The types of in-kind contributions

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Table of contents

Preamble

This document aims to specify the different types of contribution and involvement of a partner in the activities of DARIAH. This categorisation has a heuristic purpose. In other words, it aims both to help existing partners to better position their specific involvement, and to provide new partners or DARIAH users with a clearer understanding of the services offered by DARIAH.

This document has been discussed and updated during a seminar of French experts (20th June 2012). It has also been presented to the European partners in Dublin (28th-29th August 2012) during a VCC3 meeting, at which the VCC3 coordinators, the VCC3 task leaders, the CIO and some contact persons were present. Cf. minutes of the Dublin meeting. And it was once again presented to the European partners in Vienna (28th-30th November 2012). In 2013 during VCC3 meetings, cross VCC meetings and the General VCC meeting, the idea was proposed to extend the type of offers document with the mission and principles of DARIAH. Another suggestion was to make the requirements section compliant to the Data Seal of Approval guidelines where appropriate. In January this document has been discussed with the CIO.

This document can be used for establishing the in-kind contributions of DARIAH partners. It is a handhold for the institutions that want to contribute to DARIAH EU, for the national coordinators who are collecting and submitting the contributions for their country and for the JRC (Joint Research Committee) who will assess the offers.

1. Mission and principles

Core Mission

The DARIAH infrastructure functions as an Integrating Activity of digitally enabled research in the arts and humanities in Europe and beyond as well as a platform to enable trans-national arts and humanities research. It is a research infrastructure that will sustain existing knowledge in digital arts and humanities in Europe and enable new one. It connects various hubs of excellence in the domain and helps them share their results and innovations. By sharing knowledge, DARIAH works proactively to enhance the reach of digital arts and humanities within the European Research Area (ERA).

The following explains some of the key concepts involved in this core mission:
- DARIAH as a research infrastructure
- DARIAH as an Integrating Activity of digital arts and humanities research in Europe
- DARIAH as a platform for sustainability and durability
- DARIAH's commitment to Open Humanities
- DARIAH's work on Impact and Innovation
- DARIAH's political and strategic configuration

Principles
1) Enable digital arts and humanities research
DARIAH primarily serves Europe's arts and humanities researchers, enabling them to discover and retrieve scholarly information, deposit scholarly resources, collaborate and use tools and software.
This principle aims to create a sustainable research infrastructure for arts and humanities researchers in Europa.

Digitally-focused / analogue-aware
DARIAH is for all researchers, however 'digital' they are and is aware of the hybrid nature of the humanities.
This principle aims to address the fact that only a fraction of the arts and humanities resources are digital.
Methodological innovation
Diversity of methodological approaches by applying a modular design.
This principle aims to avoid a focus on one technical solution and methodology.
Trans disciplinary

2) Operate under a sustainable business model
To ensure the long-term sustainability of the services provided by DARIAH, the activities will operate under a sustainable business model.
This principle aims to create trusted services for arts and humanities researchers.

Integrates
DARIAH integrates existing resources, tools and services.
This principle aims to reuse existing resources, tools and services.
Trans-national collaboration
Using innovations from the national DARIAH partners and scaling them on to a European level.
This principle aims to promote collaboration to sustain promising innovative new resources, tools, services and methodologies.

3) Governed and led by the arts and humanities research community

DARIAH serves the needs of its community: the providers, members and users of the services.

This principle aims that the community of arts and humanities researchers take the responsibility for establishing the boundaries of the community as well as the services provided.

Community driven (bottom-up)

Community-based: DARIAH is self-organising, where resources, tools and services are built around the communities that need them. DARIAH facilitates self-organisation of research communities. DARIAH propagates a light-weight and decentralised approach.

This principle aims that the community of arts and humanities researchers are able to initiate activities and influence the strategy of the DARIAH ERIC.

Researcher-led

DARIAH is developed by researchers, for researchers and recognises their independence and academic freedom.

This principle aims to give researchers a central role in developing and maintaining DARIAH.

Inclusive

DARIAH welcomes all with an interest in digital arts and humanities research and education.

This principle aims to be open and receptive for the input of non DARIAH members.

4) Promote openness

Openness supports re-use and sharing of scholarly information as well as providing an infrastructure with low barriers for expansion and further development.

This principle aims to stimulate contributing partners to use open source software, open standards and open file formats. It promotes contributing partners to give access to scholarly information if possible and restricted access to scholarly information when necessary.

5) Strategic scholarly information

Contributing partners should treat scholarly information as a strategic resource and design and manage metadata to support their wider research use.

This principle aims to maximize research use of existing and new scholarly information.

Standards and best practices

Contributing partners should comply with standards and best practices.

This principle aims to enhance the interoperability of existing resources, tools and services.

6) Delegated trust

Contributing partners are responsible for the integrity and authenticity of the scholarly information used in DARIAH.

This principle ensures that contributing partners recognize their continued responsibility for their scholarly information within integrated services and establish adequate controls over the use this information.

