

CATALOGING HIDDEN SPECIAL COLLECTIONS AND ARCHIVES
REQUEST FOR PROPOSAL: OUTLINE
Last updated June 25, 2008

TAB 1: GENERAL INFORMATION

Please complete all sections of this application.

- To enter the application, you must first complete the Eligibility section and save your responses. If you are eligible to apply based on your answers in this section, you will then be able to access the full application.
- You will not be able to submit the application until you have provided all the required information. When all the required elements have been completed and saved, a button allowing you to submit your application will appear at the top left (above the tabs).

To navigate through the application form, click on the tabs on the left-hand side.

You may partially complete your application and return to complete and submit it at a later date by logging back in to the application site.

Please note that changes made on each screen must be saved using the "Save" button at the bottom of each page. Any unsaved changes will be lost when you exit the screen OR click to upload a document. Before uploading a document, be sure to save any text you've entered on the screen (if applicable).

Changes may be made throughout the application period at any time prior to your submission of the application. Once you have submitted your application, you may view it but can no longer alter it.

The information requested in the tabs marked with ** may be made available to the public at CLIR's discretion. By either applying for funding or submitting your collection information for our database, you agree that any information submitted under the Identification and the main Description of Content tabs may be made public by CLIR. All other information (including the sub-tabs Contents, Characteristics, Rights and Access Policy under Description of Content) will be confidential and may not be released by CLIR or any other party without your express permission.

If you have questions regarding any part of this application, please refer to the Hidden Collections page on CLIR's website (www.clir.org/hiddencollections).

TAB 2: ELIGIBILITY REQUIREMENTS

Is the Applicant a not-for-profit organization as defined by the U.S. Internal Revenue Code Section 501 (c)(3)? Yes /No

Is the collection owned and held in the U.S.? Yes/No

Do you wish to apply for funding? Yes/No

REMINDER: Some of the descriptive information that you provide will be disclosed as part of the overall cataloging effort.
Accept to continue/Do not accept

For Reference Only

**SECTION I:
PUBLIC INFORMATION**

TAB 3: COLLECTION IDENTIFICATION

REMINDER: The descriptive information that you provide on this tab will be disclosed as part of the overall cataloging effort.

Collection/Project Title:

Approximate Size (you must answer at least one; you may fill in all that apply):

Boxes (max 7-digits):

Cubic feet (max 7-digits):

Linear feet (max 7-digits):

Number of Objects (max 7-digits):

Are the materials listed in (check all that apply):

ArchivesUSA

The University of Idaho's Repositories of Manuscript Sources

Other

If you selected Other, please indicate where:

Collections do not have to be registered in a directory to be eligible for this grant.

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TAB 4: DESCRIPTION OF CONTENT

REMINDER: The descriptive information that you provide on this tab will be disclosed as part of the overall cataloging effort.

Provide a brief description of the material (e.g., topic, period covered, geographic scope, relevance to individuals, etc.) (max 1500 characters):

What period do the materials cover?

(year) BC/AD TO (year) BC/AD

What is the geographic scope of the project? (max 150 characters)

What is the format? Check all that apply:

Text

Image (including photographs, moving images, drawings, etc.)

Audio (including speech and music)

Book (including serials)

Manuscript

Other

Is there a preliminary finding aid or description of this collection/project? Yes/No

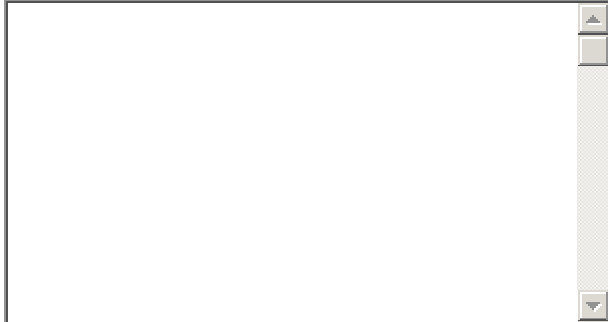
If there is a URL for the collection/project, please provide that URL:

**SECTION II:
CONFIDENTIAL INFORMATION**

TAB 5: CHARACTERISTICS

Are the contents of the collection(s) in any way at risk or endangered? Yes/No

If yes, please explain briefly the nature of the threat. (max 1500 characters):

A large, empty rectangular text input box with a vertical scrollbar on the right side, intended for describing the nature of the threat.

