

JISC Circular 4/06: Full Text

JISC Capital Programme: Call for Projects

September 2006

Sent To: Heads of Higher Education Institutions funded by the English and Welsh Higher Education Funding Councils
Heads of Further Education Institutions in England which teach higher education to more than 100 FTEs

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

Introduction

1. The Joint Information Systems Committee¹ (JISC) invites institutions to submit funding proposals for projects in a number of key areas to support ICT in HE: e-learning, e-infrastructure, virtual research environments, repositories and preservation, and users and innovation.
2. Funding is available for projects starting in March 2007² for up to two years depending on the area of work. All projects must be complete by the end of March 2009. The relevant appendices describe the funding available in each area. It is intended that a further call for proposals will be issued in April 2007 for 12–18 month projects.
3. The deadline for receipt of proposals in response to this call is 12:00 noon on Thursday 23 November 2006. A town meeting will be held in Birmingham on Wednesday 11 October 2006 to provide a forum for discussion of the call and its subject matter. Institutions will need to register to attend this free event, using the form available at:
http://www.jisc.ac.uk/index.cfm?name=event_capital_1006

Eligibility

4. Proposals may be submitted by HE institutions funded via HEFCE and HEFCW, and by FE institutions in England that teach HE to more than 400 FTEs. In addition proposals to the HE in FE work (Annex D paragraphs D44 – D72) may be submitted by FE institutions in England which teach HE to more than 100 FTEs. Due to the funding streams available for this programme, other institutions are not eligible to bid, but may be involved as partners in projects.
5. Proposals may be from single institutions or consortia. Partnership arrangements may be developed outside the sector (for example with research council sites, publishers, commercial suppliers), but the lead partner must meet the criteria outlined in paragraph 4 above. Funds can only be allocated through the lead partner.
6. Bids involving Welsh institutions should address one or more of the priorities outlined in 'Reaching Higher', the Welsh Assembly Government's strategy for the HE sector³. These

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

² In the case of the Users and Innovation Support Projects, these must start in January 2007

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

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

Background

7. JISC supports higher and further education by providing strategic guidance, advice and opportunities to use Information and Communications Technology (ICT) to support research, teaching, learning and administration. JISC is funded by all the UK post-16 and higher education funding councils.
8. JISC has received additional funding of £81 million over three years to enhance the network infrastructure (SuperJANET 5), to digitise key resources for the academic community and to support the development of e-learning, e-research, repositories and preservation, and users and innovation. Funding for SuperJANET 5 has been provided by all JISC's funding partners. However, the remaining activities have been funded by the Higher Education Funding Councils for England and Wales. Further information can be found at <http://www.jisc.ac.uk/capital.html>.

Programme Scope

9. Between April 2006–March 2009 JISC intends to fund projects and activities that help to accelerate the pace of change in e-learning, e-infrastructure, repositories and preservation, users and innovation, network infrastructure and digitisation.
 10. In order to deliver best value for money, JISC is working to ensure join-up and coherence across the different programme areas and develop cross-linkages.
 11. Key outputs and outcomes across the Capital Programme include:
 - The SuperJANET5 network;
 - Digital repositories advice and services for institutions;
 - Tools to support collaborative research;
 - The development of high quality digitised resources;
 - Improved discovery of and access to resources;
 - An exploration of the use of e-learning to support lifelong learning;
 - Tools to support HE courses in FE colleges;
 - Enhanced security for the UK HE and research infrastructure.
 12. Bidders should be aware that SuperJANET5 has recently been procured by UKERNA, from funds provided under the Capital Programme, and will become operational in early 2007. This network will provide functionality which was not available under SuperJANET4 and prospective bidders may wish to consider projects which utilise the new network. Full details can be found at: <http://www.ja.net/sj5/index.html>
 13. This circular invites proposals in the following areas:
 - e-Learning;
 - e-Infrastructure;
 - Virtual Research Environments;
 - Repositories and Preservation;
 - Users and Innovation.
 14. The timescales and funding available for each area are detailed in the relevant appendix.
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e-Learning Programme⁴

