

DRC Sponsored Projects, Calendar Year 2020 Call for Proposals

The Digital Research Commons invites members of the UH community to submit proposals for sponsored projects to run for the calendar year 2020. The DRC collaborates with researchers on projects involving digital techniques across the humanities, social sciences, and experimental sciences.

This cycle, the DRC will offer grants at two levels, designed to address projects at different levels of development. The first level, designed to help projects at the *seed* stage of development, will offer funding up to \$5000. The second, designed to *develop* projects that have already made demonstrable progress, will offer funding up to \$12,500.

We are looking for teams or individuals, experts and novices alike, who have a project that they would like to develop. This can either be a project that is already underway or one not yet begun. Prior knowledge of digital tools and techniques is welcome, it is not necessary. We work with our projects to help them organize their information, analyze it, and produce compelling results.

The DRC team will help you craft your proposal and, if your project is accepted, will help find training for team members who need it. We welcome submissions from faculty, graduate students, and postdoctoral fellows. Accepted applicants will work with the DRC to build their projects into working prototypes. **We especially encourage applications focused on collections in UH Libraries' Special Collections.**

Get in touch with questions at drc@uh.edu. Apply by December 8th!

Please indicate clearly on your proposal whether you are applying for a seed grant (up to \$5000) or a development grant (up to \$12,500).

Seed grants:

Proposals for seed grants should outline a compelling question driving a digital project. Applicants should set out how the grant cycle will allow them to lay the groundwork for a larger undertaking or to complete a more modest project. This grant is designed for projects at an early stage of development.

Development grants:

Applicants for development grants should describe the work done so far on their projects in detail. Proposals should describe precisely what the funding will permit applicants to achieve that would be impossible without it, and should also state what the applicants' goals are for the grant cycle. Suitable aims might be to produce a series of federal-level grant proposals, a sophisticated online presence, peer-reviewed scholarship, a custom-built digital tool, or a project with national reach, whether online or otherwise.

Advice to applicants

We welcome proposals from across the University community. We receive many more proposals than we can fund or supervise, and so we have developed this set of guidelines to help us evaluate project proposals.

1. We especially welcome proposals from members of the community with limited access to other resources.
2. Certain categories of expenditure will not be funded. These are:
 - Travel;
 - Conference fees and associated expenses;
 - Professional development;
 - Faculty summer stipends and other salary/stipend supplements;
 - Visiting speakers, except in rare cases, and
 - Equipment, unless the applicant is able to demonstrate that :
 - a) they have searched exhaustively for funding for this equipment on campus, and that
 - b) the equipment requested is necessary to the proposed work. All equipment purchased remains the property of UH Libraries after the conclusion of your project cycle.

Projects including requests for the above listed categories of expenditure in their budgets will receive at best partial funding.

3. We encourage applicants to contact the DRC staff before submitting their proposals. We also encourage applicants who plan to work with items in UH Special Collections to contact a curator to find out more about those items. We prefer to meet with you to talk about your work before you write a proposal. It helps us understand your project's goals and objectives. We will provide comments on one draft proposal. The deadline for submitting your draft proposals for review is two weeks before the final submission deadline. This will give us time to give everyone who wants it fair and full feedback within four business days. After you have received one round of feedback, you may not request another.
4. We are always happy to receive pedagogical project proposals. The DRC is committed to promoting student success and we find working alongside classes tremendously exciting. However, except in rare circumstances, at least a semester must elapse between the submission deadline and the beginning of the class you plan to develop with us.
5. Digital projects take a lot of work, and we are happy to say that UH undergraduates and graduate students have proven themselves to be highly adept at that work. We hope that projects involving more work than one person can do in a year will employ students as researchers. Note: You must specify how many students you wish to employ in your proposal. Undergraduates are paid at \$13/hr, and graduate students are paid at \$15/hr.
6. The DRC has facilities to help you in your work. If you need something that we don't have, don't hesitate to tell us. Similarly, we have expertise on a wide range of topics but specialize in a few areas. If your work requires expertise outside those few areas, don't be discouraged. Get in touch with us and ask about what you need.
7. Please take the time to review the other documentation available on the website at <http://drc.lib.uh.edu/>. We are excited to work with you, and the time spent familiarizing yourself with how we work will be richly repaid.

Timeline

The timeline for administering the project program through the calendar year will be as follows:

October 28th – Call for Projects opens.

November 25th – Deadline for submitting written draft proposals for feedback.

December 8th – Submission deadline; submissions via email to drc@uh.edu.

January 4th 2020 – Decisions communicated via email, offers made.

January 11th – Offers accepted or declined, project onboarding begins.

April 10th – Brief written progress report; adjustment of goals if necessary.

August 10th – Brief written progress report; adjustment of goals if necessary.

October 1st – Submit a list of the deliverables your project will produce, detailing their nature and number, and what will be accessioned to the UH repository.

December 15th – Projects are finished; deliverables completed and delivered.

Proposals

Proposals, due via email to drc@uh.edu, by December 8th, should include:

1. A 2-3 sentence abstract of the proposed project, including whether the proposal is for a seed or a development grant, and why.
2. A list of your project team members and brief descriptions of roles.
3. A budget for the calendar year either up to \$5000 or up to \$12,500, depending on whether the proposal is for a seed or a development grant, and a rationale for each item.
4. A project description (no more than 1,000 words) answering the following questions:
 - What is the primary research question driving this project?
 - What is the main contribution your project will make to scholarship?
 - Who is your intended audience?
 - What do you intend to be the final product completed under this grant?
 - Which collections, if any, do you plan to draw on?
 - If applying for a development grant, please describe your work on the project to date

If you are a graduate student, please include a statement about how this project aligns with your thesis topic and research/writing schedule.