CLIR Recordings at Risk Recipient Webinar
Monday, May 7, 2018

SLIDE 1 – INTRODUCTION

Welcome to the Recordings at Risk Recipient Informational Webinar.

[Introductions: Nikki, Joy, Christa, Kristen]

First off, congratulations again on being selected as a grant recipient for the Recordings at Risk program! We have an incredible collection of projects represented here and we're thrilled to be working with all of you.

So, those of us at CLIR thought that it would be helpful to touch base with you prior to the start of your projects—essentially to clarify some of your responsibilities as grantees and to discuss how to handle certain situations that may arise in the future, such as the need for grant modifications. And of course, we're here to answer any questions you may have!

We'll begin this presentation by covering aspects of the Reporting Requirements, then we'll move on to information regarding Grant Modifications, the Exit Interview, and some additional notes on helping us to promote your projects.

Please feel free to type any questions that come to you in the Q&A box throughout the presentation. You can see the icon for this by hovering your mouse over the bottom of the Zoom window. You also have the option to send messages to presenters or other grantees using the chat box. We'll answer questions submitted through the Q&A box at the end of the webinar.

We'll also be recording this webinar so that you can revisit it in the future or share it with colleagues.

SLIDE 2 – [Text on Slide]

SLIDE 3 – RECIPIENT RESOURCES

Before we dive into our presentation, I wanted to point you towards the RaR recipient resources page on our website. This is a one-stop-shop for grant recipients, with information on the administrative components of holding a CLIR grant. Most of the information we'll be covering today can be found there, in case you'd like a refresher on our policies before, say, submitting your report.

SLIDE 4 – REPORTING REQUIREMENTS

Speaking of which, we'll begin by going over CLIR's reporting requirements for grantees.

SLIDE 5 – DUE DATES

Let's start with some due dates: Activities for all Cycle 3 projects must be completed no later than **April 30, 2019**. Projects, as you'll recall, are between 3-12 months, so this date is reflecting

the very final, ultimate deadline, as if you had proposed a 12-month project—which not everyone did.

Your final report form and financial assessment **are due within 30-90 days of project completion**. So this would mean that the latest possible deadline would be **July 31, 2019**. You can find the reporting deadline for your individual project in your award letter.

SLIDE 6 – SM APPLY

Grant reports are submitted through the same portal you used to submit your application, called SM Apply. We've included the URL for CLIR's grant programs here. You can also find this on the Recipient Resources page on the RAR website.

You can login using the same credentials you used for your application and will automatically be taken to the reporting form for your project.

We're now going to take you on a tour of the reporting form.

SLIDE 7 – QUANTITATIVE ASSESSMENT

The first section of the report is the quantitative assessment. Here you'll be entering information related to the numbers and types of recordings nominated for digitization, the number of archival master files produced, and variances between the estimated and actual digitization numbers.

SLIDE 8 – DIGITIZATION COST CALCULATOR

You can choose to contribute this data to the Digital Library Federation's Digitization Cost Calculator, a tool that provides estimates of time and cost to those planning digitization projects. Unfortunately, the calculator does not yet support a/v digitization (it's focused on still images), but they've expressed interest in expanding the tool to include it and data from our grantees can help make this possible.

SLIDE 9 – INTERNAL DEVELOPMENTS

Moving out of the quantitative section… Next, we have a section in which you will discuss project developments, both internal and public. **Internal developments** include things like:

- digitization metrics (tracking time data for steps in the project workflow),
- the implementation of new workflows/standards/protocols/procedures for digitization and description,
- the implementation of new tools or systems,
- and new donations and/or grant applications

SLIDE 10 – PUBLIC DEVELOPMENTS

We also want to hear about **Public developments**, such as:

- The creation of new blogs, social media accounts, websites (or content created for existing ones!)

- Research guides, online/physical exhibitions, news articles
- Maybe the digitized materials are being incorporated into curricula at a university?
- Are there publications arising from research using the digitized materials? Conference presentations?

SLIDE 11-12 – INTERNAL/PUBLIC DEVELOPMENTS SCREEN SHOT

Here's a quick glimpse of what these questions look like on the application form: simple check boxes you'll have the opportunity to explain in the narrative portion of your report.

