Version Control

The changes made to this call document are recorded here. Please ensure you have the latest version of the Call Guidance.

Version	Date	Changes
2	2.7.2020	- Removed dates and sign up details for May and June Webinars. - Removed reference to Peer Review in the assessment process for Outline stage applications. - Changed contact details to National.Collection@ahrc.ukri.org mailbox. - Added clarification to 'Letters of Support' requirements in the Appendix 1 – Attachment Guidance.
3	26.8.2020	- Added details about August webinars. - Added clarifications on the eligibility of UKRI recognised Research Institutes. - Added further details on how the Assessment panel will work for the Outline stage. - Added amendment on eligibility rules for Co-Investigators to allow outline applications to proceed with the naming of an IRO/HEI that will provide a Co-I, where detailed discussions on partnerships with individuals are not currently possible.

Towards a National Collection: Opening UK Heritage to the World

Discovery Projects Call

Closing date for outline bids: **16:00 GMT on 17th November 2020**

Applicants must follow the guidelines and the application process as detailed below.

Introduction

The Arts and Humanities Research Council (AHRC), on behalf of UK Research and Innovation (UKRI), is pleased to announce the call for the Discovery Projects of *Towards a National Collection: Opening UK Heritage to the World*.

Towards a National Collection is a £19m research investment in collaboration with the UK's world-leading cultural and heritage sector, funded from UKRI's Strategic Priorities Fund. The programme addresses the lack of coordination between different online collections and catalogues, which constitutes a major barrier to research and public access. Forging new and deeper partnerships between Independent Research Organisations (IROs) and Higher Education Institutions (HEIs), and using the catalytic potential of new technology, the programme will begin to dissolve barriers between different collections, opening them up to new cross-disciplinary and cross-collection lines of research, and at the same time diversifying both their visitor base and the ways in which the public can access them. The aim is to begin to realise the full, combined potential of the collections not only for research but for the heritage economy and the wider social good, and to take the first important steps towards creating a virtual 'national collection'.

The Discovery Projects form the major part of this investment, and this call aims to fund up to five projects over a maximum of 36 months within a total funding envelope of up to £15m. The indicative limit for each project is £3m.

This call will have a two-stage application process: an outline stage followed by a full proposal stage. Outline proposals will be reviewed and shortlisted, and those shortlisted will be invited to attend a workshop where advice and guidance on the full proposal stage will be given. Only those who are shortlisted and attend the workshop will be invited to submit at the full proposal stage. Applicants **must** submit an outline proposal in order to be invited to submit a full proposal. Please see the 'Application Process' section of this call document for further details.

The deadline for outline proposals is: **16:00 GMT, 17th November 2020.**

AHRC held four webinars relating to this call in May and June, and a further four webinars in August. Recordings of the August sessions can be viewed online on the dedicated *Towards a National Collection* website.

To help organisations form partnerships for the proposals, AHRC has set up a discussion mailing list with JISC for use as a partner matching tool. The mailing list can be found at:

https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=NATIONALCOLLECTION

Background

The UK's world-renowned museums, archives, galleries and heritage organisations – which includes not just the great national collections but a host of smaller regional and local institutions - are a major asset for the UK. With about half of all visitors to the UK citing culture as their reason for visiting, they play a central role in the country's multi-billion-pound heritage tourist economy and contribute significantly to the UK's global influence and reputation.

These institutions offer unrivalled windows on research for the general public and provide both the inspiration and the sources for some of the most innovative inter-disciplinary research within and beyond the arts and humanities, as well as constituting some great research centres in their own right. However, while a welcome challenge to academic disciplinary silos, thanks to the historical contingencies through which objects have found their way into one collection rather than another, and the inherited taxonomies that determine the way in which the collections are catalogued, these collections have a way of creating silos of their own. These artificial dividing lines are obstacles to understanding the full meaning and significance of data and collections, but removing them represents a significant technological and organizational challenge.

