Procedures and guidelines for applications for Nordbib

Introduction
This memorandum describes the ordinary procedures for the completion and review of applications for Nordbib as well as the general conditions and guidelines for applicants. The intention is, that applicants and applications are reviewed similarly and following clear and transparent rules and procedures.

Ordinary procedures for completion and review

The Nordbib programme consists of 3 work packages (WP) with corresponding target results.
The call for projects will not be grouped for all WP's, the project calls for the individual WP's will however be spread over the years according to the established action plan:

- Work packages 1 (WP 1) Visibility are sent out as call for projects
    - 1st time - 1 October with closing line 1 December 2007
    - 2nd time - 1 October with closing line 1 December 2008
    Recommendation and decision of WP 1 takes place in December 2007 and December 2008 respectively
- Work packages 2 (WP 2) are sent out as call for projects
    - 1st time – 15 January with closing line 1 April 2007
    - 2nd time – 1 June with closing line 1 September 2008
    Recommendation and decision of WP 2 takes place in April 2007 and September 2008 respectively
- Work packages 3 (WP 3) are sent out as call for projects
    - 1st time - 10. November with closing line 10. jan. 2007 (Invited call)
    - 2nd time - 1. June with closing line 1. September 2008
    Recommendation and decision of WP 3 takes place in January 2007 and September 2008 respectively

Subject to reservations are possible changes of the action plan during the programmes 4 year period.

Call for projects
Open calls for projects will be announced at the Nordbib website, as news at the Nordforsk website and at other relevant Nordic national websites and mailing lists.
The application period is minimum 2 months.
Applicants can ask questions of generalized nature concerning the procedure to the secretariat in the application period.
The reception of the applications will take place in the secretariat at the specified date and time. Applications arriving later will be disregarded.
Applications are to be sent digitally and physically with signature.
Applications are to be signed by the project responsible institution including the signatures of respectively project manager and institution manager.

Review

The Programme Manager and programme group are reviewing the applications and preparing the recommendations for the steering committee – such as putting forward any reservations or demands regarding the applications scope and contents. The board is reviewing the applications and deciding whether the grant can be given including clauses if any. The boards review is taking place via e-mails, in order to keep the process time at an acceptable level. The review period is maximum 1 ½ month.

The order of priority when reviewing applications

When giving grants Nordbib is prioritizing those projects, that:
- With the greatest possible scope contribute to realizing the purpose of the programme
- Make the Nordic utility value visible
- Create value for the end users (researchers, educators and students)
- Has a permanent impact
- Is completed with user involvement
- Is relevant for a broader circle of libraries
- Gives results that can be reused by several research libraries

Grant

The grant is given pledge in a letter describing the conditions for the grant including possible clauses. The letter is furthermore delivering the guidelines for the grant such as conditions for payout, requirements for status reports, agreements if any significant changes in the projects basis or time table and requirements for accounting and final report.

Payouts

Payout of funds happens in rates during the project period in return for documentation of the defrayed costs. The latter amount is paid out upon reception of the final report and signed financial statement.

The payout rates are phased out and adapted to the individual project.

The ongoing case handling

The secretariat is attending to the case handling, such as the ongoing contact with the project management until the end of the project.

General terms and guidelines for applicants

The terms and guidelines for application apply for all calls for projects. However separate conditions may be prepared for application for the individual calls for projects and these will be stated in the invitation and www.nordbib.net in connection with calls for projects.

Application form

The application is to incorporate the following:
1. The applicants name and address
2. Begin and end date for the project
3. Total budget for the project and the applied amount
4. Project title
5. Target results
6. Purpose
7. Summary of the project description
8. The projects sustainability
9. Nordic usefulness
10. Knowledge exchange concept
11. Project budget
    a. total expenses in DKK per year
    b. specified expenses
    c. comments on expenses
12. Financing
    a. total financing
    b. self- financing
    c. applied financing Nordbib
    d. other financing
    e. national funding
    f. comments on financing
13. Project manager and managing organization
14. Project participants
15. Project set-up
16. The projects fastening nationally, European, internationally
17. The application is to be sent as e-mail and signed physical form
18. The applicants signature
    a. date and place
    b. X for accepting the terms and guidelines for the application and the guidelines for the grant of Nordbib funding
    c. the applicants siganture – both the project responsible and the institution responsible
19. Annexes for the application
    a. project description
    b. detailed budget
    c. detailed time and activity plan

Reporting

Reporting is to take place according the general guidelines for granting and to follow the directions in the pledge letter.

Reports are to be maximum 5 pages and embody:
- Summary of the project results and completion and account for possible deviations in budget, time and activity plan
- Summary of the project results concerning sustainability, Nordic usefulness and knowledge exchange including proposals
- A signed financial statement

Grant model

The principles for the grant model are based upon requirement for co-financing from national or Nordic – state or private – parties, stakeholders and project owners.

➢ The Nordbib programme finances maximum 40 % of the costs
➢ Self- and other financing amounts to 60 %

The Nordbib funding model embodies phase-out of the Nordbib grant proportional with the raise in self-financing, so that the Nordic co-operation, including the developed services and operating solutions etc., are self-financed no later than by the end of the programme.

Self-financing

Self-financing may consist of working hours (person hours), costs for development environment, technical facilities and licenses, education etc.

Overhead is handled in this way:

- Maximum 10 % of the grant may be used for direct project administrative costs
- Overhead for the mother institution is incorporated as self-financing

Conditions for grant

Grant is conditioned by:

- Purpose and expected result lies within the purpose of the programme area
- The Nordic utility value is made visible
- The project parties are minimum 3 institutions from minimum 3 Nordic countries
- External evaluation
- Report on the project result
- An audited financial statement
- Knowledge exchange is carried out according to action plan
- Budget and action plan including milestones
- Financing plan documenting co-financing and self-financing

No grant

No grant is given for operation, licences for digital information, hardware and maintenance costs.

Grants may be used for:

- Development activities in the way of person hours, travel and meeting and seminar costs
- Set-up costs in the way of licences for development and test systems
- Procurement and knowledge exchange costs in the way of brochures, mock-ups, publication, conferences
- Evaluation costs in the way of consultant costs, person hours, meeting activities, travels and publications
- Digitalization in the way of price per unit in view of supply/offer
- Reviews, instructions, manuals etc. In the way of person hours and publication costs
- Direct administrative costs however maximum 10 % of the grant.