

Policy on CCS Web Support for Externally Funded Projects and External Organisations

1. Project Specification

College staff involved in drawing up funding requests for submission to Research Councils and the like are able to contact the CCS Web Manager for advice regarding the specification and costing of any Web site related aspects of the bid. Advice on hardware and software costs can be given, as well as the resource implications for initial Web site creation and ongoing site maintenance.

2. Site Hosting

Where Birkbeck is the sole or lead institution in an externally funded project, it would be appropriate for any associated Web site to be hosted at the College, unless specific technical requirements make this impossible or impracticable or the project proposal specifies an alternative arrangement. However, server requirements must be discussed and agreed with the CCS Systems Manager and CCS Web Manager at the project specification stage to ensure that if a separate server is required, this and the associated server administration costs are budgeted for in the project funding bid. In the case of a request for the College to host a site for an external organisation or professional body, perhaps because a member of staff is a current office holder within that body, the request must be submitted to the CCS Director for approval, giving an explanation of the benefits that may accrue to the College arising from such an arrangement. Responsibility for the creation and maintenance of such sites however would remain with the project/organisation staff (see the following section).

3. Site Creation and Maintenance

The CCS Web Team will **not** be responsible for the creation or maintenance of Web sites and applications for externally funded projects, organisations and the like, although advice concerning the appropriate use of corporate design elements where appropriate and such issues as Web accessibility and usability will be given. The project design must include provision for the necessary Web work either through the employment of a suitably experienced member of staff as part of the project team, or through buying in the services of an external Web contractor. The CCS Web Team can provide advice and guidance in this area if required.

4. Projects Requiring an Institutional Contribution as a Condition for Securing Funding

In cases where a grant-giving body or other funding agency requires that a quantified contribution in terms of staff time or other resources from the institution be stated as a condition of funding being awarded, CCS involvement in providing advice, support and other services (such as hosting if appropriate) may be costed in, by agreement with the CCS Director on a case by case basis.