

## UH Libraries 2021 Sponsored Projects

### Call for Proposals

UH Libraries' Digital Research Services (DRS) and Digital Research Commons (DRC) invites UH faculty, graduate students, and postdoctoral fellows to submit proposals for sponsored digital research projects to run for the calendar year 2021. DRS collaborates with researchers on projects involving digital techniques across the humanities, social sciences, and experimental sciences.

Members of DRS 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. While prior knowledge of digital tools and techniques is welcome, it is not required. DRS works with projects to help them organize their information, analyze it, and produce compelling results.

DRS will offer grants at three 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 \$3500. The second, designed to develop projects that have already made demonstrable progress, will offer funding up to \$6500. The third tier, designed to foster projects at a planning stage, will offer funding up to \$1000, and focus primarily on producing a polished application for federal or external grants.

Members of DRS will help you craft your proposal and, if your project is accepted, will help find training for team members who need it. Accepted applicants will work with Libraries staff to plan and build their projects into working prototypes. DRS especially encourages applications that engage the public in current social equality and justice themes and are composed of team members that advance these movements.

Additionally, DRS is interested in proposals that integrate or analyze UH Libraries' Special Collections.

Get in touch with questions at [drc@uh.edu](mailto:drc@uh.edu). Apply by November 6th!

*Please indicate clearly on your proposal whether you are applying for a planning grant (up to \$1000), a seed grant (up to \$3500) or a development grant (up to \$6500).*

## Planning grants

Proposals for planning grants should outline a carefully-defined disciplinary question, source base, or particular intellectual undertaking around which applicants wish to build grant applications. Evidence of your pre-existing work on the topic is preferable but not essential.

## 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

DRS welcomes proposals from across the University community. The Libraries receives many more proposals than can be funded or supervised, and so DRS has developed this set of guidelines to help evaluate project proposals.

1. DRS especially welcomes 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:
  - Applicants have searched exhaustively for funding for this equipment on campus, and that
  - 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. DRS encourages applicants to contact our 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. DRS prefers to meet with you to talk about your work before you write a proposal. It helps us understand your project's goals and objectives. Our staff 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. DRS is committed to promoting student success and funds pedagogical project proposals. However, except in rare circumstances, at least a semester must elapse between the submission deadline and the beginning of the class you wish to develop with Libraries staff.

5. Digital projects take a lot of work - typically more work than one person can do in a year. Projects rely heavily on employing students as researchers. Note: You must specify the students you wish to employ in your proposal. Sponsored projects non-negotiably pay undergraduates at \$13.00/hour, and graduate students at \$15.00/hour.

6. The DRC has facilities to help you in your work, although use of and access to our physical facilities may be limited due to COVID-19 protocols.

7. Please take the time to review the other documentation available on the [DRC website](#).

8. The timeline for beginning the project program will be as follows:

October 5th — Call for Projects opens

October 26th — Deadline for submitting written draft proposals for feedback  
November 6th — Submission deadline; submissions via email to [drc@uh.edu](mailto:drc@uh.edu)  
November 23rd — Funding decisions communicated via email, offers made  
December 1st — Offers accepted or declined, project onboarding begins  
December 10th — RA employment paperwork submitted  
January 11th 2021 — Projects begin

## Proposals

Proposals, due via email to [drc@uh.edu](mailto:drc@uh.edu), by November 6th, should include:

1. A 2-3 sentence abstract of the proposed project, including the tier of support for which you are applying [planning/seed/development].
2. Names and contact details of project team members, including student assistants, and brief descriptions of roles.
3. A budget for the calendar year of either up to \$1000, \$3500, or \$6500, depending on the tier of support for which you are applying. Please include a rationale for each item.
4. A project description (no more than 1,000 words) addressing the following questions:
  - What is the 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?
  - Describe any work on the project to date

If you are a graduate student, please include a brief statement (200-300 words) about how your project aligns with your thesis topic and research/writing schedule.