

NOTE: These Guidelines & Template have been revised to reflect a modification to the initial and final round proposal deadlines and the allowable project start dates for the 2020 Digitizing Hidden Special Collections and Archives cycle.



Digitizing Hidden Special Collections & Archives

2020 Application Guidelines & Template

Carefully read the following guidelines and template before starting the application process. Additional information and resources are located on [the Applicant Resources page](#). Still have questions? Contact hiddencollections@clir.org. During the application period, CLIR accepts inquiries by email only.

All proposals must be submitted through the official [online application form](#).

To work on this in Google Docs, [create a personal, editable copy](#) (Google account required).

Those with AdobePro accounts may be able to draft responses directly in this file.

All initial proposals must be submitted through the online application form by
May 20, 2020 at 11:59 pm Eastern

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Introduction

What are the application guidelines and template?

The application guidelines and template serve as an instruction manual and--if copied--a collaborative workspace for preparing a *Digitizing Hidden Special Collections and Archives* application. The document walks applicants through each question in the application, providing information that should be covered in each response, space to draft responses to prior to copying and pasting into the online application, and the rationale behind each question. Throughout, you will see a template application form followed by:

Guidelines - The **Guidelines** provide additional detail to explain the requirements of each application section and question. In many instances, the **Guidelines** include specific details applicants should include in their responses.

Why we ask - The **Why we ask** passages offer additional background for each question, helping to show how it relates to the [core values](#) of the program, what reviewers are hoping to glean from an applicant's response, or how the submitted information will be used by CLIR. The [Applicant Toolkit Videos](#) provide even more context for some issues applicants have found challenging over the course of the program.

How should I use the application guidelines and template?

Applicants should fill out the online application with the guidelines at hand and refer to them as they reflect on each question. The guidelines and template are provided as a [GoogleDoc](#) and in PDF format so that applicants may access the content in the most convenient way to them: online, downloaded, or printed for easy reference. The document may be navigated using the links and section headings in the [table of contents](#). All applications must be submitted through [the online application system](#).

How do I know what will be required in the initial and final proposal rounds?

Digitizing Hidden Special Collections and Archives consists of a two-phase application process. The initial phase is an open call for proposals with a deadline of **May 20, 2020** (revised). Initial phase applicants must complete all of the prompts included in the "[Initial Proposal Phase](#)" section of the online application system and upload all documents **not** marked "Final round only." In the final round, applicants invited to move forward are encouraged to

review their entire proposal, making any necessary adjustments to prompts in the “[Initial Proposal Phase](#)” tab, updating/replacing any uploaded documents, completing the prompts in the “[Final Proposal Supplemental Questions](#)” tab, and supplying all remaining required documents. Documents required for the final round but not allowed in the initial phase include letters of support and subcontracts. Final round proposals are due **November 19, 2020** (revised).

Where can I find other resources to help plan the proposal?

Applicants preparing a proposal should visit [the Applicant Resources page](#) on the Digitizing Hidden Collections website. This page includes short informational videos, successful sample proposals, a document library, and frequently asked questions. Applicants unfamiliar with the Survey Monkey Apply (SM Apply) system may wish to review CLIR’s Application System Instructions, available on the [Applicant Resources page](#). Other relevant resources are available on the [DLF Digitizing Special Formats wiki](#).

A Note on Icons

Hidden Collections Registry

CLIR’s [Hidden Collections Registry](#) is an open discovery tool that highlights rare and unique library, archival, and museum collections. The registry includes information about collections nominated for the Recordings at Risk and Hidden Collections grant programs, as well as information contributed by independent sources. All collections nominated for reformatting through through Digitizing Hidden Collections, whether selected for funding or not, will be automatically added to the registry.



Fields from the Digitizing Hidden Collections application that inform the registry are marked with the icon of a list at left. Visit the [Hidden Collections Registry](#) for additional information and to explore sample entries.

Document Uploads



Tasks from the Digitizing Hidden Collections application that require an uploaded document are marked with the up arrow icon at left, are listed in the [Application Uploads section](#) of this document, and are included in [Appendix B: Application Checklists](#).

