

Cover Sheet for Proposals (All sections must be completed)		JISC Capital Programme
Name of Capital Programme: Repositories and Preservation Programme		
Bid for Call Area : (Please tick ONE BOX ONLY, as appropriate)		
Tools and Innovation (Strand B)		
<input type="checkbox"/>	Call Area I – Tools and Innovation Projects	Please specify area of proposed project eg <i>'metadata generation and validation'</i>
Discovery to Delivery (Strand C)		
	Call Area II – Discovery to Delivery Projects	<input type="checkbox"/> a) Version identification framework <input type="checkbox"/> b) Persistent identifier interoperability demonstrator <input type="checkbox"/> c) Federated access management and repositories <input type="checkbox"/> d) Semantic interoperability demonstrator
Repository Start-Up and Enhancement (Strand D)		
	Call Area III – Repository Start-Up and Enhancement Projects	<input checked="" type="checkbox"/> a) Repository start-up projects <input type="checkbox"/> b) Repository enhancement projects
Digital Preservation and Records Management (Strand H)		
	Call Area IV – Digital Preservation and Records Management Projects	<input type="checkbox"/> a) Digital preservation across the lifecycle <input type="checkbox"/> b) Models and implementation of preservation services <input type="checkbox"/> c) Preservation tools development
Shared Infrastructure Services (Strand I)		
	Call Area V – Shared Infrastructure Services Projects	<input type="checkbox"/> a) Pilot implementation of licence registry <input type="checkbox"/> b) Pilot national name and factual authority service <input type="checkbox"/> c) Scoping an architecture to support digital policy management <input type="checkbox"/> d) Scoping a terminology registry
Name of Lead Institution:	Nottingham Trent University	
Name of Proposed Project:	An institutional repository for Nottingham Trent University	
Name(s) of Project Partner(s):		
Full Contact Details for Primary Contact:		
Name: Ms Sue McKnight		
Position: Director of Libraries & Knowledge Resources		
Email: sue.mcknight@ntu.ac.uk		
Address: Boots Library, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU		
Tel: 0115 848 6494		
Fax: 0115 848 2286		

Length of Project: 13 months		
Project Start Date: March 2007	Project End Date: March 2008	
Total Funding Requested from JISC: £30,000		
Funding Broken Down over Financial Years (April – March):		
Apr06 – Mar07	Apr07 – Mar08	Apr08 – Mar09
Institutional: £7,675.00 JISC: £0.00	Institutional: £136,801.00 JISC: £30,000.00	Institutional: £0.00 JISC: £0.00
Total Institutional Contributions: £144,076.00		
Percentage Contributions over the Life of the Project:	JISC 17.19%	PARTNERS 82.81%
Outline Project Description This tender proposes an Institutional Digital Repository start-up project. Nottingham Trent University will develop a repository for the storage of a wide variety of materials, teaching and learning, research and institutional in an eclectic variety of formats integrated into a single search mechanism which addresses all the locations we store information. Essentially we want to build a location for anything and everything which will extend the body of knowledge held by the University for the benefit and extension of our members.		
I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)	YES √	NO
I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)	YES √	NO

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.

Nottingham Trent University is happy for JISC to make any part of this tender available following an appropriate FOI request.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
None		

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

An institutional repository for Nottingham Trent University

1.0 Executive Summary

This tender proposes an Institutional Digital Repository start-up project. Nottingham Trent University will develop a repository for the storage of a wide variety of materials, teaching and learning, research and institutional in an eclectic variety of formats integrated into a single search mechanism which addresses all the locations we store information. Essentially we want to build a location for anything and everything which will extend the body of knowledge held by the University for the benefit and extension of our members.

2.0 Introduction

Nottingham Trent University is in the process of reviewing and developing an institutional wide approach to Information Management. As part of this work we have identified that a number of external drivers¹ highlight the need to increase the profile of and access to Nottingham Trent University's research output and other scholarly works. We are also looking at ways in which we can effectively manage the Intellectual Property of the University.

'Repositories are important for universities and colleges in helping to manage and capture intellectual assets as a part of their information strategy. A digital repository can hold a wide range of materials for a variety of purposes and users. It can support research, learning, and administrative processes.'²

As part of this review we have highlighted:

- The University's current content management service is aimed at Web Content management, and not directly related to digital asset management
- Through the Library Management System and other electronic facilities, the Libraries provide easy access to licensed and subscription digital information resources
- A significant requirement to open up resources locked to one particular course within our Virtual Learning Portal to other staff and students
- An enhanced requirement for wide access to digital learning resources (partly being fostered by the plans to move from an in-house developed Virtual Learning Portal to a new Virtual Learning Environment).

