

Cataloging Hidden Special Collections and Archives

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2010 application

2010 application



[Access Application](#)



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Status: Final-Proposal in Progress

Last Updated: 01/18/2011

Application ID: 694

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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>General Information</p>
<p>General Information</p>	<p>To access the full application form, you must first confirm your institution's eligibility as required on the Eligibility Information tab. Once this tab has been completed and saved, you will have access to the full application.</p>
<p>Eligibility Information</p>	<p>All sections of this application are required.</p>
<p>** Collection Identification</p>	<p>You will not be able to submit an application until you have provided all 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).</p>
<p>** Description of Content</p>	<p>To navigate through the application form, click on the tabs on the left-hand side.</p>
<p>Characteristics</p>	<p>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.</p>
<p>Rights</p>	<p>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).</p>
<p>Access Policy</p>	<p>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.</p>
<p>Value and Significance</p>	<p>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.</p>
<p>Related Collections</p>	<p>If you have questions regarding any part of this application, please refer to the Hidden Collections page on CLIR's website.</p>
<p>Innovation</p>	<p>Cover Sheet</p>
<p>Impact</p>	<p>Upload file (.pdf): Please submit this file on the "Upload Files" tab to complete this section.</p>
<p>Initiatives</p>	<p>Applicant Name: Sample Applicant</p>
<p>Technical Approach, Management, Staffing, and Training</p>	<p>Application Status: Final-Proposal in Progress</p>
<p>Project Plan</p>	<p>Last Updated: 05/25/2011</p>
<p>Qualifications</p>	<p>Application ID: 694</p>
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<p>Institutional Capacity</p>	
<p>Prior Collaborations</p>	
<p>Cataloging Backlog</p>	
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<p>Funding</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Description of Content</h3> <p>Provide a brief description of the material (e.g., topic, period covered, geographic scope, relevance to individuals, etc.) (max 1500 characters):</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>From what period do the materials date?</p> <p>(year) <input type="text"/> <input type="radio"/> BC <input checked="" type="radio"/> AD</p> <p style="text-align: center;">TO</p> <p>(year) <input type="text"/> <input type="radio"/> BC <input checked="" type="radio"/> AD</p> <p>What is the geographic scope of the project? (max 150 characters)</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> <p>150 characters left</p> <p>What is the format? Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Text (including electronic texts) <input type="checkbox"/> Image (including photographs, moving images, drawings, etc.) <input type="checkbox"/> Audio (including speech and music) <input type="checkbox"/> Book (including serials) <input type="checkbox"/> Manuscript <input type="checkbox"/> Specimen (botanical, geological, medical, etc.) <input type="checkbox"/> Data Set (paper-based or electronic) <input type="checkbox"/> Work of Art (including original paintings, prints, sculpture, etc.) <input type="checkbox"/> Artifact (including archaeological objects, weapons, machinery, instruments, costumes, textiles, ceramics, glass, furniture, etc.) <p>Other; Please Specify: <input type="text"/></p> <p>Is there a preliminary finding aid or description of this collection/project?</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p>
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<p>** Collection Identification</p>	
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<p>Characteristics</p>	
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<p>Access Policy</p>	
<p>Value and Significance</p>	
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<p>Upload Files</p>	

If a preliminary finding aid or description does exist, in either analog or digital form (e.g., catalog cards, paper finding aids, Excel spreadsheet), provide a brief description and include the URL, if applicable. Explain why it is not effective for users of the collections. Non-unique materials may be described in a catalog record or finding aid by another institution; in these cases, applicants should explain how describing them again according to the current proposal will increase accessibility to the materials. NOTE: this program does not fund retrospective conversion projects. (max 1500 characters).