15. JISC's core e-Learning Programme aims to identify how e-learning can benefit learners, practitioners and educational institutions, and advise on its implementation. Its goals are to achieve improved quality of e-learning in the UK through:
- Practitioners with confidence and skills in managing and facilitating e-learning in different contexts and with different pedagogical approaches;
 - A technical infrastructure that supports flexibility, diversity and extendibility
 - Easy access to high quality, flexible learning materials;
 - Effective and responsive e-learning policies, systems and structures in place at local, regional and national level.
16. The e-learning activity within the Capital Programme will complement and build upon the core activities, with a focus on helping institutions to meet the diverse needs of learners throughout their lives. The programme will build directly on JISC work carried out under the Distributed e-Learning Programme,⁵ MLEs for Lifelong Learning Programme,⁶ the Pedagogy, Framework and Tools and Innovations strands of the e-Learning Programme,⁷ and other work on the e-Framework for Education and Research.⁸
17. The e-Learning Capital Programme is an £11.36 million investment to support the sector in harnessing the potential of e-learning to support lifelong learners. A particular area of investigation will be around providing a personalised learning experience, meeting the needs of individual learners in a range of settings through the use of technologies such as e-portfolios, e-assessment and social software. The programme also includes work on how technology can facilitate the more sophisticated administration processes needed for this kind of flexible provision.
18. Further information about bidding opportunities in the e-Learning Programme can be found in Appendix D.

e-Infrastructure Programme⁹

19. The £10.5m e-Infrastructure Programme builds on the work arising from the JISC Support of Research Committee,¹⁰ the e-Science Core Programme¹¹ and the OSI (Office of Science and Innovation) e-Infrastructure Roadmap initiative. It has also been informed by European and International developments within the grid and e-research communities.
20. The vision for the programme follows the initial five-year investment in the UK e-Science Infrastructure, which is being developed with other partners to expand the uptake and effective use of e-infrastructure from early adopters and researchers across disciplines.
21. There are two elements to this:
- To have enhanced and consolidated the current technologies;
 - To have established sustainable communities of use.
22. The e-Infrastructure Programme is comprised of four thematic areas:
- Community Engagement and Support: focusing on community engagement and support in the broader take up and more effective use of e-infrastructure;

⁴ www.jisc.ac.uk/elcapital.html

⁵ www.jisc.ac.uk/programme_edistributed.html

⁶ www.jisc.ac.uk/elearningfocus/mle

⁷ www.jisc.ac.uk/programme_elearning.html

⁸ www.e-framework.org

⁹ http://www.jisc.ac.uk/programme_einfrastructure.html

¹⁰ www.jisc.ac.uk/jcsr_home

¹¹ www.epsrc.ac.uk/ResearchFunding/Programmes/e-Science/default.htm

- e-Infrastructure Security: focusing on solutions to issues of grid authentication, authorisation, and interoperability of access management regimes between the e-Science Grid and the JISC Information Environment;
 - Grid Services and Tools: building on the core UK grid for the production use of computational and data grid resources for a broader research community;
 - Knowledge Organisation and Semantic Services: examining semantic web technologies, semantic aware services and protocols for the exchange of metadata.
23. Further information about bidding opportunities in the e-Infrastructure Programme can be found in Appendix E.

Virtual Research Environments Programme¹²

24. In 2004 JISC commissioned its Virtual Research Environments (VRE) Programme. The primary aim of the programme was to build and deploy collaborative VREs, bringing together tools and technologies to demonstrate how researchers can better manage their increasingly complex tasks.
25. Phase 2 of the programme is now being taken forward and will run from March 2007 to March 2009. The key aims of Phase 2 are:
- To start deploying VRE solutions amongst the wider HE community, and to stimulate change in research practices through the exploitation of such solutions;
 - To continue involving and engaging the research community in building interoperable VRE solutions;
 - To continue raising awareness of the benefits of VRE solutions amongst stakeholders and the wider research community.
26. The focus of Phase 2 will be on pilots, with a wide range of users in authentic research settings within HE institutions in the UK and partner organisations. This will include large- and small-scale pilots addressing real user needs. The applicability and fitness for purpose of emerging VRE solutions to a wider range of research settings need also to be established, and projects are encouraged to conduct pilots in settings other than the ones for which they have been developed. Proposals to develop VRE solutions that support a complete research execution or research administration lifecycle are also encouraged.
27. Further information about bidding opportunities in the Virtual Research Environments Programme can be found in Appendix F.