As a consequence, we have identified that there are specific needs related to identification, metadata and searchability that necessitate the consideration of a digital asset management system to enable exploitation and control of the University's scholarly works and other digital assets.

Nottingham Trent University has identified that it wants to establish an enterprise level system so that we can capture all research, scholarly works and digital assets that enhance learning, to eliminate duplication at the local level, and to provide a well managed, systematised, extensible, scalable, sustainable, standards-compliant Institutional Repository system for the benefit of staff and students.

We have identified that digital assets such as theses, published papers, pre- and post-prints, and other e-scholarly works:

- Can be difficult to find;
- Duplicated across the University;
- Stored in an ad-hoc manner;
- Not compliant with copyright requirements;
- Deficient in appropriate metadata and open standards/access requirements;
- Under-exposed or not exposed at all;
- Cannot be searched via a single search engine;

¹ JISC initiatives for Institutional Repositories; RCUK recommendations about open access publishing of research output; Wellcomb Trust requirement that funded research must be open access.

² JISC. Digital Repositories: Helping universities and colleges. Briefing paper – HE Sector. August 2005.

- Cannot be ingested into a centrally management system.

We want to develop a successful system which delivers a sustainable way of managing these digital assets, and can expose these assets to researchers, staff, students, and to the wider community. These assets need to be searchable, discoverable, deliverable, sustainably managed on a 'one object-many uses' model, copyright complaint and rights-managed, and be preserved into the future.

3.0 Scope

Nottingham Trent University has created a framework which enables us to identify the long term requirements for managing the open access institutional repository service we wish to develop. The framework centres on three main areas – Standards compliance; System functionality and interoperability; and Search, access and retrieval functionality. The key requirements include:

Standards compliance

- Compliance with the OAI-PMH [Open Access Initiative – Protocol for Metadata Harvesting].
- Support for the storage and delivery of simple and multi media data stored of a wide range of file formats.
- Support for a range of compound file formats and protocols (for instance METS [*Metadata Encoding and Transmission Standard*], MPEG21 [*an open framework for multimedia applications, designed to communicate machine-readable license information and do so in an "ubiquitous, unambiguous and secure" manner*], and IMS CP [*IMS Content Packaging – a specification for sending learning objects from one programme to another, facilitating easier delivery, reuse and sharing of materials*]; JPEG 2000 [*an image coding system which uses compression to deliver enhanced functionality*], etc).
- Support for a range of metadata standards (Dublin Core, MARC, METS, etc); ability to support a variety of standards
- Awareness of Sharable Content Object Reference Model (SCORM) (*a suite of technical standards that enable web-based learning systems to find, import, share, reuse, and export learning content in a standardized way*).
- Awareness of NISO standards for institutional repositories, including the *Technical Metadata for Digital Still Images* draft.
- Support for OAIS reference model (Open Archival Information System [*to provide a framework for the management of long term preservation*]).

System functionality and interoperability

- Ability to integrate with other University Library systems, Learning systems and corporate systems and applications (Library Catalogue, electronic searching [eSearch], Virtual Learning Environment, etc)
- Ability to control remote search-engine indexing, to filter crawled contents (enabling appropriate materials to be harvested for the OpenDOAR initiative and others as required)
- Robust scalability and extensibility – minimal inherent constraints on object size, collection size, or hierarchical collections with internal nesting
- Support for institutional authentication standards (IP, LDAP, Athens, Shibboleth, etc). Ability to support single sign on.
- Ability to decentralise upload process alongside centrally managed permissions control
- Simple, intuitive, easy-to-use input and upload interface for adding content
- Support for Copyright and Rights management at point of upload and entry
- Support for workflow management for objects and collections; with checks and permissions
- Support for both bulk ingest and individual object upload
- Support for file versioning
- Ability to export bibliographic information and metadata in standard format such as XML and RSS (Really Simple Syndication)
- Ability to link to content housed externally to the application
- Ability to generate granular and customisable usage statistics.

Search, access and retrieval functionality

- Support for standard searchability methods, including z39.50, (*a client server protocol for searching and retrieving information from remote databases*); and SRU/SRW (*Search/Retrieve via URL, a standard search protocol for Internet search queries, utilizing CQL [Common Query Language]; SRW is a variation of SRU, utilising XML and SOAP [Simple Object Access Protocol]*)
- Support for persistent URLs creation and inbound and outbound OpenURL linkages
- Search capability by variety of filters and 'Simple' and 'Advanced' retrieval options
- Compliance with web accessibility standards and legislation
- Easy to use and intuitive user interface; functional out-of-the-box; easy to brand and customise
- Ability to integrate user prompts and links to support documentation and services.

4.0 Project description

The primary aim of this project is to research, specify, procure and implement an Institutional Repository which enables the management of a wide range of digital assets. The core of the repository will be the digital archive of the University's research output. This is primarily defined by the RAE process and focuses on peer-reviewed post-publication outputs³ or post-prints:

- Books/book chapters
- Journal articles
- Conference papers
- Patents
- Software
- Internet publications/websites
- Performances
- Compositions
- Designs
- Artefacts
- Exhibitions
- Research reports
- Digital or visual media
- Research datasets.

However, the repository will not merely duplicate existing channels of scholarly publication, but will also include a range of grey literature⁴ such as:

- Pre-prints or papers not intended for publication
- Working papers and methodologies
- Doctoral theses
- Laboratory technical reports
- Conference contributions (unpublished)
- Papers in support of grant applications or to funding bodies
- Project reports.

We believe that the decision to include these may be determined by the prevailing research culture in individual disciplines, including requirements by individual funders and/or areas where pre-publication dissemination and peer-review is encouraged, or by publisher's restrictions on access to material but want the repository to be ready to accept this type of material.

Taking this hybrid and inclusive approach to both formal and informal scholarly output extends beyond the traditional research-led contents of a repository and enables us to include a range of objects linked to learning and teaching at the University. This might include:

- Textual course material
- Multi-media course material

³ <http://www.rae.ac.uk/datacoll/subs/RAE2008RA2DescriptionFieldsGuide.xls>

⁴ Genoni, P. 2004. Content in institutional repositories: a collection management issue. *Library Management*, 25 (6-7) 300 - 306

- Online examination papers
- Image datasets
- Digitised special collections and archives
- Selected post-graduate dissertations.

For completeness we have identified that the following materials will not be included in the scope of the repository:

- Live Web pages
- Library OPAC
- Email
- Records management and administrative document management (at this time).

Fully integrated with the procurement, installation and population of the repository will be the creation of appropriate processes for enabling:

- A search mechanism fully integrated with other University data sources
- Processes for validation and population of the repository
- Ongoing data management
- Archive and retirement
- Embedding the repository within the culture of the University.

We have identified and wish to further research and develop within the framework of the project how the repository will be used and managed. Our early understanding is that we want the Repository to be set up to accommodate user communities and collections, and should allow for different classes of users. Collections may typically comprise items that share one or more characteristic (for example, by purpose, source, subject matter, or audience) and the repository should allow each collection to have its own content submission and approval process, as well as its own set of administrators and managers. We anticipate that the Institutional repository software will allow for the following types of users and roles:

Authors or author proxy / Submitters / Contributors

- Submit items to the repository.

Content Reviewers / Approvers

Reviewers Type 1

- Determines that the submitter is authorized to contribute to the repository (or sub-repository) to which he or she has submitted the item
- Enforces the institution's repository policies regarding the submitting author's institutional affiliation and status (for example, faculty, staff, student), the subject area of the item, community-specific approval processes, and other selection criteria established by each repository
- Would hopefully be an automated role, carried out and controlled by the software of the Repository.

Reviewers / Approvers (Optional)

- Reviews the content to determine that it is appropriate for the collection to which it has been submitted
- Checks the contribution for completeness and obvious errors
- May also have editing rights, depending on the user community.

Technical reviewer

- Determines whether the submitted item is in a known and/or approved document format
- Ensures that the item will be readable by those users who have access to it, and may allow for it to be converted to a supported format type. This also supports the archival preservation of the

item by allowing management of document format types and the migration of formats at some subsequent stage.

Metadata editor

- Verifies, and augments if appropriate, the metadata submitted with the item
- Facilitates ease of search and/or browse to find items, potentially by adding appropriate subject terms / keywords.

Service Administrators

- Maintains and supports the repository
- Coordinates the service delivery and promotion of the repository for scholarly works.

