Proposal for HCMC involvement in project

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| Contact name: |  |
| Contact email: |  |
| Department: |  |
| Project Title: |  |
| Overview: |  |
| Scope: |  |
| Time line: |  |
| Constraints, Risks: |  |
| Whole project or component of larger initiative: |  |
| Resources provided by project: |  |
| Resources requested of HCMC: |  |
| Labour provided by project: |  |
| Labour requested of HCMC: |  |
| Financing |  |
| Benefits to others: |  |
| Other comments, supporting documents: |  |
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Help

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The purpose of this form is to provide the HCMC and Digital Humanities committee with the information needed to help us decide how best to support your proposal within the constraints of limited labour, space and equipment in the HCMC. The information also informs us of what this project will provide to digital humanists at UVic (and the larger community) working through the HCMC (for example, data-sets, methods, algorithms, equipment etc.). The completed document should provide a complete top-level description of the project and make clear all aspects of HCMC involvement.

Help on Name

This field is for the name of the principal UVic proponent. If there is more than one proponent, include additional proponent's name and department in the Other Notes field at the bottom of the form. For any proponent not from UVic, include an institutional affiliation.

Help on Contact Email

This field is for the email address the HCMC will use as the point of contact with the proponents.

Help on Department

This field is for the department affiliation of the principal UVic proponent.

Help on Project Title

This field is for one line which captures the essence of your project and distinguishes it from other projects. Examples: The Literary Map of Early Modern London, VIHistory, Le Mariage Sous L'Ancien Régime

Help on Overview

This field is for a paragraph describing the top-level objectives and anticipated impacts. Issues to consider: Is the site primarily instructional or research? What is the relative importance of process and product? Who is the intended audience? What benefits will the audience obtain?

Help on Scope

This field is for a top-level description of how you intend to acheive the objectives and impacts mentioned in the overview. It should include the scale of the project and the amount and type of work involved to reach the objectives, ideally broken down into manageable blocks based on who is doing the work and the amount of work involved. It should also identify which blocks involve the HCMC. It should also include a plan for ongoing maintenance of the material once the initial project is completed.

Help on Timeline

This field is for a description of when you intend to do the work: the projected start date, end date and major milestones. Each stage in the timeline should be no more than 1 term in duration. Fixed dates (e.g. mandated by granting agencies, intended conference presentations or publications deadlines) should be indicated.

Help on Risks

This field is for a listing of things that a reasonable person might expect may not go to plan (dependence on third parties for data, equipment or financing; need to hire highly specialized skills; translation; highly exploratory work; untested technologies; copyright or other contractual/legal issues). It should include a description of each such risk, a rough estimate of the likelihood of this risk occuring and a rough estimate of the consequences. For example: The project relies on obtaining permission to use 100 images from publisher X. We've obtained permission for similar images before, so I estimate a 10% chance we'll be unable to get such permission in time. If we don't then the image gallery feature is useless, but the text-based features are unaffected.

Help on whole/component

This field is to identify if the propsed project is a component of a larger initiative (e.g. a plug-in to an existing program, or to interact with other components being developed by others). If a component of larger initiative, include a very brief description of the larger initiative and the role of this project in that inititative.

Help on Type of Project

Please select the item in the dropdown list that most closely describes your project. The text field is for any additional information on the nature of your project, for example a brief description of the larger project containing the proposal, or a description of who the restricted audience is, or explanation if more than one of the items in the dropdown list applies.

Help on Resources Provided by Project

This field is for a description of what resources the project is committing to the project. Resources could include data, hardware, software, equipment, furniture. Labour and Money are dealt with separately below. The description should describe any ways in which deploying the resource may affect HCMC operations (e.g. consume space in HCMC or require special access or security treatments). Examples: The project will provide a scanner and two data entry computers with appropriate software as agreed with HCMC. These will be housed permanently in the HCMC and available to other projects when not in use for the proposed project.

Help on Resources Requested of HCMC

Please select the item in the dropdown list that most closely describes your situation. If further details are needed to accurately describe your situation, include them in the text field. The text field is for a description of resources currently in the HCMC (or that the proponent wishes the HCMC to provide) that the project expects to use, and the terms of that use. Resources could include data, hardware, software, equipment, furniture, space, network connectivity. Labour and Money are dealt with separately below. Example: The project has 500 large images which are to be stored and edited in the HCMC. The project requires the HCMC to provide two access to 2 computers for 20 hours per week each for four months.

Help on Project Labour

This field is for a description of what commitments of time and input you (the proponents) are making for yourself, collaborators, assistants or contractors you intend to hire. It should include a description of all non-HCMC project participants (or roles) and identify those that will be working in the HCMC, working with HCMC staff.

Help on HCMC Labour

Please select the item in the dropdown list that most closely describes your situation. If further details are needed to accurately describe your situation, include them in the text field. The text field is for a description of the labour to be provided by HCMC staff. Examples: HCMC staff will manage the project. HCMC staff will design and create a relational database. HCMC staff will provide technical consultation to a contractor to create the web-site that searches the database and reports results. HCMC staff will train research assistants in technology X. HCMC will work with UVic system administrators to deploy a server provided by the project.

Help on Financing

Please select the item in the dropdown list that most closely describes your situation. If more than one of the choices applies or further details are needed to accurately describe your financing situation, provide information in the text field. The text field is for a description of the source(s) of financing for the project, the amount of money from each source, the degree of certainty of obtaining that financing and when the money will be available.

Those projects which are funded by external grants are expected to provide some financial resources to the HCMC to help cover the costs of the shared research facility administered by the HCMC. That amount is based on the scale of the project and the propotion of the work dependent on HCMC resources. Please indicate what sum of money the project will transfer to the HCMC.

Help on Benefits

This field is for a description of the likelihood that work or resources in this project can be repurposed, reused or reapplied to other projects outside the project's initial objectives. For example, a dataset that is accessible to researchers in other fields or for teaching, a software suite, library or tool that is available to others or easily modified for use by others, equipment that will remain in the HCMC for use by others, a process or approach with likely application to other domains.

Help on Other Comments

This field is for any further notes or comments that would help us determine how to best support your proposal within the constraints we face. If you have other supporting documents (grant proposals, approvals) please indicate so here. If we need to see those, we'll ask you for them.