The goal of the grants program is to support collaborative and creative use of resources through the creation of digital content of enduring value to the Cornell community and scholarship at large. The program, coordinated by the Cornell University Library, is overseen and shaped by the [Visual Resources Advisory Group.](https://www.library.cornell.edu/about/staff/central-departments/dcaps/programs-initiatives/digitalcollectionsgrants/visual-resources-advisory-group/)

For examples of previous projects, please see our [grant award archive](https://www.library.cornell.edu/about/staff/central-departments/dcaps/programs-initiatives/dcaps-projects/).

**Please note**: In addition to the proposal application, graduate students are required to submit a letter of support from their committee chair and meet with DCAPS staff to discuss their idea.

**We strongly encourage all applicants, including faculty, to reach out for a consultation with a DCAPS staff member – for assistance identifying copyright or technology issues and to learn more about the process and project timeline – prior to application submission.**

## Application due by November 1, 2023

To enter information on the form: click in the shaded gray areas and type or paste in the relevant information. The areas will expand as text is entered. When complete, submit it as an attachment via e-mail to dcaps@cornell.edu OR you may print and submit to:

Cornell University Library
Digital Consulting & Production Services
107a Olin Library

Attn: Agata Okulicz-Kozaryn

I. APPLICANT INFORMATION

**Principal Applicant Name:**

**Email:**

**Department/Unit:**

**Additional Contacts or Collaborators:**

II. PROJECT DESCRIPTION

**Describe the materials proposed for digitization and the scope of the project, as well as your commitment to the project’s development. The Library’s Digital Consulting & Production Services (DCAPS) unit will manage the technical development plans for making your collection available online.**

1. Briefly describe your digital collection project.

Type or paste text here, field will expand as text is added

1. Who owns the collection or where does it originate from?

Type or paste text here, field will expand as text is added

1. Who are the current users of this collection?

Type or paste text here, field will expand as text is added

1. Are the materials available elsewhere or in a different format?

Type or paste text here, field will expand as text is added

1. What is the estimated collection size (number of pages, slides, etc.)? What are the document types (photographs, slides, manuscripts, AV formats, etc.) and are there any condition concerns you are aware of? If you have an exisiting inventory, please append.

Type or paste text here, field will expand as text is added

1. What information do you have about the copyright status and copyright owners of the works you seek to digitize? Please provide copies of any information you have related to such permission and the works’ authorship, copyright status, and/or ownership.

Type or paste text here, field will expand as text is added

1. Share your vision for the project’s timeline; in particular describe your plans to be involved and available for curatorial oversight, metadata creation, and/or project direction.

Type or paste text here, field will expand as text is added

III. SIGNIFICANCE OF THE COLLECTION FOR TEACHING & SCHOLARSHIP

**Describe the significance of your collection for teaching and the scholarly community, and describe how the proposal aligns with the program goals.**

1. Describe the digital collection’s potential impact on teaching, learning, and research at Cornell.
Type or paste text here, field will expand as text is added
2. Describe your project’s potential impact on your field and on scholarship at large. Discuss the academic community’s interest in this collection, both from an intradisciplinary and interdisciplinary perspective.
Type or paste text here, field will expand as text is added
3. What are some of the opportunities that digital accessibility (discoverability, description, OCR, captioning, etc.) of this content might provide for scholars, students, or the community at large?

Type or paste text here, field will expand as text is added

1. Describe how this project may benefit historically underrepresented groups, either by broadening the field of scholarly inquiry, or by centering historically non-dominant perspectives.

Type or paste text here, field will expand as text is added

IV. INTELLECTUAL PROPERTY RIGHTS

Faculty members (or other academic staff who may be named as awardees) and Cornell University will each have a non-exclusive ownership interest in works developed with the resources provided by the Grants Program for Digital Collections. The general intent is to allow both the University and the faculty members involved to freely use materials developed for educational purposes. Such use includes the right to grant non-exclusive licenses to third parties provided that any revenue earned thereby is shared equally (50-50) between the faculty members and the University. The granting of exclusive licenses (e.g. to outside publishers) will require discussion and agreement among all parties to the project because no one will hold exclusive rights.

Also, there may be exceptions to the general preference for open access and joint ownership due to the nature of content or partnerships. We will receive guidance from the Office of University Counsel for determining the copyright provisions for such cases.

Each faculty member named on your proposal (as well as other academic staff who may be named as awardees) should submit an individual copy of the Memo of Understanding Regarding Intellectual Property Rights, which follows. The submitted agreements should be included as part of your application.

**Memo of Understanding Regarding Intellectual Property Rights**

**The University and individual faculty members (or other academic staff who may be named as awardees) shall enjoy joint, non-exclusive rights over any copyrighted material produced with the resources provided by Grants Program for Digital Collections. "Joint rights" means that both the University and the individual faculty member or members own the work; "non-exclusive rights" means that any party can use the property without permission of the other party. The parties will have control over their names and whether they are used in conjunction with any future versions of the product.**

**[ ]** Please check this box to indicate agreement of above

# Applicant Signature:

Date:

In addition, applicants are encouraged to consider applying [Creative Commons Licenses](https://creativecommons.org/about/cclicenses/) to any copyrighted material produced with the resources provided by the Grants Program for Digital Collections. Creative Commons licenses let others distribute, remix, and build upon your work, as long as they credit you for the original. Embedding CC licenses into web content can also make your work more discoverable.

 If you are interested in learning more about Creative Commons and discussing whether a CC license is appropriate for the work produced for this grant, please indicate here: \_\_\_\_.