



SHARCNET Research Support Programmes: Digital Humanities Fellowships

Application Guidelines

Round I (pilot)

Preface

This document contains the application guide and form for applying for a SHARCNET Digital Humanities Fellowship.

This is a new programme for SHARCNET that will be run as a pilot in 2009/2010. Depending upon the outcome of this pilot and on available funding, additional rounds may be announced in the future. In this context, please note the following:

- Applications are due **31st March 2009** and results will be announced in May, 2009.
- We encourage you to apply for exactly what your needs are for research support. We want this program to provide optimal benefit for the Digital Humanities community. We attempt to evolve all of our programmes to respond to the needs of the communities they serve, at least to the extent allowed by our funding sources.
- Please make sure that this document is up-to-date: the latest version of the guide is available from www.sharcnet.ca/Documents/SN_DH_application_guidelines.pdf. Changes may occur in the document as a result of feedback and other input.
- Applicants may register an “intent to apply for an award” at www.sharcnet.ca/my/profile/intent/. This will add your name to a temporary mailing list; this list will be the only way in which communications (including corrections and updates) will be made about this programme after the initial call (which will be made via email to general@sharcnet.ca).
- Subject to demand, a separate FAQ may be created to address common questions for this programme. This will be available online along with the application form.

SHARCNET Research Support Programmes

Digital Humanities Fellowship

(pilot programme)

1. Programme Objectives

- To allow researchers from the Digital Humanities and Arts communities to undertake projects of exceptional promise that leverage the high-performance computing resources and infrastructure of **SHARCNET**.
- To increase the interaction and integration between the Digital Humanities and Arts communities and the traditional HPC disciplines in the use of **SHARCNET**'s high-performance computing resources and infrastructure.

2. Summary of Programme

The **SHARCNET** Digital Humanities Fellowship pilot programme is designed to develop a dialogue between digital humanities researchers and the HPC community. As such, successful applicants are expected to engage in and contribute to the culture of the **SHARCNET** community and to mentor their colleagues once their Fellowship year is over. A variety of arrangements may be possible for the tenure of the Fellowship but a prototypical arrangement could involve the successful researcher spending time at one of the major **SHARCNET** institution where they can work closely with **SHARCNET** staff and interact with researchers with HPC expertise. It is anticipated that the Fellowship will be held over the course of an academic year and involve a residency equivalent to one day a week at a **SHARCNET** facility.

The Fellowship provides a package of support that would normally include:

- Teaching release
- Programming and/or visualization support
- Support for travel and assistance for presentation of fellowship outcomes at conferences

Access to **SHARCNET** facilities is provided as a part of the Fellowship.

The intent is to provide a package that will enable the successful completion of the proposed project over the course of a year. At a minimum it is anticipated that teaching release will be available at the level of a one-semester course for each of two consecutive academic terms (normally Fall & Winter). Support, that could include assistance with programming and visualization, is available for up to 2 person-days per week during the period of the fellowship (normally two academic terms). The value of the fellowship is up to \$46,000 as follows: 2 course teaching buyout (\$14,000), support for travel and conferences (\$4,000), staff support for 2 days a week over a six month period (nominal value \$25,000) and access to a workstation and resources whilst resident at **SHARCNET** (value \$3,000). Applicants should request the level of resources they feel is necessary for successful completion of the proposed project. In most cases it is expected that the residency requirement would involve the

fellow being physically present at a designated, and mutually agreed, **SHARCNET** institution on a regular basis throughout the fellowship in order to interact and work with the **SHARCNET** staff and community.

Most of our other research programmes require funding contributions or matching funding from the applicant or applicant's institution. We prefer that applicants to this programme also identify such funding. Whilst matching funding is not essential for this programme it may increase an applicant's chance of success. Examples of such funding might include an institutional contribution to the teaching release or a contribution towards attendance at a conference at which the results of the Fellowship would be presented.

3. How to Apply

Given the different needs and physical locations of likely applicants to this programme, it is **SHARCNET**'s intention to consider a range of Fellowship proposals and to be flexible in terms of precisely how a Fellowship is structured. The following conditions and guidelines indicate the constraints within which you should structure your application.

Eligibility & conditions of tenure

Only full-time faculty (or faculty whose positions are ongoing) in the Humanities or Arts at **SHARCNET** partner institutions eligible for funding may apply. The **SHARCNET** partners are: Brock University, Lakehead University, Laurentian University, McMaster University, Nipissing University, Ontario College of Art & Design, The University of Western Ontario, Trent University, University of Guelph, University of Ontario Institute of Technology, University of Waterloo, University of Windsor, Sir Wilfrid Laurier University, York University, Fanshawe College, Sheridan College and Perimeter Institute.

Applicants must have a valid **SHARCNET** account before submitting an application. Any research that is proposed for the Fellowship will be governed by the regulations pertaining at the applicant's home institution.

