



JISC Grant Funding 17/11

JISC World War One Open Educational Resources (OERs) Project

October 2011

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

Introduction

1. The Joint Information Systems Committee¹ (JISC) invites institutions to submit funding proposals for a project to create innovative Open Educational Resources (OERs) around the theme of World War One.

Programme/ Initiative	Theme / Context	Description	Funds
econtent	WW1 OER: an academic reappraisal	Using a range of content pertaining to World War One (both UK and international), create an innovative WW1 Open Educational Resource/s (OERs) relevant across disciplines for embedding in teaching and learning.	1 project at £80,000 from January 2012– July 2012

2. The deadline for receipt of proposals in response to this call is **12:00 noon UK time on 5th December 2011**.
3. Funding is available for a single project starting from January 2012 for 6 months. The project must be complete by July 2012; however institutional contributions may sustain the project in the embedding stage of the project until December 2012.

Eligibility

4. Proposals may be submitted by HE institutions funded via HEFCE, SFC, HEFCW and DEL Northern Ireland, and by FE institutions funded via BIS, SFC, DFES Wales and DEL Northern Ireland.
5. With regard to bids from Scottish institutions, SFC has applied a significant budget cut to JISC in 2011-12 AY. Following consultation with Scottish institutions, SFC has requested that the impact of this budget cut falls on the number of innovation projects JISC is able to fund at Scottish institutions, rather than to cut or increase charges for national services, such as JANET, JISC Collections and JISC Advance. Whilst Scottish institutions therefore remain eligible to bid for project funding in response to this call, JISC may need to limit the number of projects awarded to Scottish institutions.

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

6. Proposals may be from single institutions or consortia. Partnership arrangements may be developed outside the sector (for example with research council sites, publishers, commercial suppliers) and internationally, but the lead partner must meet the criteria outlined above. Funds can only be allocated through the lead partner and distributed within the UK. If the project establishes international partnerships, the associate organisations may only make 'in-kind' contributions such as allocating human resource, expertise and/ or equipment etc, but may, of course seek out funding mechanisms within their own territory to support the project.

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. The JISC wishes to commission this project to support the JISC Strategy by providing and investing in a diverse range of content around WW1. JISC aims to foster and encourage advanced teaching methodologies using digital content in new and effective ways, as well as stimulating cutting edge research in all disciplines, thus developing UK higher education as a hub of digital innovation.
9. JISC has funded a large body of work to support WW1 study in terms of teaching, learning and research through a range of digitisation and crowd-sourcing projects. One of the most notable examples are the University of Oxford's The Great War Archive (<http://www.oucs.ox.ac.uk/ww1lit/qwa/>) which digitised items contributed by the general public related to 'someone's experience of the First World War, either abroad or at home'. This has given rise to similar projects in participating countries e.g. in Germany, 'Erster Weltkrieg in Alltagsdokumenten' (<http://www.europeana1914-1918.eu/en>).
10. A significant corpus of digital content to support WW1 education and research has already been undertaken by JISC. Below is an indicative but not exhaustive list of particular activities JISC has undertaken of relevance to this work. It must be noted that such content may be available under a range of licensing conditions:
 - [The Great War Archive](#)
 - [First World War Poetry Digital Archive:](#)
 - ['Welsh Voices of the Great War Online:](#)
 - [The Serving Soldier:](#)
 - [Cabinet Papers 1915- 1978](#)
 - [JISC MediaHub](#)
 - [NewsFilm Online](#)
 - [JISC eContent 2011-13 Capital Programme](#)
11. Further background information can be found at:
 - Imperial War Museums' 'First World War Centenary Partnership: <http://www.1914.org/>
 - Erster Weltkrieg in Alltagsdokumenten: <http://www.europeana1914-1918.eu/en>
 - Europeana 1914-1918: Remembering the First World War – a digital collection of outstanding sources from European national libraries: <http://www.version1.europeana.eu/web/guest/details-europeana1914-1918/>

Overview

12. The aim of this project is to bring together already existing (UK and international) content pertaining to WW1 as innovative Open Educational Resources (OERs), which encourage an academic reappraisal of WW1 across a range of different disciplines. These resources should subsequently be embedded within teaching and learning as a way of enhancing the student experience and fostering innovative pedagogies.
13. This project will therefore support a project that carries the following activities:
 - a. The creation of a suite of learning and teaching resources that provide an international, cross-disciplinary reappraisal of WW1 using digital content which will subsequently be brought together and presented as OERs
 - b. The embedding of the OERs in teaching and learning practice
 - c. The capturing and sharing of 'lessons learned' in the developing and embedding the OERs.

Eligibility, time scale and funds available

14. Funding of £80,000 is available for this project.
15. This project must make an institutional contribution towards the project, expected to fund the embedding stage of the project. This should be at least 10% of the funding requested by JISC; applications providing higher contributions to the project cost will be considered under the value for money evaluation criteria.
16. This project should start in January 2012 and complete by July 2012, lasting a maximum of 6 months. However institutional contributions may sustain the project in the embedding/ stage of the project until December 2012 and continue through 'in-kind' contribution such as allocating human resource, expertise and/ or equipment etc to measure ongoing impact.
17. Grants will be payable to lead institutions only, between January 2012 and March 2012. JISC will continue managing and overseeing the project for the full project period from January 2012 to December 2012.
18. It is expected that the project will carry out the creation of the OERs in the first stage of the project (from January 2012 to May 2012) and subsequently release and embed OERs during the second stage of the project (from May 2012 to conclusion).

Context

19. This grant funding call is one of two areas of investment that JISC is planning around the WW1 commemoration. The second area of work which will run in parallel, entitled 'JISC WW1 Discovery Programme', which will aim to build an aggregation layer to WW1 digital content from a range of digital collections. This content aggregation will be built according to the vision and approaches outlined by JISC's '[Discovery](#)' programme. Core to the 'Discovery vision, is the 'Metadata Ecology'² model which will be a foundation to the content aggregation that will help institutions release data for reuse and also enhance the discoverability of their collections. Using the 'Discovery' vision and principles, data flows and management across and between universities and other sectors/service providers will be improved and made more efficient and effective and help optimise the discoverability and reusability of this digital content generated by UK

² <http://discovery.ac.uk/vision/ecology/>

universities and beyond. For more information on 'JISC WW1 Discovery' programme, please see: <http://jiscww1.jiscinvolve.org/wp/>.

20. JISC has issued a 'Statement of Intent' which can be found at Appendix E to this document and online at <http://jiscww1.jiscinvolve.org/wp/jiscsw1statementofintent/> to outline the strategic and technical aims and motivations that underpin all of JISC's activities around the WW1 commemoration. In essence however, JISC outlines that in order to provide higher and further education with the widest range of teaching, learning and research opportunities presented by the WW1 commemoration, digitised content must be comprehensive, open and sustainable to be of benefit to innovative education and research practice.
21. As 2014 approaches, a range of organisations have been scoping national, European and global activity within the cultural heritage/ broadcast/ educational communities around the WW1 commemoration in a 'real world' and digital environment. Broadly, activities in all sectors aim to:
 - Highlight the global nature of WW1 engagement, and ramifications for sectors in society e.g. migrant communities which have resettled in the UK
 - Understand the legacy of WW1 in social, economic and political terms
 - Encourage new academic interpretations around WW1 including challenges to received notions of historical fact and building on new areas of research and study e.g. the Home Front
 - Make WW1 relevant to new audiences through personal connections to the war
 - Provide a range of ways in which end-users wish to engage with the material
 - Provide a mechanism for collaboration between publically-funded organisations to leverage most value from public expenditure and avoid duplication of effort and/or information deluge.
22. Higher and further education has a key and unique part to play in the WW1 Commemoration through an academic appraisal and reappraisal of themes, events and perceptions and how this can be effectively represented through technological means to support innovative teaching, learning and research. Additionally, universities and colleges will potentially be able to capitalise on the teaching, learning and research opportunities that collaboration with the cultural heritage/ public broadcast sectors will provide in terms of 'opening up' digital content from a range of external sources for use within education and research.
23. One way in which higher and further education is able to engage with the WW1 Commemoration on all levels is to create educational resources within the context of the Open movement and ethos, thereby providing open access to high-quality education resources on a global scale. Such resources have, to date, been referred to as Open Educational Resources (OERs). However, as highlighted in the OER infoKit³ while there is no standard definition of what constitutes an OER, the OER Commons⁴ definition is generally accepted by the community: "Open Educational Resources (OER) are teaching and learning materials that are freely available online for everyone to use, whether you are an instructor, student or self-learner."
24. A range of organisations collectively hold a wealth of unique and authoritative materials on WW1, however much content is not licensed under an appropriately 'open' framework, is difficult to find, subject to a range of proprietary business models and

