

## **JISC Circular 3/06: Full Text**

### **JISC Capital Programme: Call for Proposals**

**April 2006**

**Sent To: Heads of Higher Education Institutions funded by the English and Welsh Higher Education Funding Councils  
Heads of Further Education Institutions in England which teach higher education to more than 400 FTEs**

**Of Interest To: Pro Vice Chancellors for (e)Learning and (e)Research  
Directors of Information Services and Systems  
Learning Resource Managers, Librarians and Archivists  
Principal Investigators in Research Teams  
Learning Technologists  
Heads of e-Learning and ILT Managers  
Widening Participation Managers**

#### **Introduction**

1. The Joint Information Systems Committee<sup>1</sup> (JISC) invites HE institutions funded via HEFCE and HEFCW and FE institutions in England which teach higher education to more than 400 FTEs to submit funding proposals for projects in a number of key areas to support ICT in Higher Education.
2. This circular invites proposals in the following areas: e-learning, repositories and preservation, and e-infrastructure. Funding is available for projects starting in September/October 2006 and running for a duration of six months to two and a half years, depending on the area of work. The relevant appendices describe the funding available in each area. It is intended that further calls for proposals will be issued in September 2006 and April 2007 for 1-2 year projects.
3. The deadline for receipt of proposals in response to this call is 12:00 noon on Thursday 22<sup>nd</sup> June 2006. A town meeting will be held in Birmingham on Wednesday 10 May 2006 to provide a forum for discussion of the call and its subject matter. Institutions will need to register to attend this free event, using the form available at:  
[http://www.jisc.ac.uk/event\\_capitalprog\\_0506.html](http://www.jisc.ac.uk/event_capitalprog_0506.html).

#### **Eligibility**

4. Proposals may be submitted by HE institutions funded via HEFCE and HEFCW, and by FE institutions in England which teach higher education to more than 400 full-time equivalent students. Due to the funding streams available for this programme, other institutions are not eligible to bid, but may be involved as partners in projects.
5. Proposals may be from single institutions or consortia<sup>2</sup>. Partnership arrangements may be developed outside the sector (for example with research council sites, publishers, commercial suppliers) but the lead partner must meet the criteria outlined in paragraph 4 above. Funds can only be allocated through the lead partner.
6. Bids involving Welsh institutions should address one or more of the priorities outlined in 'Reaching Higher,' the Welsh Assembly Government's strategy for the Higher Education

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<sup>1</sup> Further information on JISC is available at <http://www.jisc.ac.uk>

<sup>2</sup> Note however that proposals in response to the e-Learning call must be from consortia. Please see Appendix C for details.

Sector<sup>3</sup>. These priorities include: the improvement of institutional efficiency through cost reduction; the generation of increased income; multiplier gaining through collaboration; and the building of capacity in Wales. More specifically, proposals are welcomed that seek to address the promotion of research capacity, the provision of additional capital investment for leading edge technologies and the development of e- and distance learning.

## Background

7. JISC 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 all the UK post-16 and higher education funding councils.
8. 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. However, the remaining activities have been funded by the Higher Education Funding Councils for England and Wales. Further information can be found at <http://www.jisc.ac.uk/capital.html>.

## Programme Scope

9. Between April 2006 – March 2009 the JISC intends to fund projects and activities that help to accelerate the pace of change in e-infrastructure, user environments, repositories and preservation, e-learning, network infrastructure and digitisation.
10. In order to deliver best value for money, JISC is working to ensure join up and coherence across the different programme areas and develop cross linkages.
11. Key outputs and outcomes across the Capital Programme include:
  - The SuperJanet5 network;
  - Digital repositories advice and services for institutions;
  - Tools to support collaborative research;
  - The development of high quality digitised resources;
  - Improved discovery of and access to resources;
  - An exploration of the use of e-learning to support lifelong learning;
  - Tools to support HE courses in FE colleges;
  - Enhanced security for the UK HE and research infrastructure.
12. This circular invites proposals in the following areas: e-learning, repositories and preservation, and e-infrastructure. The timescales and funding available for each area is detailed in the relevant appendix.

### *e-Learning Programme*

13. JISC's core e-Learning programme aims to identify how e-learning can benefit learners, practitioners and educational institutions, and advise on its implementation. The e-learning activity will complement and build upon the core activities, with a focus on helping institutions to meet the diverse needs of learners throughout their lives.
14. The e-Learning capital programme is an £11.36m investment to support the sector in harnessing the potential of e-learning to support lifelong learners. A particular area of investigation will be around providing a personalised learning experience, meeting the needs of individual learners in a range of settings through the use of technologies such as e-portfolios, e-assessment and social software. The programme also includes work on how

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<sup>3</sup> The strategy is available at <http://www.wales.gov.uk/subieducationtraining/content/higher/reachinghigher-e.pdf>

technology can facilitate the more sophisticated administration processes needed for this kind of flexible provision.

