

08/09 Access & Identity Management



- Eligibility
- Initial Scoping Stage
- Terms & Conditions
- Structure of Bid
- Budget
- Freedom of Information
- Evaluation Criteria
- Checklist for Final Stages
- Evaluation Process

- HEIs funded by HEFCE
- HEIs funded by HEFCW
- Other organisations may be project partners BUT
- Lead site must be in one of above categories AND
- All grants will be paid via lead site.

- Read the call & background briefings to understand programme rationale
- Ensure project ideas are within scope & map to call objectives, timetable, budget, planned activities, priorities
- Consider fit with institutional objectives
- Consider project partners; internal & external
- Clarify outputs and wider benefits to community
- Secure institutional support & funding commitment at a high level for project period
- Consider sustainability issues

- State aims and objectives clearly and concisely
- Clarify project outputs and outcomes, demonstrating impact and wider benefits to education and research
- Describe how bid meets criteria in the call
- Provide a sound project plan and project management arrangements
- Document proposed dissemination and evaluation mechanisms
- Demonstrate how the bid is aligned with the objectives of your institution
- Demonstrate high level institutional support
- Provide clear costings based on fEC (% FTEs, grades of staff, etc).
- Demonstrate value for money, with institutional contribution(s) as appropriate
- Comment on sustainability when JISC funding ceases

- Cover Sheet
- Introduction – rationale, project length, how contributes to programme
- Project Description (deliverables, performance indicators, methodology, project plan, timetable, project management, analysis of risks, dissemination/impact, evaluation, sustainability, intellectual property)
- Budget, broken down across project years (staff time, T&S, hardware/software, dissemination, evaluation, total fEC costs + institutional contributions towards total cost)
- Key personnel, relevant skills (indicate where plan to recruit)
- Letter(s) demonstrating support from lead institution and partners

- Appendix C: Budget Template and Definitions
- Ensure budget is clear & detailed, clarifying total cost
- Break down budget across April-March years
- Staff costs: proportion of time, include salary increases
- Travel & subsistence, consumables
- Hardware/software, dissemination, evaluation
- Summarise qualitative and quantitative benefits project partners will gain from project
- Indicate institutional contribution(s) towards project: no set percentage but remember: value for money is a criterion!

- JISC is subject to Freedom of Information Act 2000
- Bids may be disclosed upon receipt of valid request
- Appendix A FOI Withheld Information Form
- No disclosure until evaluation process complete
- JISC will consult with bidders prior to release of information, but
- Final decision on disclosure rests with JISC **and** Information Commissioner can mandate disclosure
- Successful bids will be made available on JISC website
- Unsuccessful bids are destroyed one month after notification of funding decision

- Review the evaluation criteria – weighted
 - Appropriateness and Fit to Programme Objectives & Overall Value to JISC Community (25%)
 - Quality of Proposal and Robustness of Workplan (25%)
 - Engagement with the Community (20%)
 - Value for money (15%)
 - Experience of Project Team (15%)
- Check that the bid demonstrates what it needs to convincingly
- Consider your bid from an evaluator's perspective
- Ask someone fresh to review the bid and score against the evaluation criteria and provide feedback

Checklist for Final Stages

- Check deadline (12 noon UK time, Monday 19th October 2009): **no appeal process for late bids!**
- Check format for submission of bids (pdf; electronic only; zipped if file exceeds 10Mb)
- Check appropriate page limit adhered to (12 single sides A4, Arial 11, including cover sheet): any bids exceeding the page limit **will not be evaluated.**
- Ensure letter(s) of institutional support provided
- Ensure cover sheet completed FULLY
- Ensure FOI form completed
- Two PDFs are required: one to include the main proposal (including cover sheet); and one to include the FOI Withheld Information Form and letter(s) of support.
- Submit bid to AIM-BIDS@JISC.AC.UK

- Expert Evaluation Panels (committee members, advisory boards)
- Conflicts of interest avoided
- 3 markers per bid using formal marksheet and guidance
- Executive analyses marks/comments and produces report with recommendations
- Evaluation panel meetings (face to face or ‘virtual’) to select projects
- JISC reserves right not to allocate total amount of available funding
- Communicate decisions to bidders (early December 2009)
- Feedback to unsuccessful bidders on request
- Issue funding letters (December 2009)
- <http://www.jisc.ac.uk/bideval.html> has full details of process

Any Questions?