³ <https://openeducationalresources.pbworks.com/w/page/24836860/What-are-Open-Educational-Resources>

⁴ <http://www.oercommons.org/>

potentially lacking in the right context to make it meaningful for educational use. This project offers the opportunity to higher and further education to play a key and unique part in the WW1 Commemoration through curating disparate UK and international materials into learning resources and providing an academic appraisal and reappraisal of themes, events and perceptions and how this can be effectively represented through technological means to support innovative teaching, and learning.

Outputs and methodology

25. Bidders should ensure that the OER's produced are suitably innovative in approach. Bidders should also make sure that they consider the international context in which the war took place and also draw in content from outside the UK. OER's should also be cross-disciplinary and have a strong methodological underpinning to ensure that they can be embedded in teaching and learning. As a starting point they should consider how the OER's produced might support the work of the host institution for the project but also for others who might use the material.
26. The aim of the project is four- fold:
 - To offer a means by which the academy is able to re-appraise and re-present digital content around WW1 in technologically innovative and inventive ways
 - To create and embed OERs that encourage teachers, learners and users more generally to contribute and annotate the resources themselves, thereby creating a 'living' resource that is continually refreshed and updated and nurtures a 'community of practice'
 - To create and embed OERs that encourage re-use and scholarly curation of resources across a number of subject disciplines from arts and humanities to STEM subjects (as appropriate) thereby offering a means by which there can be bridge across disciplines around the WW1 theme.
 - To create and embed OERs that are international in focus and content inclusion to highlight the differing international perspectives around WW1 study
27. Bidders are encouraged to consider preceding projects and programmes that may have relevance to the exploitation of digital content. An example of this would be Living Books About Life (LiviBL)⁵ project which is developing a sustainable series of co-edited, open access e-books about life - including topics such as Agriculture, Human Cloning and Pharmacology - which will provide a bridge between the humanities and the sciences (STEM).
28. The project will create a suite of sustainable and authoritative OERs taking a three-stage approach:
 - a. Using digital content from a range of sources and creating a suite of learning and teaching resources that provide an international, cross-disciplinary reappraisal of WW1 which will subsequently be released as OERs.
 - b. Embedding of the OERs in teaching and learning practice
 - c. Capturing and sharing of 'lessons learned' in the developing and embedding the OERs.

⁵ <http://www.jisc.ac.uk/whatwedo/programmes/digitisation/econtent11/livibl.aspx>

29. The project will produce at least the following key deliverables:

- i. ***A range of Open Educational Resources:*** these will be built making use of the pre-existing scholarly material from a range of UK and international organisations e.g. universities, colleges, museums, libraries, archives and/ or from any other appropriate source. There will need to be thought as to supporting the current teaching priorities within a range of disciplines e.g. history, womens' studies, film studies, war studies, art history, social science and STEM-based subjects and the design based on a requirements analysis, if appropriate, within the lead/partner institutions. It is suggested that bidders should consider scoping content inclusion specifications based on editorial fit, requirements analysis and licensing compatibility. The OERs will also need to support the different student requirements, e.g. part-time, full time, distance learning etc, served by the institution. It is expected that the resources created will offer students a high quality user experience. The project is encouraged to think of innovative ways of creating (not just subsequent usage of) OERs. For example, by involving users in iterative ways, through collaboration with peers and by taking advantage of social networking tools and opportunities. For an introduction and background information on OERs, bidders are encouraged to consult the JISC Open Educational Resources infoKit.⁶
- ii. ***The embedding of the OERs*** into a variety of teaching and learning practices and opportunities. For example, as the basis for a reappraisal of the way in which WW1 is taught across a range of disciplines as new courses or as part of current courses, modules or assessment activities, for independent learning and research, as group work or integrated within Personal Development Plans or any other activity that institutions would find appropriate and useful within their context. Allocation within the workplan should be given to mapping learning resource design across disciplines and an internal dissemination strategy.
- iii. ***The capturing and sharing of 'lessons learned' in the developing and embedding the OERs.*** Issues that could be considered are challenges pertaining to IPR and licensing of digital content for inclusion, the ability of track usage of the OER and technical, operational and strategic challenges. Methods of circumvention or mitigation should also be included. Allocation within the workplan should also be given to a wider dissemination strategy within higher/further education and beyond.

Content Inclusion

30. Content that may be included in the development of the OER may be in a range of formats including text-based, image, film/video, audio and potentially academic created content such as open-access research papers, open access research data and academic blog posts.
31. Content may also consist of primary or secondary digital content sourced from a range of UK or international organisations e.g. universities, colleges, museums, libraries, archives and/ or from any other appropriate source that fits with content inclusion specifications.
32. Where possible, content should be sourced from pre-existing scholarly material (if appropriately licensed) e.g. content digitised or licensed by JISC can be found at:

⁶ <https://openeducationalresources.pbworks.com>

www.jisc-content.ac.uk or in a range of open access repositories as noted in OpenDOAR⁷ or in JORUM⁸ (Jorum is a JISC-funded Service in Development in UK Further and Higher Education, to collect and share learning and teaching materials, allowing their reuse and repurposing).

Format/ Platform, standards, accessibility and metadata

33. In choosing a format for content hosting, bidders are encouraged to consider:
- Issues of accessibility
 - Display of the OER on a range of devices e.g. tablet, mobile etc
 - Methods of tracking resource usage and impact
 - Clear licensing and associated IPR attached to the OER, and potential embedding within any content that is then reused
34. To aid these considerations, bidders should follow the basic requirements for metadata / resource description that have been developed for the OER programme by CETIS (JISC Centre for Educational Technology and Interoperability Standards) at <http://blogs.cetis.ac.uk/lmc/2010/12/03/oer-2-technical-requirements/>. Also of help will be the resource on technical aspects relating to the management, dissemination and discovery of OERs, originally developed for the OER programme, is http://wiki.cetis.ac.uk/Educational_Content_OER.
35. Project website should meet Level A of the Web Accessibility Guidelines, and it is desirable that they meet Level AA of the guidelines. <http://www.w3.org/TR/WCAG20/>
36. It is desirable that the project should create the 'raw' master files in open formats such as XML, TIFF and JPEG2000. Suitable justification should accompany the non-use of open standards and formats, e.g. in creating audio and video objects.

