
Jisc RDM Shared Service

Participation of Pilot Institutions

Introduction

Based on demands from the UK academic community Jisc is looking at delivering a research data management shared service over the next 24 months. In order to achieve this Jisc will need to work in close partnership with a number of UK Higher Education Institutions to pilot the service, as well as Research Data Management (RDM) system suppliers and developers. The Jisc hosted pilot service will enable researchers to easily deposit data for publication, discovery, safe storage and long term archiving and will allow researchers and institutions to meet their funder policy requirements for finalised research data objects.

The project is part of Jisc's Research at Risk challenge area¹ which aims to work with the community to ensure that all UK universities and their researchers will have the capability to create, manage and share research data effectively in order to underpin world leading and excellent research.

Jisc is looking for a number of HEI's to partner with to develop, pilot and test the RDM shared service. Jisc is hoping to work with a range of institutions based on the interest expressed and we will take into account the size and type of institution, availability of varying types of data, their degree of RDM readiness, current use of institutional systems.

Benefits of working with Jisc in developing this service include:

- Institutionally branded RDM and research object repository solution
- Support policy compliance (EPSRC, OpenAIRE etc.) and best practice
- Institutional support to refine RDM requirements and implementation
- Focus on intuitive UI and ease of use for researchers
- Focus on interoperability between institutional and external research systems

¹ <https://www.jisc.ac.uk/rd/projects/research-at-risk>

- Extensible, open standards based approach
- Bit-storage archiving and data preservation
- New features from Jisc pilot services: Usage Statistics and metrics, UK Research Data Discovery Service
- Jisc manages system, relieving burden from institutional IT and procurement staff
- Comprehensive reporting on RDM

This document covers the information that Jisc would encourage HEIs to consider when putting together their expressions of interest in the pilot.

Participation Process

The participation process started in October with the invitation to send us an Informal Expression of Interest. This was to gauge the initial interest and to understand which institutions would be interested in the shared service. The information we gathered was very helpful in shaping the requirements and the initial design of the architecture. We are now seeking a formal expression of interest so that we can gather more details for the operational requirements which will feed into the tendering process.

The following elements are considered in this section:

1. Expectations of pilot HEIs
2. Engagement with pilot HEIs
3. Expression of Interest (EOI) – informal and formal
4. Participation Criteria
5. Evaluation of EOIs
6. Notification of participation

1. Expectations of pilot HEIs

In order for the shared service to be effective it is important for some key activities to take place, so please find below our expectations. Some of these will be requested as part at the Expression of Interest stage (marked EOI) but most of these will be met during the pilot. We will ask institutions to sign a statement that they have read and understood the expectations.

The expectations are summarised here:

- i. Institutions will provide the name of an internal sponsor(s). This should be at the level of Pro-Vice Chancellor of Research and/or Chief Information Officer. (EOI)
- ii. Institutions understand the scope and scale of the proposed RDM solutions. They will have read and understood the technical architecture and the operational requirements that form the tender document.
- iii. Institutions will work collaboratively with the third party suppliers to implement the shared solution and where necessary share information with Jisc and our partners on the institution's architecture.
- iv. Institutions will provide the inputs and resources needed to test the system. This will include access to researchers where domain expertise is necessary, the research data and the required metadata.
- v. Institutions will provide access to internal systems and the relevant technical staff for API development.
- vi. As part of the design and development of the service the institution will be required to create detailed institutional requirements during the discovery stage and give feedback into the development pathway. Technical support will be made available to do this.
- vii. HEIs will test the system to ensure that it complies with their institutional RDM policies.
- viii. Institutions will be asked to complete a (light) Data Asset Framework (DAF) if they haven't already undertaken one. This is in addition to the CARDIO quick quiz completed as part of the selection process.
- ix. Institutions will provide the resource and expertise to perform Quality Assurance exercises on ingested materials.
- x. Institutions will be expected to participate at events and on community forums to share practice and experience with the community.
- xi. Institutions will become part of a user-group of the pilot service.
- xii. Institutions will be expected to provide input to support a business case for a production level shared service.
- xiii. Institutions will communicate their experiences of being involved in service via blog posts and participation at workshops and events.
- xiv. Institutions will be engaged with the service development process and business case development from January 2016 to December 2017.