Viewers

- Accesses and views the scholarly works
- May be internal or external to the University.

4.1 Timetable

The proposed timetable is:

March 2007

- Complete specification of user requirements
- Determine success criteria
- Determine reporting requirements (both as the project proceeds and as a consequence of the Post Implementation Review)
- Finalise procurement process
- Recruit Project Manager

April 2007

- Shortlist potential solutions using criteria developed in the JISC MIDESS Work Package 2⁵

April – June 2007

- Procurement phase (tenders, evaluation, shortlisting, etc.)

July – August 2007

- Implementation phase (installation, testing, QA, etc.)
- Role, protocol, and process definition for publishing and management of resources in the repository
- Repository staff training (train the trainer)

September 2007 – March 2008

- Marketing the repository to University staff
- Uploading/publication of legacy material
- Uploading/publication of new material (and ongoing thereafter)
- Training staff in the use of the repository

March 2008

- Post Implementation Review
- Review of success criteria
- Publication of reviews

4.2 Deliverables

The following deliverables have been identified:

⁵ <http://www.leeds.ac.uk/library/midess/MIDESS%20workpackage%202%20-%20Functional%20and%20Technical%20Requirements%20Specification.pdf>

- An institutional repository for Nottingham Trent University
- Procedure manuals
- System related documentation, including Disaster recovery procedures
- Reports for publication on project implementation, post implementation review and cultural change implications.

4.3 Risk Analysis

We have identified the following risks and the proposed way of managing them:

Risk	Identified actions
System doesn't yet exist that provides all our needs	The procurement process will seek to identify a best fit with the user specification and the IT architecture
Staff resistance to using an electronic repository – perception users will lose control; they are not user-friendly; remote from the users point of view	Make the procurement process open and inclusive; ensure customer needs are met; active training programme to engage users with these attitudes
Poor take up of the Repository because it is perceived to be not user friendly; does not solve a problem	Select a user friendly system; Active publicity campaign and training programme to engage users with these attitudes
Extra resources are not made available to manage another service	Active management and promotion by Project Sponsor and Repository system owner to ensure resources are available
Repository is not interoperable with other NTU systems	Clear procurement requirements and active testing before contract signed
Potential future interface with new systems not possible or expensive to build	Ensure system interfaces are open and transparent during procurement process

4.4 How this project will benefit the JISC community

We believe that this proposal has the opportunity to meet JISC requirements and extend the wider JISC body of knowledge in the following ways:

- Provides a new repository for an institution without one
- Resolving the integration of all types of media in one repository; not just text based items
- Creation of cross data source searching; integration of the repository into existing searches; e.g. Nottingham Trent's eSearch service based on software from ExLibris (SFX and Metalib); web searching
- Integration with a Virtual Learning Environment as design feature, rather than reverse engineered
- Sharing of lessons learnt
- Active participation in the JISC – funded network of digital repositories.

5.0 Budget Summary

The following costs will be incurred by the project. These have been posted to the FEC model (see Appendices 1 and 2 for full details), to arrive at the FEC costs shown

Directly Incurred Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
<i>Project Owner (Director of Libraries and Knowledge Resources) (0.02FTE)</i>	£146.00	£1,775.00	£0.00	£1,921.00
<i>Project Sponsor (Information Resources Services Manager) (0.2FTE)</i>	£375.00	£4,550.00	£0.00	£4,925.00
<i>Project Manger (0.5FTE)</i>	£1,856.00	£22,600.00	£0.00	£24,456.00