If yes, provide an appropriate citation for the image:

Use this space to draft response

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

Single institution projects may request between \$50,000 and \$250,000. Multi-institutional, collaborative projects may request between \$50,000 and \$500,000.

Use this space to draft response

Guidelines: Requests may range in size from a minimum of \$50,000 to a maximum of \$250,000 for single-institution projects or \$500,000 for collaborative, multi-institution projects. Requests for amounts outside this range are not eligible for consideration. **Be sure to verify that the figure entered here matches the figure listed in your budget narrative and budget detail** (described in [SECTION 9: Funding](#) and [Appendix A: Budget](#))

Provide the proposed project length in whole months, and list the project start and end dates.

- Single institution projects
 - May last between **12 and 24 months**
 - Must begin between **April 1 and June 1, 2021** (revised)
 - Must end by **May 31, 2023**
- Multi-institution projects
 - May last between **12 and 36 months**
 - Must begin between **May 1 and June 1, 2021** (revised)
 - Must end by **May 31, 2024**

Project Length:	<i>Use this space to draft response</i>
Project Start:	<i>(format MM/DD/YYYY)</i>

explain how scholars', students', and related communities' understanding of those fields could be transformed through access to those files.

Why we ask: Scholarly and community significance is the primary [core value](#) upon which applications to this program are assessed. CLIR instructs reviewers to prioritize projects that expose collections that diversify the historical record, relate to a variety of disciplines and constituents, create opportunities to unite geographically dispersed but related content, and/or employ computational tools and methods to advance scholarship, teaching, and learning. This prompt is used by reviewers to assess ways that **equity, diversity, and inclusion** are being applied in the project.

Applicants should demonstrate that digitization of the proposed material is likely to have a broad impact on scholarship, even if the content is focused on a specific region or context. CLIR's review panel views "scholarship" as encompassing any likely use of digitized collections that would result in research, teaching, learning, art, or another public good. For additional information on "hiddenness," see "[So what do we mean by "hidden."](#)"

Upload three letters of scholarly support for your project (Max. 10MB each, .pdf format only.) **Final round only.** 

See [Letters of Scholarly Support](#) in the Application Uploads section for more detail.

SECTION 5: PROJECT CONTEXT AND IMPACT

List and describe all envisioned project deliverables. Explain the means through which each will be available to the public, and any applicable conditions or terms affecting their availability. (500 words max.)

See Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

Use this space to draft response

Guidelines: Applicants should describe all expected outcomes; how each will be made accessible to others, especially where measures are being taken to improve accessibility for specific user communities (e.g. visually or hearing impaired; users with limited internet access; foreign language speakers, etc.); and under what conditions outcomes and access will be available.

Final Round Uploads

Letters of community support *(optional)*

Final round only.

Upload up to three letters of support from members of communities represented in collection materials. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- Max. 10MB each, .pdf format only
- This supports the content in [SECTION 3: Rights, Ethics, and Re-Use](#).

Guidelines: Applicants proposing to digitize collections that document historically marginalized communities are strongly encouraged to submit additional letters of support from members of those groups. Such letters should include the ways community members will participate in describing, providing access to, and utilizing digital files. Applicants may submit between one and three letters.

Why we ask: Letters of community support are an opportunity to demonstrate efforts to engage documented constituencies in conversations about how the materials will be described and made accessible, and to mitigate the risks of making culturally sensitive materials openly available without appropriate consultation. Review panelists prefer projects where the applicant institution(s) have well-established, meaningful connections with the documented communities that exist prior to the proposed project's term.

Letters of scholarly support

Final round only.

Upload three letters of scholarly support for your project. See the Application Guidelines, available on the [Applicant Resources page](#), for additional instructions.

- Max. 10MB each, .pdf format only
- This supports the content in [SECTION 4: Scholarly and Community Significance](#).

Guidelines: Exactly three letters of scholarly support are required for each proposal. 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 experts outside their home institution, and at least one letter from outside their geographic region. (See [Guidelines for the Authors of Letters of Support](#) for more.)

United States and a Canadian institution. The maximum request for conference registration and related travel for such a collaboration is \$10,000.