AHRC's definition of 'heritage' and 'collections'

AHRC takes a broad view of cultural heritage - incorporating, for example, the tangible, intangible, digital, intellectual, artistic, and the connections between them - and of heritage-related processes. We also recognise that there are important research and practice issues surrounding the conceptualisation and use of the term 'heritage'.

For the purposes of this call, when we refer to joining up and cross-searching 'collections', we mean images (including film and 3D models), catalogue records, born-digital items and archives relating to - *for example only* - objects, artefacts, films, manuscripts, buildings etc, held by institutions operating locally, regionally and nationally.

Aims of the Programme

The aim of *Towards a National Collection* is to harness digital technology to begin to dissolve barriers between different collections, in order to enable new cross-disciplinary and cross-collection lines of research, and to open them up to new audiences and in new ways.

Towards a National Collection will fund strong inter-disciplinary and multi-institutional research partnerships that address the technological and organisational obstacles which currently divide the UK's collections, harnessing digital technology, and beginning to establish common standards and tools. The programme will also demonstrate the power of so doing for research and for public access: for research, by funding cutting-edge research that tells new stories and makes new connections across collections; for public access, by funding major research-driven public-facing outputs (for example exhibitions, immersive installations, and innovative virtual modes of access) which increase both virtual and in-person visitor numbers in innovative, sustainable and effective ways.

The programme will extend across the UK, will involve collections and institutions of different scales, and will potentially have a global reach in terms of setting a standard for other countries building

their own collections (with the long-term potential for inter-connection between the national collections).

Early activity on the programme has already begun, with the commissioning of eight small-scale Foundation projects, which began on 1st February 2020 and are scheduled to complete in 2021/22. These projects are working in collaboration to identify and address current or future challenges to opening up and searching across collections. This exploratory research will provide evidence and policy recommendations to inform the future development of a virtual 'national collection'.

A Programme Director – Rebecca Bailey, formerly Head of Exhibitions and Outreach at Historic Environment Scotland – has been appointed to lead the whole programme, and also began on 1st February 2020.

Objectives of the Discovery Projects Call

The Discovery Projects collectively seek to realise the following objectives:

- Carry out world-class interdisciplinary research in key thematic areas, relying on original ways of discovering and using collections
- Grow and diversify audiences by introducing the public to new ways of engaging with the collections, including major research-driven public-facing outputs, addressing virtual and in-person audiences
- Devise technological and organizational solutions to the barriers between online collections and catalogues, including beginning to establish, as far as is possible, harmonised standards for data, cataloguing and metadata to facilitate interoperability across collections
- Deliver benefit not only to the collections of Independent Research Organisations, but also to collections and other heritage organisations of varied scale and geographic location, including organisations beyond metropolitan centres
- Create a sound evidence base for the future development of a virtual 'national collection', for example through informing UKRI infrastructure investment planning and digital investment decisions within culture and heritage organisations
- Produce evidence-based policy recommendations to inform the delivery of the relevant DCMS strategic objectives and those of the devolved nations

Discovery Projects should **deliver impact in all three of the following areas**, although proposals may choose to focus more strongly on one area over the others:

- **Dissolving barriers between collections – addressing technological,** organizational and other issues that stand in the way of an integrated virtual 'national collection', e.g. by developing digital search and cataloguing tools, technologies and methodologies
- **Research capability** – enhancing researchers' ability to address research questions which draw on a heterogeneous range of sources and thus allow the UK to maintain leadership in cross-disciplinary and cross-collection research, both between different humanities disciplines and between humanities and non-humanities disciplines
- **Public engagement** – enhancing and innovating in access for all stakeholders in the form of major research-driven public-facing outputs, thereby facilitating wider, better-informed and more inclusive public access, whether virtual or in-person.

As well as addressing some of the specific physical, digital and organisational solutions needed to bring together disparate collections across the UK, the aim is that Discovery Projects will together add up to more than the sum of their parts, working in a complementary way to demonstrate the value of unifying collections across types and geographies, and creating public-facing outputs that can be displayed to, and tested with, diverse and/or large-scale audiences across the country.