Display high quality services

Contributing partners should display their services in DARIAH registries and comply to the quality guidelines of DARIAH.

This principle aims to establish an environment where researchers are provided with content regarding the quality of services.

7) No wrong door
Contributing partners feel responsible for DARIAH and will help arts and humanities researchers to find their way in the distributed landscape of DARIAH.
This principle aims to contribute that arts and humanities researchers experience DARIAH as a one stop shop for all of their questions.

8) Receptive
Contributing partners are receptive to the needs of the arts and humanities researchers and are willing to adapt their services according to the needs of the users.
This principle aims to stimulate the innovation dialogue between users and service providers.

Usable
Resources, tools and services offered by DARIAH are simple and easy to use, no matter your level of digital literacy.
This principle aims to ensure that resources, tools and services are easy to use by arts and humanities researchers.
Multilingual
All of the services, resources, tools and methodologies are described (preferable the first year) in English.
This principle aims to establish a common working language in DARIAH.

2. The types of in-kind contributions
DARIAH partners can contribute to the DARIAH community with a diverse range of activities, services or content. The contributions need to be compliant to the mission and principles of DARIAH. Next to these general requirements there are specific requirements for each type of offer.
A type of offer must comply with the specific requirements. The contributor should at least give an indication how the requirements will be achieved within the time period of one year.

List
1. Access
2. Expertise
3. Interoperability
4. Content hosting
5. Tools and software
6. Event
7. Training
8. Summer school
9. Cooperation
10. Educational resources
11. Data
12. Coordination

access
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/access

A partner offers his products, such as databases, web sites, etc. to be referenced and accessible by other DARIAH partners. The aim here is simply to increase visibility, since the partner's products are already accessible at a national level.

Requirements: a partner must
Provide a description in English including: targeted public, objectives and content of the different services, platforms and repositories to which they give access.
Give access to an interface, which must be bilingual at least (including preferably English).
Give access to a user guide, which must be bilingual at least (including preferably English).
Provide contact details.
Provide information about the annual availability rate of the service. If necessary, provide the present availability and specify the timetable and means used to improve availability.
Use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects. [DSA guideline 5]
Enable the users to discover and use the data and refer to them in a persistent way. [DSA guideline 10]
Provide sufficient information for others to assess the quality of the data, compliance with disciplinary and ethical norms and (alt)metrics about the use of the information. [DSA guideline 1]

expertise
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/expertise

A partner offers his expertise to the community. This may cover advice, audit or design.

For example: the CCSD for helping partners to design a repository for open archives.

Requirements: a partner must
Provide a description in English including: targeted public, objectives and content of the expertise.
Provide a description of the existing guidelines in English (summary, problem, table of content, content (type of formats, metadata, etc.)). They must include the targeted public (user, producer, repository manager, etc.).
Provide the existing documentation about software, methods, etc., which must be at least bilingual (including preferably English), that specifies the expertise.
Remarks
The expertise must respect the DARIAH principles especially with regard to software and formats (open source software and use of formats which are based on standards and are interoperable).

interoperability
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/interoperability

A partner offers to give access to his data through an interoperable interface (API).

For example: Huma-Num, operating Isidore, will collaborate with Dutch partners who work on Narcis, in order to link up the data of their respective repositories; the ATILF will give access to data from the TLFi, in particular thanks to XML extractions (which can be reused by partners).

Requirements: a partner must
Provide a description in English including: targeted public, objectives and content of the

platforms, repositories, and the API (see below).
Provide a general description of the API that is at least bilingual (including preferably English).
Provide a technical description of the API that is at least bilingual (including preferably English).
Provide documentation about software, methods, etc. that is at least bilingual (including preferably English).
Specify the responsibilities of the platform/repository manager, especially regarding data continuity, intellectual property (types of licence), reuse, etc.
Enable the users to discover and use the data and refer to them in a persistent way. [DSA guideline 10]
Provide the name of a contact person: access to the repository/platform
Provide sufficient information for others to assess the quality of the data, compliance with disciplinary and ethical norms and (alt)metrics about the use of the information. [DSA guideline 1]
Use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects. [DSA guideline 5]

content_hosting
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/content_hosting

A partner offers to enable his platforms/his repositories (in a broad sense, they can be physical or digital repositories) to host data from other partners.

For example: Cléo's platforms (Calenda, Hypothèses, Revues.org, OpenEdition Books)

Requirements: the partner must
Provide a description in English including: targeted public, objectives and content of the platforms, repositories, etc.
Give access to an interface, which must be at least bilingual (including preferably English)
Give access to a user guide, which must be at least bilingual (including preferably English)
The data repository applies documented processes and procedures for managing data storage. [DSA guideline 6]
Provide the name of a contact person: access to the repository/platform.
Provide the name of a (another) contact person, who will provide help and who ensures and checks the data quality.
The data producer provides the data in formats recommended by the data repository. [DSA guideline 2]
Provide sufficient information for others to assess the quality of the data, compliance with disciplinary and ethical norms and (alt)metrics about the use of the information. [DSA guideline 1]
Provide information about the annual availability rate of the service. If necessary, provide the present availability and specify the timetable and means used to improve availability.
Specify, if relevant, the number of days for accepting, processing etc. the request.
Use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects. [DSA guideline 5]
Specify the responsibilities of the platform/repository manager, especially regarding data continuity, intellectual property (types of licence), reuse, etc.