Collaboration and Partnership

37. For the successful creation and embedding of OERs as expected by this grant call, proposals will have to demonstrate how relevant departments within the institutions (such as Library and Archives Services, IT and Computing, academic departments and teaching / e-learning support units), most crucially academic departments, will work together. Students' and teachers' involvement across disciplines in the creation as well as ongoing annotation of OERs might also provide an innovative opportunity to deliver resources that are relevant to their final user groups and foster a potential 'community of practice' to keep resources 'living' after launch.
38. Bidders are also encouraged to consider how partnerships with other institutions or organisations might provide an opportunity for a more effective delivery of project outputs. These partnerships could include international partnerships and partnerships with memory organisations such as museums, libraries and archives outside of the HE sector, as well as with commercial or non-profit organisations. For instance, consortia could be set up to pool skills, expertise and resources residing within different institutions and teams. For example partnerships with other HEI's could also aid the embedding of the OERs within each institution's teaching practices; or for the more effective delivery and embedding of OERs across a number of institutions where teaching and learning priorities are complementary.

⁷ <http://www.opendoar.org/index.html>

⁸ <http://www.jorum.ac.uk/>

IPR and Licensing

39. It is a condition of this project that the the OERs produced are licenced under a suitable Creative Commons (CC) or equivalent licence.⁹ Use of more liberal licences (e.g. CC-BY) is welcomed (allowing resources to be used and re-used potentially more widely) but JISC recognises that there may be complex IPR issues relating to the content the project might select for OER creation. Therefore JISC is not mandating a particular CC, or equivalent, licence. However, in order to support re-use, the project will not be permitted to use No Derivatives (ND) licenses.
40. As the project intends for OERs to be created using existing resources, bidders must be aware of the copyright and licensing implications, and restrictions, in doing so¹⁰. JISC will provide support in this area to the project in receipt of funding.
41. The institution and its partners must ensure that deliverables do not in any way infringe copyright or any other intellectual property rights of any third party. Copyright and other intellectual property rights should be managed as the OER is created. Other legal issues, such as clinical consent and data protection issues will also need to be dealt with appropriately. It is vital that rights are cleared in such a way that they reflect the terms of use of the CC (or equivalent) licence under which the content and the OERs will eventually be licensed. It is a matter for the institution and its partners to ensure that their rights are adequately protected.
42. Bidders are advised to consult the OER IPR toolkit¹¹ which was developed for the JISC/Academy OER Programme, for assistance in understanding copyright and licensing in the context of OERs and in relation to CC and equivalent licences
43. Bidders are advised to outline an approach to content inclusion, taking into the full account the licensing issues outlined, so that this becomes a key component of the workplan.

Usage, Impact and Embedding of OERs

44. In order to ensure lasting impact and embedding of project's outputs, the successful bidder will demonstrate how the choice of a specific content for inclusion and OER creation is aligned to the teaching and learning needs and priorities of the institution/s delivering the project, and how this will benefit the students' experience. This should be accompanied by plans for embedding usage into teaching and learning.
45. Equally, national evidence of need for OERs within a subject area, packaged in a particular way or addressing a specific pedagogical need, should also be documented in proposals.

⁹ <http://www.creativecommons.org>

¹⁰ For example, projects must be aware that it is not possible to relicence someone else's Creative Commons work. It is possible to disseminate someone else's Creative Commons licensed work in its entirety, either by itself or as part of a collection, but the original licence will continue to apply to that work, i.e. it is not possible to re-licence a work under a more restrictive, or more liberal, licence than the original licence (eg it is not possible to relicence a complete CC BY work and licence it out under a more restrictive CC licence or a more liberal licence, although it is possible to blend CC licensed resources which have been adapted with each other (apart from any with a ND restriction) to create new works.

¹¹ <http://www.web2rights.com/OERIPRSupport/>

46. While it might be premature to expect to find evidence of impact at an early stage, the project should be prepared to undertake ongoing evaluation, quantitatively and qualitatively, of their resource, thus helping them refine the resource in the future and provide the evidence that underpins the case for continuing to build digital content. This may include but not be limited to tracking users and use cases on an ongoing basis. To assist with thinking and planning around issues of impact in the medium and long term, the project should use the Toolkit for Impact of Digitised Scholarly Resources¹², which provides guidance on a range of methodologies that can be employed when measuring usage and impact of digital resources as well as pointing to issue that content providers have to consider at the outset of a project.¹³
47. Re-use and impact of OERs within the wider sector is naturally increased by making the resources discoverable through as many different platforms and networks as possible. The project should put in place robust dissemination plans, identifying stakeholders and different processes for engaging with them. The project should also look to other forms of digital communication such as RSS feeds, deposit in suitable repositories, and through community driven networks and spaces. Project should also look to embed the good practices highlighted by the Strategic Content Alliance's documentation on Maximising Online Resource Effectiveness.¹⁴
48. All OERs may be deposited in JORUM, <http://www.jorum.ac.uk>, and bidders should also indicate how the resources should be sustained and accessible via their own institutional web presence.

Dissemination of Outputs

49. In terms of dissemination, the focus of the project should be on the OER themselves as well as already engaged user groups and new audiences beyond higher education. Bidders should also consider innovative means by which the capturing and sharing of 'lessons learned' can be shared within the higher/ further education community and beyond.

Evaluation Criteria

50. Proposals will be evaluated according to criteria in the table below:

Evaluation Criteria	Questions Evaluators will be Considering
Appropriateness and Fit to Programme Objectives and Overall Value to JISC Community – the extent to which the proposal addresses the issues and demands outlined in the call, and shows innovation as appropriate; the extent to which the project outcomes will be of	Is the proposal in scope? Is the proposal a good, innovative idea? Does the proposal demonstrate that the project outputs meet a need, and will result in benefits to the broad FE and HE community? Does the proposal show alignment with institutional priorities for teaching, learning and research? Is there evidence that there is high demand or potential high demand for the resource being created?

¹² <http://microsites.oii.ox.ac.uk/tidsr/>

¹³ Two other useful documents are the OER synthesis and evaluation study <https://oersynth.pbworks.com/w/page/40291776/UKOER-Impact-Model> which investigates the impact of Open Educational Resources in teaching and learning; and Splashes and Ripples: Synthesizing the Evidence on the Impacts of Digital Resources (<http://ssrn.com/abstract=1846535>), which provides a suite of recommendations for those releasing digital content.

¹⁴ <http://sca.jiscinvolve.org/wp/maximising-online-resource-effectiveness/>

<p>overall value to the HE and research communities (25%).</p>	<p>Does the bid have appropriate institutional support, evidenced in the main bid and letters of support? Does the bid discuss embedding beyond project funding? Is there a suitable sustainability model to support the resource, both in technical and editorial terms, following the project's end?</p>
<p>Quality of Proposal and Robustness of Workplan – 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%).</p>	<p>Are there clear deliverables? Is the IPR position clear and appropriate with regard to project outputs? Does the workplan look appropriate and feasible in the light of indicated deliverables? Are plans for embedding, where relevant, clearly laid out? Is the workplan robust in terms of project management arrangements? Is there sufficient time commitment from staff in a range of roles across the institution? Is the IPR position on the collections clear and appropriate (where relevant)? Is there indication of how the impact of the project will be measured? Does the bid include a well-thought-through initial assessment of risks, which considers the factors which may impact on the project's ability to deliver, and proposes appropriate mitigating actions?</p>
<p>Engagement with the Community – the degree to which the proposal demonstrates an openness and willingness to work with and share findings with the JISC community and to work in partnership with JISC in forward planning, dissemination and evaluation, and to continue to make available the findings beyond the project period (20%).</p>	<p>Does the bid propose engagement with project stakeholders and practitioners (if appropriate) throughout the life of the project? Is a stakeholder mapping and/or user needs analysis provided? Does the bid propose an appropriate dissemination approach? Does it have an appropriate evaluation approach, e.g. talking to stakeholders? Does the bid demonstrate willingness to work in partnership with JISC in the dissemination and evaluation activities and to make available outputs beyond the funding period?</p>
<p>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%).</p>	<p>When considering value for money, evaluators will refer to their assessment under the above evaluation criteria and compare this with the cost requested from JISC. Does the bid discuss the quantitative and qualitative benefits to the project partners of undertaking the work? Given the benefits, are institutional contributions appropriate?</p>
<p>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</p>	<p>Does the bid demonstrate a realistic understanding of the scale of the task, both in terms of technical and management issues? Does the bid demonstrate previous successful delivery and management of the project? Does the bid link the expertise of the team with the roles to be undertaken and the staffing budget? If the bid is from a consortium: i) have the partners provided evidence of their commitment</p>