Directly Incurred Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
Library Information Resources (eServices Development Officer) (0.2FTE)	£0.00	£6,850.00	£0.00	£6,850.00
Learning Resources (Senior Education Developer) (0.1FTE)	£0.00	£3,425.00	£0.00	£3,425.00
Metadata Cataloguer (0.4FTE)	£0.00	£11,200.00	£0.00	£11,200.00
Liaison Librarians (14 at 0.1FTE each)	£0.00	£47,850.00	£0.00	£47,850.00
Total Directly Incurred Staff (A)	£2,377.00	£39,200.00	£0.00	£41,577.00
Non-Staff				
Non-Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
Travel and expenses	£0.00	£500.00	£0.00	£500.00
Hardware (estimate)	£0.00	£11,500.00	£0.00	£11,500.00
Software (estimate based on possible commercial solution)	£0.00	£65,000.00	£0.00	£65,000.00
Dissemination	£0.00	£500.00	£0.00	£500.00
Evaluation	£0.00	£500.00	£0.00	£500.00
Other - Training	£0.00	£3000.00	£0.00	£3000.00
Total Directly Incurred Non-Staff (B)	£0.00	£81,000.00	£0.00	£81,000.00
Directly Incurred Total (A+B=C) (C)	£2,377.00	£120,200.00	£0.00	£122,577.00
Directly Allocated				
Directly Allocated	March 07	April 07– March 08	April 08– March 09	TOTAL £
Information Systems staff (10 hours at £40/hr)	£0.00	£400.00	£0.00	£400.00
Estates	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00
Directly Allocated Total (D)	£0.00	£0.00	£0.00	£400.00
Indirect Costs (E)	£5,298.00	£46,201.00	£0.00	£51,499.00
Total Project Cost (C+D+E)	£7,675.00	£166,801.00	£0.00	£174,476.00
Amount Requested from JISC	£0.00	£30,000.00	£0.00	£30,000.00
Institutional Contributions	£7,675.00	£136,801.00	£0.00	£144,476.00
Percentage Contributions over the life of the project		JISC 17.19%	Partners 82.81%	Total 100%

6.0 Intellectual property rights and sustainability

It is proposed that the intellectual property rights (IPR) remain with Nottingham Trent University. Should the project receive JISC funding, we would ensure 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. It is also our intention, if and where appropriate, to release any in-house developed software components of the final deliverables with appropriate open source licences thus ensuring that they can be freely shared with organisations and communities with which JISC has close working arrangements.

Following completion of the project, the repository would become a fully supported corporate application within the suite of software maintained by Information Systems for the University.

7.0 Key Personnel

**Susan McKnight, B.Bus., MPA, AALIA, AFAIM
Director of Libraries and Knowledge Resources
Nottingham Trent University**

Sue enjoys an international reputation in librarianship, especially in change management and strategic planning, and services for distance education students. She also has an international reputation in eLearning, bringing librarians and curriculum designers together with academic staff to create innovation online learning spaces. She was recognised by the Australian Library and Information Association as 'Manager of the Year' in 1999, and is currently the Chair of the Academic & Research Libraries Section of the International Federation of Library Associations and Institutions (IFLA), which is the largest section of IFLA. She has also served as an expert adviser to the JISC eBooks Working Group and various SCONUL Task and Finish Groups.

**Helen Adey, BA (Joint Hons) History and Religious Studies (University of Surrey 1985); MSc Library and Information Science (Loughborough University 1987), MCILIP.
Information Resources Services Manager**

Helen's role is to develop and manage policies, procedures and standards for ensuring that LLR Information Resources are easy to discover and to facilitate legal access. This encompasses the provision of catalogue entries for print and electronic resources, the creation of digital repositories for some classes of digital resources, providing Intellectual Property and Copyright management, and facilitating access to resources not held by NTU. Her first professional role after gaining her MSc was to work on a British Library funded project investigating Co-operation and Resource Sharing between the University libraries in the East Midlands. Since joining Nottingham Trent in 1992, she has been involved in and managed a wide variety of projects, ranging from reclassification projects, migration of library management systems, library building projects and stock moves and the creation of a library remote store.

**Dr Richard Cross, BA (Hons) Politics (University of Leicester, 1996); MA (Econ) Social Research Methods (University of Manchester, 1999); PhD (University of Manchester, 2003).
e-Services Development Officer
Nottingham Trent University**

Richard worked in a variety of roles within Libraries and Learning Resources (LLR) at Nottingham Trent University since 1996; initially on a part-time basis until the completion of his post-graduate studies. Since 2003 has worked in the eServices team within LLR, with responsibility for the technical implementation of new resource discovery applications including LLR's OpenURL 'link resolver' (SFX) and the eSearch library portal (MetaLib), and LLR's new electronic resource management application (Verde).

