



ImageNow™ Departmental Grants

The Department of Records Management & Information Services are proud to introduce **ImageNow Departmental Grants**, an initiative aimed at providing DePaul University departments with the means necessary to begin a scanning initiative, utilizing the ImageNow™ system. These grants are intended to provide equal opportunity for all departments in protecting documents and increasing work efficiency across DePaul University.

The grant will provide recipient department with the funds to purchase, as necessary, items such as:

- ImageNow™ compatible hardware scanners
- ImageNow CaptureNow for Adrenaline™ licenses, software which allows for electronic data transfer between a hardware scanner and the ImageNow™ system.

Application Process

To be eligible for an ImageNow Departmental Grant, perform the following steps:

- Fill out the “Application for ImageNow Departmental Grant” and return to the Department of Records Management (55 East Jackson Boulevard – Suite 850) or email to recordsmanagement@depaul.edu.
- At least two members of an applicant department must attend **a minimum of two** Department of Records Management training sessions. One of sessions must be “Scanning 101: Introduction to Electronic Records Management”. The training session requirements must be completed prior to application consideration.
- Participate in a business unit evaluation, performed by the Department of Records Management. This evaluation will ascertain the level of scanning and electronic file management needs within a department and must be completed prior to application consideration.
- Commit to a “clean up” of existing shared drive folder data. This “clean up” will be assisted by representatives from the Department of Records Management and Information Services.

Application Deadline

Grants will be awarded on a rolling basis starting July 1, 2012. For priority consideration, please submit applications for FY 12-13 funding by February 1, 2013.

Application Process

For more information about the ImageNow Departmental Grant, feel free to contact:

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Assistant Director of Records Management
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Erin Vandenberg
Director of Records Management
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x2-7941





ImageNow™ Departmental Grant - Application

Basic Information

Date: _____

Department: _____

Campus: Loop _____ Lincoln Park _____ Suburban Campus _____

Applicant Name: _____ Extension: _____ Email Address: _____

Unit Budget Manager: _____ Unit Budget Manager Extension: _____

Unit Budget Manager Email Address: _____

Narrative

Please detail why your department should be awarded an ImageNow™ Departmental Grant. Be sure to include items such as, but not limited to: financial need, manager support, and operational need.

Please detail why your department would benefit from commencing a document imaging project:

Training Attendance

Please denote if members from your business unit have attended (or will attend) the following workshops:

Scanning 101: Introduction to Records Management

Name _____ Date of Attendance: _____

Name _____ Date of Attendance: _____

Disposing of Old Records

Name _____ Date of Attendance: _____

Name _____ Date of Attendance: _____

File Plan Development

Name _____ Date of Attendance: _____

Name _____ Date of Attendance: _____

Filing Best Practices

Name _____ Date of Attendance: _____

Name _____ Date of Attendance: _____

Introduction to Records Management

Name _____ Date of Attendance: _____

Name _____ Date of Attendance: _____

Note: Please contact Records Management at recordsmanagement@depaul.edu if you are unsure if anyone from your area has attended training

Terms Acknowledgement & Signatures:

By signing below, I understand all of the terms outlined in the ImageNow™ Departmental Grant promotional materials and commit to completing a shared drive analysis and cleanup, if awarded grant funding.

Signature of Applicant/Department Primary Contact

Date

Signature of Department Budget Manager

Date