Council on Library and Information Resources

Recordings at Risk
Recipient Informational Webinar
May 7, 2018

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clir.org/recordings-at-risk/

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@CLIRRaR

 is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

Recipient Resources

https://www.clir.org/recordings-at-risk/recipient-resources/
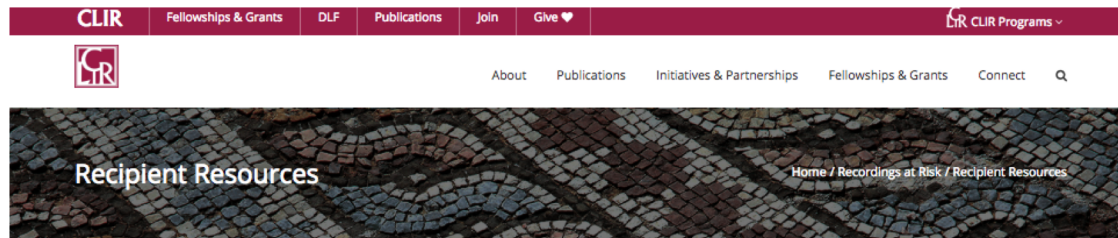
Webpage includes:
- RaR reporting form and collaborative Google Docs template
- Links to recipient webinars
- The information covered in this presentation on CLIR grant administration

Reporting Requirements

Due Dates

- Activities for all projects completed no later than **April 30, 2019**
- Report form with financial assessment due within **30-90 days** of project completion
  - No later than **July 31, 2019**

SM Apply

https://clir.smapply.io/

Council on
Library and
Information
Resources

Council on Library and Information Resources

CLIR forges strategies to enhance research, teaching and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. We foster collaboration by investing in cross-disciplinary intellectual leadership, strategic programs, and professional development opportunities.

Programs

Search programs..

Recordings at Risk

Accepting applications from May 1 2018 12:00 AM (EDT) to Jun 29 2018 11:59 PM (EDT)

Recordings at Risk is a national regranting program administered by CLIR to support the preservation of rare and unique audio and audiovisual content of high scholarly value through digital reformatting.

$10000.00 to $50000.00   MORE >

Digitizing Hidden Collections

Accepting applications from Apr 4 2018 12:00 AM (EDT) to Apr 4 2018 05:00 PM (EDT)

Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials is a national grant competition administered by the Council on Library and Information Resources (CLIR) for digitizing rare and unique content in collecting institutions.

MORE >

Quantitative Assessment

Form for "Report Form: Grantee"   ✔ Draft saved 🗑

0%

Project Title

[🔼]

Institution/Organization

[   ]

Quantitative Assessment

Numbers and types of recordings nominated for digitization   [   ]

Estimated number of hours of recordings nominated for digitization   [   ]

Numbers of recordings actually digitized   [   ]

Numbers of hours actually digitized   [   ]

Numbers of preservation-quality digital files produced   [   ]

Digitization Cost Calculator

About the Project

The Digitization Cost Calculator collects and make freely available a large set of data on the time it takes to perform various tasks involved in the digitization process, in order to assist organizations in digitization project planning and benchmarking.

Optional Data Contribution

Are you interested in contributing data from your project to the DLF's Digitization Cost Calculator? You can learn more about the Cost Calculator and how to contribute data here. For more information, contact Joyce Chapman: *joyce.chapman@duke.edu*.

Note that although the Digitization Cost Calculator is not accepting data pertaining to audio and video collections at this time, the project leaders are planning to expand the project to accommodate this data and so are seeking partners interested in sharing information about their work.

○ Yes

○ No

http://dashboard.diglib.org/

Internal Developments (cont.)

Project developments

Internal

- digitization metrics
- new workflows, standards, protocols, or procedures for digitization and/or description
- new tools or systems
- new financial donation or additional grant awarded to support the nominated collection
- new collection donation
- new grant application(s)

Public Developments

Project developments

Public

- new blog, social media account, or website/webpage

- new research guide or teaching guide

- new online/physical exhibition

- new materials or assignment for a course at a school, college, or university

- new publication

- presentation at a professional or academic conference

New internal developments that have resulted from project work.

Check all that apply to your project.

☐ **digitization metrics (e.g. tracking time data for steps in the project workflow)**

☐ **implemented new workflows, standards, protocols, or procedures for digitization or description**

(specify) [   ]

☐ **implemented new tools or systems (specify)** [   ]

☐ **new financial donation or additional grant awarded to support the nominated collection**

☐ **new collection donation**

☐ **new grant application(s)**

☐ **other (mention below, then address in subsequent sections)**

New public outcomes arising from project work

Check all that apply to your project.