**Vicki Watkin, BA in Sociology; Postgraduate Diploma in Information and Library Studies;
Postgraduate Certificate in History of European Design and Visual Culture
Senior Educational Developer
Nottingham Trent University**

Vicki's role is to enhance academic programs at NTU, by providing advice on curriculum design and development in relation to effective pedagogic approaches to embedding learning technology. She was previously a Learning Development and Innovation Manager at Staffordshire University, where she was responsible for research and development into pedagogy and elearning. During her time at Staffordshire she

was involved in the management of two JISC partnership projects, SUNIWE, a project to establish a portal for students to access their personal information and institutional electronic resources and SURF WBL, which created resources to support students, tutors, employers and mentors involved in work based learning on foundation degrees. Vicki is also a chartered librarian, before moving into elearning she supported students on postgraduate and undergraduate Design related courses and was also a project officer for a West Midlands cross-regional project called Chrysalis, which provided a gateway to support adult learners and an image repository.

Appendix 1 FEC model 2007/8

FEC model for Other Income Generating (OIG) projects & activities

All values are per annum (or for whole project if less than 1 yr duration)
 Enter values in ALL yellow cells (if no value for a particular cell, enter a zero)

Values in BLUE cells are calculated automatically - no data entry required

Annual Project Values

1 DIRECTLY-INCURRED COSTS

1a Staff-related

	Cost	FTEs	Numbers
Academic Staff	0	0.0	0
Research Staff	0	0.0	0
Support Staff	2,377	0.2	2
Total D.I. staff-related	2,377	0.2	2

1b Non-staff costs

	Cost
Equipment	0
Consumables	0
Staff Travel & Subs.	0
Supplies & Services	0
Other D.I. items	0
Total D.I. non-staff costs	0

2 DIRECTLY-ALLOCATED COSTS

2a Staff-related

	Cost	FTEs	Numbers
Academic Staff	0	0.0	1
Research Staff	0	0.0	0
Support Staff	0	0.0	1
Total D.A. staff-related	0	0.0	2

2b Non-staff costs

	Cost
Equipment	0
Consumables	0
Staff Travel & Subs.	0
Supplies & Services	0
Other D.A. items	0
Total D.A. non-staff costs	0

3 TOTAL DIRECT COSTS

2,377

4 Cost of Ac Staff Support time

0

5 Gross Cost before Overheads

2,377

6 Cost drivers for Indirect Costs

6a Staff FTEs

	FTEs
Academic Staff (D.I. & D.A.)	0
Research Staff (D.I. & D.A.)	0
Support Staff (D.I. & D.A.)	0.22
Total staff FTEs	0.22

6b Student numbers

	Numbers
Overall number (incl Intl)	0
International	0

6c Users (Staff & Student H/Count) 4

6d Estates - space usage (M2)	Area used(M2)	Days	Annual M2
Standard office space	0	0	0.00
Specialist space at cwf of 2x			0.00
Specialist space at cwf of 3x			0.00
Space total (wtd M2)			0.00

7 INDIRECT COSTS	Actual Value	Charge	Units
ASQ Centre for Academic Practice	0	909	0
BDU Bus. Innov. & Creation Centre	20	0.9%	2,377
CAS Careers Advice & Emp Serv	0	17	0
CIS Management Information Systems	272	68	4
COM Communications & IT Services	238	60	4
DEV Development Office	10	0.4%	2,377
DIR Directorate	46	1.9%	2,377
EBS E Business Solutions	92	23	4
EQO Equal Oppor & Conciliation	42	190	0.22
FIN Finance	83	3.5%	2,377
GOV Governance Services	5	0.2%	2,377
HAS Safety Office	60	272	0.22
HSS HR Systems Support	17	75	0.22
IAS Internal Audit Service	5	0.2%	2,377
INO International Office	0	531	0
ITL Local IT Support	336	84	4
LIB Library & Information Svcs: Core	1,030	258	4
LSE Legal Services	8	0.3%	2,377
MAR Marketing Services	30	1.3%	2,377
PER Personnel Services	159	723	0.22
PPR Corp Affairs inc. Press Office	11	0.5%	2,377
PUR Purchasing Office	7	0.3%	2,377
REG Registry	0	54	0
REP Reprographics	8	0.3%	2,377
RES Research Office	0	4547	0
SSS Student Support Services	0	107	0
TDU Training & Development Unit	58	262	0.22
888 888 Corporate Items	195	8.2%	2,377
ESD Direct Estates	0	150	0
C&I TRAC COCE & Infrastructure Costs	188	7.9%	2,377

Total Indirect Costs	2,921
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8 FEC Costing Summary	
Gross Costs before Overheads	2,377
Indirect Costs (Overheads)	2,921
FEC for the Activity/Project	5,298