Disallowed Costs

Requests for the following are not allowed. Proposals that request funds for these items may be rejected as ineligible for review:

- Indirect costs (see [CLIR's Indirect Cost Policy](#));
- Indirect costs listed as direct costs, such as network charges, telephone, photocopying, etc.;
- General-purpose items that may reasonably be expected to have a useful life after the project, such as office furniture, shelving, or archival cabinets;
- Conservation or preservation treatment services for source collections; such costs should be assumed by the applicant and/or collaborating institutions;
- Tuition remission for student employees.

Budget Detail Instructions

The budget detail will be used both for the proposal budget and for interim and final financial reports on approved grants. Further details about expenses, including underlying assumptions used to calculate budget expenses, should be provided in the budget narrative. All budget figures should be calculated and provided in whole U.S. dollars, as this is the currency in which grant funds will be distributed. For additional information, contact CLIR at hidencollections@clir.org. During the application period, CLIR accepts inquiries by email only —no phone calls, please.

General instructions for the budget detail

1. Download and open the appropriate budget detail Excel template provided by CLIR on the [Applicant Resources page](#). If a security icon or pop-up window appears when opening the spreadsheet, click "enable editing," "enable content," "enable macros," "options," or equivalent to enable the template's macros.
2. A spreadsheet should open, where you can input the budget information for your project. Each field in the sheet will have a small red number next to it. If you hover your cursor over a number, instructions for the corresponding field should appear in a pop-up box next to it. These instructions can also be found on the Instructions sheet in the Excel workbook. Take a moment to orient yourself with the template.
3. Enter your project's information for fields 1-5, referring to instructions on the template if necessary.

4. Skip fields 6-7, which are only applicable if your project is selected for funding.
5. In field 8, enter the date range for each reporting period for the proposed project. Reporting Period I should start with the grant start date; the final reporting period should end with the grant end date. Reporting periods should each be one year long, although the length of the last reporting period may vary. For example, for a 26-month project that starts on January 1, 2021, and ends on February 28, 2023, the reporting periods would be as follows: Reporting Period 1: 01/01/2021 - 12/31/2021 (12 months); Reporting Period 2: 01/01/2022 - 12/31/2022 (12 months); Reporting Period 3: 01/01/2023 - 02/28/2023 (2 months).
6. Skip ahead to field number 11. Enter the project's expenses by line item in the "Description" column. The cost of each line item should be added to the "Budgeted" column of the corresponding reporting period. Leave the "Actual" column blank, since it is only applicable for projects that have been selected for funding. Expenses should be calculated in full dollars. Additional information on entering line items can be found below.
7. In field 10, assign a budget category to each expense you have itemized from the preset options (salaries/wages, fringe benefits, consultant/training fees, equipment/supplies, services, other costs). To assign a category, click on the cell where you'd like to insert the information and a drop-down arrow should appear on the right side of that cell. Click on the arrow to view the available categories, and select the appropriate option from that list. As you do this, the box on the top right corner of the page called "Summary of Expenses by Category" should automatically populate.
8. In field 12, have an individual with institutional responsibility for financial reporting review the budget and add their name, title, email, and date.
9. The budget totals should automatically calculate in the vertical grey box on the right-hand side of the sheet.
10. Save document and upload it in the application form.

Entering line items in the "Description" column

- **Salaries and wages:** Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate the number of persons who will be employed in that capacity. Additional details such as percentage of salary covered by the grant or amount of time spent on the project in each reporting period should be included in the budget narrative, or in line on the spreadsheet, space allowing.
- **Fringe benefits:** If more than one rate is used, list each rate and aggregated salary base individually. Additional details can be provided in the budget narrative.

- **Consultant and training fees:** Include payments for professional or technical consultants. Provide the name or type, as appropriate, of any consultants or training services which will be used. Details such as the number of consultants, days of training, and computation method (e.g., “2 days @ \$500/day”) can be included in the budget narrative, or in the spreadsheet, space allowing.
- **Equipment/Supplies:** Provide an item description for all consumable supplies, materials to be used in the project, dedicated software, and expendable equipment. Details on the method of computation (e.g., “6 widgets @ \$30/widget”) can be included in the budget narrative, or on the spreadsheet, space allowing.
- **Services:** Services (e.g., server time, backup charges) related to project objectives that are not included under other budget categories. Subcontracts with vendors should be included in this category.
- **Other costs:** Include any items not previously listed. “Miscellaneous” and “contingency” are not acceptable budget categories. Funds may not be requested for indirect costs.

