

Proposal Guidelines for ILiADS Institute Week

General Guidelines

Thank you for your interest in bringing your project team--and your project--to ILiADS 2017! This document will provide a framework for your project team's proposal. Proposals will be accepted until March 31st, 2017.

Document Guidelines

Below are guidelines for your proposal statement of 2-3 pages. Please use these headings in your document for the sake of clarity in your proposal.

Project Title

Then the name of the person submitting this proposal,
This person's department, and
Their college or university.

Team Information

Projects will be supported by teams during ILiADS and afterwards. Please list each team member and their position (e.g. instructional technologist, librarian, another faculty member, undergraduate with technical skills, etc.) as well as their role and duties on the project. Please indicate which of the team members will be attending ILiADS.

NB: It will be important that you articulate how each given team member's participation in ILiADS is integral to the project as a whole.

Project Description

Please briefly describe your project and its goals. You should provide some context to the non-specialist reader here. Who will use your project? How might they use it? What might it offer that they can't find elsewhere? How might others contribute to the project?

You should also explain existing skills for you and your team members as well as additional skills you think you might need, so that ILiADS Liaison Coordinators can plan for needed support during the project week.

The Role of ILiADS

What else do you hope to accomplish with a week of focused work with your team and ILiADS Liaisons? What kind of challenge or problem do you hope to solve? Do you have a mapping project and you don't know the right kind of interface? You want users to do cool things with your marked up text but do not know what that architecture looks like? Are you just getting started and you need to think about what a grant project will look like?

Project Timeline

From this point forward, what are the project's milestones? Are there deadlines for content creation or phased deliverables? If these are contingent upon course work

that will be completed in subsequent semesters, please explain. What is the project's imagined end for this first phase through ILiADS? What are your plans after ILiADS if your ILiADS goals are met? If the project will continue to develop, please explain your plans. This may include how others can contribute or further develop the project.

Sustainability

Sustainability involves the long-term preservation and use of the project. Does the project need to migrate at some point? If so, is there a migration plan (e.g., to or from University servers)? Outside of your immediate team, what kinds of staffing and support might you need to keep the project up and running? What are the plans for supporting the project through your campus after ILiADS?

Submission Process

Please send a PDF of your completed proposal to proposals@iliads.org. They will be reviewed by the review committee in due course thereafter.

Post-Submission Process

You can check out the whole timeline on the ILiADS Website. In brief, though, the Review Committee will notify teams of their application status in late March. Teams will be contacted shortly thereafter by [ILiADS Liaisons](#) who will help shepherd the project toward ILiADS week. Then, in early May, registration will open until early June. After a check-in or two over the course of summer, teams will descend upon the College of Wooster for a wonderful week of dedicated project development time!