<p>date in the area or in related fields (15%).¹⁵</p>	<p>in the form of supporting letters? ii) have the partners demonstrated how the work aligns with their objectives and priorities? iii) is it clear what the role of each partner is and how the actual or planned management structure, governance, decision-making and funding arrangements will function?</p>
--	--

Structure of Proposals

51. 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:

- a. **Bid Cover Sheet** – all proposals must include a completed bid cover sheet (using the template at Appendix D) which is included in the proposal as part of the overall maximum page limit.
- b. **Appropriateness and Fit to Programme Objectives and Overall Value to the JISC Community** – this section should demonstrate how the bid addresses the issues and demands outlined in the call, and shows innovation as appropriate; and the extent to which the project outcomes will be of overall value to the JISC community.
- c. **Quality of Proposal and Robustness of Workplan** – a description of the intended project plan, timetable and deliverables, project management arrangements, risks, IPR position, and sustainability issues. (NB: Any further/specific requirements to a particular project will be outlined in the call). Recruitment should be properly addressed in the bid. Do not underestimate the amount of time it takes to set up and establish a project and undertake any necessary staff recruitment.
- d. **Engagement with the Community** – a description of how project stakeholders and practitioners (if appropriate) will be engaged throughout the project and an overview of the dissemination and evaluation mechanisms that are envisaged for the project. Any stakeholder mapping and/or user needs analysis will strengthen this section of the bid. Proposals should also ensure there is scope for working in partnership with JISC in dissemination and evaluation activities, and in making available the outputs of the project beyond the JISC funding period. Further guidance on JISC’s expectations with regard to stakeholder engagement, evaluation and dissemination can be found in Section III of JISC’s Project Management Guidelines (http://www.jisc.ac.uk/proj_manguide).
- e. **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 financial years (August–July) or parts thereof and should include itemised staff costs, any equipment and consumables, travel and subsistence, dissemination, evaluation, and any other direct costs required, e.g. rights clearance if required. All costs must be justified. Transparent Approach to Costing (TRAC) methodology must be used to calculate costs in bids from UK HE institutions. An Example Budget and guidance on the budgetary terms used can be found in Appendix C to this document. Bidders should provide a summary of

¹⁵ 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 refer to documents that exist such as partnership agreements, strategic plans etc. that the evaluation panel can obtain copies of upon request. Please do NOT include such documents as appendices to a bid.

the qualitative, and any quantitative, benefits the lead institution and any project partners as a whole expect to receive from the project in order to inform the funding to be requested from JISC and the costs being borne by the host institution and any project partners. Institutional contributions should be determined by taking into account the benefits to the lead institution and any project partners.

- f. **Previous Experience of the Project Team** – names and brief career details of staff expected to contribute to/be seconded to the project, including qualifications and experience in the area of work proposed, linking the expertise to the roles required within the project, and evidence of any projects of similar nature successfully completed. Clearly indicate when posts will need to be advertised. Do not underestimate the problems in recruiting suitable staff to work on the project. Staff with suitable qualifications in areas where the JISC is interested can be in short supply or expensive. You should provide contingency plans in the event that you experience problems with recruitment.
- g. **FOI Tick List** – all proposals must include a FOI Withheld Information Form, indicating which sections of the bid you would like JISC to consider withholding in response to a freedom of information request or if your bid is successful and your project proposal is made available on JISC's website. This can be found in Appendix A of this document. The FOI form will not count towards the page limit and should be included in a separate PDF file to the main bid sections described in a-f above, alongside the supporting letters.
- h. **Supporting Letter(s)** – a copy of the letter(s) of support from a senior representative of the institution and any project partners. Only one supporting letter per project partner should be submitted. The supporting letter(s) will not count towards the page limit and should be included in a separate PDF file to the main bid sections described in a-f above, alongside the FOI tick list. The address to include on letters should be JISC, Northavon House, Coldharbour Lane, Bristol, BS16 1QD. It is not necessary to address the letter to a particular contact within the JISC Executive.

General Expectations

52. The project is expected to allocate at least 10 person-days per year and related expenses to engage in programme-level activities. In particular, the project is expected to attend programme meetings and relevant special interest groups. Any further expectations will be outlined in the relevant call.

JISC Services

53. Bidders should be aware of the range of JISC services that may be relevant to provide advice, guidance or support dependant upon the proposal being submitted. Further information on JISC's advisory services (JISC Advance), including the Regional Support Centres, can be found at: <http://www.jisc.ac.uk/whatwedo/services/jiscadvance.aspx>

Technological Approaches to be Employed

Open Standards

54. Open standards should be used wherever possible, and any deviation from these should be justified in the proposal and any alternative interface specifications should be designed with re-use by others in mind. The JISC recognises that emergent technologies lack the maturity of standards of some existing technologies. Interoperability and data transfer are key to the provision of next generation technologies for education and research, and the project is expected to work with JISC to address these issues.

55. Relevant standards can be found in the JISC Standards Catalogue¹⁶. Those bidding for projects related to the Information Environment should also refer to the Information Environments standards¹⁷.
56. Bidders must also ensure that they request adequate funding for any additional costs that may be incurred by adopting a standards-based approach. The project should demonstrate sound risk management with regard to the adoption of standards for immature emergent technologies and refer to appropriate sources of expertise.
57. Further guidance on standards and their stipulation can be found in the relevant calls.

Software Outputs

58. It is expected that software outputs will normally be licensed as open-source unless a case is made to the contrary and accepted by the evaluation panel. Bidders should make clear the licence, under which software outputs will be released, mechanisms that will be put in place for community contribution (users and developers) throughout the project, and the sustainability plan for the software beyond the period of project funding. Bidders should consult with JISC's open source software advisory service OSS Watch¹⁸ and the Open Middleware Infrastructure Institute UK¹⁹ on matters relating to open source software development. Bidders should refer to JISC's Policy on Open Source Software for JISC Projects and Services²⁰.
59. To be able to re-use the software it must be of a certain quality and maturity. For example, it must have supporting information, FAQ, installation guides, test data etc. to help others use it. In addition to the advice from the OSS Watch and OMII-UK, elements that contribute to software quality and project maturity are outlined in the Software Quality Assurance (QA) and Open Source Maturity Model (OSMM) Development guidelines.²¹ The project will be expected to follow the recommendations from these sources of guidance.

Risk Assessment

60. The project will have an element of risk. Even in the best-planned projects there are uncertainties, and unexpected events can occur. A risk can be defined as:

“The threat or possibility that an action or event will adversely or beneficially affect the ability to achieve objectives.”

61. A risk analysis when putting together a bid will help you predict the risks that could prevent a project from delivering on time or even failing. It will also help you to manage the risks should they occur. Consideration should be given not only to threats that could lead to failure to deliver objectives (as has already happened) but also to consider opportunities (constructive events) which if exploited could improve the way of achieving objectives.