Appendix B: Application Checklists

Initial Round

The checklist below itemizes all components of the Digitizing Hidden Collections initial application by section. Details on specific questions, statements, and attachments are covered in the corresponding sections of the application guidelines.

Eligibility Questions

- Answer questions in this section of application form.

Section 1: Project Summary

- Answer questions in this section of application form.
- Upload representative image for project (.jpeg).

Section 2: Description of Content

- Answer questions in this section of application form.
- Upload completed list of collections to be digitized, using CLIR's template (.xls or .xlsx).
- Upload representative samples of materials to be digitized (.pdf; max 10 pages).

Section 3: Rights, Ethics, and Re-Use

- Answer questions in this section of application form.
- Upload rights, ethics, and re-use statement (.pdf; max 4 pages).

Section 4: Scholarly and Community Significance

- Answer questions in this section of application form.

Section 5: Project Context and Impact

- Answer questions in this section of application form.

Section 6: Project Design

- Answer questions in this section of application form.
- Upload project plan and timeline (.pdf; max 3 pages).
- Upload technical plan (.pdf; max 4 pages).
- Upload up to three CVs of PIs(.pdf).
- Upload job descriptions for grant funded positions

Section 7: Sustainability

- Upload digital preservation and discoverability plan (.pdf; max 2 pages).

Section 8: Institutional Capacity

- Answer questions in this section of application form.

Section 9: Funding

- Answer questions in this section of application form.
- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xlsm).

Section 10: Applicant Information

- Answer questions in this section of application form.
- Upload proof of nonprofit status or equivalent documentation (.pdf).

Final Round

The checklist below itemizes all components of the Digitizing Hidden Collections final application by section. *Requirements for new information are highlighted in burgundy and italicized.* Details on specific questions, statements, and attachments are covered in the corresponding sections of the application guidelines. In addition to completing tasks unique to the final application, applicants are expected to revise components of their initial application based on reviewer feedback.

For additional details on editing proposals for the final round, refer to the SM Apply Directions document, available on the [Applicant Resources page](#).

Eligibility Questions

- Answer questions in this section of application form.

Section 1: Project Summary

- Answer questions in this section of application form.
- Respond to final proposal adjustments prompt in application form.*
- Upload representative image for project (.jpeg).

Section 2: Description of Content

- Answer questions in this section of application form.
- Upload completed list of collections to be digitized, using CLIR's template (.xls or .xlsx).
- Upload representative samples of materials to be digitized (.pdf; max 10 pages).

Section 3: Rights, Ethics, and Re-Use

- Answer questions in this section of application form.
- Upload rights, ethics, and re-use statement (.pdf; max 4 pages).

- Upload 1-3 letter(s) of community support (.pdf) (Optional).*

Section 4: Scholarly and Community Significance

- Answer questions in this section of application form.
- Upload three letters of scholarly support (.pdf).*

Section 5: Project Context and Impact

- Answer questions in this section of application form.

Section 6: Project Design

- Answer questions in this section of application form.
- Upload project plan and timeline (.pdf; max 3 pages).
- Upload technical plan (.pdf; max 4 pages).
- Upload up to three CVs of PIs(.pdf).
- Upload job descriptions for grant funded positions (.pdf).

Section 7: Sustainability

- Upload digital preservation and discoverability plan (.pdf; max 2 pages).

Section 8: Institutional Capacity

- Answer questions in this section of application form.
- Upload one letter of support from each applicant institution (.pdf).*

Section 9: Funding

- Answer questions in this section of application form.
- If applicable, respond to rationale for digitization service provider prompt in application form.*
- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xlsm).
- If applicable, upload subcontracts associated with project (.pdf).*

Section 10: Applicant Information

- Answer questions in this section of application form.
- Upload proof of nonprofit status or equivalent documentation (.pdf).
- If applicable, upload board/trustee list (.pdf).*