Repositories and Preservation Programme¹³

30. The programme is a £14m investment in HE repository and digital content infrastructure, which aims to establish a network of digital resources and services, in order to significantly improve content use and curation.
31. The programme will fund initiatives to develop the Information Environment supporting repositories and preservation, including cross-searching facilities across repositories, matching funding for institutions to develop a critical mass of content and enhance repository solutions, advice for the development of repositories, digital preservation issues and related infrastructure services.
32. The main outcomes from the Repositories and Preservation Programme are:
- Digital Repositories: through providing funding for institutions, advice and repository services the programme will empower institutions to develop populated repositories needed by the sector and externally accessible by common standards;

¹² http://www.jisc.ac.uk/programme_vre.html

¹³ http://www.jisc.ac.uk/rep_pres.html

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

28. Further information about bidding opportunities in the Repositories and Preservation Programme can be found in Appendix G.

Users and Innovation Programme¹⁴

29. The Users and Innovation: Personalising Technologies programme creates opportunities to transform practice by developing technologies and innovative processes based on the needs of users working within institutions across multiple domains.
30. The programme aims to bring together stakeholder experiences from across the education spectrum in order to identify common requirements and processes that support education and research activities, especially where they directly affect the quality of users' interactions with e-systems.
31. The outcomes of the Users and Innovation Programme include:
- The development and piloting of software tools and integration platforms for learners, teachers and researchers, based on user needs and experiences within real institutional and extra-institutional contexts
 - The enrichment of the e-Framework to assist in the development of inter-tool interoperability and integration platforms
 - A sustainable community of developers and practitioners that support the development of practice and technology using service-oriented approaches in a rapid and agile way and to inform further JISC initiatives and programmes
 - The provision of advice to institutions and individuals enabling more efficient sector-wide adoption of next generation technologies and practices, whilst supporting institutional locus of control in key business areas
 - The provision of advice based on experience synthesised from a variety of JISC Users and Innovation Programme activities, providing input to development planning, and packaged coherently for dissemination to wider communities
32. There are three strands of projects within the Users and Innovation Programme:
- i. Users and Innovation Support Projects: this strand will support the Next Generation Technologies and Practices and Personal e-Administration to Support Teachers and Researchers strands through two support projects.
 - Support for community of practice and online activities;
 - Support for Users and Innovation development model.
 - ii. Next Generation Technologies and Practices: this strand will explore the emergent technologies and practices that have been collectively referred to under the headings of Web 2.0 and Social Software. In addition to the emergent technologies, this programme

¹⁴ http://www.jisc.ac.uk/capital_user.html

will be piloting a community approach to development. The model aims to encourage a community that will be able to generate ideas, provide rapid and agile development and a user testing group made up of peers able to give critical feedback within the framework of the programme.

- iii. Personal e-Administration to Support Teachers and Researchers: 'Personal e-Administration', for the purpose of this call, can be defined as new and emerging technologies to ease administrative and management overheads of practitioners in learning, teaching and research whilst remaining cognisant of wider institutional technologies and processes and other JISC programmes. A key characteristic of Personal e-Administration technologies is that they inhabit and/or directly affect the individual's operating environment, whilst interacting, integrating and impacting on institutional systems.
33. Further information about bidding opportunities in the Users and Innovation Programme can be found in Appendix H.

Evaluation Criteria

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

Quality of proposal and robustness of workplan – the extent to which the proposal addresses the issues and demands outlined in the call, and shows innovation as appropriate; the quality of the proposal will be assessed on the basis of the deliverables identified and the evidence provided of how these will be achieved including an assessment of the risks (30%).

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

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

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

Previous experience of the project team – evidence of the project team's understanding of the technical and/or management issues involved, and of its ability to manage and deliver a successful project, for example through work done to date in the area or in related fields (15%).

35. In the case of consortium proposals, the **strength of the consortium** will be considered as part of the project team criteria. This refers to evidence of the commitment shown by the consortium partners to the consortium and the proposed project, and the degree to which the work proposed is aligned with institutional strategies and is shown to be embedded within the mainstream of the consortium and with the collaborative partners' priorities. Bidders should detail how the actual or planned management structure, governance, decision-making and funding arrangements will function and may wish to produce evidence such as partnership agreements, strategic plans, working papers etc. These may be included as appendices to the proposal and need not be counted within the ten-page limit.

