**HUMANITEC\_ Digital Repositories Committee – Call for applications 2014**

As part of a HUMANITEC grant from the VC’s strategic fund 2014, the Digital Repositories committee is inviting applications for the inclusion of research collections into the UCT Libraries digital repository. This call for applications applies to units, departments or individuals in all faculties.

* + Successful applicants will be responsible for the bulk of the work in respect of digitisation, adding of metadata, and processing of materials, and must consult closely with the Digitisation Unit of the UCT Libraries, who will provide either start-up assistance or assistance with digitisation for recipients of awards. Derivative copies of digital files will be made available online and digital masters will be maintained/preserved within UCT libraries’ central repository.
	+ Applicants must either hold copyright on material or have direct permission from the copyright holder to digitally place material within UCT’s online repository.

Projects will be chosen on:

* Specifications of size and availability (deliverability) of digital collection
* Copyright clearance, clear timeframe and assurance of deliverability
* Research benefit to UCT community and ties to UCT’s strategic aims
* Uniqueness, fragility of research collection
* Augmentation of types of research collection in UCT Libraries’ Digital repository.
* Projects that received funding through the HUMANITEC grant in 2011, 2012 or 2013 are eligible to apply for 2014 funding to support continuation but these will be assessed as if they were new proposals.

Applications must include:

* A line item budget for up to R 100 000, including costing of libraries staff and costing for digitization procedure in terms of technical needs and capacity (refer to UCT libraries costing template). Please note, this grant does not include any equipment to units.
* Timeline of project and persons responsible
* Proof of copyright clearance, completed Collection specification form, and 1 page motivation.

All projects to be completed by 30 December 2014. An interim report is due by 31 October 2014, and a full report by 31 January 2015. Successful applicants will sign a MOU outlining accepted responsibilities and timeframes before award monies will be paid into applicants’ UCT fund. The money will be deposited in two blocs, namely on initialization (90%); and on receipt of the full report (10%).

All applications to be submitted to renate.meyer@uct.ac.za by 12 April 2014.