SLIDE 13 – ACCESSING THE DIGITIZED COLLECTIONS

Following, we ask grant recipients to share with us where users can access the digital files and associated metadata created through this program. You'll have the option to include up to 10 URLS. We encourage you to provide a few high-level links to the collections rather than many lower level links.

SLIDE 14 – CONTACT INFORMATION

You'll then provide the contact information for the project's PIs, service provider, and the person who should be contacted if questions emerge about the report.

SLIDE 15 – COMPLETING THE REPORTING FORM

You'll then add your financial narrative and either save this section of the form or mark it as complete.

SLIDE 16 – REVIEW AND UPLOAD

Marking the application as complete will take you to the review page, where you can double-check the information you entered before hitting submit.

But of course, we aren't ready to hit submit yet because we still haven't added our uploads! If you look to the left side of the screen, you can see buttons that will prompt you to upload the remaining components of the application, which we'll go over one by one.

SLIDE 17 – PROJECT NARRATIVE – DESCRIPTION

The first, and perhaps most important part of your report is the Project Narrative. This will be an uploaded document of no more than 6 pages which will contain the types of information listed here:

- A summary of the project and purpose of your grant
- Your progress toward expected outcomes (here you can explain the numbers, including any variances in your quantitative section)
- Any surprises, setbacks, and challenges that you faced
- Significant accomplishments and lessons learned
- Your future plans

Ultimately, this is information that will help us create resources that can be of use to other institutions wanting to initiate their own a/v digitization projects. We'll also share the lessons learned from grantees with our funder, The Andrew W. Mellon Foundation.

SLIDE 18- PROJECT NARRATIVE SCREEN SHOT

Here's a screenshot of what you'll see when you're asked to upload the form, which you'll notice includes directions.

SLIDE 19 – PROJECT MANIFEST

You'll also be asked to upload a project manifest, or a spreadsheet including the names and locations of the digital files (both preservation and access copies), as well as note any checksums and restrictions. We're requiring this because we are currently developing a technical framework that will allow us to periodically check that the online files are, in fact, online.

Note that CLIR's template for this has multiple tabs, so be sure to read through all of them.

SLIDE 20 – FINANCIAL ASSESSMENT

The final part of the Reporting Requirements that I want to touch on is The **Financial Assessment**, which comes in two parts.

The first is the **Financial Narrative**, which we glimpsed at earlier on the main report form. In the Financial Narrative, you can comment on actual grant expenditures during the reporting period as they relate to your proposed budget. Every budget category should be addressed here and, if there are any variances of 5% or more between projected and actual spending, make sure to include a detailed explanation here.

The second part is the **Financial Report**, which is an upload using the same budget and financial report form that you submitted with your proposal. The only difference is that you have *both* the Budgeted and Actual fields filled in this time!

SLIDE 21 – BUDGET FORM SCREEN SHOT

And as a reminder, here's what our budget and financial reporting form looks like.

SLIDE 22 – GOOGLE DOC TEMPLATE

For your convenience, we've created a google doc template that your team can use to prepare your draft report. The document includes the full information requested in the report, covering both the questions on the reporting form and the documents that will be added as uploads. Because the reporting form was intended to group questions thematically, and because SM Apply is built in a way that requires uploads to be added at the very end, the order of questions on the google doc template is somewhat different than the order of questions in SM Apply, however, the content of the questions should be identical.

You can access the google doc template using the link on our RAR Recipients Resources page. To make a personal copy of the template you can edit, click on the text (circled here in red) that

says "click here to make a copy of this document. You can then share that copy with any team members you will be collaborating with on the draft proposal. Once you have finished drafting your proposal, you should then copy your report responses into SM Apply to submit your final report.

SLIDE 23 – GRANT MODIFICATIONS

We'll now shift our attention to grant modifications. There are three types of modifications to cover here: No-Cost Extensions, P.I. changes, and Reallocation Requests.

SLIDE 24 — NO-COST EXTENSIONS

No-Cost Extensions are allowed in the case of unforeseen delays, though you can only receive one extension per project and it needs to be requested 1-3 months prior to the project end date. Of course, you'll need to provide reasoning, a revised project plan and timeline, and a revised budget using the Grant Modification Financial Template.

Important reminder: the project end date is <u>NOT</u> the same as the reporting deadline. It's important that extension requests are submitted and approved prior to the project *end date*. You can find your official end date in your award letter.