¹⁶ JISC Standards Catalogue : <http://standards.jisc.ac.uk>

¹⁷ JISC Information Environment technical standards <http://www.ukoln.ac.uk/distributed-systems/jisc-je/arch/standards/>

¹⁸ OSS Watch <http://www.oss-watch.ac.uk/resources/bidsupport.xml> and <http://www.oss-watch.ac.uk/resources/adviceforprojectbids.xml>

¹⁹ OMII-UK <http://www.omii.ac.uk/>

²⁰ Open Source Policy <http://www.jisc.ac.uk/fundingopportunities/opensourcepolicy.aspx>

²¹ Software Quality Assurance (QA) and Open Source Maturity Model (OSMM) Development guidelines: http://www.jisc.ac.uk/uploaded_documents/SQA_OSMM_09.06.doc

62. A risk analysis addresses the following questions:
- What could possibly happen?
 - What is the likelihood of it happening?
 - How will it affect the project?
 - What can be done about it?
63. Further guidance on Risk Assessments can be found in Section III, paragraph 7 of the Project Management Guidelines. JISC InfoNet also hosts an InfoKit on Risk Management²². It explains what risks are, how to do a risk analysis, and how to manage risks during a project.

Costing and Pricing a Bid

64. JISC innovation projects are funded in UK higher education institutions on the basis of full economic costs. Bids from these institutions should therefore be constructed on a full economic cost (fEC) basis using the TRAC methodology. An example budget for bidders to use can be found in Appendix C.
65. Other institutions submitting bids should use their usual costing and pricing practices but all costs should be clear and transparent, clarifying the number of days each individual working on the activity will provide, in order to assist the evaluators in determining the value for money of the proposal.
66. The bid should indicate the contribution to the project being sought from JISC and the intended contribution from the lead institution and any project partners. The funding levels outlined in this call are the maximum that JISC will provide towards the total cost of a project; institutional contributions are additional. Where a bid involves partners from outside UK HE, such as English FE or a commercial company, the partners should cost their activities using current costing practice in their college or organisation and clearly identify partner contributions.
67. When assessing proposals, JISC will take into consideration the reasonableness of the total cost of the project and the institutional contributions. It is important to JISC that HE institutions 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, JISC also needs to ensure consistency of treatment, and that it is using its funding effectively across all proposals.
68. Through the funding provided to the project 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, and financial benefits) in delivering the individual project. 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 funding requested from JISC. JISC reserves the right to ask additional questions about the budget prior to agreeing any funding for a project.
69. Further guidance on fEC for JISC-funded research and development projects can be found at: <http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx>
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/about.htm>.

²² JISC InfoKit on Risk Management <http://www.jiscinfonet.ac.uk/InfoKits/risk-management>

Freedom of Information

70. JISC is subject to the Freedom of Information Act 2000 (FOIA). Therefore potential bidders should be aware that information submitted by them to JISC during this tender process, and throughout the life of any project subsequently funded, may be disclosed upon receipt of a valid request.
71. JISC will not disclose any information received during this bidding process whilst the evaluation of the bids received is still underway. The evaluation process is still deemed to be active until such time as all grant letters to successful the project has been sent out.
72. It is JISC policy to make the content of any bid funded by JISC through this call publicly available via the JISC web site shortly after funding has been awarded. Unsuccessful bids will be destroyed one month after the lead institution has been notified that their bid was not successful. However, it should be noted that the contents of unsuccessful bids *may be* disclosed should JISC receive a relevant FOI request prior to destruction taking place.

Terms and Conditions of Grant

73. JISC will oversee and monitor the progress of the project. The project will be expected to follow JISC's Generic Terms and Conditions of Grant. A copy of this is attached at Appendix B to this document. It is the bidders' responsibility to read this.
74. The project will be managed following JISC project management guidance, which can be found at http://www.jisc.ac.uk/proj_manguide . These guidelines may also be of use to bidders when putting together a project proposal.
75. It is intended that the deliverables created as part of this project will, as appropriate, be deployed by 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, the project 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 JISC will not be able to commit to the long-term delivery or maintenance of project outputs after the end of the project, though guidance will be given about any opportunities for continuation funding and embedding within institutions.

Intellectual Property Rights

76. As a general rule, JISC does not seek to retain IPR in the project and/or service outputs 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 (or 'at cost' where appropriate), to the UK HE, FE and Research community in perpetuity and in accordance with JISC's Open Access and/or JISC's Open Source Software Policy wherever possible, and that these outputs may be disseminated widely in partnership with JISC. Further information is available in Appendix B.
77. JISC, however, reserves the right to acquire all Intellectual Property Rights, including, without limitation, copyright, database right, performers rights, patents and trade marks, whether registered or unregistered, in any works created as a result of the funding either indefinitely or for a certain fixed period of time on behalf of HEFCE. JISC also reserves the right to request that all Moral Rights are waived. This ability to acquire the Intellectual Property Rights will only be used under exceptional circumstances and in

any such case where JISC considers this necessary, the JISC will explain in writing to you the reasons for the transfer. This includes the situation where JISC is funding the creation of a national service for the community and 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.

78. For all project and/or service outputs, acceptance of the terms and conditions of the grant will provide JISC or its representatives with an irrevocable, non-exclusive royalty-free licence in perpetuity to exploit the outputs in any way it sees fit, including enabling the JISC to use, archive, preserve and disseminate the outputs.

Open Access

79. JISC supports unrestricted access to the published output of publicly-funded research and wishes to encourage open access to research outputs to ensure that the fruits of UK research are made more widely available. JISC firmly believes in the value of repositories as a means of improving access to the results of publicly-funded research and is investing significantly in this area. JISC expects that the full text of all published research papers and conference proceedings arising from JISC-funded work should be deposited in an open access institutional repository, or if that isn't available, a subject repository. Deposit should include bibliographical metadata relating to such articles, and should be completed within six months of the publication date of the paper. Further details are provided in JISC's Terms of Conditions of Grant (see Appendix B).

Submitting a Bid

80. A guide to bidding for JISC projects can be found at: <http://www.jisc.ac.uk/bidguide>
81. The deadline for receipt of submissions is **12:00 noon UK time on Monday 5th December**. Late proposals will **NOT** be accepted. It is the responsibility of the bidder to ensure that the proposal has arrived by the deadline stated. The JISC Executive will strictly adhere to this policy. **There will be no appeals process for late bids**. In light of this, it is recommended that bidders plan to submit proposals several days before the deadline in case of any technical difficulties or other extenuating circumstances.
82. Proposals should **NOT** exceed twelve single-sides of A4 pages and should be typeset in Arial or a similar font at 11-point size. All key information as outlined in the guidance on structure of proposals **MUST** be included within the twelve-page limit unless otherwise indicated. **Any bids exceeding the twelve-page limit will be rejected by the Executive prior to the evaluation stage.**
83. Proposals **MUST**:
- Include a completed bid cover sheet (the template at Appendix D must be used) **which is included in the page limit for the proposal**;
 - Include a completed FOI Withheld Information Form (see Appendix A) in a separate pdf file which also includes the letters of support;
 - Be accompanied by a letter(s) of support from an authorised senior manager at the lead institution and from any partner institutions (only one letter per institution) in a separate pdf file which also includes the completed FOI Withheld Information Form.
84. This is an electronic-only submission process; therefore all documentation must be submitted in PDF format. **Two PDFs are required as part of the submission: one to include the main proposal (including bid cover sheet); and one to include the FOI Withheld Information Form and letter(s) of support.** The size of the overall

submission should not exceed 10Mb; a zipped folder should be used if the size of the files exceeds 10Mb (note: any files exceeding 10Mb are likely to be returned by the mail server).