A direct link between Foundation Projects and Discovery Projects is not expected in all proposals but applicants should consider the areas under investigation in the Foundation Projects and seek to benefit from that early work, where relevant and useful to their project.

Summaries of the Foundation Projects are available here: https://ahrc.ukri.org/research/fundedthemesandprogrammes/tanc-opening-uk-heritage-to-the-world/

Although only Independent Research Organisations, UKRI recognised Research Institutes and Higher Education Institutions are eligible to lead projects, the term 'national collection' does not refer to their holdings alone but should be taken as representing the breadth and range of culture and heritage collections across the UK. All proposals are strongly encouraged to include collection organisations and stakeholders beyond the Independent Research Organisations in their proposals (see information below on Project Partners and Collaborating Organisations) and, where relevant and eligible, to include the costs of their contribution as part of the proposal budget.

Applicants are encouraged to be creative in their response to this Call, and we are open to a diversity of approaches that collectively achieve the Discovery Projects' objectives.

While the aim of this call is not to fund extensive digitisation or cataloguing, a small proportion of a project's budget could be allocated to these activities if they are critical for achieving the aims and objectives of the project as a whole.

All proposals should consider the legacy and potential for sustainability of their research and technical developments.

Projects should seek, where possible and relevant, to provide opportunities for early career researchers and to operate in line with the Digital Culture Charter https://digitalculturecompass.org.uk/charter

Application process

Outline proposals should be submitted by **16:00 GMT on Tuesday 17th November 2020** and will need to go through the appropriate institution submission process. You should submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System.

This call will apply a two-stage application process: an outline stage and a full proposal stage. Please note that applicants **must** submit an outline proposal and then be shortlisted in order to submit a full stage proposal. It is expected that IROs, Research Institutes and HEIs will undertake internal prioritisation of potential proposals. Any single IRO, Research Institute or HEI can lead (ie provide the Principal Investigator for) a maximum of three outline proposals. There is no limit to the number of proposals any IRO, Research Institute or HEI can be involved in by providing Co-Investigators or by acting as a Project Partner.

For the outline stage, proposals should be focused on articulating a compelling, coherent and deliverable vision in line with the aims and objectives of the call. It is recognised that at this very challenging time for institutions, some components of the proposal such as costs and partnerships will not be finalised at the point of outline submission. However, particularly with regard to partnerships, the outline should provide a clear vision and pathway to completing this section at the full proposal stage, should the outline proposal be shortlisted.

Once submitted, outline proposals will go through an assessment panel process to be assessed both on quality and on the extent to which they fit the aims and objectives of the call. Only applicants whose proposals are shortlisted at this stage will be invited to submit a full proposal.

An additional instruction will be given to the outline stage assessment panel, requesting them to highlight any particularly strong features or work-packages within outline proposals, if applicable, where the application overall does not meet the quality threshold to be shortlisted. This will allow discussion to take place, after shortlisting and before full bid development, to explore if strong elements from unsuccessful bids could be incorporated (with agreement of all concerned) into a shortlisted proposal to develop a stronger full bid. For example, a particularly innovative type of public engagement could be incorporated into a proposal that was digitally brilliant but less strong in that area. Alternatively, an outstanding digital idea, and the team behind it, could be incorporated into another proposal where it would strengthen the overall project.

A workshop will be held on **Wednesday 17th February 2021** for all shortlisted applicants. This workshop will be led by the Programme Director and will provide guidance and advice before full proposals are submitted. Attendance at the workshop is compulsory and a condition of shortlisted applicants proceeding to the next stage. If any single IRO or HEI is the lead applicant on more than one proposal shortlisted, prioritisation of these may be discussed at the workshop.

Full proposals should be submitted by **16:00 BST – 29th April 2021**, and will go through a full peer-review, Principal Investigator-response and panel process.

Assessment criteria

At the shortlisting stage for outline proposals, the panel will be looking for evidence of the *potential* for the outline proposal to be developed into a full proposal which fully meets all of the criteria below. The panel will make recommendations to the Steering Committee for projects to continue to the full proposal stage.