You only need to request an extension if your project will go beyond April 30, 2019.

SLIDE 25 – NO-COST EXTENSION FINANCIAL TEMPLATE

No-cost extension financial template: This template is up on the Recipient Resources page of our website. Essentially, this form will show funds remaining in each budget category as of the date of the request, and it will demonstrate how those funds will be spent through the end of the proposed extension. When filling it out, be sure to include the requested dates, any accrued interest on the account, and the name and title of the person filling out the form. Institutional cost share should not be included in the no-cost extension budget (this is also true for our financial reporting form!)

SLIDE 26 – CHANGE OF PI

If you need to **switch P.I.s**, please let us know as soon as possible.

To request a change of PI, email us a letter on organizational letterhead, which should come from the head of the institution (or department, if you are from a large institution). It should provide the name and title of the proposed new Principal Investigator and the date the change will become effective. We'll also need a C.V. for the new PI.

SLIDE 27 – BUDGET REALLOCATION REQUESTS

Regarding **Reallocation Requests** (that is, a grantee allocating funds in a manner different than the original budget approved by CLIR), you will need to contact us with a brief description of the modification, including the total amount of funds to be reallocated. If we determine that additional documentation is needed, we will have you submit a formal reallocation request, which will include a revised budget and a narrative justification. Usually, we will not require

formal requests for budget modifications under $10K and 5% of the total project budget, unless there is a change to proposed grant activities.

SLIDE 28 – EXIT INTERVIEW

We will likely conduct **Exit Interviews** with RaR recipients. The dates are not set yet, but they will probably be around the end of 2019. We want to give a bit of time for things to develop after the project is over, this way we can discuss how the program has shaped your overall institutional strategy for a/v collections. We are particularly interested in hearing about how the digitized materials have been used.

We are still thinking through what these would look like, which depends in part on continued support for the program by the Mellon Foundation.

SLIDE 29 – PROMOTING RAR PROJECTS

We love to show off the excellent work of our grantees. If there are exciting developments you would like shared with a wider audience, don't hesitate to let us know. One of the easiest way for us to share your news and accomplishments is to tag us on Twitter @CLIRRAR so that we can retweet you.

If you happen to be describing the Recordings at Risk program in any press releases, we'd very much appreciate it if you'd let us review the materials ahead of time. We request this because it's very easy to unintentionally say something about the program that could confuse potential applicants.

On that note, this link on the slide will take you to some Acknowledgement Guidelines created by our Director of Communications. These provide assistance for a variety of situations (news releases, social media posts, press events, and so on).

We also want to make sure we're representing you correctly! Your projects are now up on funded projects page of our website. Please read them over and let us know if you'd like us to adjust any of the information included there.

<div align="center">

Q&A

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What is the difference between the project end date and the reporting deadline?
- All Recordings at Risk projects must be completed within 12 months, so your official project end date will be 12 months from the time the award was granted. The official end date is given in your award letter. You must complete all work for the project by the end date, or request a no-cost extension and receive an approval for that extension prior to that date. Your final reporting deadline will be 90 days *after* the project end date. However, you can always submit your final report early if your project work ends early.

Under what circumstances are no-cost extensions required, and how do we go about submitting them?
- No cost extensions should be requested if your work will take longer than 12 months.

- Look for directions about how to submit a no-cost extension request on the [Recipient Resources page](#). Please submit the request 4-6 weeks in advance of the original project end date to ensure there is time to approve your request.
- (All Cycle 3 projects were assigned a project end date of April 30, 2019, so Cycle 3 recipients must submit a no-cost extension request if your project will continue beyond that date.)

What information do we need to include on file location if the files are not online and don't have a URL (e.g. if there were issues with the rights clearance)?
- The manifest requirement is new to us and experimental. We will need the file name and some information about where you are saving it that will give us an idea about where the files are saved. Not all columns in the manifest template are required, but we hope that you will gives us an as complete a picture as possible.

Can you clarify if you want to review all our press releases that relate to CLIR or if you're just happy to review them if need be?
- We want to review all press releases that talk about the program.We do not need to review social media posts, but any post that will give information about the program/when or where to apply. They can be emailed them to recordingsatrisk@clir.org