



British Isles Family History Society of Greater Ottawa

BIFHSGO Research Projects Policy

1. The scope of this policy is BIFHSGO research projects which result in publication on the BIFHSGO website or in hardcopy form.
2. Such research projects may be originated by the BIFHSGO Research and Projects Director, by a Research Project Leader, or by any BIFHSGO member.
3. A Project Proposal must be created using the approved research project template for all BIFHSGO research projects and this must be approved by the Board before any work on the project commences.
4. The Research and Projects Director evaluates (with input from the Research Project Leader and in conjunction with another BIFHSGO officer if a potential conflict of interest is involved) all new project proposals, to determine feasibility and suitability prior to submission of the proposal to the BIFHSGO Board for final approval.
5. Major changes to existing projects may be deemed to be new projects and this determination is left to the judgement of the Board following a recommendation by the Research and Projects Director and Research Project Leader.
6. After project approval, the Research and Projects Director and/or the Research Project Leader has the responsibility for acquiring volunteers to work on the project and if necessary, requesting funding for related services or equipment from the Board.
7. The Research and Projects Director (in conjunction with the Web Manager, the Research Project Leader and other BIFHSGO officers) has responsibility for design, format and publication of the product or results of the project.
8. The Research and Projects Director determines the priority and scheduling for any new project, with final approval from the Board where necessary.
9. All material published must be reviewed by a person designated by BIFHSGO as an editor.



BIFHSGO Research Project Proposal Template

1. Project proposal templates should be submitted by email to the Research and Projects Director. They should be concise and no more than 2 pages in length.
2. A clear description of the nature of the project must be provided. Is it an indexing project, a story, a transcription, or some other type of initiative? Is it to be published in hardcopy form or reside on the website? Can it be done using online resources only or does it involve physical work and/or visiting research establishments?
3. An estimate of the volunteer effort required, and the duration of the project must be included. If project deliverables are intended for publication on BIFHSGO's web site, the proposal template must be sent to the Web Manager for review before it is provided to the Board for review and approval.
4. An explanation is required as to how the proposed project fits the stated objectives of BIFHSGO: to preserve, research and disseminate Canadian and British Isles family history and to promote genealogical research through education.
5. Any supplementary details which might assist the Research and Projects Director in evaluating the proposal should be provided, such as a recommended approach to organizing and executing the project.

Revised and approved by the Board, November 2023