- ☐ creation of new blog, social media account, or website/webpage

- ☐ new content for existing blog or social media account

- ☐ new research guide or teaching guide

- ☐ new online exhibition

- ☐ new public program or physical exhibition

- ☐ new materials or assignment for a course at a school, college, or university

- ☐ new publication arising from research using the project collection(s) (such as a book or book chapter, peer-reviewed journal article, magazine essay)

- ☐ presentation at a professional or academic conference

- ☐ news article about the project for an outlet based at home institution

- ☐ news article about the project for an external outlet

- ☐ other (mention below, then address in subsequent sections)

Accessing the Digitized Collections

Accessing the digitized collections

Where can users go to access the digitized collections? List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and associated metadata have been made available. Provide a few top or high-level links to the collections, rather than many lower-level links. If the portal(s) include(s) digital files created outside of the Recordings at Risk program, include instructions or search terms for identifying the files created through the project.

How many portals would you like to enter?

✓ ---
1
2
3
4
5
6
7
8
9
10

P.I.(s)

e name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. ginal P.I. has left the project during this reporting period and a replacement P.I. has been ed by CLIR, reference this approval in the *Project Narrative*.

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3 ⬍

Portal #1

Portal

URL

Instructions

Portal #2

Portal

URL

Instructions

Portal #3

Portal

URL

Contact Information

Contact name, title, and institution

Provide the name, title, and institution of the person CLIR should contact with questions regarding this report.

First Name

Last Name

Title

Institution

Contact e-mail address

Provide the e-mail address for the person CLIR should contact with any questions regarding this report. This person will also receive a copy of this report, including all files uploaded, following submission.

Project P.I.(s)

Enter the name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. If an original P.I. has left the project during this reporting period and a replacement P.I. has been approved by CLIR, reference this approval in the *Project Narrative.*

Service Provider

Name

Contact Name

Email address

Telephone number

Completing the Reporting Form

Financial narrative

Comment on actual grant expenditures during the reporting period as they relate to the proposed budget. You must address each budget category and include a detailed explanation of any variance of 5% or more between projected and actual spending.

Note: In some cases projects may be required to submit an additional reallocation request; consult CLIR's grant modification guidelines for more information

PREVIOUS   SAVE & CONTINUE EDITING   MARK AS COMPLETE

Review and Upload

Project Narrative

- Summary of project and purpose of grant
- Progress toward expected outcomes
- Surprises, setbacks, challenges
- Significant accomplishments, lessons learned
- Future plans

No more than 6 pages.

Project Narrative Screen Shot

‹ Back to application

Recordings at Risk
0000000084
ID: 0000000084

✔ 📄 Report Form: Grantee

○ ⬆ Project Narrative ›

○ ⬆ Upload manifest

○ ⬆ Financial Report

○ ⬆ Additional documentation
(optional)

1 of 4 required tasks complete

Last edited: May 1 2018 04:49 PM (EDT)

REVIEW & SUBMIT

○ ⬆ Project Narrative ...

ⓘ Task instructions Hide

Upload a narrative of no more than 6 pages that includes:

- a summary of the project and purpose of the grant;
- progress made toward the expected outcomes of the grant;
- surprises, setbacks, or challenges (new discoveries about recordings digitized through the project, conservation problems, rights issues, quantities digitized more or less than anticipated, changes in project team or leadership, implementing new workflows or systems more difficult than expected, etc.);
- and any other significant accomplishments or lessons learned;
- plans and goals for the period following the grant.

ATTACH FILE

Show accepted formats

MARK AS COMPLETE

Project Manifest

Complete and upload CLIR's template
- File name and location (URL), checksums, and restriction (if any)
- Covers both access and preservation copies

Financial Assessment

- Narrative Report: explanation of actual grant expenditures vs. proposed.
    - Addresses each budget category
    - includes detailed explanation of variances of 5% or more

- Financial Report: Budget submitted with proposal, updated to reflect actual expenditures

Hover over red numbered items for additional guidance (also located in "Instructions" tab).*

GRANT INFORMATION

Organization Name (1):
Grant Title (2):
Grant Start Date (3):
Grant End Date (4):
Requested Amount (5):
Awarded Amount (6):
Reference Number (7):

This budget and financial report has been reviewed and approved by the following individual who has institutional responsibility for financial reporting (11):

Name: _____
Title: _____
Email: _____
Date: _____

Cells shaded gray contain formulas that cannot be edited.

