

# DIGITIZING HIDDEN COLLECTIONS

## Application Guidelines

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

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## INTRODUCTION

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### What are the application guidelines?

The guidelines serve as an instruction manual for the [Digitizing Hidden Collections application](#). They walk applicants through each question, providing information on what should be covered in the response and the rationale behind each question.

### How should I use the application guidelines?

Applicants should fill out the application form with the guidelines in hand and refer to them as they reflect on each question. The guidelines are in PDF format so that they can be downloaded and printed for easy reference. The guidelines can be navigated using the links and page numbers provided in the table of contents.

### 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, sample proposals, a document library, frequently asked questions, and a template in Google Docs designed for collaborative writing on draft proposals. Other relevant resources are available in 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 collections nominated for the Hidden Collections grant program, as well as those that have been contributed independently.

All collections submitted to CLIR through the application form will be automatically added to the registry. Registry entries are short and include basic descriptive information about the materials nominated for digitization and their significance to scholars and the public.



Fields from the Digitizing Hidden Collections application that inform the registry are marked with the icon at left.

For additional information on the Hidden Collections Registry and to see sample registry entries visit: [registry.clir.org](http://registry.clir.org).

### Document Uploads



Tasks from the Digitizing Hidden Collections application that require an uploaded document are marked with the icon at left. The application system workflow separates upload tasks from the main application form, so they will appear in a different arrangement than what is described in these guidelines. Consult the Application System Instructions for more information.

## ELIGIBILITY QUESTIONS

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**Applicants must meet the following requirements.** *In each case, tick to confirm; if not confirmed, applicant cannot advance.*

- The applicant institution(s) must be located in the United States or in an associated entity**, e.g., the Commonwealth of Puerto Rico or American Samoa. CLIR also accepts proposals for collaborative projects that include partnerships between U.S. and Canadian institutions. Collaborators at Canadian institutions may serve as co-principal investigators, but the lead institution must be a U.S. institution that meets the criteria listed above.
  
- All materials proposed for digitization must be owned and held by collecting institutions in the United States or Canada.** The materials themselves must also be located in the United States or Canada.
  
- Applicant institutions must fall under one of the following categories and meet the requirements for that category.**
  - (a) Applicant institution(s) can be eligible if recognized by the Internal Revenue Service as tax-exempt under one of the following:
    - IRS Code Section 501(c)3
    - IRS Code Section 115
    - IRS Code Section 170(c)1
  
  - (b) Government units and their agencies or instrumentalities not organized under IRS Section 501(c)3 can be eligible provided that collecting and disseminating scholarly and cultural resources are among the primary functions of the unit and grant funds will be used for charitable purposes within the scope of the Digitizing Hidden Collections program. We recommend that government units contact us at [hiddencollections@clir.org](mailto:hiddencollections@clir.org) to ascertain their eligibility prior to submitting an application.
  
  - (c) Indian tribes, Alaska native villages, regional corporations, and village corporations can be eligible. For the purposes of this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for special programs and services

provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs, except for the recognized Alaska native villages, regional corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.

- **Proposals must fall within the allowable range for project funds, duration, and dates.** Limitations differ between single-institution applications and collaborative applications.

**Limitations: Single-institution applications**

- Minimum allowable request for 2018: \$50,000
- Maximum allowable request for 2018: \$250,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 24 months
- Projects must begin between January 1 and June 1, 2019
- Projects must be completed by May 31, 2021

**Limitations: Collaborative, multi-institution applications (partnerships/consortia)**

- Minimum allowable request for 2018: \$50,000
- Maximum allowable request for 2018: \$500,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 36 months
- Projects must begin between January 1 and June 1, 2019
- Projects must be completed by May 31, 2022

- **Principal investigators**

An individual may not be named as a principal investigator (PI) on more than one proposal in any application cycle for this program and may not serve as PI on two funded Digitizing Hidden Collections projects simultaneously.

## SECTION 1. PROJECT SUMMARY

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### **Applicant institution (legal name)**

Provide the full legal name of the institution applying for the grant. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

### **(Optional) Applicant institution (colloquial name)**

If desired, provide a colloquial name for the applicant institution if it differs from the full legal name. If provided, this name will be used in CLIR's publicity about the award, including in press releases and on CLIR's website.

### **Collection/project title** *Limit: 50 words*

A good project title is brief and includes language suggesting the subject matter of the source materials to be digitized. Titles of funded projects will be made available on [CLIR's website](#).

### **Project summary** *Limit: 150 words*

Write a paragraph-length summary of the proposed project that mentions the length of the project, the names of participating institutions, the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for scholarship once completed.

**Why we ask:** This will be used for reference during review panel discussions. If the proposal is approved for funding, this summary may be used for outreach and publicity related to the Digitizing Hidden Collections program.

### **Representative image** *Max 10 MB; .jpeg format only*

Upload one image to represent the project.

**Why we ask:** This image will be used to identify and promote the collection(s) on CLIR's [Hidden Collections Registry](#).