The panel will be provided with assessment guidance. The guidance will include standard AHRC Peer Review guidance which will ask them to consider, for example:

Research excellence

- Is the proposed research novel, innovative and timely?
- Does the proposed research meet the highest international standards and is it likely to advance the field?

Fit with the call specification

- Does the proposal demonstrate a strong alignment to the objectives outlined for the call?

- Does the proposal have the potential to be useful for collection organisations of different scales and capacities?
- Does the proposal demonstrate how it will deliver in each area of impact – i.e. technological and organizational ways to dissolve barriers between collections; outstanding interdisciplinary cross-collection research; major research-driven public-facing outputs for improved access - as well as identifying which area of impact it will most strongly deliver in?

Partnership and collaboration

- Is the proposal based on a genuine collaboration between IROs, HEIs and/or Research Institutes, and does it include partnerships with smaller cultural heritage organisations?

Capability and interdisciplinary research team

- Does the proposed research team have the appropriate track record, knowledge and expertise to carry out the proposed research?
- Have the appropriate range of disciplines and technical expertise been identified, and is the team well integrated?
- Does the whole team have access to appropriate preliminary data, resources, collections, tools, and technology to undertake the proposed research?

Value for money

- Are the requested costs appropriate and justified?
- Does the proposal overall represent good value for money (i.e. the optimal use of resources to achieve the intended outcome)?
- Where funds are requested for cataloguing and/or digitisation, do they represent a suitably modest proportion of overall costs?

Governance, leadership and management

- Does the proposal describe an appropriate governance structure and plan for the research, and operational management of the proposed grant?
- Does the leadership team demonstrate the appropriate skills and experience to deliver the proposed vision and effectively manage the proposed project?
- Are there appropriate processes and controls to ensure due diligence and assurance are in place?
- Is there evidence of strong support from the research institutions involved, particularly from the lead institutions?

In providing advice to the Steering Committee on shortlisting and final funding amongst proposals judged to be of similar overall quality, the panel will also be asked to take into consideration issues relating to the overall balance of the funded portfolio, including issues of thematic spread, coverage of the three areas of impact outlined for this call, and the inclusion of a wide range of partners. Shortlisted teams may be given advice on these issues in relation to the development of their full proposals.

Please note that any software developed through this programme must normally be made openly available for non-commercial use under an Open-Source Software licence. This includes software,

algorithms, middleware and any additional code needed to enable connectivity, discovery, access and interaction of users with digital collections, and the proprietary or non-proprietary systems on which they are hosted. In accordance with best practice guidance from the Software Sustainability Institute, development versions of the software source code should be made available through a recognised and appropriate open version-control platform, with sufficient documentation for implementation and reuse as originally intended.

Eligibility

Each Discovery project will be required to include collaboration between one or more Independent Research Organisations recognised by UK Research and Innovation, and one or more Higher Education Institutions. If the project is being led by a UKRI recognised [Research Institute](#) then they must partner with at least one HEI or one IRO. An element of further collaboration with local, regional or national collection organisations, third sector organisations and/or stakeholders (e.g. user groups, schools, Subject Specialist Networks, related initiatives etc) is strongly encouraged to ensure the programme involves and benefits a wide range of institutions of different scales.

Private sector collaboration and international partnerships are welcome, provided they add value to the aims and objectives of the project.

It will be up to the collaborating institutions to decide the roles of Principal Investigator, Co-Investigator, and so on. AHRC standard eligibility criteria should be used when deciding on roles. Leadership and submission of proposals can come from either an HEI or an IRO; applicants should determine who is best placed to ensure the most successful delivery of the project.

Please refer to [AHRC's Research Funding Guide](#), Section 2 for further information, particularly for information on contractual arrangements for PIs and Co-Is.