Structure of Proposals

36. 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. **Cover Sheet** – all proposals must include a completed cover sheet. This can be found in the relevant appendix depending on the area in which you are bidding. The completed cover sheet will not count towards the page limit.
 - b. **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. This can be found in Appendix A. The FOI form will not count towards the page limit.
 - c. **Introduction** – a brief outline of the rationale for and nature of the work to be undertaken, the length of the project, start and end dates, and a summary of how the project will contribute to the programme.
 - d. **Project Description** – a description of the intended project plan, timetable and deliverables, risks, and an explanation of how the detailed project outcomes will be of value to the JISC community. Bidders should also include statements regarding intellectual property rights (IPR) and sustainability issues. (Any further requirements will be outlined in the relevant appendix.)
 - 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 (April–March) or parts thereof and should include itemised staff costs, any equipment and consumables, travel and subsistence, dissemination, evaluation, and any other direct costs 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. Bidders should provide a summary of the qualitative and any quantitative benefits the lead institution and any project partners as a whole expect to receive from the project (see paragraphs 39–42) 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. **Key Personnel** – names and brief career details of staff expected to contribute to the project, including qualifications and experience in the area of work proposed and evidence of any projects of similar nature successfully completed. Clearly indicate when posts will need to be advertised.
 - g. **Supporting Letter(s)** – a copy of the letter(s) of support from a senior representative of the institution and any project partners. The supporting letter(s) will not count towards the page limit.
37. Proposals should not exceed ten single-sides of A4 pages and should be typeset in Arial or a similar font at 10 point size. All key information as outlined in the structure of proposals section **MUST** be included within the ten-page limit unless otherwise indicated (see a., b. and g. above). The evaluators will discount any information in the main body of the proposal that exceeds the ten-page limit.
38. Proposals **MUST**:
- Include a completed cover sheet (see relevant appendix depending on area bidding for);
 - Include a completed FOI Withheld Information Form (see Appendix A);
 - Be accompanied by a letter(s) of support from an authorised senior manager at the lead institution and from any partner institutions.

Full Economic Costs

39. With effect from 1 August 2006 the Funding Councils have agreed that JISC should adhere to the principles of full economic costs (fEC) for all new projects funded in UK HE institutions. Bids from these institutions should therefore be constructed on a full economic cost (fEC) basis using the TRAC methodology. An example budget can be found in Appendix C. 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.

40. When assessing proposals, we will take into consideration the reasonableness of the total cost of the project and the institutional contributions. It is important to us 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, we also need to ensure consistency of treatment, and that we are using our funding effectively across all proposals.
41. Through the funding provided in this programme there will clearly be sector-wide benefits. However, there may also be benefits to the lead institution and any project partners (e.g. prestige/kudos, academic synergy, financial) delivering the individual projects. Bidders should provide a summary of the qualitative and quantitative benefits the lead institution and any project partners as a whole expect to receive from the project. JISC expects these benefits to be taken into account when considering the funding requested from JISC. JISC reserves the right to ask additional questions about the budget prior to agreeing any funding for a project.
42. 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/>.

Freedom of Information

43. 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.
44. JISC will not disclose any information received during this tender 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 projects have been sent out.
45. It is JISC policy to make the content of any bid funded by JISC 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

46. JISC will oversee and monitor the progress of projects. All projects will be expected to follow JISC's Generic Terms and Conditions of Grant. A copy of this is attached as Appendix B. It is the bidders' responsibility to read these.
47. All projects will be managed following JISC project management guidance, which can be found at http://www.jisc.ac.uk/proj_manguide.html.
48. It is intended that the deliverables created as part of this programme 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, projects will be encouraged to set in place mechanisms to ensure the continued availability and currency of deliverables after funding has ended. In the majority of cases JISC will not be able to commit to the long-term delivery or maintenance of project outputs after the end of the programme, though guidance will be given about opportunities for continuation funding and embedding within institutions.

Intellectual Property Rights

49. As a general rule, JISC does not seek to retain IPR in the project deliverables created as part of its programmes. However, funding is always made available on the condition that project outputs are made available, free at the point of use, to the UK HE and FE community in perpetuity, and that these may be disseminated widely in partnership with JISC. Where JISC is funding the creation of a national service for the community, there may be a need for HEFCE, on behalf of JISC's funding partners, to retain ownership of certain rights in order to maintain flexibility of future provision and availability of the service.
50. It is highly desirable that any software components of the deliverables are released under appropriate open source licences to ensure that they can also be freely shared with organisations and communities with which JISC has close working arrangements. Bidders should refer to JISC's Open Source Policy http://www.jisc.ac.uk/about_opensourcepolicy.html JISC also funds an open source software advisory service (OSS Watch) for the community.¹⁵ For other outputs, such as reports or model strategies, a non-exclusive licence allowing JISC or its representatives to utilise, archive and disseminate the work will be required.

