Guidance for grant seekers

The following documents are intended to assist researchers with planning for digital humanities projects, budgeting for research requiring the procurement of datasets, and funding for article processing charges to make research open access, as well as creating data management and sharing plans to meet federal grant requirements.

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Digital Humanities Project Budget Planning

When applying for grants for digital humanities projects or projects involving digital research methods. The following are financial considerations that should be built into the grant. Some of these costs **may** be covered by department funds.

William & Mary Libraries and other resource centers on campus, such as the Center for Geospatial Analysis (CGA), Information Technology (IT), and the Studio for Teaching and Learning (STLI) **might** license some software or help with individual licenses. Additionally, you **may** be able to find free tools that cover your needs. However, more specialized needs and team costs will need to be built into your budget.

Below are areas that you will need to budget for, and some estimates of the costs associated with those needs.

Tools/Software

Coding Environments i.e. Oxygen, etc.	~ $600/yr for subscription & $1400 for one-time license
Data Visualization Software i.e. Tableau, Domo, etc.	Free for credit-bearing courses and instructors; ~ $15-75/user/month
Text Analysis Tool i.e. MAXQDA, Word Smith, etc.	~ $100-300/yr
3D Software i.e. Autodesk, Sketchup, etc.	~ $100-1000/yr

Collaborators and Traveling

Student Research Assistants (undergraduate or graduate)	Minimum $15.50/hr or credit bearing course
Full-Time Collaborators (colleagues or outside researchers/technical specialists)	Depends on how involved they are and what type of work they are doing
Research Travel (getting materials and visiting libraries/archives/museums/communities)	Minimum $500/trip/person
Hotels/Lodging	$100-200/night
Training Courses i.e. Digital Humanities Summer Institute, TAP Institute, Professional Organization, etc.	Depends on location and duration

Storage and Hosting

Server Space i.e. AWS, etc.	$100-200/month
Domain Name (can be built into web hosting costs)	~ $10/yr
Wed Hosting i.e. Reclaim Hosting, WordPress, etc. (can be built into web hosting costs)	~ $30-10,000/yr depending on storage needs

Content

Copyright permissions (permission to publish	~ $125-$10,000 (depends on

material in a new research product)	institution, publisher, or copyright holder)
Humanities Data procurement i.e. scans, pdfs, photography, datasets, audio, etc.	$5,000-$14,000 (depends on publisher and/or copyright holder)

Organizational Tools

Storage Space i.e. Dropbox, etc.	~ $15-20/month/user
PM tools i.e. Trello, Asana, Monday, Basecamp, etc.	~ $10-20/month/user

Why include Dataset Procurement, APC Costs, and Cloud Storage Solutions into Grant Budgets?

When planning research projects, budgeting for the cost of purchasing datasets for analysis, article charging process charging (APC) to make a peer-reviewed article open access, or cloud storage solutions are not always the first expenditures that come to mind. However, the cost of each can be expensive with datasets ranging from $5,000-14,000, APCs from $500-10,000, and cloud storage solutions from $720-2,400 a year. These are not costs that can easily be covered by other campus units, like the University Libraries. However, for grant-funded research, it is highly recommended that these costs are included in the proposed budget. This will ensure you have the necessary resources for your research and scholarly output.

How to Identify Dataset, APC Costs, and Cloud Storage Solutions

W&M Libraries can help you identify the costs of a dataset, journal APC fees, or cloud storage solutions. Please reach out as early as possible for assistance.

- For datasets: Contact Mary Oberlies, the Instruction & Data Services Librarian, at mkoberlies@wm.edu
- For APCs: Contact Rosie Liljenquist, Publishing and Open Access Librarian, at rliljenquist@wm.edu
- For Cloud Storage Solutions: Contact Justin Dalton, Interim Head of Digital Services, at jcdalton@wm.edu

How to Justify Dataset Procurement, APC Funds, and Cloud Storage Solutions in Grants

The below boilerplate/sample language can be used as a resource for when a researcher is preparing to write a budget justification for including the cost of a subscription datasets, APCs, or cloud storage solutions in a proposal.

Note in the following sample language, insert your details where items are in [brackets] and bolded.

Writing a Budget Justification to Purchase a Dataset

Sample Language: [Name of Dataset]

[Include a short description of the dataset and how it meets the needs of the proposed research]. This dataset will be accessed by all research personnel associated with the grant from **[MM/DD/YYYY]** through the duration of the grant, a total of **[X]** years.

Sample Language: [Name of Dataset] Costs

We worked with William & Mary Libraries to negotiate the cost of this dataset with the dataset providers. The cost includes **[X]** seats, allowing **[X]** research personnel simultaneous user access to the dataset, as well as the cost of the continued subscription access to the dataset for **[X]** years, the duration of this grant.

