the Digitisation Programme (Phase 1) initiated in 2003 (http://www.jisc.ac.uk/digitisation_home.html). This resulted in the funding of six projects which are creating six million new digital surrogates for use within UK post-16 education and research.
7. The programme also co-funded with CURL The Loughborough Study into "Digitised Content in the UK Research Libraries and Archives Sectors" and the Report on "Digitisation in the UK; the Case for a Framework" (<http://www.jisc.ac.uk/index.cfm?name=parkinson>). One of the findings of this report was the need for greater co-ordination between public sector funders of digitisation and content creation work. This has resulted in the proposed UK E-Content Policy Framework by the JISC and its partners which also builds on the work of the Common Information Environment Group (http://www.jisc.ac.uk/index.cfm?name=wg_cie_home).

Programme Scope

8. The vision of the digitisation programme is:

To build sustainable and coherent e-resources that meet the needs of and are of benefit to learning, teaching and research in the United Kingdom by:

- Enabling access to and use of collections previously "hidden" to the widest possible audience;
- Facilitating innovative collaboration between the profit and not-for-profit organisations in the UK and abroad;

- Enabling excellence in resource discovery, personalisation and contextualisation (for example, learning and research case studies and exemplars) of new e-resources;
 - Promoting the adoption of standards compliant digitisation, metadata, interoperability and digital preservation.
9. Digitisation is part of the JISC's strategy to create new opportunities for learning, teaching and research through the provision of authoritative and sustainable e-resources in collaboration with the UK education and research communities. It meets the JISC Strategic Aim (1.2) by creating sustainable and coherent procurement and delivery services for online content to provide access to content as widely as possible for all learners and researchers.
10. This Request for Proposals is aimed primarily at enabling access, use and re-use through the digitisation of analogue collections for life-long learning, teaching and research.
11. The Primary Aims and Objectives of the Digitisation Programme (Phase 2) are to:
- Enable all users, regardless of location and time, online access to a range of authoritative digitised e-resources of broad disciplinary interest and forming a coherent theme or themes from previously difficult or impossible to access material;
 - Create a small number of large-scale and sustainable collections and/or add additional material to existing collections for the benefit of learning, teaching and research;
 - Enable learners, teachers and researchers to use and re-use the e-resources within the Virtual Learning and Research Environments (and where possible share through national repositories, such as JORUM);
 - Enable rich resource discovery and interoperability of new e-resources through the use of the JISC Information Environment Standards (<http://www.ukoln.ac.uk/distributed-systems/jisc-ie/arch/standards/>), MINERVA Digitisation Guidelines (http://www.minervaeurope.org/publications/technicalguidelines_en.htm) and the exposure of metadata to Internet Search Engines;
 - Enable the long term sustainability and preservation of the new e-resources through innovative collaboration and cooperation between the profit and not-for-profit sectors in the UK and abroad;
 - Assist in the preservation of rare or fragile collections by the provision of digital surrogate. These digital surrogates will, where viable, represent the originals as near as possible.
12. Funding from the JISC Digitisation Programme (Phase 2) can be used for:
- Cost effective digitisation of new sustainable collections, including the development of suitable delivery and digital preservation architecture;
 - Cost effective digitisation of additional content to existing sustainable collections, including the necessary development of existing delivery and digital preservation architecture;
13. Projects must also consider:
- Enhancement of or the creation of new standards compliant metadata to maximise resource discovery to new and/or existing sustainable collections as part of the digitisation process;

