Key Questions for Oral Reviews
Digitisation and Indexing

The questions are closely aligned with the grant requirements (DFG form 12.15).

www.dfg.de/formulare/12_15

The list of questions is not exhaustive; other aspects may also play a role in the review. The order and grouping of the questions does not predetermine the weighting; all aspects mentioned may be important for the review.

1   Orientation towards the needs of the research community

- Has an environment and/or needs analysis been carried out to demonstrate the research need for the use of the resulting data?
- If the proposal relates to specific disciplines: Which disciplines will particularly benefit from the project results? Is the project relevant beyond individual research projects? What research questions can potentially be investigated on the basis of the project results?
- If the proposal has a broad infrastructural and multidisciplinary scope: Will the project results add significant value for researchers from different disciplines?
- If the proposal aims to develop and/or apply standards or to complete and interconnect material- and/or subject-specific portals: Apart from coordination processes regarding technical components, will the relevant research community (both users and providers) be adequately involved so that their requirements are given sufficient consideration during development? Are there plans for integration and reuse in the relevant communities?

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2   Objectives and work programme

- Is a plausible justification given for the digitisation or indexing plan? Are digitisation and indexing functionally aligned?
- Does the proposal include a detailed project plan as well as a plausible framework for tasks, quantities and timelines?
- If rights clearance is required for the materials to be digitised or indexed, has it been completed prior to proposal submission?
- Are national/international material-specific standards for digitisation and/or indexing adhered to? Will new digitisation and indexing formats be developed? Will authority files be used for indexing?
- For written materials: Is full-text recognition strived for? Does the proposal specify what results (recognition rates) can be expected?
- If material- and/or subject-specific portals will be developed in the project: Are there suitable plans to enable usability, freedom from barriers, responsiveness, and machine readability? Have plausible use cases been presented? Are there measures for quality assurance?

3   Qualification of applicant(s) and assessment of the environment

- How do you rate the qualifications of the applicant(s) and the preliminary work to date?
- How do you rate the working conditions as well as the research and/or infrastructure environment at the institution(s)?

4   Handling of project results

- Will the project results be integrated into existing transregional (national / international) digital reference or access systems, or – if such systems are not available – is optimum findability and reusability ensured?
- What standardised rights notices (public domain, CC licences, etc.) will be attached to the individual project results (metadata, digital copies, full texts, new digitisation and indexing formats, software)? Will new digitisation and indexing formats be well documented and made available as open source?

5   Use of requested funds

- Has the planned use of the funds been convincingly justified?

- Are the amounts requested for personnel in line with the project tasks, and does the proposed funding period seem appropriate considering the envisioned tasks and quantities? Are the material costs realistically calculated and necessary to carry out the project?

- Is the applicant's financial contribution specified in sufficient detail? Depending on the type of project, does the applicant's contribution amount to one-third of project-specific costs (for projects by institutions digitising and/or indexing their own collections), or does it represent an appropriate share (e.g. for projects developing new formats, standards or portals)?