1500 characters left

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

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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Characteristics</h3> <p>Are the contents of the collection(s) in any way at risk or endangered?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If yes, please explain briefly the nature of the threat. (1500 characters):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Does the holding institution have a conservation plan for these materials?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Are there physical or artifactual characteristics of the materials that would inhibit either the cataloging effort or future digitization?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If applicable, describe your institution's approach to conservation of these materials. Also explain any physical or artifactual characteristics of the materials that would affect either the cataloging effort or future digitization. NOTE: No funds under this request may be directed toward conservation, stabilization or digitization activities. (1500 characters)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Save</p>
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<p>Eligibility Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>Rights</p> <p>Does the institution hold the rights to these materials, including the rights or permission to digitize the materials at a future date?</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>Please explain any limitation, embargoes, or other restrictions. (1500 characters)</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Save</p>
<p>General Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Access Policy</h3> <p>What is the current access policy with respect to the use of these materials? Might this change as a result of this project, or subsequent to other future initiatives (e.g. digitization)? (1500 characters)</p> <div data-bbox="479 657 1179 892" style="border: 1px solid black; height: 112px; width: 431px;"></div> <p data-bbox="479 898 682 924">1500 characters left</p> <div data-bbox="479 968 550 993" style="background-color: #800000; color: white; padding: 2px 5px; display: inline-block;">Save</div>
<p>General Information</p>	
<p>Eligibility Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Value and Significance</h3> <p>Upload three letters of support for your project. These letters must come from individuals knowledgeable about the collections or some other aspect of the project, but may not come from those who are directly affiliated with the project. It is strongly recommended that applicants obtain these letters of support from scholars outside their home institution. Reviewers may look more favorably upon external letters as representative of the materials' value to the wider scholarly community. (.pdf)</p> <p>Reference letter 1: Please submit this file on the "Upload Files" tab to complete this section.</p> <p>Reference letter 2: Please submit this file on the "Upload Files" tab to complete this section.</p> <p>Reference letter 3: Please submit this file on the "Upload Files" tab to complete this section.</p> <p>Institutional support letter: Please submit this file on the "Upload Files" tab to complete this section.</p> <p>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)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>3000 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Related Collections</h3> <p>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. (1500 characters)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>Innovation</p> <p>Describe innovative aspects of the project (e.g. cataloging, archival descriptions, dissemination). (3000 characters)</p> <div data-bbox="479 632 1177 863" style="border: 1px solid black; height: 110px; width: 430px;"></div> <p>3000 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
<p>** Description of Content</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>Impact</p> <p>Describe your approach to expanding the impact of your project through outreach and professional activities. (3000 characters)</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>3000 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>Initiatives</p> <p>Describe any initiatives that might be triggered by availability of access to these materials. (1500 characters)</p> <div data-bbox="479 632 1177 863" style="border: 1px solid black; height: 110px; width: 430px;"></div> <p>1500 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
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<p>General Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Qualifications</h3>
<p>General Information</p>	<p>Resumes for up to three key personnel on this project may be provided below. Resumes are required for Principal Investigators listed on the Technical Approach, Management, Staffing and Training tab. Resumes must not exceed 2 pages each. Failure to adhere to these guidelines will automatically disqualify the application from consideration.</p>
<p>Eligibility Information</p>	<p><i>* All files must be in PDF format. Filenames must not include spaces or any of the following characters < > : " / \ ? * & ' , ; { } [] ()</i></p>
<p>** Collection Identification</p>	
<p>** Description of Content</p>	
<p>Characteristics</p>	<p>Upload file 1: Please submit this file on the "Upload Files" tab to complete this section.</p>
<p>Rights</p>	
<p>Access Policy</p>	<p>Upload file 2: Please submit this file on the "Upload Files" tab to complete this section.</p>
<p>Value and Significance</p>	
<p>Related Collections</p>	<p>Upload file 3: Please submit this file on the "Upload Files" tab to complete this section.</p>
<p>Innovation</p>	
<p>Impact</p>	
<p>Initiatives</p>	
<p>Technical Approach, Management, Staffing, and Training</p>	<p>Describe the relevant qualifications of the Principal Investigator, project manager, supervisory personnel and/or technical specialists, e.g. experience with special collections, cataloging projects, and/or work with students or volunteers. (1500 characters)</p>
<p>Project Plan</p>	<p>Summary (max 1500 characters):</p>
<p>Qualifications</p>	
<p>Training</p>	
<p>Institutional Capacity</p>	
<p>Prior Collaborations</p>	
<p>Cataloging Backlog</p>	
<p>Institutional Priorities</p>	
<p>Funding</p>	<p>1500 characters left</p>
<p>Upload Files</p>	<p>Save</p>