85. Bidders must ensure their proposals have paragraph and section numbers in case of any queries or FOI requests. No additional security settings should be activated for PDFs to allow JISC to redact information if necessary prior to any release under FOI.
86. All proposals must complete the *FOI Withheld Information Form* (see Appendix A) indicating those sections or paragraphs of your proposal which you believe should be exempt from disclosure under the Freedom of Information Act. It should be noted that whilst JISC will actively consider withholding any of the information indicated within this appendix, it is ultimately JISC's decision (as the holder of the information) and JISC may not be able to uphold such decisions in all cases. JISC will consult with the lead institution prior to the release of any information listed in the *FOI Withheld Information Form*.
87. The types of information which *may* be considered exempt from disclosure include (but may not necessarily be limited to):
- Information, which if disclosed, would materially damage the commercial interests of the institution or its partners;
 - Information, which if disclosed, would break the principles of the Data Protection Act 1998.
88. Bidders are encouraged to consult with their institutional FOI officer for further information if required. Failure to fill in or submit this information will be construed as consent for disclosure and/or publication on JISC's website should your proposal be successful.
89. The bid submission email address is outlined below.

Programme/Initiative	Bid Submission email Address
eContent Programme	CONTENT-ITT@jisc.ac.uk

90. All bids should include the name of the lead institution in the subject line of the email. It is the responsibility of the bidder to ensure that the bid is sent to the correct email address. 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. Separate contact details for enquiries are provided below. Bidders submitting more than one bid in response to this call must submit these in separate messages to the relevant email address.
91. If no automatic confirmation is received, it is the responsibility of the bidder to contact 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 correct address prior to the deadline.

Evaluation Process

92. A selection panel will be established to review the bids received. A standard marksheet and guidance for markers is prepared for each evaluation process. This is to help to ensure a common approach from evaluators and to clarify the evaluation criteria, and definitions for the different marks it is possible to award. There are a number of sections which the evaluator is required to complete to inform decisions: a score for each

evaluation criteria; detailed comments to clarify the mark awarded for each criteria; a section to describe overall impressions of the bid; and a recommendation. Further information about JISC's procedure for evaluating bids can be found at: <http://www.jisc.ac.uk/bideval>.

93. JISC will endeavour to notify successful bidders by **19th January 2012**. The project should commence from **30th January 2012**. The project must be complete by **30th July 2012**.
94. JISC will expect to work with the selected project 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 project as a whole.
95. 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, 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 project with the highest raw scores will be those funded in all instances.
96. JISC reserves the right not to commission the full amount of funding outlined in this call, and to issue a subsequent call to address any remaining work.

Checklist for Bid Submission

97. When submitting your bid, we recommend you check the following points:
 - i. Have you completed the bid cover sheet (see relevant appendix for the template which must be used)?
 - ii. Have you followed the bid format outlined?
 - iii. Have you paragraph- and section-numbered your proposal?
 - iv. Have you read JISC's Generic Terms and Conditions of Grant (see relevant appendix)?
 - v. Are you clear about the evaluation criteria on which your bid will be judged?
 - vi. Have you looked at the Example Budget and guidance (see relevant appendix) to help you present your costings?
 - vii. Have you provided a summary of the qualitative and quantitative benefits the lead institution and any project partners as a whole expect to receive from the project and clarified the nature of the institutional contributions?
 - viii. Have you kept within the page limit for the main body of the proposal (do NOT include any appendices to your bid unless specifically requested in the call)? The page limit for this call is 10 pages.
 - ix. Is your bid in a PDF format with no additional security settings switched on?
 - x. Have you completed the FOI Withheld Information Form (see relevant appendix) as part of a separate PDF file with the letter(s) of support?
 - xi. Have you included a letter(s) of support from the lead site and each project partner and included these in a separate PDF with the FOI Withheld Information Form?
 - xii. Is your bid in a zipped folder and the size does not exceed 10Mb?
 - xiii. Are you aware of the email address to which you need to submit your bid and the need to include the name of the lead institution in the subject line of the email?
 - xiv. Are you aware of the deadline for submitting bids? (12:00 noon UK time, Monday 5th December 2011).

98. To summarise, a bid will be automatically rejected if:
- i. It is received after the stated deadline;
 - ii. A bid cover sheet (completed according to the template attached) is not included;
 - iii. The bid exceeds the page limit outlined in the call;
 - iv. An additional appendix/appendices is/are provided that are not requested in the call (as these will be considered to count towards the page limit outlined in the call).

Further Information

99. Contact details for enquiries about a specific strand within this call are outlined below.

Programme / Initiative	Call	Enquiries About The Call	Enquires About Submission Process
eContent	JISC WW1 OER Project	Sarah Fahmy: s.fahmy@jisc.ac.uk	Laura Smyth l.smyth@jisc.ac.uk

Appendices

- Appendix A: FOI Withheld Information Form**
- Appendix B: JISC's Generic Terms and Conditions of Grant**
- Appendix C: Example Budget**
- Appendix D: Bid Cover Sheet**
- Appendix E: JISC WW1 Statement of Intent**

All appendices and the main body of JISC Grant Funding 17/11 can be found at:
<http://www.jisc.ac.uk/fundingopportunities.aspx>

Appendix A

FOI Withheld Information Form

We would like JISC to consider withholding the following sections or paragraphs from disclosure, should the contents of this proposal be requested under the Freedom of Information Act, or if we are successful in our bid for funding and our project proposal is made available on JISC's website.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification

Please see <http://www.ico.gov.uk> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

Example:

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
2.4	s.43 Commercial Interests	Contains detailed description of our proposed system design which would damage our commercial interests if disclosed, by making this information available to competitors.

Appendix B

Annex to JISC Grant and Contract Letters for Projects Generic Terms and Conditions of Funding

Preamble

1. JISC funds a wide variety of projects on behalf of its funding bodies. These projects include 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 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 http://www.jisc.ac.uk/fundingopportunities/proj_manguide.aspx. The Guidelines provide initial advice on project planning, project management, the relationships between JISC programmes and projects, evaluation, and dissemination. However, the institution and its partners should refer to the designated JISC programme manager for details of how these guidelines are to be interpreted. 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 and by reference to the designated JISC programme manager.

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 and/or project information 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	Within 1 month of start date

Plan)	
Project Web Page on JISC Web Site (including copy of accepted Project Plan)	Within 1 month of start date
Project Web Site at Lead Institution	Within 3 months of start date
Consortium Agreement (for projects involving more than one institution)	Within 3 months of start date
Progress Reports (including financial statement)	Default 2 per year; schedule to be agreed with Programme Manager for projects of less than 12 months
Technical and Supporting Documentation (for projects creating technical deliverables)	Timing to be agreed with Programme Manager
Final Report	Draft version 1 month before project end date; final version at project end date
Completion Report (including financial statement)	Project end date

Intellectual Property Rights

10. As a general rule, JISC does not seek to acquire or retain IPR in any outputs created as part of the project and/or service. IPR ownership shall therefore vest with you [and your partners, as laid out in your Consortium Agreement]. However, if this is not the case for the particular piece of work you are undertaking, the correct IPR position will be documented in the grant/contract letter.

11. The funding is made available on condition that outputs from the project are made available, free at the point of use (or 'at cost' where appropriate) and under Open Access or Open Source principles where possible, to the UK HE, FE and Research communities in perpetuity in accordance with JISC's Open Access Policy and/or JISC's Open Source Software Policy wherever possible.

12. A condition of funding is that you grant JISC, on behalf of HEFCE, an irrevocable, non-exclusive royalty-free licence in perpetuity to exploit the outputs in any way it sees fit, including enabling the JISC to use, archive, preserve and disseminate the outputs. This may include, where appropriate, the delivery of project outputs to the community under a suitable open access and/or Open Source licence. In all cases, JISC will also retain the right to modify or adapt the project outputs. The purpose of this is to give JISC the ability to ensure outputs are available to the UK education and research community for non-commercial use should you fail to fulfil this condition of funding. You further agree to ensure that any licence you enter into in order to acquire third party materials for the purposes of this project may legally be transferred to a third party, nominated by HEFCE, to enable such continued availability of outputs to the UK education and research community.