- Undertaking the necessary work to contextualise the collection to ensure that it can be embedded in learning, teaching and research as applicable (for example creating case studies and learning and research exemplars)¹
 - Enhancement to ensure increased accessibility by disabled users to new and/or existing sustainable collections as part of the digitisation process.
14. The JISC Digitisation Programme (Phase 2) aims to create collections that are:
- Driven by learning, teaching and/or research requirements and where clear evidence of user needs has been identified;
 - That improve access to difficult or impossible to access collections;
 - That re-aggregate previously disaggregated collections;
 - That develop value added resources resulting from cross-sectoral collaboration;
 - Rights-cleared must allow access to use and reuse the collections by learners, teachers and researchers, and (where possible) by the general public.
15. JISC will **not** fund under the digitisation programme:
- Projects that do not comply with the JISC Information Environment Standards <http://www.ukoln.ac.uk/distributed-systems/jisc-ie/arch/standards/>;
 - Projects that conflict with the JISC Model Licence Agreement (use and reuse) http://www.jisc.ac.uk/index.cfm?name=coll_guide_jiscmodel;
 - Projects which are not economically sustainable in the long term;
 - Projects that do not comply with accessibility design guidelines http://www.jisc.ac.uk/index.cfm?name=issue_accessibility_dg.
16. It is envisaged that a small number of large scale projects with a minimum allocation of £500,000 will be funded under this programme. However, this guideline should not discourage proposals from highly significant educational and research collections that may require funding at a lower level.
17. Projects are expected to run for a maximum of two years and to start by January 2007.

Eligibility

18. Proposals may be submitted by any institution or organisation with collections of significant value to higher education and research in England and Wales. The JISC strongly encourages proposals that allow access and use of collections by the public.
19. Proposals may be from single organisation or consortia. Partnership arrangements may be developed between the higher education sector, research libraries, museums, galleries, publishers, commercial suppliers. Funds can only be allocated through the lead partner of any consortia.

Town Meeting

20. A Town Meeting will be held at the British Library Conference Centre (<http://www.bl.uk/services/conference/blmap.html>) in London on Friday 21st April 2006 to discuss this call. It will provide opportunities for those attending to put questions to JISC

¹ An exemplar is the AHDS Visual Arts Learning Index (<http://vads.ahds.ac.uk/learning/index.html>)

advisory services and expert panels. Places are limited and will be made available on a first come first served basis (with places limited to one delegate per institution). Delegates will need to register to attend this free event by Tuesday 18th April 2006 using the booking form available at http://www.jisc.ac.uk/index.cfm?name=event_digmtg_0406.

Intellectual Property Rights

21. 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 HEFCE is granted by the digital content owner(s) a non-exclusive licence in perpetuity. Such a non-exclusive licence will give HEFCE the right to make the digital content available to the UK Further and Higher Education community. The digital content owner(s) must provide HEFCE with the warranties and indemnifications outlined in clause 11 of the JISC Model Licence (http://www.jisc.ac.uk/index.cfm?name=coll_model_licence).
22. Where the project proposals have a robust and reliable delivery platform and/or a sustainable business model for online delivery, it must ensure access, use and re-use by the UK Further and Higher Education community for a minimum ten year term. It is essential that the general public are allowed access to collections metadata and desirable (where possible) to use the collections for the benefit of life-long learning.
23. 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. Bidders should refer to JISC's Open Source Policy (http://www.jisc.ac.uk/uploaded_documents/Draft_JISC_Open_Source_Software_Policy.doc). 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.

Evaluation Criteria

24. Proposals will be evaluated according to the following criteria:
 - i. **Quality of proposal and work plan** – the extent to which the proposal addresses the issues and demands outlined in the call. 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 (20%).
 - ii. **Impact** – the extent to which the project outcomes will be of overall value to the HE and research communities. Included in the assessment under this criterion will be the sustainability planning of the work at the end of the project funding period. Project outcomes should add significant value to UK learning, teaching and research. This is to ensure that project outputs can be embedded and sustained beyond the JISC funding period (20%).
 - iii. **Value for learning, teaching and research** - the extent to which project outcomes are based on a well articulated learning and research need and have the high potential to be embedded in the process of education and research (20%)
 - iv. **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%).
 - v. **Value for money** – the value of the expected project outcomes *vis-à-vis* the level of funding requested, institutional contributions, taking into account the chance of success and relevance to the target communities (15%).
 - vi. **Previous experience of the project team** – evidence of the project team's understanding of the legal, 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 (15%).

