

CATALOGING HIDDEN SPECIAL COLLECTIONS AND ARCHIVES INFORMATION FOR RECIPIENTS: REPORTING GUIDELINES

Below are some guidelines to aid you in preparing annual and final reports for submission to CLIR. If you have questions about these guidelines, please contact Amy Lucko at alucko@clir.org.

Reports consist of two sections: narrative and financial.

The narrative portion of the report should be two-to-five pages in length, briefly summarizing the project's activities to date.

- The report should address any special challenges you encountered, as well as any changes made from the original project proposal.
- A brief timeline outlining the project activities thus far would be helpful as well.
- Finally, CLIR requires a budget narrative clearly outlining the expenditures reflected in the financial report.

The financial report should state:

- the original amount of the grant
- a list of actual expenditures versus line items in the proposed budget for the time period covered in this report
- a list of actual expenditures versus line items in the proposed budget for the entire project thus far
- the total amount of expended funds
- the amount of income earned on the invested grant funds
- the ending balance, including interest, at the conclusion of the reporting period

CLIR does not request hard copies of reports; we prefer that you provide the entire report in one searchable-PDF document. Reports should be e-mailed to CLIR Program Officer Amy Lucko at alucko@clir.org with a copy to CLIR Grants and Contracts Administrator Jessica Wade at jwade@clir.org.