

**[Logo of the academic institution]**

DARIAH ERIC  
Board of Directors  
c/o CNRS TGIR Huma-Num  
54, boulevard Raspail  
75006 Paris  
France

**[Place and date]**

Subject: Template application letter to join the DARIAH ERIC as Cooperating Partner

Dear DARIAH Directors,

The **[Name of institution]** hereby requests to join the Digital Research Infrastructure for the Arts and Humanities (DARIAH ERIC) as a Cooperating Partner.

The initial commitment as a Cooperating Partner will be for full three years.

The Scientific Coordinator on behalf of **[Name of institution]** is: **[Name and function]**.

In the accompanying document, you will find further information regarding our institution, expertise and intended participation in DARIAH in support of our application.

With kind regards,

**[Signature of the Scientific Coordinator]**

**[Name and function]**

**[Signature of the legal representative of the Cooperating Partner institution, e.g.: rector or director]**

**[Name and function]**

**[Stamp]**

Please send a scanned copy of the signed letter to the Administrative and Legal Officer Anne Grésillon (anne.gresillon@dariah.eu) along with one original letters by post to DARIAH Coordination Office Berlin:

DARIAH Coordination Office Berlin  
For the attention of: Anne Grésillon, Administrative and Legal Officer  
Centre Marc Bloch e.V.  
Friedrichstraße 191  
10117 Berlin  
Germany

Please complete the following questionnaire and join it to the Cooperating Partner application letter:

### 1. General administrative information

1.1. Name of the Cooperating Partner institution	
1.2. Name and title of the legal representative of the Cooperating Partner institution (e.g.: rector or director)	
1.3. Name and title of the Scientific Coordinator on behalf of the Cooperating Partner institution with email and telephone number	
1.4. Website address	
1.5. Postal address	

### 2. Specific information about the institution

2.1. Brief description of the institution

2.2. What are the research priorities/strengths and capacity of your institution in the field of digital arts and humanities?

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2.3. What existing digital humanities activities in your institution do you consider to be most important?

2.4. What are the benefits you expect from collaborating with DARIAH? Are there specific areas linked to digital humanities you would like to strengthen?

**3. Participation in and commitment to DARIAH**

3.1. In which <a href="#">existing DARIAH Working Group(s)</a> do you intend to participate?

3.2. If no existing Working Group corresponds to your research activities, can you imagine creating a new DARIAH Working Group? What would the research focus of that new Working Group be?

3.3. Do you have a specific service or expertise to offer to the wider DARIAH community or a set of activities you plan to pursue as part of your Cooperating Partnership with DARIAH?

#### **4. Towards full DARIAH Membership**

The DARIAH Cooperating Partnership aims to help institutions build or join a national consortium leading the effort towards full membership in DARIAH. From this perspective, Cooperating Partners are expected to organise, ideally during the first two years of partnership, a DARIAH Day in their country, i.e. a public event with the goal of showcasing research initiatives and attracting potential partners, stakeholders, ministries and funding agencies. In countries that have more than one Cooperating Partner, the DARIAH Day should be a joint enterprise by all the existing Cooperating Partners. Additionally, Cooperating Partners are expected to organise in cooperation with DARIAH at least one face-to-face meeting between DARIAH representatives and the relevant ministry/funding agency to discuss potential membership. These meetings may be organised alongside the DARIAH Day. DARIAH is fully committed to accompanying Cooperating Partners on their country's path towards full DARIAH membership.

4.1. Please list and describe your institution's collaboration with other universities or research centers in your country in the field of digital humanities?

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4.2. How are your DH activities currently financed (e.g self-financed, local, national, international funding programmes)? Please provide further details including names of funding bodies, if any.

4.3. How can DARIAH further help your institution to engage with the ministry/funding agency in order to move your country towards full membership?