2. Engagement with pilot HEIs

Jisc are looking for a collaborative partnership with the pilot institutions as this shared service is a complex and extensive undertaking. To that end, we would like to engage pilot HEIs at each step of the process. We recognise that the expectations outlined above are extensive and we want to ensure that the pilot institutions are supported to work with us and our partners. One form of support will be to cover the costs of engagement such as travel and subsistence as well as the days of project engagement. We estimate this will be a minimum of £30,000 across the period of project engagement. We will be able to clarify the level of costs that will be covered as we move through the process of reviewing the EOIs and engaging the HEIs taking part. If you have any queries on this aspect we will be very happy to talk to you. In addition to a financial contribution towards costs we will offer the following support:

- **Engagement with the proposed solution.** We have released the draft requirements ahead of the procurement process to give institutions interested in taking part and the wider community the opportunity to give their feedback on the procured solution. The workshops on the 18th and 19th November are another opportunity for interested institutions to ask questions, gain clarification and help us refine the requirements so that the proposed solution meets their needs. Due to the requirements placed on Jisc with regard to the procurement process and the tight timelines it will not be possible to include institutions in the evaluation process. However, interested institutions will be able to give feedback on the published draft requirements by email and at the workshop, prior to finalising the tender. Selected pilot institutions will also be invited to provide feedback on the proposed solution as soon as the selection of suppliers has been made. If there are any reasons why a pilot institution cannot implement the selected solution(s) they will have the option to exit the pilot up to the end of the discovery phase at the start of the project. If this is the case, and it is feasible, Jisc may choose to engage a suitable alternative pilot institution.
- **Technical and project support to the pilots.** Jisc will commission a technical architect to work with each institution to understand their requirements and identify the integrations necessary with the proposed solution. The institutions will be invited to take part in a regular project calls where they can raise any technical issues with the project team. During the technical development the project team and the technical staff at the institution will be invited to take part in the stand-up meetings with the system developers. Jisc will also seek to provide resource for institutions that require assistance in producing a light-weight Data Asset Framework.
- **Collaborative shared space for discussion, updates and sharing.** Jisc will ensure that pilot institutions can effectively collaborate on the project, keep up to date, and share resources via an online platform.
- **The RDM Shared Service people network.** It is going to be very important to learn from each other, inform others and be aware of wider developments; we have been told by many HEIs that they would welcome this. Therefore around this RDM SS we will bring together a network of RDM practitioners and experts who share an interest in this success of the project and the experience of the pilots.

3. Expression of Interest (EOI) – informal and formal

Informal expressions of interest will be requested on a google form . This form is for institutions who are considering their involvement in the development of the service, expressing an interest as potential future testers or users or who would like to be kept up to date with the project. This information will be used by Jisc to gauge demand and to get view of the possible types of institution that will take part in the pilot.

The form for **informal expressions of interest** can be accessed here:

<https://docs.google.com/forms/d/1vD4Wpw6RJtnbXlkfEB9qa5N4-npfoiXtME-WxHafz7g/viewform>

There will be a workshop held at Aston, Birmingham for institutions that are interested in the Jisc RDM Shared Solution on the 18th November. This is an opportunity for institutions to gain the clarification they require on the scale and scope of the pilot and the requirements that will form part of the procurement process. This workshop is now at capacity and institutions that are unable to attend can send queries by e-mail to the project manager John.Kaye@jisc.ac.uk.

Formal expressions of interest will be requested using an extended version of the form used for the informal expression of interest, which must be submitted by close of business on **7nd December 2015**. Institutions that have already submitted information at the informal stage will not be expected to repeat the information they have supplied previously.

The form for **formal expressions of interest** can be accessed here:

<https://docs.google.com/forms/d/13d4ORBeZfo5vD9oDweavmdh4rb3RAoFa1X36ExoSCm4/viewform>

4. Evaluation of EOIs

The pilot institutions will be evaluated against the information they provide on their formal Expression of Interest and on data that can be collected from publicly available sources. If there are more EOIs than can be accommodated in the pilot then selection will be based on achieving a balanced portfolio of different criteria across the pilot institutions. A balanced portfolio would cover the following elements:

- A. Type of institution
 - Jisc would like pilots to cover a range of institution types according to their particular focus
- B. Size of institution
 - The pilot institutions will be selected from a range of different sized institutions using FTE as a measure.
- C. Research Profile
 - Jisc would like a range of institutions based on their research profile. The research profile will be considered in terms of research income and the breadth of research activity. All institutions

should be able to demonstrate sufficient research activity to warrant the need for the RDM SS solution.

D. Types of data

- Jisc would like to test the service with a range of data types. In some cases one pilot could have a wide range of data types within their institution and in other cases a pilot could be chosen to provide data of a particular type. We would like to draw data from the fullest possible range of academic subjects: arts, humanities, social sciences and STEM. The pilot is limited to research data and publications. It will not include services created for administrative data or other content which the institution produces.

E. Degree of RDM readiness

- We would like engage institutions that cover a range of RDM readiness, from those that have no services currently in place to those that have some solutions but not a comprehensive or joined up service. Although some institutions may not have the technical solutions in place all institutions are expected to have taken steps towards understanding the particular RDM issues for their institution.

F. Institutional systems

- We would like to test the service against a range of institutional systems that administer or manage a range of functions: personnel; finance; administration; grant management; and research management.

5. Notification of Participation

It is anticipated that institutions that have submitted a formal expression of interest will be notified of the result by e-mail in the week commencing **21st December 2015**.