Does the holding institution have a conservation plan for these materials? Yes/No

Are there physical or artifactual characteristics of the materials that would inhibit either the cataloging effort or future digitization?
Yes/No

If yes, please explain any constraints. Please note, no funds under this request may be directed toward conservation or stabilization activities. (max 1500 characters)

A large, empty rectangular text input box with a vertical scrollbar on the right side, intended for explaining any constraints.

TAB 6: RIGHTS

Does the institution hold the rights to these materials, including the rights or permission to digitize the materials at a future date?

Yes/No

Please explain any limitation, embargoes, or other restrictions. (max 1500 characters)



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TAB 7: ACCESS POLICY

What is the access policy with respect to the use of these materials? (max 1500 characters)



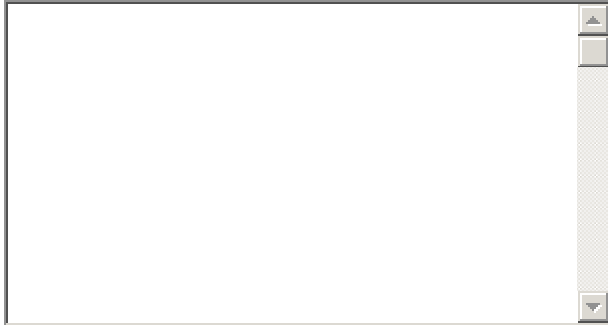
For Reference Only

TAB 8: VALUE AND SIGNIFICANCE

Upload three reference letters, in PDF format:

1. Upload reference letter 1
2. Upload reference letter 2
3. Upload reference letter 3

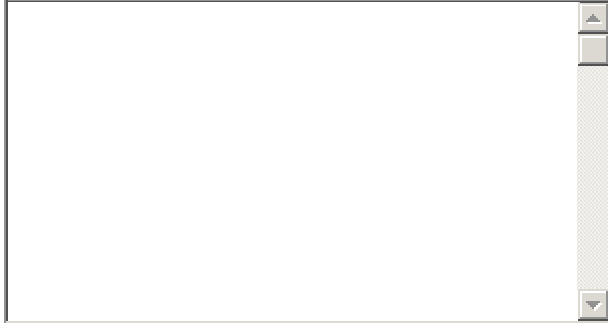
Describe the value of the collection(s) to scholarship and the ways that scholarship would be enriched by greater access to these materials. (max 3000 characters)



For Reference Only

TAB 9: RELATED COLLECTIONS

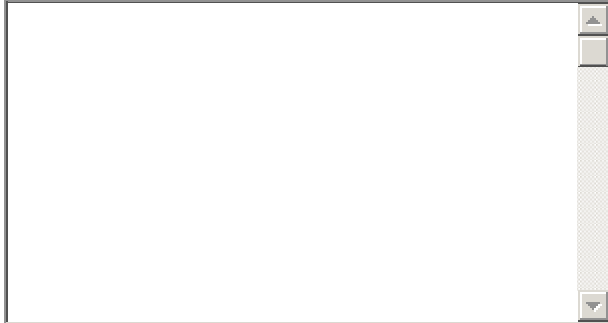
Identify other collections (if any), not held by the applicant institution(s), whose value would be enriched as a result of improved access to these materials. If there are no such collections, please denote this by entering "N/A" in the space below. (max 1500 characters)



