Jisc call for interest and application

Spotlight on the digital – resource discovery scholarships

1. Jisc invites applications for the Spotlight on the Digital resource discovery scholarships
2. Jisc is awarding up to five “Discovery Scholarships” to Higher Education institutions to work with Jisc as part of a pilot to develop a training package on how to increase use and discovery of online digital resources to support research, teaching and learning. Scholarships consist of a grant of £5,000 per institution.
3. Jisc is developing professional training aimed at librarians, information professionals, archivists and academics responsible for the creation and management of digital collections. The training will focus on increasing use and enhancing discovery of online digital resources to support research, teaching and learning. Aimed at practitioners who are seeking guidance on strategies, tools and best practice, this training package will consist of a mix of face to-face workshops, webinars, and supplementary advice based on the online guide [*Make Your Resources Easier to Discover*](http://www.jisc.ac.uk/guides/make-your-digital-resources-easier-to-discover)

As part of the development of the training offer, Jisc will be running a pilot to present a general overview of the issues and challenges in resource discovery as well as practical techniques, hands-on exercises and case studies to support the implementation of a variety of strategies to increase use and exposure of digital collections.

As a recipient of the “Digital Scholarships” you will help shape the form and content of the training, participate in the pilot rollout of the scheme, and provide case studies based on implementation of one or more of the resource discovery actions covered within the training.

1. The deadline for expressions of interest is 5pm UK time on **Thursday, April 23rd, 2015**.
2. The pilot will run between **May 18 and July 31 2015**.

Background to Jisc

1. Jisc is a registered charity working on behalf of UK higher education, further education and skills to champion the use of digital technologies. Historically, JISC stood for Joint Information Systems Committee but over the last decade we have evolved and as a company we are now known as Jisc. Further information about Jisc is available at <http://www.jisc.ac.uk/aboutus.aspx>.

Background

“Spotlight on the Digital – Phase two” is a 24 month project (September 2014 – August 2016) that is run by Jisc in collaboration with RLUK (Research Libraries UK) and SCONUL (Society of College, National and University Libraries) as part of the Jisc co-design programme. <http://www.jisc.ac.uk/research/funding>

1. “Spotlight on the Digital – Phase two” aims to assess and implement the key recommendations from Phase One of the “Spotlight on the Digital” project that sought to address the issues around the lack of visibility and discovery of digital material. Its aim was to synthesise existing and new research and consultation with key audiences in order to identify best practices and practical solutions that would enhance the discoverability of digitised collections.
2. This phase of the Spotlight on the Digital project takes the recommendations from Phase One to provide services and tools to maximise discovery of institutions’ digital collections over time, specifically:

* Providing national training and advice services to support discoverability good practices
* Developing tools to facilitate discovery of online digital collections
* Optimising Jisc resource discovery services, Archives hub and Copac, to increase visibility of digital collections online
* Providing horizon scanning on rapidly changing technology in resource discovery to feed back into Jisc training and services

1. The aim of the Discovery Scholarships are to facilitate an increase in the use and discovery of your institutions online digital resources to support research, teaching and learning

Services Required

1. Jisc is developing professional training aimed at librarians, information professionals, archivists and academics responsible for the creation and management of digital collections. The training will focus on increasing use and enhancing discovery of online digital resources to support research, teaching and learning.

As a recipient of the “Digital Scholarships” you will help shape the form and content of the training, participate in the pilot rollout of the scheme, and provide case studies based on implementation of one or more of the resource discovery actions covered within the training, specifically:

1. Provide two members from your organisation to participate in the pilot
2. Review and provide feedback on a draft outline of the training package
3. Attend two face to face workshops (location to be confirmed)
4. Participate in practical challenges presented during workshops
5. Participate and provide feedback on three online course webinars
6. Implement one or more components of the training modules, with support from Jisc and as feasible within your institution. For example, you may decide to put a selection of your images on Flickr or to reference your collections in Wikipedia and monitor their use and impact
7. Produce a case study on the practical implementation of the training advice within your institution. Case studies should be supplied under a CC-BY licence to enable their reuse within the spotlight training modules, online guide and for marketing and communications in relation to the project

What Jisc will provide

1. As part of the training pilot project, Jisc will provide:
2. Grant of £5000 to cover staff costs and expenses to participate in the training pilot project
3. Guidance through the pilot events and the development of the training content to assist practical implementation of resource discovery practices within your institution
4. An initial introduction webinar to review the training framework and expectations for the training course, scheduled for Friday, May 22nd 2015
5. Two hands-on face to face workshops 4.5 hours each) on techniques for online resource discovery
6. Three two-hour webinars to complement and contextualise the training modules
7. Supporting online content
8. Links from the training package to the online guide “Make your digital resources easier to discover” (http://www.jisc.ac.uk/guides/make-your-digital-resources-easier-to-discover) to support the training modules and provide guidance on implementing resource discovery techniques within your institution

Deliverables and Timetable

1. The work under this grant should commence on or around **18 May 2015** and should be completed by **31 July 2015**
2. Deliverables:
3. Attend one-hour pilot kick-off webinar and provide feedback on the direction and components of the training
4. Attend and participate in practical challenges presented during two face to face workshops
5. Participate and provide feedback on three online course webinars
6. Produce a case study on practical implementation of the training advice within your institution. . Case studies should be supplied under a CC-BY licence to enable their reuse within the spotlight training modules, online guide and for marketing and communications in relation to the project

Eligibility

1. This Pilot is aimed institutions in the HE sector who can demonstrate they are actively engaged in creating and maintaining online digital resources. It is targeted at practitioners who have limited or no support within their organisations from technical staff with experience in creating and maintaining online digital resources. The aim is to identify organisations who would benefit from increasing their skills or expertise in resource discovery actions and techniques to maximise the impact of their digital resources.