Bidding Process

51. A guide to bidding for JISC projects can be found at: <http://www.jisc.ac.uk/bidguide.html>
52. A town meeting for prospective bidders will be held on **Wednesday 11 October 2006** in Birmingham. The meeting will explain the context of the call, and will provide opportunities for those attending to put questions to the JISC panel. Attendance is free and on a first-come, first-served basis. If it proves necessary, we may need to restrict attendance to two representatives per institution. Please use the registration form on the JISC web site by 2 October 2006 to book a place at this event:
http://www.jisc.ac.uk/index.cfm?name=event_capital_1006
53. **The deadline for submissions is 12:00 noon on Thursday 23 November 2006. Late proposals will NOT be accepted.**
54. **An electronic copy of the proposal should be sent in PDF format by this deadline.** This is an electronic-only submission process, therefore all documentation (including letters of support) must be submitted in PDF format, **as a single file or in a zipped folder**. No additional security settings should be activated for PDFs to allow JISC to redact information if necessary prior to any release under FOI.
55. Bidders must ensure their proposals have paragraph and section numbers in case of any queries or FOI requests.
56. 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*.
57. 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.

¹⁵ For further information about OSS Watch see <http://www.oss-watch.ac.uk>

58. 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.
59. Contact details for submitting bids are provided in the relevant appendix. 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. Bidders submitting more than one bid in response to this call must submit these in separate messages to the relevant email address(es).
60. 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 above address prior to the deadline.
61. A selection panel will be established to review the bids received. JISC's procedure for evaluating bids can be found at: <http://www.jisc.ac.uk/bideval.html>
62. JISC will endeavour to notify successful bidders by late January 2007¹⁶. Projects should commence in March 2007¹⁷.
63. JISC will expect to work with the selected projects to agree the workplan and to ensure that the project budget is appropriate and suitably profiled. It may be necessary to negotiate some aspects of the project objectives and content with the project teams in the interest of maximising the expected benefits of the programme as a whole.
64. 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 projects with the highest raw scores will be those funded in all instances.
65. 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

66. When submitting your bid, we recommend you check the following points:
 - i. Have you completed the cover sheet?
 - ii. Have you paragraph- and section-numbered your proposal?
 - iii. Have you completed the FOI Withheld Information Form (Appendix A)?
 - iv. Have you followed the bid format outlined above?
 - 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 (Appendix C) 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?
 - viii. Have you read JISC's Generic Terms and Conditions of Grant (Appendix B)?
 - ix. Have you kept within the ten-page limit for the main body of the proposal?
 - x. Have you included letters of support from the lead site and each project partner?
 - xi. Have you attached any relevant appendices you wish to include, e.g. detailed CVs or partnership agreements relevant to the bid?
 - xii. Is your bid in PDF format with no additional security settings switched on?
 - xiii. Are you aware of the email address to which you need to submit your bid?
 - xiv. Are you aware of the deadline for submitting bids (12:00 noon, Thursday 22 Nov 2006).

¹⁶ In the case of the Users and Innovation Support Projects, bidders will be notified in December 2006

¹⁷ In the case of the Users and Innovation Support Projects, these must start in January 2007

Further Information

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

JISC Executive
September 2006

Appendices

- Appendix A: FOI Withheld Information Form (attached)**
- Appendix B: JISC's Generic Terms and Conditions of Grant (attached)**
- Appendix C: Example Budget (attached)**
- Appendix D: e-Learning (separate file)**
- Appendix E: e-Infrastructure (separate file)**
- Appendix F: Virtual Research Environments (separate file)**
- Appendix G: Repositories and Preservation (separate file)**
- Appendix H: Users and Innovation (separate file)**

NB: All appendices should be read in conjunction with the main body of JISC Circular 4/06.

All appendices and the main body of JISC Circular 4/06 can be found at:
http://www.jisc.ac.uk/funding_circular04_06.html

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.

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

Terms and Conditions of Grant

Preamble

B1. JISC funds a wide variety of development projects on behalf of its funding bodies. These projects include consultancies and supporting studies where the main deliverable is a report, and projects where the deliverables include products or services as well as reports. These generic terms and conditions apply to all development projects and define the responsibilities of the lead institution and its project partners.