13. JISC may terminate this Agreement immediately without further obligation in the event of:

- (i) any breach of this Agreement which cannot be remedied or is not remedied within thirty (30) calendar days of you being requested to do so; or
- (ii) any resolution being passed or petition being presented to wind up your business (otherwise than for reconstruction or amalgamation) or a receiver being appointed of the whole or part of your assets; or a failure to complete a satisfactory Consortium Agreement, where required, in the time required by your JISC project manager; or where, in the reasonable opinion of the JISC, any of the terms or conditions of funding have not been fulfilled.

If termination occurs under any of these circumstances, all rights in any works created by you as a result of the funding shall revert to the JISC on behalf of HEFCE.

14. You [and your partners] must ensure that outputs do not infringe the copyright or any other Intellectual Property Right existing at the time the project is completed (including, but not limited to, database rights, moral rights, performers rights, unregistered or registered trade marks, patents, or registered designs) of any third party. Where necessary, copyright and other Intellectual Property Rights should be cleared before digitisation or incorporation into outputs begins. You must obtain written permission for any third party rights that you incorporate, using a standard clearance letter whose wording has been agreed with your JISC Programme Manager. You must also document all attempts to identify the owner of works where the rightsholders cannot be located (so-called "orphan works".) It is a condition of funding that you must discuss any orphan works you encounter with your JISC Programme Manager and must follow your programme manager's advice regarding how to deal with such orphan works.

15. It is a further condition of grant that you respect the Moral Rights of those individuals who contribute to the project outputs and in particular requires that you (1) acknowledge them by listing the names of those individuals who made a significant contribution to the project outputs in such project outputs, (2) that the text or content of any outputs should be checked by those individuals before release.

16. JISC, however, reserves the right to acquire all Intellectual Property Rights, including, without limitation, copyright, database right, performers rights, patents and trade marks, whether registered or unregistered, in any works created by you as a result of the funding, as appropriate, either indefinitely or for a certain fixed period of time on behalf of HEFCE. JISC also reserves the right to request that all Moral Rights are waived. This ability to acquire the Intellectual Property Rights will only be used under exceptional circumstances and in any such case, the JISC will explain in writing to you the reasons for the transfer.

Open Access

17. JISC supports unrestricted access to the published output of publicly-funded research and wishes to encourage open access to research outputs to ensure that the fruits of UK research are made more widely available. JISC firmly believes in the value of repositories as a means of improving access to the results of publicly-funded research and is investing significantly in this area. A national support project is available to help institutions develop repositories and share practice (http://www.jisc.ac.uk/whatwedo/programmes/programme_rep_pres/reps_support.aspx).

18. JISC requires that all project or service outputs and the full text of all published research papers and conference proceedings arising from the funded work to be deposited into an institutional or subject open access repository. Deposit should include appropriate bibliographical metadata relating to said articles, and the deposit should be completed within six months of the first publication date of the paper. JISC mandates the deposit of the native version (Word, PPT, etc.), with PDF as well if wanted, but certainly with a format from which usable xml can in principle be derived (not PDF).

19. Which version of the article should be deposited depends upon publishers' agreements with their authors but JISC mandates that articles should be made available through publishers that adopt the RoMEO "green" approach as a minimum (for further information see <http://www.sherpa.ac.uk/romeoinfo.html#colours>). Authors should go to another journal if the journal chosen does not adopt the RoMEO "green" conditions.

20. Jorum (<http://www.jisc.ac.uk/whatwedo/services/jorum.aspx>) is a free national repository that provides a long-term solution for hosting and registering the availability of learning and teaching materials. It contains two collections each supporting a different type of licence for use. JorumOpen provides access to resources licensed under Creative Commons that are

free to anyone worldwide to use; JorumUK provides access to resources from those who prefer to share their work only within UK Further and Higher Education institutions. Deposit into both collections is, initially, by staff only in UK Further and Higher Education. Information about each collection and how to deposit can be found on the Jorum website. It is mandatory that all learning and teaching materials produced by JISC projects and services should be represented (deposited or linked to) in JorumOpen together with the appropriate metadata. JISC strongly encourages use of Jorum by all JISC-funded projects.

Open Source

21. It is highly desirable that any software components of the outputs 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, see JISC's Open Source Software Policy

(<http://www.jisc.ac.uk/fundingopportunities/opensourcepolicy.aspx>)

and advice from JISC's Open Source Software (OSS) Watch
(<http://www.oss-watch.ac.uk/resources/adviceforprojectbids.xml>)

Adherence to Standards

22. The institution and its partners must use the technical standards stipulated by JISC and where unstipulated open standards wherever possible. Any deviation should be justified in the proposal and any alternative be designed with re-use by others in mind. Ease of interoperability between systems is key to the provision of next generation technologies for education and research, and projects are expected to work with JISC to address this issue. It is the responsibility of the lead institution to inform its project partners accordingly. Relevant standards can be found in the JISC Standards Catalogue <http://standards.jisc.ac.uk/>.

Charging

23. 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.

Project Meetings and Events

24. Project meetings and other events are organised by JISC to brief project staff and share knowledge. The project should allocate staff time to participate in project 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.

25. The project 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

26. 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

27. The institution and its partners must create a web page and 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.

28. 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 repository (see paragraph 18 above).

29. 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

30. In any publicity material, online presence (including project web sites), or presentation (face to face or online) about the project, it is essential to include an indication that the project was made possible by funding from JISC. The project and services must adhere to JISC Brand and PR Guidelines and to any additional advice established by the JISC Communications and Marketing team in due course.

Evaluation

31. 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. The project is required to participate in programme evaluation activities organised by JISC.

32. 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

33. 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.

Quality Assurance

34. 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. The project 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

35. 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.

36. 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.

37. 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.

38. 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

39. 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

40. 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.jisclegal.ac.uk/>), email: info@jisclegal.ac.uk, tel: 0141 548 4939.

Accessibility

41. 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/WCAG20/quickref/>). 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

42. 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.

43. 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.

44. The institution and its partners also grant HEFCE permission to hold these contact details as part of the main JISC Contacts Database and Project Information Management System. 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.

45. This information is 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. Contact details held within the Project Information Management System are also published on the project pages on the JISC web site (<http://www.jisc.ac.uk/projects>). This data will be held until such time as the institution instructs HEFCE otherwise or for the lifetime of HEFCE.

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

Freedom of Information

47. 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.

48. 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).

49. 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.

**JISC Executive
September 2010**

Appendix C: Template Budget²³

Directly Incurred Staff	August 11– July 12	TOTAL £
Post, Grade, No. Hours & % FTE	£	£
Etc.	£	£
Etc.	£	£
Total Directly Incurred Staff (A)	£	£
Non-Staff		
August 11– July 12	TOTAL £	
Travel and expenses	£	£
Hardware/software	£	£
Dissemination	£	£
Evaluation	£	£
	£	£
Total Directly Incurred Non-Staff (B)	£	£
Directly Incurred Total (C) (A+B=C)		
	£	£
Directly Allocated		
August 11– July 12	TOTAL £	
Staff	£	£
Estates	£	£
	£	£
Directly Allocated Total (D)	£	£
Indirect Costs (E)		
	£	£
Total Project Cost (C+D+E)		
	£	£
Amount Requested from JISC	£	£
Institutional Contributions	£	£
Percentage Contributions over the life of the project		
	JISC X%	Partners X %
		Total 100%
No. FTEs used to calculate indirect and estates charges, and staff included	No FTEs	

²³ See overleaf for further guidance and an explanation of the terms directly incurred, directly allocated and indirect costs.

Explanation of Terms

All applications from UK HE institutions for development funding from JISC should be costed on the basis of full economic costs (fEC). fEC is the total cost of a project.