Each institution must:

* 1. Demonstrate the key audiences for their collection(s) are those engaged in research, learning and teaching
  2. Prove a commitment to improving discovery or use of that collection(s) in teaching and research
  3. Illustrate institutional commitment to fostering capacity building across their organisation in the area of online resource discovery
  4. Express a strong interest in transforming the learning outcomes of the training package into practical actions to make their collections pore open and discoverable
  5. Supply two members of your institution to participate in the training pilot

Jisc Management of the Project

1. This project will be overseen by Karen Colbron, Digital Content Manager (karen.colbron@jisc.ac.uk)

Jisc Terms and Conditions

1. Jisc’s Terms and Conditions apply to all agreements between Jisc and other organisations and individuals unless otherwise stated. A copy of the Terms and Conditions of Grant are attached.

Procedure for Grant Selection

1. Applications should be sent to Karen Colbron ([karen.colbron@jisc,ac,uk](mailto:karen.colbron@jisc,ac,uk)) by 5pm UK time on **Thursday, April 23rd, 2015**. **Applications received after the deadline will not** **be accepted**. It is the responsibility of the applicant to ensure that the application has arrived by the deadline stipulated. **There will be no appeals process for late bids.**
2. Your application must use the template in Appendix A. No additional documentation will be accepted.
3. **Applications (Appendix A) should be no longer than 3 single sides of A4 pages** and should be typeset in Corbel, Arial or similar font at a minimum of 11-point size. **Any applications that exceed the 3 page limit will be rejected prior to the evaluation stage. NO additional appendices or documents should be attached to the application unless specifically requested in the application.**
4. An electronic copy of the application should be sent in PDF format by the deadline. This is an electronic-only submission process, therefore all documentation (including the cover sheet and any confidential annexes) must be submitted in PDF format, as a single file and in a zipped folder if the size of the file exceeds 10 Mb (note: any files exceeding 10 Mb are likely to be returned by the mail server).

Selection Criteria and Weightings

1. The criteria used to evaluate the applications are detailed below:

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| **Criteria** | **Weighting** |
| Demonstrate the key audiences for your collection(s) are those engaged in research, learning and teaching | 20% |
| Articulate skills gaps perceived as presenting a barrier to creating and maintaining online digital resources | 30% |
| Illustrate institutional commitment to fostering capacity building across your organisation in the area of online resource discovery | 20% |
| Express a strong interest in transforming learning outcomes of the training package into practical actions to make your collections more open and discoverable | 20% |
| Supply two members of your organisation to participate in the training pilot | 10% |

1. Jisc expects to fund up to five institutions to participate in the Discovery Scholarships as part of the training pilot project
2. Grants will be awarded to the most eligible institutions, taking account of the criteria listed above.
3. It is expected that applicants will be notified of the outcome of this call for interest by **1st May, 2015** The successful applicants will be expected to start work on or around **18 May, 2015**.

Payment

1. Jisc is awarding a fixed grant of £5000 per institution.

Further Information

1. Further background information can be found at:

Spotlight on the Digital – Phase one recommendations and outputs <http://digitisation.jiscinvolve.org/wp/category/spotlight/>

Spotlight on the digital – Phase two overview <http://digitisation.jiscinvolve.org/wp/2014/12/04/spotlight-on-the-digital-phase-two-plans/>

1. Should you have any queries about the detail of the application form please contact Karen Colbron ([karen.colbron@jisc.ac.uk](mailto:karen.colbron@jisc.ac.uk)).

Jisc

Date 27 March 2015

Appendix A

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| *Discovery Scholarships application form*  *(all sections must be completed, and can be expanded to include submission information)* |  |
| Name of institution/organisation: | |
| Pilot participants  [please supply the names and roles of the two staff members who will participate in the pilot]: | |
| Full contact details for primary contact  Name:  Position:  Email:  Address:  Tel: | |
| Collection details  Name of collection [Please supply the name(s) of a collection(s) whose key audiences are those involved in research, teaching and learning]:  Brief description of collection and asset types [approximate number and type of assets]:  Approximate launch date of collection: | |
| Discovery of online resources for research, teaching and learning  Why do you feel ensuring discovery of your digital resources is an issue within your institution?  What skills gaps do you perceive as presenting a barrier to creating, maintaining or improving discovery of online resources within your institution?  Describe institutional commitment to resource discovery within your organisation.   * How many employees are involved in the creation and maintenance of online digital resources? * What percentage of staff time is dedicated to creating and maintaining online digital resources? * How are resources discovery activities funded within your institution? [Examples: part of core budget, ad-hoc, grant-funded, etc. | |
| Learning outcomes  Are there particular areas of resource discovery that you are hoping to implement to promote and improve resource discovery of your collection(s) for research, teaching and learning? For example, are you planning to share your data openly, upload content to Wikimedia commons or Flickr, create and implement a social media strategy?  What are your plans to disseminate the learning outcomes from the resource discovery training package within your organisation? Please provide an overview of your plans to share and build skills capacity within your organisation? | |
| Tick this box to indicate that this proposal has been approved by an appropriate member of the institution/organisation | |

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Instructions: Double click the PDF object above to open and view the grant terms and conditions in your default PDF viewer