

Instructions for Submitting an IDEA to the Catalyst Fund

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

With an Idea submission, you are presenting a concept that you believe will benefit the field which you would like LYRASIS to address. The institution submitting an Idea is not obligated to do the work. If selected by the Leaders Circle, LYRASIS staff will design the implementation plan and distribute resources as appropriate to pilot your Idea.

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 by the Leaders Circle and your organization will be responsible for conducting the project. The application instructions and template for Proposals are available at the [Catalyst Fund website](#).

Step 2: Review the criteria and terms for Ideas

Ideas will be evaluated according to the following criteria:

- Does the Idea support innovation in the library, archives, and/or museum fields?
- Does this Idea identify a well-defined problem or present a well-defined opportunity?
- Does the Idea advance an important objective of the library, archives and/or museum communities?
- What is the potential for the Idea to serve the broad LYRASIS community?
 - Is it a common and/or shared issue for members of the LYRASIS community?
 - Is this Idea of interest to others outside of your organization?

In 2018, the LYRASIS Leaders Circle is especially interested in Ideas that can provide open solutions, make use of technology to advance our members' missions, and engage underserved communities. These are not requirements, just suggestions. Ideas in other areas also are welcome. Surprise us!

Step 3: Prepare and Submit your Idea

In order to submit an Idea to the Catalyst Fund,

- A. Prepare a brief narrative description according to the template described below, available at the [Catalyst Fund website](#) or the online submission form below.

- B. Complete the online submission form and upload your Idea PDF at 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. You cannot save the form mid-process and come back to it at a later time.

A. The Idea Narrative Template

Use the Idea MS Word template ([Catalyst Fund website](#)) to provide the information described below. Please note:

- Font must be 10 point or larger.
- Margins must be 0.5 inches or larger.
- You may change font type and margin sizes in the template as long as they meet the above requirements.
- The final product must be converted to a PDF for submission.
- The Idea Narrative description 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. This makes it easier for reviewers when evaluating Ideas and selecting which to support.

Template Contents:

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| Applicant Organization: <i>Name of organization submitting the Idea.</i> |
| Idea Title: <i>Provide a brief, relevant title for your Idea. Note that this should be the same as 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 as used on the online submission form</i> |

(1) Describe the problem, need, issue or challenge that will be addressed and how addressing it will benefit the LYRASIS community. Include, if relevant, references to any studies or reports that can further elucidate the issue, models from other fields, or existing work in related areas.

(2) Indicate if your organization is interested in working with LYRASIS to further define the scope of work to test your Idea.

(3) If relevant, list other organizations, besides LYRASIS, that you recommend as potential partners in implementing the Idea

B. The Online Submission Form

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

1. Name of applicant organization
 - *This should match the name of the organization provided at the top of the Idea Narrative described in section A above. The online form allows 100 characters, including spaces.*
2. Is your organization a member of LYRASIS?
 - *Note that only LYRASIS members are eligible to apply to the Catalyst Fund. If you are unsure of your organization's status, check the current list of LYRASIS 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 at the top of the Idea Narrative described above in section A. The online form allows 100 characters, including spaces.*
5. Briefly state the purpose of the Idea.
 - *Note that this statement will serve as a brief introduction to your Idea should it go forward to the Leaders Circle in the final selection phase.*
 - *This statement should match the brief statement provided at the top of the Idea Narrative described above in section A. The online form allows a maximum of 400 characters, including spaces.*
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 be 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 catalystfund@lyrasis.org 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, 2018, Ideas will be posted on the LYRISIS website for a public comment period of two weeks. You will be sent a link to your Idea, as well as the others submitted, once the public comment period opens. You may comment on other Ideas and address comments posted on your Idea.

Following this public comment period, Ideas will be sent to multiple reviewers for evaluation according to the criteria listed above. Evaluations will be completed in early April 2018. The top ranked Ideas will be submitted to LYRISIS Leaders Circle members, whose representatives will vote on which to fund in May 2018. Finalists will be notified of the Leaders Circle decision by or before June 2018.

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