25. 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 and with the collaborative partners' priorities. Bidders 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 12 page limit.

Structure of Proposals

26. The content of the proposal should reflect the evaluation criteria as set out above. To assist in the assessment of all proposals against a common baseline, proposals should be structured as follows:
- **Cover Sheet** – All proposals must include a completed Cover Sheet. This can be found at Appendix A.
 - **Introduction** – All proposals must include a Table of Contents, Introduction and Executive Summary. This should clearly identify the nature of work to be undertaken, the length of the proposed project including the start and completion dates and a summary of how the project will contribute to the aims and objectives of the programme outlined in the Request for Proposals.
 - **Project Description** – All proposals must address the following items:
 - i. An outline of the collection(s) to be digitised (including the physical characteristics, location(s), general condition);
 - ii. An outline of how this builds on previous or planned work in building digital collections for learning, teaching and research;
 - iii. An outline of why this collection(s) is important to UK learning, teaching and research (any evidence on how this meets user(s) need(s) and curriculum mapping should be included as an appendix);
 - iv. An outline of the overall approach to digitisation, resource discovery and sustainable collection building for the project proposal;
 - v. An outline of the scope and boundaries of the project proposal in terms of qualitative and quantitative deliverables (for example, the number of files, length or recordings, level of mark-up etc.);
 - vi. An outline on whether full access, use and re-use of the collection will be permissible by the public and UK further and higher education. This should clarify whether, for example, you intend to allow public access to collection metadata, but not use of the digital objects;
 - vii. An outline of the risks that could pose a threat to the project's success, including their likelihood and severity, and how you would prevent or manage them if they occurred);
 - viii. An outline of the standards and specifications (including versions) that you are proposing to adopt in the digitisation (including contextualisation and accessibility), delivery and preservation of the collection(s); and how these comply with the JISC Information Environment and MINERVA Digitisation Guidelines;
 - ix. An outline of the Quality Assurance procedures you intend to adopt (including sample rates and minimum acceptance criteria);
 - x. An outline of whether you own the copyright and intellectual property rights or intend to clear rights in the collection(s). If you intend to clear rights please indicate what knowledge and experience you have in rights management. Please see paragraphs 21 – 23 regarding HEFCE reserving the right to exert a non-exclusive licence in perpetuity that will enable it to make the digitised collection available to UK Further and Higher Education;

- xi. An outline Project Plan in a Gantt, diagram or flowchart to illustrate the work packages phasing and any dependencies;
 - xii. An outline of the sustainability planning that might support the free delivery of the collection to UK further and higher education for at least a ten year term from the completion date of the project;
 - xiii. Any partnership or consortia proposal should include what contractual and legal framework (for example, licences, memorandum of understanding etc) either exist or are envisaged;
 - xiv. A brief description of your current infrastructure to deliver the collection(s) (for example, do you intend to develop new delivery and preservation architecture or build upon existing resources).
- **Budget** – A summary of the proposed budget which identifies how funds will be spent over the life of the project. The budget should be broken down across financial years (April – March) or parts thereof and should include staff costs, equipment and consumables, outsourcing, travel and subsistence (if applicable), dissemination, evaluation and other costs should be itemised. The total cost of the project should be calculated and an indication of the funding requested from JISC and the costs being borne by the lead bidder and any project partners. Bids led by UK Higher Education institutions must use TRAC methodology to calculate costs and determine price taking into account the benefits to the lead institution and any project partners. Bidders should provide a summary of the qualitative and any quantitative benefits the lead institution and any project partners as a whole expect to receive from the project (see paragraphs 28-31).
 - **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. Please indicate the level of procurement expertise available amongst the team and in-house if any procurement of services or equipment is included in your proposal. Clearly indicate when additional posts will need to be advertised and how roles fit within the management structure.
 - **Supporting Letter(s)** – Commitment letter(s) of support from a senior manager of the institution or organisation and any project partners. The supporting letter(s) will not count towards the page limit.
27. Proposals should not exceed 12 A4 sheets plus appendices together with the letter of support from an authorised senior manager of the institution or organisation (in the case of consortium proposals, one from each member institution or organisation) and the completed Cover Sheet (see Appendix A). The font should be typeset at 10 point size. Any information provided beyond the indicated page limit will be discounted.