15. The main outcomes from the e-Learning Programme are to:

- Pilot new e-learning technologies to support lifelong learners, including support for HE courses in FE, widening participation, work-based learning, flexible delivery and personalised learning experiences.
- Build capacity, knowledge and skills in the use of e-learning to support lifelong learning through institutional and collaborative cross sector projects; work with subject communities, and knowledge exchange activities.
- Develop, pilot and implement technical models that support the flexible, affordable and pedagogically diverse implementation of e-learning.
- Provide guidance to practitioners, institutions and subject communities on the use of e-learning, in partnership with the Higher Education Academy.
- Gain knowledge to inform future JISC e-learning developments, through engagement with the ICT industry and through a collaborative e-learning research programme.

16. Further information about bidding opportunities in the e-Learning Programme can be found at Appendix C.

#### *Repositories and Preservation Programme*

17. The programme is a £14m investment in Higher Education repository and digital content infrastructure which aims to establish a network of digital resources and services, in order to significantly improve content use and curation.

18. The programme will fund initiatives to develop the Information Environment supporting repositories and preservation, including cross-searching facilities across repositories; matching funding for institutions to develop a critical mass of content, and advice for the development of repositories.

19. The main outcomes from the Repositories and Preservation Programme are:

- Digital Repositories: through providing funding for institutions, advice and repository services the programme will empower institutions to develop populated repositories needed by the sector and externally accessible by common standards.
- Discovery to Delivery: a service to provide searching across UK repositories and the agreement of standards for searching and semantic interoperability.
- Digital Preservation: the programme will take forward the development of a distributed environment for digital preservation, in which services, roles and responsibilities are scoped and defined.
- Tools and Innovation: the programme will develop and pilot innovative approaches to repository use and digital preservation support through the development of new software and tools.
- Shared Infrastructure: in support of both national and international developments, the programme will develop shared infrastructure services such as user profiling services, digital rights management, registries, identifier services, terminology and preservation services.

20. Further information about bidding opportunities in the Repositories and Preservation Programme can be found at Appendix D.

#### *e-Infrastructure Programme*

21. The aim of the e-Infrastructure Programme is to expand the uptake and effective use of shared access and service integration, through enhancing and consolidating current technologies, and establishing sustainable communities of use.

22. e-Infrastructure embraces networks, grids, data centres and collaborative environments, and can include supporting operations centres, service registries, single sign-on, certificate

authorities, training and help-desk services. The programme vision follows the initial five-year investment in the UK e-science infrastructure being developed with other partners.

23. The £10.05m e-Infrastructure programme is primarily concerned with consolidating and building on existing work in the construction of grid technologies, and developing their effective use through support facilities and activities.

24. The main outcomes from the e-Infrastructure Programme are:

- Broader & more effective use of the e-infrastructure.
- Enhanced security for the UK Grid infrastructure.
- Production level software and capabilities for the UK e-infrastructure.
- Increased capability, expertise and effective use of the National Grid Service.
- The middleware to connect the base level infrastructure with the application level.
- Increased capacity in the community to make best use of e-infrastructure.
- Integration with other areas of the capital funding programme.

25. Further information about bidding opportunities in the e-Infrastructure Programme can be found at Appendix E.

### Evaluation Criteria

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

**Quality of proposal and robustness of 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 (30%).

**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 need for sustainability of the work at the end of the project funding period. In particular projects funded under this programme that are based within an FE or HE institution will need to provide evidence that the project proposal has been developed in the context of institutional learning, research and information management strategies. This is to ensure that project outputs can be embedded and sustained beyond the JISC funding period (30%).

**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 (15%).

27. 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 should detail how the actual or planned management structure, governance, decision-making and funding arrangements will function and 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.

## Structure of Proposals

28. 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 below:
- a. **Cover Sheet** – All proposals must include a completed cover sheet. This can be found at Appendix A. The completed cover sheet will not count towards the page limit
  - b. **Introduction** – A brief outline of the rationale for and nature of the work to be undertaken, the length of the project, start and end dates, and a summary of how the project will contribute to the programme.
  - c. **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. (Any further requirements will be outlined in the relevant appendix.)
  - d. **Budget** – A summary of the proposed budget which in broad outline identifies how funds will be spent over the life of the project. The budget should be broken down across project years or parts thereof and should include itemised staff costs, any equipment and consumables, travel and subsistence, dissemination, evaluation, any other costs required. TRAC methodology must be used to calculate costs and determine price taking into account the benefits to the lead institution and any project partners. Bidders should provide an indication of the funding requested from JISC and the costs being borne by the host 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 31-34*).
  - e. **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.
  - f. **Supporting Letter(s)** – A copy of the letter(s) of support from a senior representative of the institution and any project partners. The supporting letter(s) will not count towards the page limit.
29. Proposals should not exceed 10 single-sides of A4 pages and should be typeset in Arial or a similar font at 10 point size. All key information as outlined in the structure of proposals section **MUST** be included within the 10 page limit unless otherwise indicated. The evaluators will discount any information provided beyond the 10 page limit.
30. Proposals **MUST**
- include a completed cover sheet (Appendix A)
  - be accompanied by a letter of support from an authorised senior manager at the lead institution and from any partner institutions.