Adherence to Project Management Guidelines

B2. The institution and its partners must adhere to the Project Management Guidelines available electronically at www.jisc.ac.uk/prof_info.html. The Guidelines provide initial advice on project planning, project management, the relationships between JISC programmes and projects, evaluation, and dissemination. The Guidelines will be updated from time to time, and the lead institution will be notified of any major changes. It is the responsibility of the lead institution to inform its project partners accordingly.

Submission of Agreed Deliverables

B3. 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.

B4. Project deliverables are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

B5. Project deliverables will be deposited in the appropriate JISC data centre or managed repository, where appropriate.

Core Project Document Set

B6. 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.

B7. The core project documents are listed below and further information about each document is provided in the Project Management Guidelines. These are the documents required for a typical project funded for 2–3 years. Where the documents required or their timings are different, these will be listed in the circular/ITT and letter of grant or agreed separately with the JISC Executive.

B8. Core project documents are subject to approval by the JISC Executive, and the framework for approval is outlined in the Project Management Guidelines.

B9. Core project documents will be deposited in the JISC records management system so they are accessible to the JISC Executive.

Core Project Document	Timing
Project Plan (including an Evaluation Plan, QA Plan, Dissemination Plan, and Exit/Sustainability Plan)	within 3 months of start date
Consortium Agreement (for projects involving more than one institution)	within 3 months of start date
Project web page on JISC web site	within 1 month of start date
Project web site at lead institution (for projects longer than 6 months)	within 3 months of start date
Progress Reports, including financial statement	2 per year

Final Report	Draft version 1 month before end date; final version at end date
Completion Report, including financial statement	end date
Technical and supporting documentation (for projects creating technical deliverables)	timing to be agreed with JISC Executive

Intellectual Property Rights

B10. The ownership of intellectual property rights made, discovered, or created during the period of project funding will be indicated in the funding circular/ITT and in the letter of grant.

B11. The institution and its partners must ensure that deliverables do not in any way infringe copyright or other intellectual property rights of any third party. For content creation projects, copyright and other intellectual property rights should be cleared before digitisation begins or cleared in stages as a managed part of the creation process. Rights need to be cleared for networked delivery of these resources in learning, teaching and research. It is a matter for the institution and its partners to ensure that their rights are adequately protected.

Jorum Deposit for Learning Resources

B12. Jorum provides a long-term solution for hosting and delivering any project outputs that are learning materials, case studies, teaching materials and staff development materials. Jorum is available as a national service for deposit and access to such materials and JISC strongly encourages its use by JISC-funded projects. Where IPR and other conditions permit this, the use of Jorum will be mandated. Further guidance will be indicated in the funding circular/ITT and in the letter of grant.

Charging

B13. Funding is made available on the condition that the institution and its partners shall make available deliverables developed by the project free of charge to the teaching, learning and research communities during the period of funding, except for a handling and/or usage charge, which must be agreed in writing with the JISC Executive.

Programme Meetings and Events

B14. Programme meetings and other events are organised by JISC to brief project staff and share knowledge. Two major programme meetings are held per year, and attendance at programme meetings is mandatory. Projects should allocate staff time to participate in programme activities, and the Project Management Guidelines provide guidance on days per year to allow. The project will be provided with a schedule of meeting dates.

B15. Projects should also allocate time to liaise with the Programme Manager on a regular basis, and institutions should provide access to the Programme Manager at any reasonable time.

Dissemination

B16. 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

B17. The institution and its partners must create a web page or web site to explain the project aims and objectives and to disseminate information about project activities and results. The Project Management Guidelines give guidance on the scope, content and design of web sites.

B18. Where appropriate, project deliverables and core project documents may be posted on the project web site. As the project web site is primarily a dissemination vehicle, deliverables and documents posted are considered to be copies, and the masters will be deposited in the appropriate JISC repository.

B19. 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

B20. In any publicity material or public presentation about the project it is essential to include an indication that the project was made possible by funding from JISC. Projects and services must adhere to JISC PR Guidelines and to any additional advice established by the JISC Outreach and Institutional Support team in due course. The current JISC Communication and Marketing Toolkit can be found at: <http://www.jisc.ac.uk/toolkit>

Evaluation

B21. JISC undertakes evaluation of its development projects and programmes to ensure that knowledge and results are shared with the wider community and to improve the development programme itself. Projects are required to participate in programme evaluation activities organised by JISC.