The project should be costed using the TRAC Research indirect and estates charge-out rates, and TRAC fEC methods for Research. However, this does not affect their classification as Research or Other/Other Services Tendered for reporting in annual TRAC, HESA, the financial statements or with regard to Customs and Excise (VAT) treatment.

If a project is not classified as Research under annual TRAC the Research charge-out rates should still be used. However, there is no need to amend the denominator or the numerator of the charge-out rate calculations to try to incorporate these projects.

Academic-related staff who lead or work directly on a project should be classified as 'researchers' when costing the project and should be allocated indirect/estates costs. They should be included in the annual TRAC time allocation collection exercises when those are carried out, and their time on projects should be included in the denominator of the indirect and estates charge-out rate calculations when they are next calculated.

Further guidance on fEC for JISC-funded research and development projects can be found at: <http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx>.

Cost Headings

Directly Incurred

These are costs that are explicitly identifiable as part of the project, are charged at cash value actually spent and can be supported by an audit record. They include:

Staff – payroll costs requested for staff, full- or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project. Directly incurred staff should be completing timesheets if they are not 100% chargeable to the project.

Unless a member of staff will be spending 100% of their time on a project, all estimates of time on a project should be made in numbers of hours or days, for each year of the project. This should then be converted to a FTE for use in calculating the indirect and estate costs charges.

Where a post graduate research (PGR) student is carrying out some of the work on a project, the fEC associated with that student should be included on the project application.

This will include:

- Stipends/maintenance costs
- The principal investigator's (PI) supervision/training time
- Indirect and estates costs on the PI time
- Indirect and estates cost on the PGR FTE (weighted by 0.2 for indirect costs, and 0.5 or 0.8 for estates).

Tuitions fees should not be included in the fEC.

Travel and Expenses – funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work. This should include attendance at programme meetings (two per year) and other relevant meetings dependent upon the project/programme.

Equipment – the cost of individual items of hardware or software dedicated to the project, including VAT, e.g. a computer for a newly recruited member of staff for the project.

Dissemination – the cost of any dissemination activities proposed for the project.

Evaluation – the cost of any formative or summative evaluation activities proposed for the project.

Other Costs – costs of other items dedicated to the project, including consumables, recruitment and advertising costs for staff directly employed on the project.

Directly Allocated

These are the costs of resources used by a project, which are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

Staff – proposals will need to show the costs of any principal investigators/project directors and any co-investigators/co-directors if their time charged to the project is based on estimates rather than actual costs. This may also include the costs of technical and clerical staff, and if a project is buying a small amount of one or more of a person's time.

Estates – these costs may include building and premises costs, basic services and utilities, and any equipment maintenance or operational costs not already included under other cost headings. Institutions should use the non-laboratory estates rate if desk-based work (not requiring specialist computing facilities) is done by staff in laboratory departments. Work carried out by academic-related staff such as librarians or IT managers would normally be categorised as non-laboratory but this would depend on the type of project.

Other Directly Allocated – these costs may include, for example, access to institutional research facilities such as equipment and IT systems.

Indirect Costs

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of administration, such as personnel, finance, library and some departmental services.

NB: The budget section of the proposal should clarify the FTEs used to calculate the indirect and estates charges, and indicate which staff have been included.

Indexation

Costings for subsequent years should factor in inflationary increases for salaries and other costs. All costings should be inclusive of any VAT applicable.

Project Partners

Funding for project partners, e.g. staff time, should be clearly identified in the proposal under the relevant heading. Resources to be provided by project partners, whether cash or in-kind contributions, should also be clearly identified in the proposal.


Justification of Costs

All costs associated with the project must be fully justified.

Virement

Directly Incurred Costs can be vired within the overall Directly Incurred budget heading, however, Directly Allocated and Indirect Costs cannot (they do not vary from the estimates made on project application).

Appendix D - Bid Cover Sheet

Cover Sheet for Bids <i>(All sections must be completed)</i>			
Name of JISC Initiative:			
Name of Lead Institution:			
Name of Proposed Project:			
Name(s) of Project Partners(s) <small>(except commercial sector – see below)</small>			
This project involves one or more commercial sector partners YES / NO <small>(delete as appropriate)</small>		Name(s) of any commercial partner company (ies)	
Full Contact Details for Primary Contact: Name: Position: Email: Tel: Address:			
Length of Project:			
Project Start Date:		Project End Date:	
Total Funding Requested from JISC:			
Total Institutional Contributions:			
Outline Project Description			
I have looked at the example FOI form at Appendix A and included an FOI form in this bid		YES / NO <small>(delete as appropriate)</small>	
I have read the Funding Call and associated Terms and Conditions of Grant at Appendix B		YES / NO <small>(delete as appropriate)</small>	

Appendix E

JISC World War One 'Statement of Intent'

To support specifically the JISC WW1 Commemoration programmes, but to eventually to support other digital content and service provision in education and beyond, JISC proposes to make clear its strategic and technical aims through this 'Statement of Intent'.

Statement of Intent

Strategic Vision

UK students, teachers and researchers will have access to a wealth of unique and authoritative digital materials which are comprehensive, open and sustainable. These resources will provide an opportunity to interact with and create new and innovative forms of education and research around the First World War in order to build upon our nation's body of knowledge of this period.

The commemoration of WW1 offers providers of publically-funded content a vital opportunity within the digital domain: to provide a contextualised digital user experience that is as personal, rich and vivid as it is focused; an experience that offers the user the ability to contextualise their own understanding and customise resources in line with their own teaching, learning and research priorities.

The WW1 commemoration also offers providers of digitally-funded content a context, by which to explore and challenge some of the barriers that have previously impeded access to digital resources, be they legal, economic or technical, so that content remains relevant and malleable to user needs.

In achieving this ambition, public bodies working on behalf of education, cultural heritage and public-service broadcasting as well as funders need to work together to unlock the potential of the rich collections and in doing so, provide co-ordination so that expertise can be shared, most impact leveraged from the public purse and duplication of effort is avoided.

To this end, JISC is committed to:

- Setting in place the building blocks to understand how academic audiences can play a formative role in an academic appraisal and reappraisal of themes, events and perceptions of WW1 and how this can be effectively represented through technological means to support innovative teaching, learning and research.
- Understanding, gathering and evaluate evidence on the legal, economic and technical barriers in providing access and re-use opportunities and recommend methods of mitigation or circumvention.

- Providing co-ordination, where appropriate, to share expertise, leverage the most from the public purse and avoid duplication of effort.

Technical Vision:

UK students, teachers and researchers will have easy, flexible and ongoing access to WW1 content and service through a collaborative, aggregated and integrated resource discovery and delivery framework which is comprehensive, open and sustainable.

JISC is committed to enabling the Vision of the Resource Discovery Taskforce (renamed 'Discovery') and aims to apply its principles, aims and methodology in the delivery of the JISC WW1 programmes so that WW1 digital content resources are more discoverable both by people and machines. In doing so, we can make our data work harder, integrating and combining it in new ways that can add value for researchers, teachers, and managers of information assets within libraries, archives and museums.

Working to enable this Vision, JISC, its partners and the RDTF team can go about building critical mass through opening up data, providing examples and communicating outcomes through the context of WW1, offering the opportunity to test, monitor and evaluate the methodology and Vision against a 'real world' theme.

To this end, JISC is committed to:

- Engaging key stakeholders across libraries, archives and museums – from directors to developers, those who have the power, the ideas and the will to make things happen;
- Building a critical mass of freely available quality data that will inspire others to participate in opening up their own data and developing purposeful aggregations and compelling applications;
- Exemplifying what can be done across domains if we work together to free data and explore how to make that data work harder
- Communicating the direction and means of distribution through well-targeted events, exemplars, publications and forums.