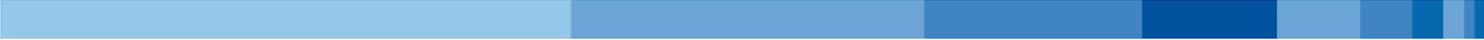


Call for Proposals

Scientific Library Services and Information Systems /
Indexing and Digitisation

Standards for Indexing and/or Digitisation of Object
Classes in Scientific Collections



I. Programme Information

1. Background and Objective

1.1 Background

Collections of objects archived by scientific service and information institutions are used by researchers for their investigations, for comparison purposes, and as evidence to substantiate research findings. The indexing and/or digitisation of collections of research-relevant objects and the long-term nationwide and international availability of the generated digital data are of primary importance to research.

In a first call for proposals in 2010, the DFG invited proposals for the indexing and digitisation of collections of scientific objects. This call resulted in the funding of 38 projects representing a variety of disciplines and object classes (see [Information for Researchers, no. 19/2012](#)). During the review of the submitted proposals it became clear that for many object classes there are as yet no adequate standards for indexing and/or digitisation. However, suitable standards must be in place in order to ensure the long-term and nationwide digital representation of scientific collections. Only an established set of standards will allow interdisciplinary research and full scientific reusability of the digital data.

Following this first call for proposals and with due regard to the recommendations of the German Council of Science and Humanities on “Scientific Collections as Research Infrastructures” (January 2011) and “The Development of Scientific Information Infrastructures in Germany until 2020” (available in German only under the title “Weiterentwicklung der wissenschaftlichen Informationsinfrastrukturen in Deutschland bis 2020” from July 2012), the DFG is now, in the present call for proposals, offering funding to create and develop standards for indexing and/or digitising object classes in scientific collections. The projects funded as part of this call will lay the foundations for more extensive indexing and digitisation.

For the purposes of this call, an object class refers to a large collection of public-domain material which is curated and archived in natural sciences, technical or humanities collections (for example models, fossils, rock samples, preparations, herbaria, images or audio files).¹

1.2 Objective

The call for proposals is aimed at researchers and scientific service and information institutions (such as research museums, university collections and archives) in Germany which look after scientific collections of objects and want to participate, preferably in close cooperation with other institutions and the research community, in the creation and development of indexing and digitisation standards for a specific object class. The object classes should be as broad as possible in order to ensure the comprehensive reusability of the standards. The aim of the funding is to develop suitable solutions for the nationwide digital referencing and presentation of research-relevant object classes in scientific collections with regard to established standards for text-based objects such as authority files and the DFG Viewer. Comprehensive reusability of the digital data should be achieved. International developments which may offer scope for subsequent use must be taken into account in project proposals. Ideally, proposals should also address issues relating to the interdisciplinary contextualisation of the object class. Proposals should also refer to the necessary contextualisation of collections using the so-called *Collection Level Description*. Regardless of whether a proposal is concerned with indexing or digitisation standards, it must make reference to the interoperability of the data and its subsequent reusability in nationwide reference and presentation systems.

Funding is intended to promote both the further development of existing but inadequate standards and the creation of new standards for object classes for which no standards currently exist. In this way the funded projects will lay the foundations for future, more comprehensive indexing and digitisation.

The projects must focus on the creation, development and establishment of standards for indexing and/or digitising specific object classes. Indexing and/or digitisation

¹ This call for proposals explicitly does not include collections of manuscripts or printed texts, for which a separate funding programme exists (see DFG form 12.15).

measures for selected part-collections which serve as examples may form part of the proposal if such measures are necessary to the creation of standards.

In this call for proposals, funding is available for the following project objectives:

- (Further) development of indexing standards
- (Further) development of digitisation standards

Indexing

Projects intended to create standards for digital formal indexing are eligible for funding. The aim should be to achieve consensus on uniform criteria with regard to the allocation of metadata within an object class. The data formats used for formal cataloguing must permit data exchange through various systems. If feasible and expedient for the object class in question, the use of existing and established data and data exchange formats (e.g. CIDOC CRM or LIDO) is recommended. Potential target systems for nationwide referencing of indexing data for the object class in question must be specified in the proposal and their requirements for data harvesting must be taken into account.² Standardisation measures for detailed scholarly indexing are not eligible for funding within the scope of this call.

Digitisation

While indexing data can usefully be made available without digitisation measures, research-oriented digitisation measures always make use of indexing data. Proposals for the (further) development of digitisation standards are therefore expected to incorporate existing or proposed indexing standards for the relevant object class.

Proposals aimed at developing digitisation standards for an object class should cover at least the following areas:

- Technical parameters of digital reproduction (particularly resolution, colour depth, digital capture process and file formats)
- Metadata (descriptive and structural)
- Presentation standards and formats

The project results will be used to develop the DFG practice guidelines for digitisation.

² This includes for example recognised specialist information systems, national and/or international data repositories, the German Digital Library, Europeana and other reference systems with data harvesting capabilities.

2. Proposals

2.1 Eligibility

Scientific information infrastructure institutions, such as libraries, archives, museums, computing and media centres, are eligible to apply, provided that they are not run for profit. They are represented by the respective directors. Researchers in Germany or at German research institutions abroad who have completed their studies (generally by obtaining a doctorate) are also eligible to apply.

