

Date:

The NAME participant

XXXX University

Tel:

E-mail

Dear Dr/ Mr/Mrs/Miss [Insert last or first name

REQUEST TO NOMINATE A STAFF TO ATTEND AND PARTICIPANT IN THE TRAINING OF DATACITE & OPEN SCHOLARSHIP CADRES FOR UGANDA

Busitema University with support from DataCite – Germany are implementing a project: *Building a cohort of open scholarship trainers to boost adoption of DataCite open infrastructure services among the Consortium of Uganda University Libraries*. The project aims to ignite a countrywide conversation on the benefits of open scholarship and open science and to increase awareness for integrating DataCite infrastructure services to make research discoverable. This will be achieved by developing and delivering a five-day training of trainers' workshop to a cohort of librarians, ICT professionals, and research administrators selected from 76 Consortium of Uganda University Libraries members.

By the end this project 35 trainees should be able to:

- a) Communicate to their institutional administrators why libraries and their institutions cannot afford to ignore implementing institutional repositories to make their research outputs open;
- b) Explain how to go about using open infrastructure and services like Dspace and DataCite tools to make their research outputs open and discoverable;
- c) Understand how to teach and train librarians, ICT professionals, and research administrators to implement DataCite research discovery and exploration tools and services like DOIs, metadata, APIs in their institutional repositories;
- d) Become confident and have the knowledge to deal with difficult questions about making research outputs open and discoverable;
- e) Be able to plan institutional repository and DataCite training activities and be aware of the best practices in training design for online, face-to-face and hybrid events;
- f) Understand how to work with diverse audiences especially institutional administrators to attract funding towards DataCite activities;
- g) Know how to evaluate the impact of the training and implementing institutional repositories and DataCite open infrastructure and services.

The purpose of this letter is to twofold: unwavering

1. Officially bring to your attention of this project and request for your support towards its implementation;
2. Request you to nominate **one (1) staff by Wednesday 15th May 2024** – either a librarian, ICT professional, or research administrator [*preferably a staff responsible for e-resources in your institution*] to participant in this training that will start on Monday 27th to Friday 31st May 2024. Provide the name, job title, e-mail address, and telephone number of the nominated staff.

This is a five (5) day residential workshop at Busitema University, Busitema Campus, 188 km along Kampala – Malaba Road, Busitema County, Busia District. More information about the training activities will be shared with the selected participant at a later date.

Looking forward to your support and don't hesitate to reach the undersigned for any questions.

Yours sincerely,

Fredrick Kiuwa Lugya (Ph.D.)
UNIVERSITY LIBRARIAN
BUSITEMA UNIVERSITY