> Enable the users to discover and use the data and refer to them in a persistent way. [DSA guideline 10]

tools_and_software
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/tools_and_software

A partner offers software or hosted services to other partners.

For example, Huma-Num offers software to partners who are not required to pay for licences; it also offers hosted services (conversion of file formats, OCRization).

Requirements: a partner must
Provide a description in English including: targeted public, objectives and content of the software and hosted services.
Software and/or services in open source are fostered.
Provide documentation, instructions for users about the software and hosted services, which must be at least bilingual (including preferably English).
Provide information about the annual availability rate of the service. If necessary, provide the present availability and specify the timetable and means used to improve availability.
Use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects. [DSA guideline 5]
Provide sufficient information for others to assess the quality of the software, compliance with disciplinary and ethical norms and (alt)metrics about the use of the information. [DSA guideline 1]
Provide the name of a contact person.

event
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/event

A partner offers to organise a DARIAH event: symposiums, workshops, etc.

Requirements: a partner must
Provide a description in English including: targeted public, objectives and content of the workshops, summer schools, etc. and a list of invited speakers if available.
English is the preferred working language for symposiums and workshops, etc.

training
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/training

A partner offers trainings in DH.
For example: the MPhil in Digital Humanities and Culture from Trinity College.

Requirements and/or achievements within the year: the partner must
Provide a description in English including: targeted public, objectives and content of the training.
Provide the conditions for attending the training, especially for foreigners.

English is the preferred working language.

summer_school
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/summer_school

A partner offers to organise a summer school.

Requirements and/or achievements within the year: the partner must
Provide a description in English including: targeted public, objectives and content of the summer school.
English is the preferred working language.

cooperation
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/cooperation

The partner wishes to develop cooperation especially with one or several other DARIAH partners on a specific question. This cooperation can take various forms: acquiring new knowledge or expertise, setting up collaborative projects, developing scientific programs with a view to seeking funding, co-publishing, organizing a summer school, co-authoring a scholarly blog, etc. The most important issue is to specify the added value contributed by the DARIAH framework, compared to a classical bilateral cooperation.

Requirements: the partner must
Specify the nature of the cooperation planned: the aim, issues, discipline(s), and topic(s).
Specify the possible means (human resources, digital data, software, etc.) that you will provide.
Specify the possible means (human resources, digital data, software, etc.) that the partner(s) should provide.
Specify the duration of the cooperation proposed.
Specify the expected outcomes.

educational_resources
URI:
http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/educational_resources

A partner offers to develop and publish educational resources such as tutorials or teaching materials.

Requirements and/or achievements within the year: the partner must
Provide a description in English including: target audience (e.g. disciplines, level of expertise), contents of the educational resources, format (e.g. text or video, readings or exercises).
The educational resources are freely available and licensed in the spirit of open access.
English is the preferred language for the contents of the educational resources.
Provide the name of a contact person
Provide a means for users of the educational resources to provide feedback.

data
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/data

A partner offers to transform a clearly defined set of analogue data to the digital realm, in order to make the digital data available to the DARIAH community. The efforts made for digitisation can be counted as an in-kind contribution.

Requirements and/or achievements within the year: the partner must
Provide a description of the dataset in English including target audience (e.g. disciplines, level of expertise), contents of the educational resources, and the format.
Make sure that standards and de-facto standards commonly used in the respective communities are used.
Provide meaningful metadata in a standardised format describing the data.
Provide the name of a contact person.
Enable users to discover the data and refer to them in a persistent way. [DSA guideline 10]
Use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects. [DSA guideline 5]
Provide sufficient information for others to assess the quality of the data, compliance with disciplinary and ethical norms about the use of the information. [DSA guideline 1]
The data must be freely available and licensed in the spirit of open access.

coordination
URI: http://data.dariah.eu/vocabulary/type_of_in_kind_contribution/coordination

The partners who have responsibilities in DARIAH can make an offer of coordination: this applies to the members of the different governance bodies of DARIAH, to the national coordinator, to the VCC-heads, and to the people who are in charge of VCC activities. Personnel from the National Coordinating Institution, who work on national coordination, at the financial, administrative or communication level, are also concerned.

others
Other offers than mentioned above must be discussed with your National Coordinator before submitting a proposal.

Data Seal of Approval (DSA) guidelines.
http://datasealofapproval.org/en/information/guidelines/