If you work at an institution that is run for profit or if you are not permitted to publish research results in an accessible form immediately, you will generally not be eligible to apply.

Since the funding provided for Scientific Library Services and Information Systems is intended to achieve a nationwide improvement to information infrastructures, and its results serve science as a whole, staff from the institutes and member organisations of the Max Planck Society, the Fraunhofer Society, the Helmholtz Association and the Leibniz Association and members of research institutions associated with these organisations, in receipt of basic funding from public resources, and members of international information infrastructure institutions located in Germany are also eligible to apply.

2.2 Proposal and funding requirements

a) Project requirements

- The proposal must describe in detail the scientific relevance of the particular object class.
- The proposal must explain in detail what standards already exist for the object class and how national or international developments can be reused. Projects funded under the first DFG call for the indexing and digitisation of object-based scientific collections should also be taken into account.
- If the proposal includes sample indexing or digitisation of a set of material, it should be accompanied by documentary evidence of the public institutional continuity and availability of the material in its present form and its free and permanent accessibility and usability for research purposes. Any necessary legal declarations must be obtained before submitting a proposal.

- It is a condition of funding that the applicant must cooperate with other institutions with responsibility for collections and the research communities who make use of the object class. The proposal must explain in detail how this cooperation will be implemented. In this context, joint proposals and applications for funding to hold workshops or specialist meetings are expressly welcomed.
- Proposed projects may not replace the defined responsibilities and funding arrangements of the applicant institution. Projects must therefore extend beyond the regular basic responsibilities of an institution and be clearly distinct in terms of content and the total calculated time required. Projects which primarily serve the purposes of cultural promotion, promoting cultural assets or similar goals and commercially oriented projects are not eligible for funding.

b) Requirements for project results

- The results of the project must be freely and permanently available for research (both *open access* and *open source*). Funding is not offered for the development of proprietary formats and systems.
- The aim of funding is to enable the broad reusability of the standards developed. The anticipated reuse of the project results should therefore be outlined in detail in the proposal.
- The results of projects intended to create standards for the digitisation of object classes must be oriented on the DFG digitisation guidelines.

2.3 Format and deadline

a) Format of the proposal

The proposal process is based on the instructions for proposals for research grants within the Scientific Library Services and Information Systems programmes (guidelines and instructions 12.01):

www.dfg.de/formulare/12_01/12_01.pdf

Please use the structure provided there (p. 17 et seq., 'Structure of proposal'). Please note that this form is only available in German.

Proposals submitted in response to this call may be in German or English. Regardless of the language chosen, the title and summaries should be provided in both German and English.

b) Additional information and data sheets

No additional documents or data sheets should be attached to the proposal.

c) Deadline

Proposals, including all the required attachments, should be submitted in duplicate and in digital format on CD-ROM to the Scientific Library Services and Information Systems Division at the DFG's Head Office and postmarked **no later than 15 May 2013**.

If you intend to submit a proposal, please send an informal and non-binding notification of your intention by 15 March 2013 to the following e-mail address: franziska.regner@dfg.de.

This notification of intention is for organisational planning purposes only and does not form part of the review process. It should contain the following information:

- Tentative title of the planned project
- Persons and institutions presenting the proposal
- A brief description (no more than one page) of the aim of the planned project

3. Duration

The maximum funding period is three years.

II. Funding

Within this call, you may apply for funding for staff, direct project costs and travel costs and, in justified exceptional cases, instrumentation.

For more information on the types of funding available, please refer to form 12.01 (guidelines and instructions for research grants within the Scientific Library Services and Information Systems programmes, p. 4 et seq., available in German only):

www.dfg.de/formulare/12_01/12_01.pdf

III. Obligations

In submitting a funding proposal within the Scientific Library Services and Information Systems programme, you agree to:

1. adhere to **the rules of good scientific practice.**³

The general principles of good scientific practice include, among others: maintaining professional standards, documenting results, rigorously questioning all findings, and attributing honestly any contributions by partners, competitors and predecessors.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (complete or partial cancellation of the grant, recalling granted funds, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from acting as a reviewer or from membership in DFG committees;
- denying voting rights and eligibility in elections for DFG statutory bodies and committees.

By accepting funding, the recipient agrees to:

³ The rules of good scientific practice are presented in detail in the white paper *Proposals for Safeguarding Good Scientific Practice* (published by Wiley-VCH) and in the usage guidelines for research grants (DFG forms 2.01 and 2.02) (cf. <http://www.dfg.de/en> ⇒ Research Funding / Legal Framework Conditions).

2. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
3. submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds..

The DFG expects that the findings of the projects it funds be made available to the public.

IV. Publication of Data on Grant Holders and Research Projects

The data necessary for processing your grant proposal will be stored and processed electronically by the DFG. If a grant is awarded, your work address (e.g. telephone, fax, e-mail, internet website), as well as information on the content of your research project (e.g. topic, summary, keywords, international cooperation), will be published in the DFG's project database GEPRIS and - in excerpts (grant holder's name, institution and location) - in the "Programmes and Projects" section of the DFG's electronic annual report. If you do not wish this information to be published electronically, please notify us in writing no later than four weeks after receipt of your award letter.

www.dfg.de/gepris

www.dfg.de/jahresbericht

V. DFG Programme Contact

The DFG contact person is:

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