Applicants must propose a specific model for interaction with **SHARCNET** especially if a residency as described previously is not feasible. By making an application the applicant commits to the proposed arrangement and to undertaking an intensive interaction with **SHARCNET** staff and research personnel.

The applicant commits to presenting the progress and outcomes of the project during and after the tenure of the Fellowship to **SHARCNET** and at other appropriate venues and commits to mentoring future researchers with similar projects in at least the year following the tenure of the Fellowship.

Successful applicants are expected to submit a report to **SHARCNET** at the end of the Fellowship and to provide **SHARCNET** with examples of research outcomes that can be used by **SHARCNET** for promotion and training.

Applications

Complete the online application form (a sample is included at the end of this document and is available from the SHARCNET website), plus submit additional material as indicated on the form. All application materials will be treated confidentially.

Applicants must submit all materials (including CV's) electronically using the web form to be found at www.sharcnet.ca/my/fellowship_applications . If you have difficulty with the electronic submission, please contact the SHARCNET office.

When you have completed the online application, you will be able to print a formatted hardcopy from your web browser.

For each application, we require sign-off by the appropriate department Chair and/or Dean in advance of a potential award. This approval is to indicate that teaching release will be available to you should you receive a Fellowship and to indicate the amount of matching funds, if any, that will be available. For this purpose, applicants must also send a hard copy of their Fellowship application to their Chair and/or Dean for signature. This can be done in parallel with the submission to SHARCNET. We will continue with the application evaluation process and coordinate with the relevant institutional offices to verify which applications have institutional signatures/approval before any award is made.

Questions regarding the programme, the application process or online form may be directed to the SHARCNET office at (519) 661-4000 or e-mail at research-support@sharcnet.ca.

Curriculum vitae

When providing CV's, no specific format is required. We suggest submitting a complete CV in SSHRC format or that which is used for internal institutional evaluation. Any reasonably analogous document with equivalent information is acceptable.

Project Description

Note the page length restrictions on the application form. Any submitted material in excess of the stated maximum will be refused or discarded by the electronic form.

The overarching criterion for consideration of applications is their potential to generate high-impact research results that will establish and advance SHARCNET's status as a world-class centre for high-performance computing in the arts and digital humanities. As a consequence, consider the following when preparing your project description:

- How would the support offered by the Fellowship programme make a difference to your research; advance your field; and promote your research to international significance?
- How could HPC support transform methods and/or practices in your field?
- Applicants should specify the anticipated outcomes and deliverables in concrete terms. For example, give the names of journals or conferences at which you anticipate presenting results; quantify the degree to which the proposed work will be novel in international terms.

Applicants should clearly indicate how the benefits of applying HPC to your field will be communicated to your community.

- Applicants should discuss the feasibility of completing the proposed research within the Fellowship year. Ambitious projects that will establish a new standard within their field are encouraged, but they must be feasible.
- Applicants should discuss the expected training benefits to others, particularly to students, of the proposal.

Relevant previous work

Applicants may list up to three key publications, presentations (or equivalent evidence) that demonstrate their research impacts in the field of the application (or in a closely related field). Complete bibliographic details should be provided.

Suggested reviewers

Applications will be sent out for peer review to up to three reviewers. Applicants should list on the form three suggested reviewers who can give an informed opinion of the proposal. The suggested reviewers should be “arms-length” in that the reviewer should not:

- be from the same university (or associated institution) as the applicant
- have a personal relationship with the applicant (close friend, relative)
- have been a research supervisor or graduate student of the applicant within the last 6 years
- have been the applicant’s Ph.D. (or equivalent) supervisor
- have collaborated with the applicant in the last six years or have plans to collaborate in the near future
- be in a position to gain financially from the application

The selection committee will endeavour to use at least one of the suggested reviewers, but may select additional or alternate reviewers as it feels appropriate.

Deadlines

The deadline for applications is 31st March, 2009.

Results will be announced within approximately 6 weeks of the application deadline.

4. Budgetary Issues for Fellowships

Proposed Budgets

The budget should discuss the support and facilities required to complete your project. It should include details of any matching funding that you have secured. Applicants should also discuss the level and type of personnel support needed (but need not estimate the monetary value of such contributions).

Matching Funds

Applicants should clearly state the source of any matching funds, so that **SHARCNET** can determine if the match is eligible or not. If you are unsure about the eligibility or otherwise of your proposed matching funds you should contact the **SHARCNET** office.

6. After Awards Are Announced

Feedback on applications

Applicants will receive brief comments on their applications that will summarise the reasons for the committee's recommendation and may include the external reviewers' reports.

Follow-up

All awardees are required to submit a report (not to exceed 10 pages) describing the research accomplished at the end of the Fellowship in addition to the other modes of dissemination discussed previously.

