Guidelines for Proposing a Project with DHIL

Here are the guidelines for proposing a DHIL project. While we don’t expect you to already have a complete answer to every question, these guidelines offer a starting point for a discussion. The process of seeking DHIL support begins with a consultation by appointment or during our office hours. The next step is to complete this Project Proposal Form, which should be around 3-4 pages in length, by one of the deadlines listed below. All proposals will be evaluated according to technical feasibility and research merit by members of the DHIL and library personnel. If DHIL has the resources to support your project, we will schedule a formal consultation to develop a plan for working together. During this process we will be working together to prepare a Memorandum of Understanding (MOU), outlining the work to be done, by whom, and at what times, and a data management plan for your project. The PI will be asked to provide a final report at the conclusion of the project.

Submit proposals to dhil@sfu.ca.

Deadlines: January 15; June 15

Applicant Info

Name of Applicant:  
Position:  
Email address:  
Website (if applicable):  
Department/Unit:  
Date of Submission:  
Project Title:  
Brief Description of Project (in 1-2 sentences):

Core Team Members

Who are the team members that will be a part of project development? Please name all faculty from SFU and elsewhere and any graduate students or non-academic partners. Are you seeking collaborators for this project?

Project Statement

Describe the research question your project seeks to address in language appropriate for a nonspecialist audience. How is the research important to your field of study, and/or to digital scholarship broadly? Who is the anticipated audience for your project?

Existing Projects and Technologies
Are there existing projects at SFU or elsewhere that are similar to your project? Do you intend to base your project on other work? Are there other tools that partly or entirely meet your needs or help answer your research questions? If you are unsure about other tools available, please contact DHIL to discuss possible existing tools appropriate to your research.

Please describe any existing standards or file formats that are relevant to your project. Some examples of standards include Dublin Core and MODS for metadata. File format examples include HTML, XML, and TEI.

**Project Plan**

1. Please explain in detail the steps you anticipate being involved in your research project. Be sure to describe precisely what work has already been done, and what work needs to be done, with specific reference to the work you hope to have done with DHIL support.

2. Describe the materials/data/content that will be part of your research project. If you have already collected data for your project, please describe it here. What format is your data in? How have you collected it? Where have you stored the data? What organizational methods have you followed to keep the data consistent and coherent? Do you plan to make your data public? Do you anticipate any intellectual property issues? Which institutions or partner organizations house the information you need? Do you have permission from those external entities to collect, analyze, and disseminate the data that you collect? In other words: will your project deal with materials currently under copyright, and do you have permission to publish materials for the project on the web? Does your project require digitization of materials?

3. What are the specific final outcomes/deliverables of the project? For example, will it be a database, website, an interactive map, an online or desktop application, a mobile phone app, scholarly papers, presentations, or monographs? How will your audience make use of the end result of your project?

**DHIL Resources**

DHIL can provide in-kind resources in the form of 1) developer time to create custom software and integration of existing software and tools, 2) research assistance and project-integrated training, 3) grant consultation, and 4) consultation on various topics within the library’s expertise (copyright, data management, open access, selection and application of existing research software for data analysis and visualization).

DHIL does not have resources to support the custom front end development (web design), but can support the use of existing templates for web platforms such as Drupal. The DHIL will work with project leads and the Library to develop a strategy for hosting and maintenance and a research data management plan, in order to ensure the project’s sustainability into the future. Projects that require extensive use of developer time will be asked to stage the project and/or contribute to developer time from external grant funding.
Please specify the kind of support you need from DHIL and for what aspect(s) of the project.

**Anticipated Timeline**

DHIL can offer support for projects on a bi-annual basis. For projects that will take longer than six months to complete, a detailed timeline for the entire project will be necessary, as well as a breakdown for the work to be accomplished by DHIL and the researcher in the term for which support is sought. What are the specific milestones that should occur within the term for which you are seeking support? Is your project time-sensitive (e.g. presentation to be delivered at a conference)? If yes, provide a date by which the work needs to be completed.

**Budget**

Please describe how you will fund project development for aspects that cannot be supported by DHIL. For example, DHIL cannot provide web design services and digitization services. If your project is connected to an external grant, describe the details of funding. If you plan to seek external grants to fund this project, describe your plans and indicate whether DHIL can help you in piloting a research project and/or consulting on the grant budget. Projects which require considerable / ongoing developer time will be asked to make contributions to DHIL.

**Affiliation with SFU/DHIL**

Will this project be affiliated with an SFU unit? How will that SFU unit and/or the broader SFU community benefit from the project? Beyond having your DHIL-supported project featured on the website, how will you affiliate and credit your research with DHIL?

**Licensing**

The lab strongly advocates for open source and open access licensing. If your project involves developing tools for research, will you consider releasing them under an open source license? If your project collects data, will you open up that data for others to use under a creative commons or other open access license? Is the data you collect copyrighted?