



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 the beginning of the fiscal year (July 1). For priority consideration, please submit applications by February 1.

Application Process

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

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Department of Records Management