For Reference Only

TAB 10: INNOVATION

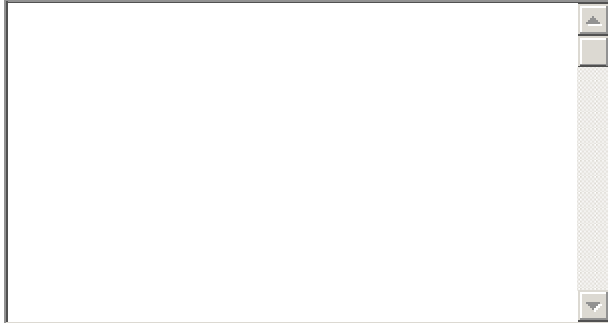
Describe any innovative aspects of cataloging, archival descriptions, and dissemination.
(max 3000 characters)



For Reference Only

TAB 11: IMPACT

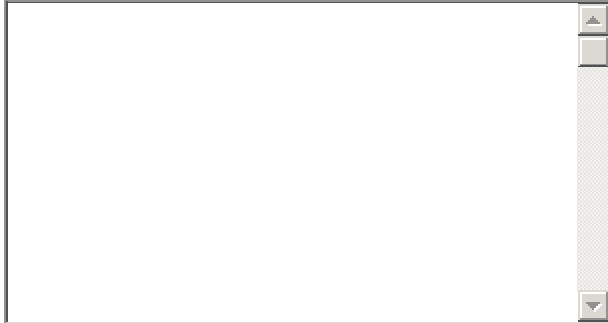
Describe your approach to expanding the impact of your project through outreach and professional activities. (max 3000 characters)



For Reference Only

TAB 12: INITIATIVES

Describe any initiatives that might be triggered by availability of access to these materials. (max 1500 characters)



For Reference Only

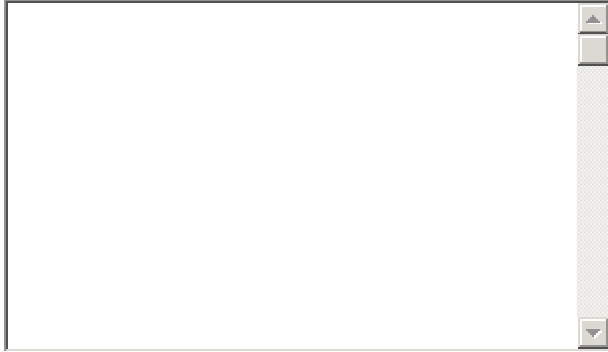
TAB 13: TECHNICAL APPROACH, MANAGEMENT, STAFFING AND TRAINING

Upload a PDF document (1,500 words or less) detailing your technical approach. Your approach must be web accessible, interoperable with other systems, and sustainable beyond the life of the project. Identify relevant technical and cataloging standards or adherence to current practice and explain any innovative features of your approach (for example, it expedites cataloging or allows for extensibility in future activities).

- Upload file

Provide a short summary of your technical approach.

Summary (max 1500 characters):



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TAB 14: PROJECT PLAN

Provide a project plan, including staffing, milestones, and deliverables. The project plan should also address your approach to long-term sustainability. The document must be in PDF format.

Single institutions: max. 1,000 words.

Consortial applicants: your document must be in two clearly defined sections, as follows:

- *Project plan, as described above, max. 1,000 words.*
 - *Appendix, outlining participating institutions, collections to be cataloged, number of items and format. This appendix must follow the format outlined [here](#).*
- Upload file

How many staff will be assigned to this project? Complete all that apply:

Full time professional staff:

Part-time professional staff:

Volunteers:

Students (graduate, undergraduate):

TAB 15: QUALIFICATIONS

Resumes for up to three key personnel on this project may be provided below. Resumes must be PDF documents and may be no longer than 2 pages each.

