

Digital Humanities Innovation Lab (DHIL) Proposal Form

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 a project proposal form by the deadline 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.

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 non-specialist audience. (max 75 words)

Who is the anticipated audience for your project? (max 75 words)

How is the research important to your field of study, and/or to digital scholarship in general (max 150 words)

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. (max 100 words)

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](#). (max 100 words)

Project Plan

STEPS: 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. (max 150 words)

DATA OR CONTENT: 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? (max 100 words)

INTELLECTUAL PROPERTY ISSUES: 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? (max 100 words)

FINAL OUTCOMES: 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? (max 100 words)

DHIL Resources

What type(s) of DHIL support will you require? 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). Other?

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.

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. (max 100 words)

Funding Sources

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 existing grant, describe the details of funding, including name of grant and status.

If you plan to seek 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. (max 250 words)

Affiliation with SFU/DHIL

Will you affiliate the project with the DHIL as part of the project outcomes?
Is the project affiliate with any other units on campus or externally?

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?

References

Please provide a list of sources you consulted for this project.