B22. 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

B23. Funding is for a limited term as set out in the letter of grant. The institution and its partners must develop an Exit/Sustainability Plan as part of the overall Project Plan to document the planning needed to get the best value from the work that has been funded. This will include an assessment of what should happen to deliverables and options for sustainability after funding ceases. Where the institution and its partners wish to exploit deliverables on a commercial basis after funding ceases, they should submit a business plan with economic models that demonstrate how the product or service will be self-sustaining. Further information about exit/sustainability is available in the Project Management Guidelines.

Adherence to Standards

B24. The institution and its partners must adhere to JISC technical standards, especially to ensure interoperability. The current JISC guidelines on standards can be found at http://www.jisc.ac.uk/projman_standards.html and will be updated from time to time. The lead institution will be informed about new and emerging standards that JISC intends to adopt and will be offered guidance about using them. It is the responsibility of the lead institution to inform its project partners accordingly.

Quality Assurance

B25. The institution and its partners must put in place appropriate formal quality assurance procedures to ensure that deliverables are fit for purpose and comply with specifications, JISC guidelines on standards and best practice, and accessibility legislation. Projects must develop a QA Plan as part of the overall Project Plan describing the QA procedures they will put in place and supply evidence of compliance when deliverables are submitted. Further information about QA is available in the Project Management Guidelines.

Payment Schedule

B26. 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.

B27. 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.

B28. 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.

B29. 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

B30. 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

B31. The institution and its partners must comply with any UK or EU legislation or any international treaty obligations currently in force or introduced during the timescale of the project, that has implications for the conduct of projects or the deliverables/documents they supply. JISC will endeavour to inform the lead institution of relevant legislation and supply guidance for compliance. It is the responsibility of the lead institution to inform its project partners accordingly. Further advice and guidance is available from the JISC Legal Information Service (<http://www.jisc.ac.uk/legal>), email: jlis@strath.ac.uk, tel: 0141 548 4939.

Accessibility

B32. 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 advises that all resources including the project web site meet good practice standards and guidelines pertaining to the media in which they are produced, for example HTML resources should be produced to W3C html 4.01 strict (<http://www.w3.org/TR/1999/REC-html401-19991224/>) and use W3C WAI guidelines to double A conformance (<http://www.w3.org/WAI/WCAG1AA-Conformance>). Further advice and guidance is available from the JISC TechDis Service (<http://www.techdis.ac.uk>), email: helpdesk@techdis.ac.uk, tel: 01904 754 530.

Data Protection

B33. 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.

B34. 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 of which the project is part, and to keep project staff up to date with information pertinent to it.

B35. The institution and its partners also grant HEFCE permission to hold these contact details as part of the main JISC Contacts Database. They will be used to contact staff or send them information from other JISC sources relating to forthcoming events or initiatives that may be of interest.

B36. This information would be made available to the JISC Executive, staff within the Regional Support Centres and staff within other JISC-funded services and initiatives only for the purposes described above. This data will be held until such time as the institution instructs HEFCE otherwise or for the lifetime of HEFCE.

B37. Any institution which prefers that project details were not held as part of the JISC Contacts Database, or would like any further information about how this data will be processed, should contact the JISC Executive.

Freedom of Information

B38. 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.

B39. 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).

B40. 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
August 2006

Appendix C

Example Budget¹⁸

Directly Incurred Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
Post, Grade & % FTE	£	£	£	£
Etc.	£	£	£	£
Etc.	£	£	£	£
Total Directly Incurred Staff (A)	£	£	£	£
Non-Staff				
Non-Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
Travel and expenses	£	£	£	£
Hardware/software	£	£	£	£
Dissemination	£	£	£	£
Evaluation	£	£	£	£
Other	£	£	£	£
Total Directly Incurred Non-Staff (B)	£	£	£	£
Directly Incurred Total (A+B=C) (C)	£	£	£	£
Directly Allocated				
Directly Allocated	March 07	April 07– March 08	April 08– March 09	TOTAL £
Staff	£	£	£	£
Estates	£	£	£	£
Other	£	£	£	£
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%

¹⁸ See overleaf for 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. All applications should be costed on financial year April – March and NOT August – July.

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.

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.

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.

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.