DARIAH ERIC
2nd Funding Scheme for Working Group Activities 2019-2020
CALL FOR PROPOSALS

Monday, August 5 2019

DARIAH-EU is glad to introduce its second funding scheme dedicated - and open only - to the DARIAH Working Groups (WG); this scheme will run from November 5, 2019 to October 31, 2020. The call acknowledges the strategic role of Working Groups in DARIAH, which represent - according to the Strategic Plan 2019-2026 - one of the four pillars of the DARIAH activities.

The relevance of the DARIAH Working Groups continues to increase, both inside DARIAH-EU as well as in collaboration with other Research Infrastructures and through international projects, e.g. DESIR ‘DARIAH beyond Europe’. This is also visible in the #WG stories and the Annual reports.

Timeline and important dates
● Call published: August 5, 2019
● Submission deadline: September 29, 2019
● Decisions authorising funding will be announced no later than 4 November 2019
● Successful applicants may begin to spend their award from November 5
● Transfer of the grant after signature of the Grant Agreement
● All spending must be completed by October 31 2020
● The final report on activity and spend must be submitted to the CIO team one month after completion of the project and no later than November 30 2020.

PLEASE NOTE: This call will fund project expenditures issued between November 5, 2019 and October 31, 2020 only.
1. Goals of the Funding Scheme for Working Group Activities

Funding allocated under this scheme is intended to support the activities of established DARIAH Working Groups that are currently approved. It intends to offer practical support for their programmes, encouraging Working Groups to put forward innovative ideas, run initial programmes, and build up capacity to suggest new services or help develop and sustain existing ones.

2. Funded activities

In light of the above goals, the scheme is being run against the four DARIAH strategic pillars:

- **Marketplace** to facilitate fluid exchange of tools, services, data and knowledge
- **Access to education and training**
- **Working Groups, Hubs and other forms of Transnational and Transdisciplinary organisation (Community Formation)**
- **Bridges between research policy and communities of practice (Advocacy and Impact)**

Given the interrelated nature of the DARIAH research communities, more than one of the above themes may be referenced in any bid.

Grants will be issued up to a **maximum of €5,000 per WG**, for activities to occur within the 2019-2020 grant cycle, carried out between 5 November 2019 and 31 October 2020. Two (or more) Working Groups can also apply for a joint project and request a funding grant of **up to €10,000**. The overall budget available in this call is of **€30,000**.

**Activities** eligible for consideration for funding are, for example:

- Conferences/seminars/workshops/lecture series
- Development of Training material (in collaboration with #dariahTeach or the new DARIAH-Campus platform, which will be launched in November 2019)
- Policies and Recommendations documents (best practices, guidelines, recommendations for the A+H DARIAH community)

---


2 For this activity, it is recommended that you contact the DARIAH Training and Education officer at info@dariah.eu. The Training and Education officer will give you more information about the future developments of the DARIAH-Campus platform.
● Tangible actions to consolidate a community or to connect existing (and disconnected) communities (e.g. but not only: a networking event, a white paper, a short concise research assignment, series of webinars etc...)
● Consolidation or sustainability plans for existing DARIAH services and resources

3. Evaluation Criteria

Proposals will be evaluated by a committee of not less than two members drawn from the DARIAH SMT, JRC and DCO under the condition to avoid a conflict of interest.

3.1 Quality and impact of the work proposed (weight: 40%)
Evidence will be sought of how the project will:
● Be original and innovative and contribute to new research or advance new research methodologies;
● Impact on the WG’s development, in terms of the WG’s audiences and development to date;
● Engage in collaborative work with relevant members of the DARIAH central team and/or parties such as related projects or cooperating partners;
● Represent DARIAH and the WG’s activities more widely in society, such as through a clearly delineated public engagement or research dissemination plan.

3.2 Implementation: feasibility in terms of planning, output and budget (weight: 30%)
The implementation and feasibility of the project is evaluated against the following criteria:
● list of planned activities
● list of expected outcomes
● breakdown of the costs as provided in section III of the Application Form
● ‘value for money’ will be an assessment criterion, so we particularly encourage applicants to consider and justify their costs carefully

The planning of the activities should be timely and realistic, and any milestones and project outcomes should be clearly described. The budget (see also section 6) needs to be detailed and well-balanced, and all expenses should have a clear relation to the project’s main goals.

3.3 Fit between the work proposed and the DARIAH Strategic Plan (weight: 30%)
Project proposals are expected to make a relevant contribution to the development of the DARIAH as a whole, in line with the strategic development of DARIAH as an ERIC. The proposed projects will therefore also be evaluated against their fit to the Strategic Plan and second Strategic Action Plan: https://www.dariah.eu/wp-content/uploads/2019/08/Strategic-Plan_2019-2026.pdf
4. Eligibility of Applications

4.1 Applications are invited on behalf of one of the established DARIAH Working Groups, and are normally submitted by one of the Working Group’s coordinators. Although bids may be consortial (e.g. collaborations between two or more Working Groups), one individual must be named as project lead, and be accountable for financial and technical reporting.