Full Economic Costs

28. With effect from 1st August 2006 the Funding Councils have agreed that JISC should adhere to the principles of full economic costs (fEC) for all new projects funded in HEIs. Any proposal from UK Higher Education institutions (HEIs) should therefore be constructed on a full economic cost (fEC) basis using the Transparent Approach to Costing (TRAC). The bid should indicate the contribution of fEC being sought from JISC and the contribution that the lead institution and any project partners intend to contribute.
29. As part of considering proposals, we will take into consideration the reasonableness of the fEC calculations for the project. It is important to us that HEIs are costing proposals accurately and seeking the appropriate level of support from us, so that they are not over-committed, and hence are ensuring the long-term availability of their activities. However, we also need to ensure consistency of treatment, and that we are using our funding effectively, across all proposals.
30. Through the funding provided in this Programme there will clearly be sector-wide benefits. However, there may also be benefits to the lead institution and any project partners (e.g. prestige/kudos, academic synergy, financial) delivering the individual projects. Bidders should

provide a summary of the qualitative and quantitative benefits the lead institution and any project partners as a whole expect to receive from the project. JISC expects these benefits to be taken into account when considering the fEC contribution requested. JISC reserves the right to ask additional questions about fEC prior to agreeing any funding for a project.

31. Proposals from outside of Higher Education should be costed and priced in line with the organisation's current practice, clearly demonstrating the funding sought from JISC and any contribution from the bidding organisation and any partners.

Terms and Conditions of Grant

32. JISC will oversee and monitor the progress of projects. All projects will be expected to follow JISC's Terms and Conditions of Grant. A copy of this is attached at Appendix B. It is the responsibility of all bidders and project partners to read these terms and conditions.
33. All projects will be managed following JISC project management guidelines which can be found at http://www.jisc.ac.uk/proj_manguide.html.

Submission Process and Timetable

34. The proposal process will be in two stages. The deadline for receipt of proposals in response to this call is **12 noon on Friday 26th May 2006**. **Late proposals will NOT be accepted.**
35. **An electronic copy of the proposal should be sent in PDF format by this deadline to digitisation-bids@jisc.ac.uk.** This is an electronic-only submission process therefore all documentation (including letters of support) must be submitted in PDF format. Proposals and all supporting documentation must be sent in one file or in a zipped folder. The subject line of the email should contain the name of the lead partner only e.g. '*institution/organisation name*'. Bidders will receive an automatic confirmation of receipt of proposals sent to the above email address. This email address should not be used for general enquiries.
36. If no automatic confirmation is received, it is the responsibility of the bidder to contact the JISC within one day of submitting the bid to confirm whether the proposal has been received. If you do not receive an automatic confirmation, please contact Avalon McAllister on 0117 931 7124. In case of any dispute about the submission of proposals, it is the responsibility of the bidder to provide evidence that the proposal was emailed to the above address prior to the deadline.
37. Proposals will be peer reviewed and marked against the Evaluation Criteria found in paragraph 24 of this document. A short list of proposals will be selected to proceed to the next stage of the evaluation process. Funding is not guaranteed at this stage. JISC will endeavour to notify whether bids have been short listed by early July 2006.
38. Details of short listed proposals will be disseminated to the UK higher education sector through an online consultation beginning in July 2006 as part of the evaluation process. In parallel, short listed proposals will be expected to fully scope proposals in consultation with the JISC programme manager for submission by the end of July 2006. Where proposals would benefit, either in terms of qualitative or quantitative evaluation (for example, where little or no metadata exists or the physical condition of originals is a factor) then the JISC may include some Scoping Study funding. If necessary, scoping studies will be allowed an extended deadline but will need to be complete by mid-September 2006.
39. It may be necessary to refine some aspects of the project proposals and content with the project teams in the interest of maximising the expected benefits of the programme as a whole. Peer review and final recommendations for funding will be made to the JISC in November/December 2006. Successful projects are expected to start by January 2007.
40. 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.