Principal Investigators (PIs):

- To be eligible, the Principal Investigator must be actively engaged in research, have a track record of research activity relevant to the project, and be of postdoctoral standing, i.e. either have a doctorate or be able to demonstrate in the proposal that they have equivalent research experience and/or training.
- The Principal Investigator must have a level of skills, knowledge and experience appropriate to the nature of the proposed project, including intellectual leadership of the project (or aspects of the project).
- Principal Investigators must adhere to contractual requirements of AHRC Principal Investigators; please consult Section 2 of the AHRC Research Funding Guide for further information.

Co-Investigators (Co-Is)

- Co-Investigators assist Principal Investigators with the management and leadership of the project.
- Each project may include Co-Investigators.
- There is no maximum number of Co-Investigators that can be included.
- The role of the Co-I or Co-Is in the project should be explained within the proposal

- The same eligibility criteria apply to Co-Investigators as to Principal Investigators.
- PLEASE NOTE: Where applicants face difficulties in identifying all of their Co-Investigators, we will now allow, at outline stage, the naming only of an IRO/RI/HEI who will provide a Co-Investigator. This option can be exercised where detailed discussions with the proposed individual are not currently possible. Information must be provided on the area of expertise to be represented by the unnamed Co-Investigator, and the commitment to provide a Co-Investigator with that expertise must be confirmed in a letter of support from the employing institution. All Co-Investigators will be required to be named at full proposal stage.

  To add an unnamed Co-Investigator, applicants should clearly outline the organisation that will provide a Co-Investigator and the area of expertise that they will represent in the Case for Support. It will not be possible to add an unnamed Co-Investigator into the Je-s form; once the individual can be named they should be included in the Je-s form at full stage submission.

International Co-Investigators

- International Co-Investigators can be included within proposals.
- In order to be considered eligible, an International Co-investigator needs to have suitable academic experience (i.e. someone holding a PhD or equivalent qualification or experience) and be based at an established research organisation with significant research capacity. This organisation should be of comparable status and standing to a UK organisation which is eligible for UK Research Council funding, for example, a publicly funded university or a not-for-profit research institution with a track record and distinctive research capacity and capability in areas relevant to the proposed research
- If an International Co-Investigator is included in the proposal, an International Co-Investigator Head of Department Statement from the International Co-I's Head of Department (or relevant equivalent) must be attached to the proposal
- Please read the full eligibility criteria in Section 2 of AHRC's Research Funding Guide
- Please note that, before applying, an International Co-Investigator must have an active Je-S account and it is the UK Research Organisation's responsibility to ensure that this is the case.

Research Assistants (RAs)

- Research Assistants may be included within the project
- Research Assistants must be of postdoctoral standing. This means that they should either have a doctorate or be able to demonstrate in the proposal that they have equivalent research experience and/or training
- The responsibilities of the RA post requested on the project should be commensurate with the level of experience and skills of the proposed RA (whether named or unnamed)

Project Partners

- Proposals may include Project Partners where they are making a significant and specific contribution (either in cash or in kind) to the project, for example, expertise, staff time, use of facilities etc.
- Named Project Partners may include UK or overseas organisations

- UKRI-recognised Independent Research Organisations can be included as Project Partners
- Project Partner contributions are treated as in-kind contributions additional to the fEC of the proposal, so they will not need to be costed under the usual cost headings.
- Minor Directly Incurred costs may be requested to facilitate collaboration and these should be costed in line with the fEC of the project. If costs are being charged to the project, then they must relate solely to the activities on the project, and not be part of everyday business for the organisation. For example, travel and subsistence costs should not be charged to the grant, unless it is clearly justified in the proposal that the partner organisation would be unable to contribute to the project without having these costs covered.
- If all or a substantial amount of an organisation's involvement is being charged to the project as part of the fEC, then this organisation is not a Project Partner and their role as a Collaborating Organisation should be outlined in the Case for Support

Collaborating Organisations

- It is intended that Discovery Projects are collaborative research projects, so projects are strongly encouraged to include smaller, local/regional museums, collections, libraries, archives, galleries, and heritage organisations as Collaborating Organisations
- Where it is necessary to charge for a substantial amount of the Collaborating Organisation's involvement in the project as part of the fEC, then this organisation is not a Project Partner and their role as a Collaborating Organisation should be outlined in the Case for Support
- To foster collaboration and wider involvement in the programme, the costs of Collaborating Organisations can be included in proposals. These costs must be fully justified as to why the expertise or service provided is needed for the successful delivery of the project
- Collaborating Organisations can be based in the UK or Overseas
- Independent Research Organisations **cannot** be Collaborating Organisations