## Full Economic Costs

31. With effect from 1 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 involving 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 to fEC being sought from JISC and the contribution that the lead institution and any project partners intend to contribute. The funding levels outlined in this call include any fEC contribution from JISC. Where a bid involves partners from outside of HE, the partners should cost their activities using current costing practice in their college or organisation and clearly identify partner contributions.
32. When assessing 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.

33. 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.
34. For more information about TRAC, see the HEFCE web site at <http://www.hefce.ac.uk/finance/costing/>. The consolidated TRAC Guidance can be found at <http://www.jcpsg.ac.uk/guidance/>.

### Terms and Conditions of Grant

35. 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 bidders' responsibility to read these.
36. All projects will be managed following JISC project management guidance which can be found at [http://www.jisc.ac.uk/proj\\_manguide.html](http://www.jisc.ac.uk/proj_manguide.html).
37. 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.

### Intellectual Property Rights

38. 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. Where JISC is funding the creation of a national service for the community, there may be a need for HEFCE, on behalf of JISC's funding partners, to retain ownership of certain rights in order to maintain flexibility of future provision and availability of the service.
39. It is highly 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](http://www.jisc.ac.uk/uploaded_documents/Draft_JISC_Open_Source_Software_Policy.doc)). JISC also funds an open source software advisory service (OSS Watch) for the community<sup>4</sup>. 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.

### Bidding Process

40. A guide to bidding for JISC projects can be found at: <http://www.jisc.ac.uk/bidguide.html>
41. A town meeting for prospective bidders will be held on **10 May 2006** from 10.30 am – 3.30pm in Birmingham. 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

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<sup>4</sup> For further information about OSS Watch see <http://www.oss-watch.ac.uk>

representatives per institution. Please use the registration form on the JISC website by 3 May 2006 to book a place at this event: [http://www.jisc.ac.uk/event\\_capitalprog\\_0506.html](http://www.jisc.ac.uk/event_capitalprog_0506.html).

42. **The deadline for submissions is 12 noon on Thursday 22 June 2006. Late proposals will NOT be accepted.**
43. **An electronic copy of the proposal should be sent in PDF format by this deadline.** This is an electronic-only submission process therefore all documentation (including letters of support) must be submitted in PDF format, **as a single file or in a zipped folder.**
44. Contact details for submitting bids are provided in the relevant appendix. Bidders will receive an automatic confirmation of receipt of any proposal sent to the relevant email address. The email address should not be used for general enquiries. Bidders submitting more than one bid in response to this call must submit these in separate messages to the relevant email address(es).
45. 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. 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.
46. A selection panel will be established to review the bids received. JISC will endeavour to notify successful bidders by late July 2006. Projects should commence in September or October 2006.
47. 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.
48. 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.
49. JISC reserves the right not to award any funding.

#### **Further Information**

50. Please refer to the relevant appendix for contact details for enquiries about a specific programme within this call.
51. General enquiries about the bid submission process should be sent to: Alice Colban ([a.colban@jisc.ac.uk](mailto:a.colban@jisc.ac.uk); tel: 0117 931 7257).

**JISC Executive**  
**April 2006**

## **Appendices**

- Appendix A: Cover Sheet**
- Appendix B: JISC Terms and Conditions of Grant**
- Appendix C: e-Learning**
- Appendix D: Repositories and Preservation**
- Appendix E: e-Infrastructure**

<b>Cover Sheet for Proposals</b> (All sections must be completed)	<b>JISC Capital Programme</b>	
<b>Name of Capital Programme:</b> (e-Learning; e-Infrastructure; Repositories and Preservation)		
<b>Name of Lead Institution:</b>		
<b>Name of Proposed Project:</b>		
<b>Name of 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 No:</b> <b>Fax No:</b>		
<b>Length of Project:</b>		
<b>Project Start and End Dates:</b>		
<b>Total Funding Requested from JISC:</b>		
<b>Funding Broken Down over Project Years:</b>		
<b>Total Institutional Contributions:</b>		
<b>Outline Project Description</b>		
<b>I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)</b>	<b>YES</b>	<b>NO</b>

## 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](http://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	within 3 months of start date

longer than 6 months)	
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.

### **Jorum Deposit for Learning Resources**

12. The Jorum repository provides a long-term solution for hosting and delivering any project outputs that are learning materials, case studies, teaching materials and staff development materials. Jorum is available as a national service for deposit and access to such materials and JISC strongly encourages its use by JISC-funded projects. Where IPR and other conditions permit this, the use of Jorum will be mandated. Further guidance will be indicated in the funding circular/ITT and in the letter of grant.

### **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](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](mailto: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](mailto: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.