41. A guide to bidding for JISC projects can be found at: <http://www.jisc.ac.uk/bidguide.html>.
42. The JISC reserves the right not to award any funding to proposals submitted through this Request for Proposals.

Further Information

43. General enquiries about the bid submission process should be sent to: Joanna Potter (j.potter@jisc.ac.uk; tel: 0117 931 7252).
44. Digitisation Programme enquiries should be sent to: Stuart Dempster (s.dempster@jisc.ac.uk; tel: 020 7848 2564).

JISC Executive
6 April 2006

Cover Sheet for Proposals (All sections must be completed)	<i>JISC Capital Programme: DIGITISATION</i>	
Name of Lead Institution:		
Name of Proposed Project:		
Name of Project Partners:		
Full Contact Details for Primary Contact:		
Name:		
Position:		
Email:		
Address:		
Tel No:		
Fax No:		
Length of Project:		
Project Start and End Dates:		
Total Funding Requested from JISC:		
JISC Funding Broken Down over Project Years:		
Total Contributions from Bidder(s):		
Outline Project Description		
I have read the Circular and associated Terms and Conditions of Grant at Appendix B (please delete as appropriate)	YES	NO

Generic Terms and Conditions of Grant

Preamble

1. JISC funds a wide variety of development projects on behalf of its funding bodies. These projects include consultancies and supporting studies where the main deliverable is a report, and projects where the deliverables include products or services as well as reports. These generic terms and conditions apply to all development projects and define the responsibilities of the lead institution and its project partners.

Adherence to Project Management Guidelines

2. The institution and its partners must adhere to the Project Management Guidelines available electronically at www.jisc.ac.uk/prof_info.html. The Guidelines provide initial advice on project planning, project management, the relationships between JISC programmes and projects, evaluation, and dissemination. The Guidelines will be updated from time to time, and the lead institution will be notified of any major changes. It is the responsibility of the lead institution to inform its project partners accordingly.

Submission of Agreed Deliverables

3. The institution and its partners must supply all deliverables specified in the agreed project Proposal. The schedule for submitting deliverables must be included in the Project Plan and agreed with the JISC Executive. Any changes to this schedule must be agreed in writing with the JISC Executive.

4. Project deliverables are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

5. Project deliverables will be deposited in the appropriate JISC data centre or managed repository, where appropriate.

Core Project Document Set

6. The lead institution must also supply a core set of documents to indicate how the project work will be planned and implemented, to report on progress, and to inform future auditing and evaluation. It is the responsibility of the lead institution to agree these documents with its project partners prior to submission.

7. The core project documents are listed below and further information about each document is provided in the Project Management Guidelines. These are the documents required for a typical project funded for 2-3 years. Where the documents required or their timings are different, these will be listed in the circular/ITT and letter of grant or agreed separately with the JISC Executive.

8. Core project documents are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

9. Core project documents will be deposited in the JISC records management system so they are accessible to the JISC Executive.

Core Project Document	Timing
Project Plan (including an Evaluation Plan, QA Plan, Dissemination Plan, and Exit/Sustainability Plan)	within 3 months of start date
Consortium Agreement (for projects involving more than one institution)	within 3 months of start date

Project web page on JISC web site	within 1 month of start date
Project web site at lead institution (for projects longer than 6 months)	within 3 months of start date
Progress Reports, including financial statement	2 per year
Final Report	Draft version 1 month before end date; final version at end date
Completion Report, including financial statement	end date
Technical and supporting documentation (for projects creating technical deliverables)	timing to be agreed with JISC Executive

Intellectual Property Rights

10. The ownership of intellectual property rights made, discovered, or created during the period of project funding will be indicated in the funding circular/ITT and in the letter of grant.