- Upload file 1
- Upload file 2
- Upload file 3

Please describe the qualifications of the Principal Investigator, project manager, supervisory personnel and/or technical specialists, including descriptions of any relevant experiences with special collections, large scale cataloging projects, and/or work with students and volunteers.

Summary (max 1500 characters):



For Reference Only

TAB 16: TRAINING

Will training be required? Yes/No

If yes, please describe (max 1500 characters):




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TAB 17: INSTITUTIONAL CAPACITY

Describe the institutional strengths that justify undertaking this project, including infrastructure, experience, access to local expertise (including volunteers or students), resources, professional leadership, etc.

Summary (max 3000 characters)

A large, empty rectangular text box with a vertical scrollbar on the right side, intended for a summary of up to 3000 characters.

Will funds from the grant be applied to infrastructure or other elements of technical support? Yes/No

If yes, please explain the need and relevance to the proposed cataloging effort. (max 1500 characters)

A large, empty rectangular text box with a vertical scrollbar on the right side, intended for an explanation of up to 1500 characters.

Does your institution agree to participate in a post-project evaluation? Yes/No

TAB 18: PRIOR COLLABORATIONS

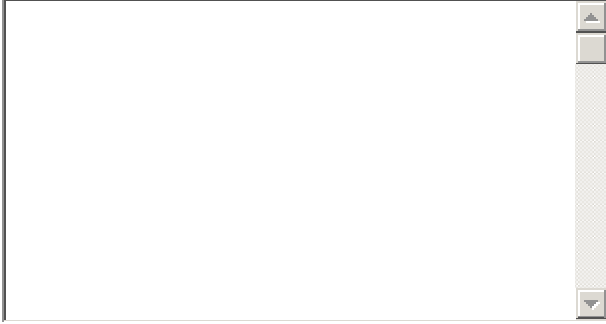
Provide no more than three examples of prior collaborations that resulted in shared data or federated information programs. (max 600 characters each)

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TAB 19: CATALOGING BACKLOG

Does the institution (or, in the case of joint or consortia projects, institutions) have a cataloging backlog? Yes/No


If Yes, how large is the cataloging backlog? Is there a strategic plan to address the backlog? (max 1500 characters)



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TAB 20: INSTITUTIONAL PRIORITIES

Describe institutional priorities for cataloging, including addressing the backlog, if applicable, and explain how this project addresses one or more of these priorities. (max 1500 characters)



For Reference Only

TAB 21: FUNDING

Please upload a detailed budget justifying costs. Please note direct costs only will be accepted; CLIR does not pay for indirect costs. You must use CLIR's budget form to submit your budget. The form may be downloaded [here](#).

- Upload file

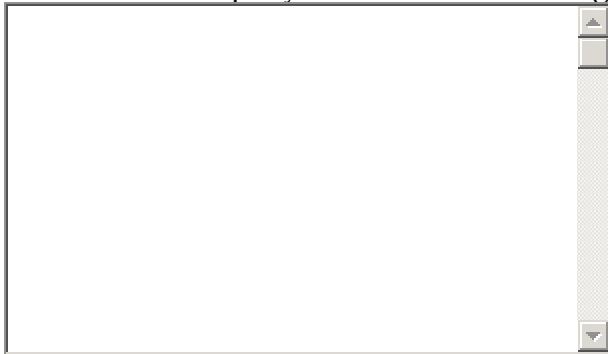
What is the size of the request (in whole dollars)?

How large is the institutional cost share? (Cost sharing is encouraged, but is not required.)

What is the total value of the project, including requested and cost sharing funds?

Have other sources of funding been considered? Yes/No

Please explain prior efforts, if any, to identify other sources of funding for this project. If prior efforts have not been made, or have been unsuccessful, please explain why this collection is uniquely suited to this funding program. (max 1500 characters)



Do you agree to participate in periodic meetings with other applicants to be held up to twice a year? CLIR will reimburse participant travel for up to two representatives from each funded project. Yes/No