DALHOUSIE UNIVERSITY

Dalhousie Libraries

[Digital Initiatives](#) Project Proposal

Submit completed proposals to digital.initiatives@dal.ca

Please list the main contact(s) for the project (departmental affiliation, email).

Please provide a brief description of your proposed project (attach any additional documentation if necessary).

What is your project timeframe? Please elaborate on any specific deadlines.

What is the duration of the project? Is it a permanent or temporary project? (permanent indicates there are long term preservation requirements)

Are you using third party content (e.g. do you hold the copyright to all the items in your proposed project)? If not, do you have a plan to obtain permissions?

If you own the intellectual property of the content developed as part of the project, would you be amenable to sharing the outputs of your proposed project under an open license (such as a [Creative Commons license](#))?		
Yes ☐	No ☐	Maybe ☐

Please review the Dalhousie Libraries Digital Initiatives Page. Which category do you see your project fitting into (select all that apply)?				
Digital publishing ☐	Digital humanities ☐	Digital preservation ☐	GIS and data services ☐	Data management ☐
What resources do you have to support the project (dedicated staff, plans for hiring staff, student research, funding, etc.)?				
Do you have plans to digitize analog material? If so, do you require access to digitization equipment? Do you have project staff to carry out digitization work? Please elaborate.				
Do you intend to make the results of your project available via one of our supported platforms (Journal Hosting service, Digital Editions (Pressbooks), Dalspace, Digital Exhibits (Omeka), Archives' Finding Aids. Alternatively, are you seeking to obtain your own web-hosting (e.g. ITS or Compute Canada)?				
Is your project funded by an external granting agency (e.g. SSHRC, CIHR, NSERC, etc.)?				
Have you created a data management plan for your project (if applicable)? Please describe your plans for data storage, backup, and preservation.				

Please include any additional comments on aspects of your project not addressed in the above areas (or attach any separate documentation relevant to the project).

Dalhousie Libraries Digital Initiatives Project Proposal workflow

Please note the following workflow that the Dalhousie Libraries uses to engage with proposed projects:

1. Project proponents submit proposal to digital.initiatives@dal.ca.
2. Digital Initiatives team reviews the submitted project proposal to assess feasibility.
3. Project contact(s) meets with select Digital Initiatives team members to assess the project.
4. If the project fits into existing Dalhousie Libraries Digital Initiatives, the project contact(s) work with select Digital Initiatives team members to carry out the project.
5. One of the following documents may be used to define the work conducted/service
   a. A Scope of Work (outlining specific work to be undertaken by the Dalhousie Libraries in support of the project (as well as any limitations of this work).
   b. A Memorandum of Understanding – an agreement spelling out the responsibilities of both parties for the project.
   c. A Service-level agreement – outlining any services rendered as a part of the project
6. The Digital Initiatives team assigns a Project lead who liaises with the project contact(s) throughout the project.

Version

Version	Date	Author(s)	Version notes
1.0	August 1, 2018	Ann Barrett, Creighton Barrett, Geoff Brown, Roger Gillis	