11. The institution and its partners must ensure that deliverables do not in any way infringe copyright or other intellectual property rights of any third party. For content creation projects, copyright and other intellectual property rights should be cleared before digitisation begins or cleared in stages as a managed part of the creation process. Rights need to be cleared for networked delivery of these resources in learning, teaching and research. It is a matter for the institution and its partners to ensure that their rights are adequately protected.

Charging

12. Funding is made available on the condition that the institution and its partners shall make available deliverables developed by the project free of charge to the teaching, learning, and research communities during the period of funding, except for a handling and/or usage charge which must be agreed in writing with the JISC Executive.

Programme Meetings and Events

13. Programme meetings and other events are organised by JISC to brief project staff and share knowledge. Two major programme meetings are held per year, and attendance at programme meetings is mandatory. Projects should allocate staff time to participate in programme activities, and the Project Management Guidelines provide guidance on days per year to allow. The project will be provided with a schedule of meeting dates.

14. Projects should also allocate time to liaise with the Programme Manager on a regular basis, and institutions should provide access to the Programme Manager at any reasonable time.

Dissemination

15. The institution and its partners must commit to disseminating and sharing learning from the project throughout the community. The institution and its partners must develop a Dissemination Plan as part of the overall Project Plan and report on dissemination activities in Progress Reports and the Completion Report. Further information about dissemination is available in the Project Management Guidelines.

Project Web Site

16. The institution and its partners 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 web sites.

17. Where appropriate, project deliverables and core project documents may be posted on the project web site. 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.

18. The lead institution or one of its partners must agree to host the web site on their server for a minimum of 3 years after the end of the project and to assist JISC in archiving it subsequently.

Publicity

19. In any publicity material or public presentation about the project it is essential to include an indication that the project was made possible by funding from JISC. Projects and services must adhere to JISC PR Guidelines and to any additional advice established by the JISC Outreach and Institutional Support team in due course. The current JISC Communication and Marketing Toolkit can be found at <http://www.jisc.ac.uk/toolkit>.

Evaluation

20. JISC undertakes evaluation of its development projects and programmes to ensure that knowledge and results are shared with the wider community and to improve the development programme itself. Projects are required to participate in programme evaluation activities organised by JISC.

21. The institution and its partners are also required to undertake evaluation of their work. The institution and its partners must develop an Evaluation Plan as part of the overall Project Plan and report on evaluation results in Progress Reports and the Final Report. Further information about evaluation is available in the Project Management Guidelines.

Exit/Sustainability Plan

22. Funding is for a limited term as set out in the letter of grant. The institution and its partners must develop an Exit/Sustainability Plan as part of the overall Project Plan to document the planning needed to get the best value from the work that has been funded. This will include an assessment of what should happen to deliverables and options for sustainability after funding ceases. Where the institution and its partners wish to exploit deliverables on a commercial basis after funding ceases, they should submit a business plan with economic models that demonstrate how the product or service will be self-sustaining. Further information about exit/sustainability is available in the Project Management Guidelines.

Adherence to Standards

23. The institution and its partners must adhere to JISC technical standards, especially to ensure interoperability. The current JISC guidelines on standards can be found at http://www.jisc.ac.uk/index.cfm?name=projman_standards and will be updated from time to time. The lead institution will be informed about new and emerging standards that JISC intends to adopt and offered guidance about using them. It is the responsibility of the lead institution to inform its project partners accordingly.

Quality Assurance

24. The institution and its partners must put in place appropriate formal quality assurance procedures to ensure that deliverables are fit for purpose and comply with specifications, JISC guidelines on standards and best practice, and accessibility legislation. Projects must develop a QA Plan as part of the overall Project Plan describing the QA procedures they will put in place and supply evidence of compliance when deliverables are submitted. Further information about QA is available in the Project Management Guidelines.

Payment Schedule

25. The schedule of payments will be indicated in the letter of grant. If more than one institution is involved in a project or service, payments will be made to the lead institution. It is the responsibility of the lead institution to disburse the funds to its project partners.