Awardees are also expected to acknowledge **SHARCNET** support in any publications or presentations describing the research enabled by **SHARCNET**. Suggested wording for this acknowledgement may be found at www.sharcnet.ca/Portal/publications/.

Payment

Payment details for teaching release (partial or full) and for other agreed expenses will be negotiated post award.

7. How Decisions Are Made

Recommendations for awards are made by the Resource Allocation Committee (RAC). This is one of **SHARCNET**'s standing committees and will be expanded to ensure that it contains the necessary expertise to review applications for this fellowship. The following describes the constitution and working of the committee across all support programmes with specific additions for this programme.

The RAC consists of at least one full-time faculty member from each of at least six partner universities. A faculty member from the other partners (college and institute) may also be

contributed to the RAC, if the other partners so choose. The RAC is constituted so that the major areas of SHARCNET supported research are represented. To achieve this, a number of potential RAC members are nominated from each partner institution, often in consultation with the Site Leader and institutional Board member. The draft RAC is selected from the list of nominated candidates, and is submitted to the Board for comment, modification and eventual approval. Appointments to the RAC are for one year, with the possibility of renewal. The current membership of the RAC is available at: www.sharcnet.ca/About/committees.php.

Note that the members of the RAC do not represent or advocate for their home institutions. Rather, they represent a research area, and each is expected to take a leading role in assessing applications in that area, from across all the partner institutions.

In making recommendations, the RAC will take into account how well the application satisfies the selection criteria detailed earlier as well as the reports from external reviewers. In each competition, an application will be assessed in detail by two RAC members most appropriate for the field of the proposal. However, all RAC members will review and discuss the application. It is likely that RAC members will also consult with external experts as needed.

When preparing their project descriptions, applicants should bear in mind that their principal audience is the RAC: a group of researchers knowledgeable in the uses high-performance computing, but not necessarily expert in the research area of the applicant. ***Therefore, project descriptions should not use highly specialized language, and should clearly state the motivation, methods, and expected outcomes of the research.***

After all applications have been discussed, the RAC ranks the applications together with a recommendation for a threshold at which applications should no longer be considered for funding/support. This ranking, along with appropriate comments, is submitted to the Scientific Director.

The Scientific Director then reviews the ranking and comments of the RAC with the RAC Chair, and in combination with budgetary and other resource constraints, makes a recommendation on which applications to support. This recommendation is submitted to the SHARCNET Board of Directors for final approval. SHARCNET then notifies applicants of the results.

Ranking Criteria for the Digital Humanities Fellowship:

1. Excellence/quality of the proposed research.
2. Potential to bring new expertise, methodologies and/or applications in high-performance computing into the SHARCNET community.
3. Opportunity for involvement of students or other researchers
4. Anticipated outcomes and the capacity of the proposal to engage the field or larger community
5. Appropriateness of budget and support of relevant Chair or Dean.



SAMPLE Digital Humanities Fellowship Application Form (Round I)
(the actual application must be made online and could differ slightly from the format below)

1. Applicant Information	
Last Name:	First Name:
Institution:	Department:
Telephone:	FAX:
E-mail Address:	

3. Budget & Support
Total budget required:
Amount requested from SHARCNET:
Amount and source of matching funds:
Other support requested:

4. Title of Research Project

SAMPLE ONLY

5a. Description of Research Project: Describe the research project, justifying its significance and potential impact.
The online form will permit a maximum of 500 words.

SAMPLE ONLY

5b. Research Methodology: Describe the interaction with SHARCNET personnel and how it will lead to the expected outcomes. Describe how results will be disseminated. Describe how other SHARCNET researchers might benefit from the development and use of the techniques that you will create.
The online form will permit a maximum of 500 words.

SAMPLE ONLY

6. Budget Justification: Use this section to provide detailed budget (or allocation) justification of your request. *The online form will permit a maximum of 250 words.*

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7. Relevant previous work: Applicants may list up to 3 key research results that demonstrate his/her impact in the field of the application or in a closely related field

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8. Suggested reviewers: Please list the names, email addresses and telephone numbers of 3 arms-length reviewers who can assess your application. *The definition of arms-length is given in the guidelines.*

	Name	Email	Telephone
1			
2			
3			

Additional Form Information:

- CV of applicant (e.g. Institutional, SSHRC, or CFI CV or equivalents)

Submit To:

Applications should be submitted electronically via the web form available at www.sharcnet.ca/Portal/resource_application/. If you have any questions regarding the process, please contact the SHARCNET office at (519) 661-4000 or email research-support@sharcnet.ca.

Institutional signature confirming stated matching funds and authority for teaching release:

Chair: _____ Date: _____

Dean: _____ Date: _____

Research Office: _____ Date: _____

Instructions for Chair/Dean/Research Office: Signed application forms should be sent to the SHARCNET Resource Allocation Committee, Western Science Centre, Room 143, The University of Western Ontario, London, Ontario, Canada, N6A 5B7.

SAMPLE ONLY