4.2 Each Working Group can apply as lead applicant once per grant round only. In addition to acting as main applicant, the Working Group may be a partner in one or more other applications.

4.3 WGs must be able to evidence, at the time of application, recent activity and integration with DARIAH.

5. Budgets

All budgets need to be thoroughly justified, detailed and realistic. Budgets that are vague or notional will impact adversely both upon the evaluation of the application as a whole, and upon the level of funding granted to a successful application. The funding could either be used as a stand-alone grant or as matching funding.

Budget Guidelines

Each proposal will come with a detailed budget proposal also subject for evaluation (see 3.2.). In the case a proposal is approved, a grant agreement will be signed between DARIAH and the institution of the WG member leading the grant application. The WG member leading the grant application must ensure that his or her institution has full legal capacity to sign the grant agreement and accepts the responsibility to administer the grant. Allocation of funds will have to comply to the budget principles of this institution, but will be cross-checked by DARIAH (see Funding Grant Agreement).

- **Research and Development activities:** The granted budget can be used to cover the expenses related to hiring temporary research or professional expertise (e.g., a research assistant, designer or developer for a specific task related to the research proposal). Staff exchange and internships (lab visit, temporary delegation, see COST Short-Term-Scientific Missions as examples) can also be funded. Conflicts of interests, such as personal or familial relationships with personnel must be declared and may result in exclusion.

- **Conferences/seminars/workshops/lecture series:** Travel costs for invited speakers are covered. The same holds for local organisation (with a maximum of 20 EUR per participant per day). Please note that travel to the DARIAH Annual Event 2020 cannot be covered using this grant - a specific **WG travel Envelope** was established in 2019 for this purpose and will be available again in 2020.

- **Network meetings.** Travel funds should not be used for ordinary WG meetings, but instead should be clearly related to the submitted research proposal. Flights must be economy. Travel
bookings must be made well in advance of the date of the event to secure the best value possible. Please ensure that speakers are aware that if they book their own flights they will not be reimbursed until the travel has been completed. Hotel accommodation costs vary greatly depending on the location of the hotel you are booking and the date of the stay, weekends for example are often more expensive than weekdays.

- **Promotional materials and web development.** Detailed planning and justification of costs are requested.

### 5.1 Unspent Budget

In the event that the project coordinator foresees or observes unspent budget toward the end of the project, she/he will contact the CIO team immediately and not later than 30 days prior to the end of the project. The CIO team and the Financial officer, in agreement with the project coordinator, will investigate the possibility of a no-cost extension (see point 7, *Grant Extension*) or whether the unspent budget should be returned to DARIAH-EU.

### 6. Grant extension

In the event that a project is not completed by the end date of the grant agreement, the project coordinator can ask for a no-cost project extension of maximum 60 days. The project coordinator will write a request to the CIO team via email: `<dariah-cio@dariah.eu>` at least 30 days before the end date of the grant agreement. The CIO team, in agreement with the financial officer, will communicate the decision to the project coordinator within 10 working days.

### 7. Collaboration with DARIAH

DARIAH staff, in particular the DCO team, will be happy to assist with the promotion and planning of events where they are able to contribute.

### 8. Crediting DARIAH

Funded projects are required to display the DARIAH logo on any resulting publications or at any resulting events and on related publicity material. Where editorial policies mean that logos cannot be displayed, explicit acknowledgement of the funding source should be made using the standard sentence: *This work has been supported by the DARIAH ERIC.*

### 9. Reporting

All funding awarded through DARIAH will be subject to the following reporting procedures:
9.1 A report is due 1 month after the conclusion of the project and no later than 30 November 2020. This will consist of (a) an overview of the project’s outcomes, as well as (b) a justification of funding expenditure. The templates for both reports will be provided to successful applicants as Annexes C and D to the Grant Agreement. Both forms should be submitted to the DARIAH CIO team via dariah-cio@dariah.eu.

For your reference, here is a preview of the report templates:
1. DARIAH WG Funding_Grant agreement_template (Annex C)
2. DARIAH WG Funding_Financial report_template.xlsx (Annex D)

9.2 Failure to file this report by the required date, or the filing of an unsatisfactory report, may oblige DARIAH to cancel the grant or seek recovery of monies and may lead to the WG being excluded from any future funding schemes run by DARIAH. Furthermore, consistent delay or missing communication with the CIO team may also cause the annulment of the grant.

9.3 Making project results openly available
Following DARIAH’s Open Access Guidelines (HAL ID: halshs-02106332), successful applicants are required to share both their outputs and their project reports either in the HAL DARIAH collection or as a part of the ZENODO DARIAH community. For practical information about self-archiving, please consult DARIAH’s green Open Access guide (DOI: 10.5281/zenodo.3070068).

10. Application Deadline
Applications (in electronic format) should be submitted to the DARIAH CIO team by 29 September 2019. All applications must be submitted via <https://dariah-wg2019.sciencesconf.org>. Applications that are late or received in an incomplete state will not be considered for funding.

11. Appeals
Appeals will be entertained on the basis of procedural grounds only rather than on the merits of the application itself.

12. For further information contact the DARIAH CIO team via dariah-cio@dariah.eu.