26. Payment is conditional upon satisfactory progress with milestones and deliverables. The institution and its partners must supply deliverables and core project documents on schedule or subsequent payments may be withheld.

27. At the end of the project, any unspent funds should be returned to JISC unless a formal agreement is reached with the JISC Executive about how these funds may be spent to further support the work of the project.

28. For financial audit, the procedures of the lead or fund-holding institution will apply. In general, JISC does not intend to send financial auditors to projects. However, there remains the possibility that JISC's auditors may wish to audit projects. Project fund holders are required to make themselves available for a visit by members of the JISC Executive or nominees on reasonable notice.

Staff Development

29. Funding is for a limited term as set out in the letter of grant. Near the end of the project funding, institutions should inform project staff about career development opportunities. These might include information about job vacancies within the institution or opportunities for training and career guidance.

Compliance with UK and EU Legislation

30. The institution and its partners must comply with any UK or EU legislation or any international Treaty obligations currently in force or introduced during the timescale of the project that has implications for the conduct of projects or the deliverables/documents they supply. JISC will endeavour to inform the lead institution of relevant legislation and supply guidance for compliance. It is the responsibility of the lead institution to inform its project partners accordingly. Further advice and guidance is available from the JISC Legal Information Service (<http://www.jisc.ac.uk/legal>), email: jlis@strath.ac.uk, Tel: 0141 548 4939.

Accessibility

31. In line with Government legislation and social inclusion initiatives, JISC is committed to providing resources that are accessible to a diverse range of users. In order to achieve this JISC advise that all resources including the project web site meet good practice standards and guidelines pertaining to the media in which they are produced, for example HTML resources should be produced to W3C html 4.01 strict (<http://www.w3.org/TR/1999/REC-html401-19991224/>) and use W3C WAI guidelines to double A conformance (<http://www.w3.org/WAI/WCAG1AA-Conformance>). Further advice and guidance is available from the JISC TechDis Service (<http://www.techdis.ac.uk>), e-mail: helpdesk@techdis.ac.uk, Tel: 01904 754 530.

Data Protection

32. The institution and its partners must accept responsibility as the data controller or Joint Data Controllers as defined by the Data Protection Act 1998 ('the Act') for the personal data collected and processed as a result of this project. Neither HEFCE nor the funding bodies accept responsibility for any breaches of the Act which occur due to the actions of project staff or agents directed by them.

33. HEFCE is the recognised data controller for JISC. In line with the requirements of the Data Protection Act 1998, the institution and its partners hereby grant HEFCE permission to hold the names, job titles, and work contact details of project staff to enable administration of the programme that the project is part of and to keep project staff up to date with information pertinent to it.

34. The institution and its partners also grant HEFCE permission to hold these contact details as part of the main JISC Contacts Database. They will be used to contact staff or send them information from other JISC sources relating to forthcoming events or initiatives which may be of interest.

35. This information would be made available to the JISC Executive, staff within the Regional Support Centres and staff within other JISC-funded services and initiatives only for the purposes

described above. This data will be held until such time as the institution instructs HEFCE otherwise or for the lifetime of HEFCE.

36. Any institution which prefers that project details were not held as part of the JISC Contacts Database, or would like any further information about how this data will be processed, should contact the JISC Executive.

Freedom of Information

37. The institution and its partners should be aware that educational institutions are listed as public authorities under Schedule 1 of the Freedom of Information Act 2000 ('the Act'). The information created by project staff during the course of the project and as described in their original bid is therefore covered by the provisions of the Act.

38. Neither HEFCE nor the funding bodies accept any responsibility for the project's compliance with the Act for information held by the project staff. This is deemed to be the responsibility of their host institution(s).

39. HEFCE will comply with the terms of the Act for information relating to the project or programme of which it is part that is held by the JISC Executive. Project staff should therefore be aware that any contracts, information or communications in written form (including email) which are sent to the JISC Executive (including the Programme Manager) may be made available to the public on receipt of a valid request and unless covered by one of the classes of exempt information listed in Part 2 of the Act.