University Museums

- Appropriately qualified staff based in University museums, galleries, libraries, archives, and collections are eligible to be Principal Investigators or Co-Investigators
- For this call, university museums, galleries, libraries, archives, and collections may also participate as Project Partners provided that they are working with a Higher Education Institution other than that with which they are formally linked
- University museums, galleries, libraries, archives, and collections **cannot** be Collaborating Organisations

Funding

The maximum total payable by AHRC (the maximum 'funding envelope') is £15m for all the Discovery Projects taken together. The indicative limit for each project is £3m where £3m represents 80% of the project's full economic cost (fEC). Applicants may submit proposals for less than the indicative limit where this is appropriate to the research proposed.

Projects may be up to 36 months in duration and **must** begin **no later than 1ˢᵗ December 2021.**

All proposals should be costed on the basis of the full economic costs (fEC) of the research, and 80% of these costs can be claimed, i.e., if the proposal is successful, AHRC will contribute 80% of these costs.

Costs should be completed in accordance with AHRC Funding Guide.

Application Process and Format

Proposals, in the form of a **Case for Support and additional attachments** (see below), must be submitted via the Je-S system.

The following is a list of attachments that are permitted for this Call. Please note the difference in requirements for Outline and Full stage that are specified in the table below. Basic information about these attachments are provided here but more information can be found in Section 4 of the AHRC Research Funding Guide.

Attachment	Requirement	Page Limit	Outline	Full
Case for Support	Compulsory Refer to Annex A for headings required for the Case for Support	6 sides of A4	Y	Y
Summary CVs	Compulsory for the PI, Co-Is and any named researchers	2 sides of A4 for each person	Y	Y
Project Partner Letters of Support	Compulsory	1 side of A4	Y	Y
Publication Lists	Compulsory for the PI, Co-Is and any named researchers	1 side of A4	N	Y
Justification of Resources	Compulsory	2 sides of A4	N	Y
Timetable	Compulsory	1 side of A4	N	Y
Visual evidence	Optional	1 side of A4	N	Y
Data Management plan	Compulsory	2 sides of A4	N	Y

Timetable

Call for outline proposals opens	30th April 2020
AHRC Open meeting webinars	27th May 2020 1st, 2nd, 3rd June 2020 11th, 12th, 18th and 19th August 2020
Deadline for Outline Proposals	16:00 GMT 17th November 2020

Outline stage Panel	January 2021
Outcomes of Outline stage announced	End of January 2021
Workshop for Shortlisted applicants	17th February 2021
Deadline for full stage proposals	16:00 BST 29th April 2021
Peer Review and PI response	May – July 2021
Panel meeting	August – September 2021
Final Outcomes announced	End of September 2021
Projects start	1st October to 1st December 2021

* Please note: The timetable for this call has been reworked and extended as part of a UKRI-wide response to the COVID-19 pandemic. *

Contacts

Enquiries regarding this call should be directed to:

National.Collection@ahrc.ukri.org

Consultation with the Programme Director on proposal ideas is encouraged. Please contact

Rebecca Bailey – Rebecca.bailey@hes.scot

Annex A – Attachment Guidance

Case for Support guidance
Your proposal form must be accompanied by a **Case for Support** attachment. It is extremely important that this includes the information described below and that you format the document as requested.

Your Case for Support should be in Arial font no smaller than size 11

There is a limit of 6 sides of A4 for the Case for Support, and you should aim to make it as concise, specific and clear as possible. It is important to note that this limit includes all footnotes, endnotes and references. You are advised to focus your proposal and to provide sufficient evidence to enable Reviewers, Assessment Panel and the Steering Committee to reach a considered judgment as to the potential quality of your proposal, its significance, its feasibility and value for money.

