



SCOSS FUNDING APPLICATION FORM, 2019

Please note that questions marked with “*” are weighted more highly in the evaluation than others.

Deadline: 30 April 2019

1. General
1.1. Service name Include full name, acronym and URL:
1.2. Name of organisation operating the service. Incl. acronym and URL
1.3. Short description of the service. What does it do and who does it serve? Please also included the country of the geographical home of the service.
1.4. Year of establishment.
1.5. Intentions for funding. In brief, describe your need for funding *
2. Value of the service to the Open Access or Open Science Community
2.1. How does this service fit into the Open Science landscape? Describe the service's general value to the Open Science / Open Access Community. How can you demonstrate your value as opposed to competing services?
2.2. Describe the service's general value to the Open Science / Open Access Community and how it fulfills an international need. Also describe how far the infrastructure fits into a key area of importance to serve a broad Open Access and Open Science need as opposed to a specific disciplinary need *
2.3. Describe the benefits of your service for specific stakeholder groups. Also explain any user engagement activities. Include key endorsements for any of the following: *
2.2.1 Funders
2.2.2 Research institutions
2.2.3 Libraries
2.2.4 Researchers / Authors
2.2.5 Research managers
2.2.6 Repositories
2.2.7 Publishers
2.2.8 Other
2.4 How will SCOSS funding institutions be able to contribute feedback to the ongoing development and delivery of your infrastructure/service?

3. Technical details

- 3.1. **Technical relevance.** Describe the hardware and software infrastructure, e.g. machines, location, redundancy, backup/failover arrangements, comments on robustness, load management, sustainability. Database(s) used, software, security. Open source access *
- 3.2. **Provide user data that demonstrates impact and significance. E.g.** Web usage statistics by geographic region (and country where possible), incl. extent of usage, visitors, sessions, usages via API/harvesting, geographical distribution in the previous year *
- 3.3. **Provide information on your customer service,** i.e. on your ability to perform, respond to issues of concern, etc. What process is in place and what is the average response time for what kinds of questions?

4. Costs

- 4.1. **Total annual operational costs of the previous 2 years. ***

Please provide a financial report for the previous year preferably approved by an accountant.
This should include a detailed breakdown of income and expenses, including itemised staff costs, including roles and functions, IT expenses and miscellaneous costs, ie. travel & meetings.

Please also include the number of FTE.

This data will be made public.
- 4.2. **Total organisational costs for the 2 years of requested funding. ***

Please provide an organisational budget for the 2 years requested for funding.
This should include a detailed breakdown of income and expenses, including itemised staff costs, including roles and functions, IT expenses and miscellaneous costs, ie. travel & meetings.

This should also include any amounts of secured funding and/or further expected funding from other sources in each year.

Please also include the planned number of FTE.

This data will be made public.
- 4.3. **Total funding requested. Please indicate your figures in Euros for year1 and year2. ***

You may request up to 2 times your annual operational costs + 1 annual operational costs (for the bank), or a percentage of that (in total 3 years)

Please indicate the total of funding requested by SCOSS in Euros.
- 4.4. **Indicate the % of the total budget requested ***

5. Sustainability measures
5.1. Describe your funding model, i.e. how you source your funds. Provide information on your funding sources, including key revenue streams, and the total % of external funding that currently covers your total expenses
5.2. Describe any previous business model history if different and provide a short analysis of what your challenges have been in raising funds.
5.3. How will the service credit or promote the SCOSS programme? *
5.4. How will the service drive and support its own SCOSS fund-raising campaign? *
5.5. How do you intend to become more sustainable after the SCOSS campaign is over? *
5.6. Describe how the service addresses the <i>Principles for Open Scholarly Infrastructures</i>: http://cameronneylon.net/blog/principles-for-open-scholarly-infrastructures
5.7. Describe how the service addresses the <i>Good Practice Principles for Scholarly Communication Services</i>: https://sparcopen.org/our-work/good-practice-principles-for-scholarly-communication-services
6. Foresight
Outline your work plan for the coming 2 years for which funding is requested. Please indicate in detail what activities you have planned to substantiate the funding requested. Please indicate how far funding will cover maintenance costs, and how far it will fund improving and innovating the current service. *
7. Best alternative to a negotiated agreement (BATNA)
Describe scenarios if funding is not successful, i.e. what the service plans are, e.g. reduce operations, close operations, other
8. Governance
8.1. Describe your organisational governance structure. Please describe the organisational governance structure and process – membership and representation, meeting cycle, reporting relationships, decision-making structure, as well any possible role SCOSS might have in your governance. How does your governance structure reflect your user base?
8.2. How do you expect to adapt your current governance structure in the coming period if successfully recommended by SCOSS? What possible roles would SCOSS contributors have? *

Name (authorised signatory of the service):

Position:

Signed

Dated: