# The Digital Preservation Awards 2024:

# Nomination Form (DPA24B)

**DEADLINE FOR SUBMISSION IS 0800 UTC ON MONDAY 22 APRIL 2024**

**SECTION ONE: AWARD(S) APPLIED FOR:**

|  |  |
| --- | --- |
|  | Collaboration and Co-operation |
|  | Research and Innovation |
|  | Teaching and Communication |
|  | Most Distinguished Student Work |
|  | Safeguarding the Digital Legacy |
|  | Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector |

**SECTION TWO: INFORMATION ON NOMINEE(S)[[1]](#footnote-1)**

Name of nominee (for student award this should be the head of department or program convener)

|  |
| --- |
|  |

Postal Address

|  |
| --- |
|  |

Contact name/address (if different from above)

|  |
| --- |
|  |

Telephone Number

|  |
| --- |
|  |

Email Address

|  |
| --- |
|  |

Media/PR contact details (for student award this should be institutional media contacts)

|  |
| --- |
|  |

Submission supported by (name and designation of senior executive that has championed this nomination). *Please ensure that a letter of support is included with this nomination form.*

|  |
| --- |
|  |

How did you find out about the Digital Preservation Awards?

|  |
| --- |
|  |

**SECTION THREE: INFORMATION ABOUT THE NOMINATION**

Title of initiative: this short title will appear on the ballot paper and certificate

|  |
| --- |
|  |

Date of initiation (Month/Year)

|  |
| --- |
|  |

Date of completion (Month/Year, this should be between 1 August 2022 and 31 July 2024)

|  |
| --- |
|  |

Summary of the initiative (up to 100 words).

*This short description will be used within publicity material for the awards. Care should be taken to ensure it is accessible to a lay audience.*

|  |
| --- |
|  |

Organization(s)/individual(s) commissioning the initiative

|  |
| --- |
|  |

Names of team members (for student award list the students who completed the work)

|  |
| --- |
|  |

Location of project

|  |
| --- |
|  |

Web links

|  |
| --- |
|  |

Long description (up to 1000 words)

*This should set out clearly and concisely the key points of the work and the main achievements. It will be used in publicity materials, so care should be taken to ensure that it is written for a lay audience.*

|  |
| --- |
|  |

**SECTION FOUR: SUPPORTING STATEMENTS**

Nominees are invited to review their projects against the criteria for the awards.

Clarity of purpose: what were your main aims and objectives? (up to 100 words)

|  |
| --- |
|  |

Effectiveness of methodology: why was this methodology chosen and was it effective? (up to 100 words)

|  |
| --- |
|  |

Why is this an exemplary or innovative use of digital preservation techniques and principles? (up to 100 words)

|  |
| --- |
|  |

Clarity and practicality of benefits: what were the benefits; who were the beneficiaries? (up to 100 words)

|  |
| --- |
|  |

Longevity of contribution: how have you made a lasting contribution to digital preservation? (up to 100 words)

|  |
| --- |
|  |

Extensibility of benefits: have others been able to use your tools or techniques? (up to 100 words)

|  |
| --- |
|  |

Cost/benefit analysis: what resources did you consume? This could refer to financial investment, human resources and effort (up to 100 words)[[2]](#footnote-2)

|  |
| --- |
|  |

Significance: what is the significance of the objects preserved, or of the work undertaken for the digital preservation community? (up to 100 words)

|  |
| --- |
|  |

Fit to audience: how did you assess audience needs and how did you fit them? (up to 100 words)

|  |
| --- |
|  |

Assessment of quality by peers: how have others reacted to your work? (up to 100 words)

|  |
| --- |
|  |

Public profile: what is the public profile of the digital objects you have safeguarded? (up to 100 words)[[3]](#footnote-3)

|  |
| --- |
|  |

**SECTION FIVE: CHECKLIST**

Please confirm that you have:

|  |  |
| --- | --- |
|  | Completed form DPA24B, ready to complete the online submission. |
|  | A supporting letter from management |
|  | Up to three images to be used for publicizing the nomination should it become a finalist. |

1. Please see DPC’s Privacy Policy for details on how we hold and manage personal data: <https://www.dpconline.org/privacy> [↑](#footnote-ref-1)
2. The cost/benefit analysis was introduced by the judges in 2010 as a mechanism to help compare large well-funded projects with small unfunded ones. In principle, the former would always deliver more impact than the latter, which if followed to a logical conclusion would mean that only large projects would ever win the award. This is to be avoided. In practice therefore, the judges will assess the cost-effectiveness of your initiative based on a description of the resource used. The category is entirely about the effort used to develop the solution, not the effort that the solution might save once deployed. You may choose to illustrate the latter point under the ‘Clarity and practicality of benefits’ section. [↑](#footnote-ref-2)
3. The judges would like to know if/why the content you are preserving would be of interest to the public? Is it recognizable as having belonged to someone of scientific, cultural or historic importance for example? Is it the first of a kind? Did it herald a change in scientific, historic or cultural process? E.g. David Bowie’s email collection, the first data produced by the Large Hadron Collider. [↑](#footnote-ref-3)