You should describe your proposed project using the headings below:

Contribution to *Towards a National Collection: Opening UK Heritage to the World*
You should ensure that it is clear to the reader how the proposed Discovery Project contributes to *Towards a National Collection: Opening UK Heritage to the World* and the aims of the programme as outlined in the call document.

The proposal should clearly outline how the project will deliver in **each** of the three areas of impact specified in the call document – Digital Search, Research Capability and Public Engagement. It should detail how the project will be balanced between each of these three areas, and identify in which area it will deliver most strongly.

Project topics and questions
You should give a brief, clear description of the topic/areas, questions, challenges, issues or problems that will be addressed through the project. Clearly outline what the project will explore during the course of the grant.

Partnerships and Collaborations
Each Discovery Project must be based on collaboration between one or more HEI and one or more IRO. A Research Institute must partner with at least one IRO or one HEI. Proposals are **strongly encouraged** to include an element of further collaboration with local, regional or national collection organisations, third sector organisations and/or stakeholders (e.g. user groups, schools, Subject Specialist Networks, related initiatives etc). At this exceptionally challenging time, it is recognised that partnerships may not be finalised at the point of submission at the outline stage. However, your outline proposal is expected to provide evidence of these partnerships where possible, and where this isn't possible, outline a clear pathway to how such partnerships will be developed.

Context
You should describe the context for the project, including appropriate references where necessary. Why is it important that these questions or issues are explored? What is the background of the project? What other research is being, or has been, conducted in this area? How will the project benefit from cross-disciplinary working? You should explain the novelty, timeliness and significance

of your project to the broader sector and how it will inform the future development of the infrastructure of the 'national collection'.

If your proposal builds on one or more of the Foundation Projects then you should outline how it does so.

Project Design and Methodologies
You should describe the overall project design and/or approaches the team will be using to investigate the questions, including aims and objectives that have been set. Why is the chosen approach appropriate for addressing the questions set for the project? How does the project design draw on and benefit from a range of disciplinary insights from both within and beyond the arts and humanities? Will the research produce new ideas, innovate or advance methods and techniques? Information on the technical aspects of the project (if any) should be explained here.

Project Management
You should explain the work programme and management of the project. What will be the roles and contributions of all the team members (including the PI, any Co-Investigator(s), project partners and collaborating organisations and research assistants? If the project is using new or existing networks to complement the expertise of the team members, include it here.

Dissemination and Outputs
Please describe the outputs which you propose to produce during the project. Please explain further how the project will benefit all its intended stakeholders. How do you propose to maximise the value of the proposed outputs and how could their use be scaled up for the benefit of a wider sector? You should detail how the outputs that the project will deliver will be sustainable, and how they will be scalable to organisations of varying sizes and capacities.

Summary CVs
A summary curriculum vitae should be attached for the Principal Investigator, and any Co-Investigator(s) or named postdoctoral researcher(s). These should be no more than two sides of A4 paper each and in a font no smaller than size 11 (Ariel font). CVs should include basic information about education, employment history and academic responsibilities.

Letters of Support
A Letter of Support is required from each Project Partner and Collaborating Organisation outlining the level of commitment of the proposed partner, the value and benefit of the work to the partner, the nature of the contribution and the added value to the project. The letter should be dated and signed by a senior member of staff with authority to commit to the in-kind contribution, this is of particular importance for Project Partners as they are required to make a contribution to the project. Where an organisation is represented on the proposal by a Co-I, a letter of support is not required.

If some partnerships have not yet been finalised due to the impact of COVID-19, the lockdown and furlough, then the application can proceed at the outline stage without a letter of support. However, applicants should detail in the narrative of their application why this is the case, and outline a pathway for these partnerships to be finalised under the 'partnerships and collaborations' section of the case for support. If a partner is not providing an in-kind contribution then they should not be

classed as a Project Partner (see sections above on Project Partners and Collaborating Organisations).

Information on uploading Letters of Support is available within the relevant section of the JeS Helptext.