

Instructions for Submitting an IDEA to the Catalyst Fund

DUE BY: February 20, 2020

Step 1: Confirm that you want to submit an Idea, not a Proposal.

Through an Idea submission, you are recommending an issue, program, service need or solution that LYRasis could investigate, test and address within the library, archive and/or museum fields. If selected, Ideas will be included in LYRasis' fiscal year 2021 Research and Development agenda for exploration, planning, program design, and piloting. Your organization will not be obligated to participate in the resulting program, service or solution.

If you are requesting funds to pilot the project at your own institution, you should instead submit a **Proposal**. With Proposals, funds will be awarded to the applicant if the Proposal is selected and your organization will be responsible for conducting the project. The application instructions for Proposals are available at the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.

A LYRasis member organization may submit no more than ONE Idea and ONE Proposal to the Catalyst Fund in 2020.

Step 2: Review the criteria and terms for Ideas

Ideas will be evaluated according to the following criteria:

- Does this Idea identify a well-defined problem or opportunity for LYRasis and its members?
- Does the Idea innovatively advance an important objective of the library, archive and/or museum communities?
- What is the potential for Idea to serve the broad LYRasis community?
 - Is it a common and/or shared issue for members of the LYRasis community?
 - Is the Idea of interest to others outside of your organization?
 - Could a sustainable solution or business model evolve to support the idea long-term?

Step 3: Prepare and Submit your Idea

To submit an Idea to the Catalyst Fund,

- A. Prepare a brief narrative description as a PDF following the outline described below. An optional MS Word template is available at the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.
- B. Complete the online submission form and upload your Idea PDF at <https://www.lyrasis.org/Leadership/Pages/catalyst-fund-idea-form.aspx>.

It is best to gather and prepare the information in advance of filling out the online submission form, as you cannot save the submission form mid-process and return to it at a future time.

A. The Idea Narrative Template

Follow the template described in the table below to tell us about your Idea. The template is offered for optional download in MS Word format through the Catalyst Fund website at <https://www.lyrasis.org/Leadership/Pages/Catalyst-Fund.aspx>.

Please follow these general guidelines in creating your description.

- Font must be 10 point or larger.
- Margins must be 0.5 inches or larger.
- The final product must be converted to a PDF for submission.
- The Idea PDF cannot exceed two pages. Any description longer than two pages will be rejected.

Within the description, address the following topics, as relevant, in the order presented.

Applicant Organization: <i>This is the name of organization submitting the Idea.</i>
Idea Title: <i>Provide a brief, relevant title for your Idea, maximum 150 characters with spaces. Note that this should be the same title used on the online submission form.</i>
Idea Statement of Purpose: <i>Provide a brief statement of the purpose of your Idea, maximum 400 characters with spaces. Note that this should be the same text used on the online submission form.</i>
Idea Description: <i>Describe your Idea for LYRASIL. What problem, need, issue or challenge for members (libraries, archives and/or museums) will it address? If relevant:</i> <ul style="list-style-type: none">• <i>Include references to any studies or reports that can further elucidate the issue, models from other fields, or existing work in related areas.</i>• <i>List other organizations that you would recommend as potential partners in researching and/or implementing the Idea.</i>

B. The Online Submission Form

Provide the following information in the spaces provided on the online submission form at <https://www.lyrasis.org/Leadership/Pages/catalyst-fund-idea-form.aspx>.

1. Name of applicant organization
 - *This should match the name at the top of the Idea Narrative described in section A. The online form allows 100 characters including spaces.*
2. Is your organization a member of LYRASIL?
 - *Only LYRASIL members may apply to the Catalyst Fund, including eligible DuraSpace members. If you are unsure of your organization's status, check the list of members at www.lyrasis.org or contact Member Support at membersupport@lyrasis.org.*
3. Contact Information: First and Last Names, Telephone number, Email address
 - *This is the person to whom future communications regarding the Idea will be sent. Only one contact can be listed on the online form, although others may be described in the narrative.*
4. Title for the Idea
 - *This should match the title provided in the Idea Narrative described in section A. The online form allows 150 characters including spaces.*

5. Briefly state the purpose of the Idea.
 - *This statement should match the brief statement of purpose provided at the top of the Idea Narrative described in section A. The online form allows 400 characters including spaces.*
 - *Note that this statement will serve as a brief introduction to your Idea for Leaders Circle review.*

8. Upload your PDF Idea Narrative (section A above) in the designated box.
 - *Save your document as a PDF prior to upload. Only PDFs will be accepted.*
 - *Idea descriptions longer than 2 pages will not be accepted.*

9. Select the Submit button at the bottom of the online form.

Step 4: After Submission

You will receive a confirmation email from LYRASIS after submitting an Idea. The email will contain the information submitted, including an attachment with your PDF narrative.

Following close of the Catalyst Fund submission period on February 20, 2020, Ideas will be sent to multiple reviewers for evaluation according to the criteria listed above. Feedback from reviewers will be forwarded to the LYRASIS Leadership team and Board of Trustees to decide which should be included in the Research and Development agenda. Applicants will be notified of decisions and pending plans by LYRASIS in June or July 2020.

If you have questions as you prepare your Idea or while it is under review, please contact us at catalystfund@lyrasis.org.