Writing a Budget Justification to include APC Costs

Sample Language: Publishing OA in a Peer-Reviewed Journal

William & Mary supports open access research. To best support the university's mission for transparent research, the peer-reviewed journal publications resulting from this grant will be made openly accessible within 12 months of publication. To comply with this policy, I will self-archive in an institutional repository, W&M's ScholarWorks, and/or a discipline-specific repository where possible. However, some journals require payment of an article processing charge (APC). I anticipate publishing **[X]** peer-reviewed journals based on the research conducted under this grant.

Sample Language: APC Costs

Sample journals in my field that are possible venues for publication include **[Name of Journal, Name of Journal, etc]**. Current APCs for these journals range from **[$XXXX - $XXXX]**. Therefore, I am requesting **[$XXXX – avg cost X number of publications planned]** in funding to cover the anticipated APCs for peer-reviewed journal articles resulting from this grant.

Writing a Budget Justification to include Cloud Storage Solution Costs

Sample Language: [Name of Storage Solution]

[Include a short description of the storage solution and how it meets the needs of the proposed research/best choice for discipline, including why a free storage solution will not meet needs]. This storage solution will be accessed by **[X]** personnel associated with the grant from **[MM/DD/YYYY]** through the duration of the grant, a total of **[X]** years. At the completion of this project, the data will be permanently moved and preserved in **[name of repository]**.

Sample Language: [Name of Storage Solution] Costs

We worked with William & Mary Libraries to identify recommended storage solutions. For **[name of storage solution]** the costs include sharing and preserving research outputs, such as data, code, materials, papers, etc. The rate for **[name of storage solution]** is **[X]** per GB per month at an estimated cost of **[X]** a month for the duration of the grant.

Data Management Plan Checklist

Types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project

- ❒ How and what data will be collected/used?
- ❒ Is my data reproducible? What would happen if it got lost or became unusable later?
- ❒ Are my data unique? Are my data derived from existing data and are those data still available?

  Best practice: Prioritize the management of unique data that are not easy to reproduce.

- ❒ How big will my data be? How fast will my data grow?
- ❒ Are there tools or software needed to create/process/visualize the data?
- ❒ How will my data be stored and backed up?

  Best practice: Keep 3 copies, 2 onsite and 1 offsite. Automated backup is preferable.

- ❒ Who owns and is responsible for the data?
- ❒ What format(s) will the data be in?

Standards to be used for data and metadata format and content

(Where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions/remedies)

- ❒ Are there any community standards for documentation, such as an ontology or metadata schema?

  Best practice: Consult peers and disciplinary repositories to discover standards.

- ❒ How will I document and organize my data? What metadata schema will I use?
- ❒ What directory and file naming convention will be used?
- ❒ What project and data identifiers will be assigned?
- ❒ How will I document my data collection methods and other information needed for reproducibility?

  Best practice: Preserve code, surveys, codebooks, data dictionaries, etc. along with the data.

Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements

- ❒ What regulations apply to my data (HIPAA, FERPA, FISMA, etc.)?

- ❒ Are there any special or security requirements (e.g., personal data, high-security data)? What security measures will I put in place to protect my data?
- ❒ Who is allowed access to my data? Who controls the data? (e.g., PI, lab, University, etc.)
- ❒ Who will be responsible for data security?
- ❒ Are there any embargo periods to uphold in relation to the data?

Plans for archiving data, samples, and other research products, and for preservation of access to them

- ❒ How long will I retain the data?

  Best practice: Data must be retained for at least three years after the completion of the grant, preferably longer.

- ❒ What file formats will I use for archiving? Do I need to preserve any software?

  Best practice: Utilize open, standardized, well documented file formats that are in wide use or retain any software and hardware needed to read proprietary file types.

- ❒ Where will I archive my data?

  Best practice: ScholarWorks is William & Mary's institutional repository (IR). ScholarWorks collects, preserves, and provides open access to the intellectual output of W&M in digital format, and is managed by W&M Libraries. All W&M faculty, staff and graduate students may utilize it free of charge. A persistent URL will be associated with the contributed content, and if requested, a DOI can be created as well. Data must be de-identified before submission.

- ❒ Who will be responsible for my data in the long term?

Policies and provisions for re-use, re-distribution, and the production of derivatives

- ❒ Is there a relevant sharing policy?

  Best practice: Federally funded research is mandated to be open and shareable, including data and published research (OSTP Memo, August 2022). All agencies will provide guidance. Check journal publications for open access options including applicable Article Processing Charges (APCs).

- ❒ Are there any limitations on data sharing due to privacy restrictions, intellectual property, etc?
- ❒ What specific data will be shared?
- ❒ What will the reuse permissions be for the data?
- ❒ Will research code be shared and under what reuse permission?
- ❒ Who is the audience for my data? Who will use it now? Who will use it later?

❒ What tools/software are needed to work with my data?

❒ When and where will I make my data available? Do I have resources for hosting the data myself?

Best practice: Hands-off sharing via a database or repository is preferable to sharing-by-request.

Credit: This checklist was created from NCSU Libraries Data Management Planning: The Basics Checklist and CC-BY Kristin Briney, Caltech Libraries