Description	Reporting Period I (8) MM/DD/YYYY – MM/DD/YYYY Budgeted	Actual		Total Grant Period MM/DD/YYYY – MM/DD/YYYY Budgeted	Actual
Opening Balance:	0.00	0.00		0.00	0.00
Investment Income (9):					0.00
Total Expenses:	0.00	0.00		0.00	0.00
Closing Balance:	0.00	0.00		0.00	0.00
Expenses (10):					
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00
Total Expenses:	0.00	0.00		0.00	0.00
Variance:		0.00			0.00

*This worksheet should be used both for **proposal budgets** (budgets submitted with the grant proposal) and for interim and final **financial reports** on approved grants.
Grantees should save the budget worksheet submitted with the grant proposal and update the "Actual" columns in the same worksheet for each Reporting Period.
After the proposal budget is approved, categories of expenses and funding sources and amounts in the "Budgeted" columns cannot be changed absent the prior written approval of CLIR. Non-US institutions should enter all amounts in local currency.

Note: this template is provided as a convenience to our grant recipients who choose to work collaboratively on their final reports in Google Docs. Formal report submissions are accepted only through our online reporting system. Questions about the reporting form and process may be sent to us at recordingsatrisk@clir.org.

Council on Library and Information Resources
Recordings at Risk
Final Report Form Template

CLICK HERE TO MAKE A COPY OF THIS DOCUMENT

SECTION 1. GENERAL INFORMATION
SECTION 2. QUANTITATIVE ASSESSMENT
SECTION 3. PROJECT DEVELOPMENTS
SECTION 4. PROJECT NARRATIVE AND SUPPORTING DOCUMENTS
SECTION 5. PRINCIPAL INVESTIGATOR(S)
SECTION 6. SERVICE PROVIDER(S)
SECTION 7. FINANCIAL REPORT

Final reports must be submitted within three months following the project's end date. Your project's specific reporting deadline is included in your award letter. If you have questions about report dates or requirements, contact recordingsatrisk@clir.org.

Note: All questions marked with a red asterisk (*) are required; all other questions are optional.

SECTION 1. GENERAL INFORMATION

Grant Modifications

No-cost extensions

- No more than one per project
- Requested between 1-3 months prior to project end date
- Contact program staff with:
  - Explanation outlining reasons behind request
  - Revised project plan with updated timeline
  - Revised budget using Grant Modification Financial Template (see For Recipients page)

No-Cost Extension Financial Template

Categories	Original Grant Budget and Expenditures To Date			Future Expenditures, Current Date Through Project End	Total Project Note: these figures will calculate automatically. Do not attempt to enter figures into this column.	
	Budget	Actual Expenses To Date*	Current Amount Remaining	Proposed Budget	Total Expenditures at Project End (Est.)	Total Variance From Original Budget (Est.)
Salaries and Wages			$0		$0	$0
Fringe Benefits			$0		$0	$0
Consultant and Training Fees			$0		$0	$0
Supplies and Materials			$0		$0	$0
Services			$0		$0	$0
Other Costs			$0		$0	$0
Totals	$0	$0	$0	$0	$0	$0

*Figures should reflect actual reconciled balances as known on the date of the request. If figures are as of an earlier date than the date of the request, this should be noted in the narrative of the grant modification request.

Changes to Principal Investigators

- Notify CLIR of changes to PIs in writing, as soon as possible.
- The notification letter should:
  - be on institutional letterhead,
  - come from the head of the institution,
  - provide the name and title of the new PI, and
  - provide the date the change will become effective.
- A C.V. for the new PI should be included as an attachment on the email.

Budget Reallocation Requests

- Email program staff with brief description of proposed modification, including the total amount of funds to be reallocated
- Only need to submit a formal request if deemed necessary by RaR program staff (usually for requests over 5% of total project budget)
- Formal requests include a revised budget and narrative justification of the proposed changes

Exit Interview

Dates not set just yet
- By the end of 2019

How has program shaped overall strategy for a/v collections?

How have the digitized materials been used?

Promoting RAR Projects

Share news and exciting developments with program staff

Tag us on Twitter @CLIRRaR

If discussing CLIR in press releases, please let us review
https://www.clir.org/fellowships/acknowledgment-guidelines

RAR Funded Projects:
https://www.clir.org/recordings-at-risk/funded-projects/

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