123%

Appendix 2 FEC model 2007/8

FEC model for Other Income Generating (OIG) projects & activities

All values are per annum (or for whole project if less than 1 yr duration)

Enter values in ALL yellow cells (if no value for a particular cell, enter a zero)

Values in BLUE cells are calculated automatically - no data entry required

Annual Project Values

1 DIRECTLY-INCURRED COSTS

1a Staff-related

	Cost	FTEs	Numbers
Academic Staff	0	0.0	0
Research Staff	0	0.0	0
Support Staff	39,200	2.8	20
Total D.I. staff-related	39,200	2.8	20

1b Non-staff costs

	Cost
Equipment	4,000
Consumables	0
Staff Travel & Subs.	500
Supplies & Services	0
Other D.I. items	69,000
Total D.I. non-staff costs	73,500

2 DIRECTLY-ALLOCATED COSTS

2a Staff-related

	Cost	FTEs	Numbers
Academic Staff	400	0.1	1
Research Staff	0	0.0	0
Support Staff	0	0.0	0
Total D.A. staff-related	400	0.1	1

2b Non-staff costs

	Cost
Equipment	0
Consumables	0
Staff Travel & Subs.	0
Supplies & Services	0
Other D.A. items	0
Total D.A. non-staff costs	0

3 TOTAL DIRECT COSTS

113,100

4 Cost of Ac Staff Support time

116

5 Gross Cost before Overheads

113,216

6 Cost drivers for Indirect Costs

6a Staff FTEs

	FTEs
Academic Staff (D.I. & D.A.)	0.1
Research Staff (D.I. & D.A.)	0
Support Staff (D.I. & D.A.)	2.82
Total staff FTEs	2.92

6b Student numbers

	Numbers
Overall number (incl Intl)	0
International	0

6c Users (Staff & Student H/Count)

21

6d Estates - space usage (M2)

Area used(M2) Days Annual M2

Standard office space	0	0	0.00
Specialist space at cwf of 2x			0.00
Specialist space at cwf of 3x			0.00
Space total (wtd M2)			0.00

7	INDIRECT COSTS	Actual Value	Charge	Units
ASQ	Centre for Academic Practice	91	909	0.1
BDU	Bus. Innov. & Creation Centre	968	0.9%	113,216
CAS	Careers Advice & Emp Serv	0	17	0
CIS	Management Information Systems	1,430	68	21
COM	Communications & IT Services	1,252	60	21
DEV	Development Office	484	0.4%	113,216
DIR	Directorate	2,183	1.9%	113,216
EBS	E Business Solutions	481	23	21
EQO	Equal Oppor & Conciliation	555	190	2.92
FIN	Finance	3,957	3.5%	113,216
GOV	Governance Services	220	0.2%	113,216
HAS	Safety Office	795	272	2.92
HSS	HR Systems Support	220	75	2.92
IAS	Internal Audit Service	244	0.2%	113,216
INO	International Office	0	531	0
ITL	Local IT Support	1,766	84	21
LIB	Library & Information Svcs: Core	5,409	258	21
LSE	Legal Services	385	0.3%	113,216
MAR	Marketing Services	1,427	1.3%	113,216
PER	Personnel Services	2,112	723	2.92
PPR	Corp Affairs inc. Press Office	525	0.5%	113,216
PUR	Purchasing Office	332	0.3%	113,216
REG	Registry	0	54	0
REP	Reprographics	380	0.3%	113,216
RES	Research Office	0	4547	0
SSS	Student Support Services	0	107	0
TDU	Training & Development Unit	765	262	2.92
888	888 Corporate Items	9,310	8.2%	113,216
ESD	Direct Estates	0	150	0
C&I	TRAC COCE & Infrastructure Costs	8,963	7.9%	113,216

Total Indirect Costs	44,255
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8 FEC Costing Summary

Gross Costs before Overheads	113,216	
Indirect Costs (Overheads)	44,255	39%
FEC for the Activity/Project	157,471	

Appendix 3 Supporting Letter

JISC Secretariat
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Our ref:


21 November 2006

Dear Sirs

JISC Circular 4/06: Call for Projects

On behalf of Nottingham Trent University, I am pleased to confirm our support to the proposal attached. In relation to the contribution from Nottingham Trent University, I certify that the information contained within this tender submission is accurate at the time of writing and that the resources required to perform this work will be made available so as to meet the timescales indicated.

Yours sincerely



Stephen Jackson