

---

# DIGITAL COMPETENCE CENTRE

## APPLICATION FOR DCC SUPPORT, 2023

---

Complete and submit this form via our website to apply for support from the Digital Competence Centre (DCC) at TU Delft. We will carefully review your application to decide if and how we can support your project. Before completing this form, make sure to read the information about the eligibility and selection criteria, the terms and conditions for receiving support, and the review process which can be found on our website: [dcc.tudelft.nl](https://dcc.tudelft.nl)

By completing this form, you agree that the DCC will collect and store your application information for the purposes of processing your request, providing support, and determining data and software needs at TU Delft. Only the DCC will have access to your personal information (names, email addresses), which will be stored no longer than required for these purposes\*. Depending on the nature of your needs, the DCC may share details of your application with other support's staff at TU Delft to better attend your needs. For improving and promoting our services, the DCC will share non-identifiable and aggregated application statistics as part of reports and other materials. For further questions about how we process, store, and use your (confidential) data, please contact us via [dcc@tudelft.nl](mailto:dcc@tudelft.nl).

\*to a maximum of 10 years

### 1. About the project

In this section, please provide information about your idea or project and provide details regarding its status. Give specific attention to your needs on data management, software, and computing.

1. Provide a short name for your idea or project. (max 30 characters)
2. Describe the research purpose of the project for which you need support (max. 150 words)

3. Which sentence best describes the status of your project?

4. What do you consider to be the focus area(s) of your project? Please check all that apply.

*Data management (archiving, migration, data pipeline design, database selection, version control, storage solutions, publishing data, managing metadata, etc.)*

*Software (readability, maintainability, version control, testing, packaging and publishing, collaboration, choosing technology stack, etc.)*

*Workflows and task automation (setting up infrastructure required for research, processing large volumes of data, etc.)*

*Other, namely:*

5. **If your project has a data management component**, is there a data management plan (DMP) related to it already in place?

*Yes. Please, upload a copy when submitting your application.*

*No, but you agree to put a DPM in place during the period of the DCC support.*

6. Please provide a detailed description of the support you expect from the DCC. Mention the specific problems and challenges you currently have and outline the ideal solutions that the DCC can help you achieve. *(max. 250 words)*

7. What specific contribution(s) will the project bring to your scientific domain and research community? *Think about those within and outside of your immediate research group that might benefit from the outcomes of the project, and why. (max. 50 words)*

8. Are there any restrictions or limitations for sharing the developed solutions under an open license? *In accordance with the TU Delft Research Software Policy, the DCC requires data and software to be published as open source where possible and appropriate.*

9. What technical skills will be needed from DCC staff to work on this project?

10. Is there any other information about your project that you would like to share? Links to public documents or websites can be added below. If want to upload documents with your application, you will be able to upload multiple PDFs in the **submission website**.

## 2. Availability of Co-developers

*To successfully provide support, it is important that researchers participate in co-developing data and software solutions along with the DCC staff. We support researchers that get engaged in and have time to dedicate to the project's development. The more successful supported projects tend to involve researchers matching the time contribution of the DCC. Please, provide information about people who will be directly involved in the project.*

11. How many people will join the DCC staff to co-develop the solutions for the project?

*Total number of people:*

*Number of people per role:*

*Co-developer*

*maintainer*

*other*

12. What is the average number of hours per week that co-developers can dedicate to the project?

13. What is the preferred date to start with the DCC support?

14. How long do you require support? *Provide an estimate in months.* Are there any deadlines that are relevant to providing the support? *Mention them below.*

### 3. Familiarity with good practices and tools

Please provide information about the knowledge and expertise of the co-developers that will be involved in the project. *Note: co-developers are the people that will be directly involved with the DCC support staff.*

15. How familiar are the co-developers with the following aspects of working with data and code?

---

**a** Documenting code and data to facilitate reproducibility, reusability, and/or community contributions to your work.

---

*Not familiar at all   Somewhat familiar   quite familiar   very familiar   not applicable*

---

**b** Using version control with Git, including tools (GitHub/GitLab)

---

*Not familiar at all   Somewhat familiar   quite familiar   very familiar   not applicable*

---

**c** Good practices for collaborative coding (developing data or software solutions with other people)

---

*Not familiar at all   Somewhat familiar   quite familiar   very familiar   not applicable*

---

**d** Accessing and working remotely with computers (to perform more advanced computations on larger datasets, accessing the Delft Supercomputer or remote servers)

---

*Not familiar at all   Somewhat familiar   quite familiar   very familiar   not applicable*

---

**e** Setting up automatic workflows for software testing, continuous integration and deployment

---

*Not familiar at all   Somewhat familiar   quite familiar   very familiar   not applicable*

---

17. Which programming language(s) and/or development environment(s) are the co-developer(s) familiar with? E.g., Python, R, MATLAB, C++, QGIS, Docker, Spyder, VS Code, Jupyter Notebooks, Bash, etc.