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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Training</h3> <p>Will training be required? Yes <input type="radio"/> No <input type="radio"/></p> <p>If yes, please describe (max 1500 characters):</p> <div data-bbox="480 674 1179 905" style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
<p>** Description of Content</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Institutional Capacity</h3> <p>Describe the institutional strengths that justify undertaking this project, including infrastructure, experience, access to local expertise (including volunteers or students), resources, professional leadership, etc.</p> <p>Summary (max 3000 characters)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>3000 characters left</p> <p>Will funds from the grant be applied to current staff salaries, infrastructure or other elements of technical support?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If so, justify the need to cover such costs with external funds and their relevance to the proposed cataloging effort. (max 1500 characters)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>1500 characters left</p> <p>Would your institution be willing to participate in an ongoing CLIR study focusing on innovative aspects of hidden collections cataloging projects, and/or in a post-project evaluation? <i>NOTE: Participation in these activities is encouraged, but not required, and your answer will not affect consideration of your application in any way.</i></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Save</p>
<p>General Information</p>	
<p>Eligibility Information</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<p>Prior Collaborations</p>
<p>General Information</p>	<p>Provide up to three examples of prior collaborations, particularly those that resulted in shared data or federated information programs. (max 600 characters each)</p>
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
<p>** Description of Content</p>	
<p>Characteristics</p>	
<p>Rights</p>	<p>600 characters left</p>
<p>Access Policy</p>	
<p>Value and Significance</p>	
<p>Related Collections</p>	<p>600 characters left</p>
<p>Innovation</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Institutional Priorities</h3> <p>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)</p> <div data-bbox="479 657 1177 892" style="border: 1px solid black; height: 112px; width: 430px;"></div> <p data-bbox="479 898 682 924">1500 characters left</p> <div data-bbox="479 961 548 993" style="background-color: #800000; color: white; padding: 2px 5px; display: inline-block;">Save</div>
<p>General Information</p>	
<p>Eligibility Information</p>	
<p>** Collection Identification</p>	
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<p>** Information that will be disclosed to the public as part of the overall cataloging effort.</p>	<h3>Upload Files</h3>
<p>General Information</p>	<p>General Information</p> <p>Please upload a Cover Sheet document including the following information. You may download and use CLIR's template, located here.</p> <p>Grantee Name (Required) Grantee Legal or Corporate Name (Required) Internal Reference Number Title of Project (Required) Request Amount (Required) Grant Period (Required) Principal Investigator(s) and Title(s) (Required) Address (Required) Financial Administrator for Grant Address</p> <p>Upload file (.pdf): <input type="text"/> Browse... <input type="button" value="Upload"/></p>
<p>Eligibility Information</p>	<p>Eligibility Information</p> <p>Provide proof of applicant organization's non-profit status (.pdf). For a list of acceptable documents, refer to CLIR's Application Guidelines. <input type="button" value="Delete"/> <input type="button" value="View"/></p> <p>For those institutions which are not colleges or universities, upload a list of board or trustee members (.pdf). <input type="text"/> Browse... <input type="button" value="Upload"/></p>
<p>** Collection Identification</p>	<p>Value & Significance</p> <p>Upload three letters of support for your project. These letters must come from individuals knowledgeable about the collections or some other aspect of the project, but may not come from those who are directly affiliated with the project. It is strongly recommended that applicants obtain these letters of support from scholars outside their home institution. Reviewers may look more favorably upon external letters as representative of the materials' value to the wider scholarly community. (.pdf)</p> <p>Upload reference letter 1: <input type="text"/> Browse... <input type="button" value="Upload"/></p> <p>Upload reference letter 2: <input type="text"/> Browse... <input type="button" value="Upload"/></p> <p>Upload reference letter 3: <input type="text"/> Browse... <input type="button" value="Upload"/></p> <p>Upload one letter indicating the applicant institution's support for the proposed project. This letter must be from the head administrator of the applicant institution, and must explicitly acknowledge that grant funds will not be used for infrastructure or overhead costs. This letter should also speak to the institution's willingness to house and support the project locally, including sharing costs as indicated in the project budget.</p> <p>Institutional support letter: <input type="text"/> Browse... <input type="button" value="Upload"/></p>
<p>** Description of Content</p>	
<p>Characteristics</p>	
<p>Rights</p>	
<p>Access Policy</p>	
<p>Value and Significance</p>	
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<p>Institutional Priorities</p>	
<p>Funding</p>	
<p>Upload Files</p>	

Technical Approach, Management, Staffing and Training

Upload a PDF document that details the relevant technologies, standards, and working practices that will be employed to realize the project's goals. The approach must be web accessible, interoperable with other systems, and sustainable beyond the life of the project. Applicants should explain how the proposed methods and tools relate to current local practice and emphasize any innovative features of the approach (for example, ways that it expedites cataloging or allows for extensibility in future activities).

Document guidelines for the technical plan: maximum 3 pages; text must be in Times New Roman font, 12pt size, single-spaced and aligned left, minimum margins 1 inch. Applicants may include tables, images, etc. at their discretion, but may not exceed the 3 page limit. Failure to adhere to these guidelines will automatically disqualify the application from consideration.

* Filename should not include any of the following characters < > : " / \ | ? * & ' , ; { } [] ()

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Project Plan

Upload a document that details the project plan, including staffing, milestones, and deliverables. The project plan should also address plans to insure the long-term sustainability of the project at the institution(s), and any plans to promote the use of the targeted collections.

Applicants may include in their document an appendix to the plan outlining participating institutions, collections to be cataloged, number of items and format. There is no page limit for this appendix, but it must follow the form outlined [here](#).

Document guidelines for the project plan: maximum 2 pages (not including the appendix); text must be in Times New Roman font, 12pt size, single-spaced and aligned left, minimum margins 1 inch. Applicants may include tables, images, etc. at their discretion, but may not exceed the 2 page limit. Failure to adhere to these guidelines will automatically disqualify the application from consideration.

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Qualifications

Resumes for up to three key personnel on this project may be provided below. Resumes are required for Principal Investigators listed on the Technical Approach, Management, Staffing and Training tab. Resumes must not exceed 2 pages each. Failure to adhere to these guidelines will automatically disqualify the application from consideration.

* All files must be in PDF format. Filenames must not include spaces or any of the following characters < > : " / \ | ? * & ' , ; { } [] ()

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Funding

CLIR requires all applicants to complete and upload two budget documents.

1. The Budget Narrative should include a full description of the budget, explaining the need for each budget line and the method(s) used to compute the projected costs. If software or equipment is being purchased or work is being outsourced, the vendors being considered should be mentioned. A brief explanation of how the grantee institution would manage the grant funds should also be included in this section.
2. The Budget Detail must provide a detailed budget broken out by year. The Budget Detail must be submitted using CLIR's form, which may be downloaded [here](#). The form must be re-saved into PDF format prior to upload, with any subcontracts appended to the end of the document.

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Budget Narrative file (.pdf): Browse...

Budget Detail file (.pdf): Browse...

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