DPC Career Development Fund: Overview of Review Process & Assessment Criteria

The DPC recognizes the very great need among our members for access to specialist training and professional development opportunities. The DPC Career Development Fund (previously known as the Leadership Programme) was created to offer an ongoing program of grants so that our members can attend courses, events, or other training and development opportunities that will help them build digital preservation capacity at their organization. It is generously sponsored by the DPC's Supporters. Over the course of its lifetime, it has provided over 200 grants for members.

DPC Members can access Career Development Fund grants in two ways:
1. *Advertised Calls.* The DPC publishes periodic calls for applications to attend events, courses and other development opportunities that have been selected for inclusion in the program and approved by the Workforce Development Sub-Committee.
2. *Member Self-Identified Opportunities.* Members can submit an application for any development opportunity they have identified and believe will help build digital preservation capacity within their organization.

More details about both are included and described in detail in the Career Development Fund Application Guidelines.

Applicants are expected to complete all sections of the application form by the stated deadline, and are encouraged to contact the DPC Training & Grants Manager should any questions arise during the application process.

Review Process

DPC Career Development Fund review panels are typically formed of the DPC's Training & Grants Manager, Head of Workforce Development, and at least one member of the Workforce Development Sub-Committee (with no conflicts of interest in relation to the applicants). Additional members may be added to the panel if required.

The review process for grants is as follows:
- The Training & Grants Manager collates applications and inputs basic information into a standard marksheet and circulates the applications and copy of the marksheet to the review panel.
- Reviewers read and evaluate applications.
- Reviewers fill out and complete their section of the marksheet for each application using the guidance and rubric provided in this document.
- Reviewers return the completed marksheet via email to the Training & Grants Manager, who combines the individual marks onto one sheet.
- Reviewers meet to discuss marks and select successful applicants.
- The Training & Grants Manager notifies all applicants of the result of their application.

The review process, on average, usually takes around two weeks to complete.

Assessment Criteria

Review and assessment of the applications considers how the development opportunity will further the applicant's professional development as well as digital preservation work at their organization through the short answer sections of the application. Consideration is also given to other information such as previous grants received from the DPC and the applicant's length of contract. Grants for those who would otherwise be unable to attend due to limited funding opportunities offered by their employers are prioritized. Preference will also be given to early years' professionals or junior members of staff in a digital preservation role, but applications are also welcomed from those further on in their career or from students approved by their DPC member institution.

Scoring Rubric

The following table provides an overview of key criteria with notes for general guidance on assessing Career Development Fund grant applications.

Contract Type	permanent, fixed-term, other (with dates and/or length of contract if provided in application)	Applicants must be employed or supported by a DPC member organization/agency/consortia during the time of the grant opportunity, e.g. a fixed-term contract covering the time period in which the course or event will take place.
DPC Membership	full, associate, personal	Applicants must have DPC membership through a member organization, agency, or consortia (as stated in the application form). DPC may pass the details of applications to designated membership contacts as part of their assessment.
Previous DPC Grants	no, yes (with number, names, years of grants if provided in application)	Preference is given to those who have not received previous DPC grants, scholarships, or funding for similar opportunities or courses.
Years in DP Role	number of years (and/or months if provided in application)	Preference is given to early years' professionals or junior members of staff (i.e. those who have been in a DP role for less than five years); However, applications are also welcomed from those further on in their career or from students approved by their DPC membership contact.
Financial need/limited funding	no, yes (with evidence and explanation of need provided in application)	Grants for those who would otherwise be unable to attend due to financial need or limited funding opportunities offered by their employers are prioritized.
Individuals' job remit and relevance to DP work (0-10)	0-10	General guidance: 10, the applicant's role is very relevant to the organization's digital preservation work and aims; 5, the role is moderately relevant to the organization's digital preservation work and aims; 0, is of no relevance to the organization's digital preservation work or aims
Will Further Applicants CPD (0-10)	0-10	General Guidance: 10, the opportunity will strongly further the applicant's professional development; 5, it will further the applicant's professional development to a moderate degree; 0, it will not further their professional development whatsoever
Impact / benefit to wider organisation (0-10)	0-10	General Guidance: 10, the knowledge gained will have a significant impact/benefit the wider organization; 5, it will have a moderate impact/benefit to the wider organization; 0, it will have no impact/benefit whatsoever
Ranking	1-N (N=number of applicants)	The ranking of applicants should be based on: their meeting the basic criteria (contract type, membership); their total numerical scores (calculated from relevance to remit and DP work, furthering CPD, and impact/benefit to wider organization); the preferred/prioritized criteria (limited funding opportunities, no previous DPC grants, early years' professionals); and other variables or factors in which the reviewer deems important. Reviewers' rankings and the reasoning behind them will be discussed during the judging panel meeting
Recommendation	yes, no	General Guidance: Yes, meets all the basic criteria and considered a viable candidate; No, does not meet all criteria and/or the reviewer does not recommend their further consideration based on other variables or factors deemed important (that will be addressed during the judging panel meeting).

Further Information

- Career Development Fund page and Guidelines are available at
  https://www.dpconline.org/digipres/train-your-staff/cdfund
- For questions relating to this grant programme, email the DPC Training & Grants Manager
  (amy.currie@dpconline.org)