

DigiLab Project Proposal Form



Please refer to the [Criteria for DigiLab Projects](#) for the guidelines that the review group will use when considering projects.

Please email completed form to bac.numeri-lab-digilab.lac@canada.ca.

Or mail:

DigiLab
395 Wellington Street, room 211
Ottawa, Ontario
K1A 0N4

Project Overview:

Proposed project title:

Description of the project:

Individual(s) or name of group who are nominating the project:



Project Details:



1. Please provide a description of the material to be digitized (including the detailed reference information, with an estimate of the type of items/media type if known). Please indicate if the project proposes the digitization of files, boxes or series within a collection.
2. What is the value of digitizing and making the material accessible online? Please outline your rationale with reference to the categories outlined in the [Criteria for DigiLab Projects](#).
3. Please indicate whether any finding aids (item or file lists), metadata or description exists for these items and whether they are in paper or digital form (include references or links if available).
4. Do you have any special knowledge of the collection or other sources that might assist with project completion (i.e. contextual information for description, historical background of collection, or information about other digital projects working with similar materials)?
5. Please comment on any known copyright or intellectual property considerations or issues related to digitization and online publication of this collection.



6. Does the project have any source(s) of funding (i.e. funds from other departments or faculties, funds from granting agencies or individuals, etc.)?



7. Does the project have staff or volunteers, etc. to complete the project? Is there a time-frame for their availability?

8. Does this project need to be completed by a certain date? If so, please indicate the necessary completion date and reason for deadline.

9. Is there any other information about the project that you would like to add?

Submission Details:

Name

Email

Date submitted