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

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 documents.**

**Provide the proposed project length in whole months**

**Provide the proposed project start and end dates**

All projects should start on the first of the given month (e.g., January 1), and end on the last day of the given month (e.g., November 30) when the project closes.

**Is this a collaborative project?**

Note that the maximum allowable request (\$500,000 vs. \$250,000) and the maximum allowable time frame (12-36 months vs. 12-24 months) are greater for collaborative projects. Additional information on eligibility for collaborative projects can be found on the program website and within its FAQs.

**Collaborating institutions (if applicable) **

If this is a collaborative project, include the names of the collaborating institutions below.

**Collaboration statement (required for all applicants proposing a collaborative project) *Limit: 250 words***

Identify the ways in which your proposed project constitutes a collaborative effort. Explain how the collaboration advances the missions and meets the priorities of each of the institutions involved and enhances the capacity of the project to support the creation of new knowledge, and describe benefits of the project that would not be possible if the partners worked individually.

**Why we ask:** Decisions on whether or not a project qualifies as collaborative will be made by the Digitizing Hidden Collections review panel, and this statement informs reviewers' assessments. Proposed collaborations approved by the review panel will be considered for funding amounts up to \$500,000, and project lengths up to 36 months. Proposed collaborations that are not approved by the review panel will only be considered for funding amounts up to \$250,000 and project lengths up to 24 months, the amounts available to single institution projects. Note that vendors do not qualify as collaborating institutions, even if the vendor is a nonprofit organization.

**Resubmission?** *Limit: 250 words*

Has this proposal previously been submitted for consideration? If so, list the year(s) you applied and explain what changes have been made in response to reviewer comments from the previous cycle(s).

**Final proposal adjustments** *Limit: 250 words. Final round only.*

Following the initial proposal round, reviewers provide feedback regarding your application. The final proposal should be revised to address reviewers' comments. Briefly summarize the changes you have made in the final version in response to their comments and point to where the revisions can be found in the final proposal.

**Why we ask:** An independent, [standing panel of expert reviewers](#) is responsible for assessing Digitizing Hidden Collections proposals and advising CLIR staff on the development of the program guidelines and application. While an individual application may be read by different reviewers from year to year and from round to round in the competition, an applicant's history with the program and responsiveness to previous reviewer comments are important considerations in panel deliberations. Reminding reviewers of this history can help them be clear, consistent, and thorough.

**Quantities and types of original materials to be digitized during the project** 

Enter estimated quantities and select the units of measurement (boxes, cubic feet, items, linear feet, pages, recorded hours, volumes) and material types (books, serials, manuscripts, photographs, posters, ephemera, musical scores, maps, architectural drawings, audio recordings, audiovisual recordings, artworks, artifacts, specimens, mixed archival collections, other) that most specifically describe the extent of source materials that will be digitized during the project. Begin by selecting the total number of categories from the dropdown (between 1 and 10 are allowed) to generate data entry fields. To fill out each category, first select a format from the Type of Materials dropdown. If the format is not listed, select Other from the dropdown and write the type of format in the Other Format field (this text box will appear only if you have selected Other from the dropdown). Next, enter the Quantity of Material and select the Unit of Measurement. If necessary, use the Additional Information text box to provide more detail.

**Note:** Do not describe the same materials twice, using different units of measurement. Account for each item only once.

**Why we ask:** Understanding the extent of source materials to be digitized is essential for reviewers to assess whether the proposed timeline is realistic and whether the proposed costs are reasonable. At the same time, CLIR advises reviewers to consider all factors and circumstances affecting the cost of a project in making their funding recommendations, not just amount requested per item.

### **Quantities, formats, and specifications of master digital files to be created during the project**

Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant digital format(s) created and technical specifications for those formats (e.g., dpi, minimum pixel dimensions, bit-depth, optical density). If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information.

- For example, applicants may characterize their materials as follows: 80,000 image files in TIFF format at 600dpi (from which 80,000 image files in JPEG2000 at 300dpi will be derived for access); 750 audio files in .WAV format (from which 750 MP3 files will be derived for access).
- Reviewers typically expect applicants to adhere, at a minimum, to the technical specifications (e.g., resolution, bit depth) recommended by the [Federal Agencies Digitization Guidelines Initiative](#) for digitizing still images and audiovisual materials. Applicants should identify which standards or guidelines (FADGI or an alternative) they are following in their Technical Plan.

**Why we ask:** Understanding the quantities of and specifications for the digital files that will be produced in the course of a proposed project is essential for reviewers to assess whether the proposed approach to digitization and digital preservation are appropriate and sustainable.

### **List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and/or associated metadata will be made available.**

Provide names and complete URL(s) for all of the portals through which content digitized through the proposed project will be



available to researchers and the general public.

**Note:** Even if there are legal or other constraints that prevent allowing full access to content for the general public, CLIR requires that descriptive metadata for all digitized content be dedicated to the public domain under a [CC0 Creative Commons license](#). Exceptions may be made for culturally-sensitive metadata or sensitive personal information.

**Why we ask:** Digitizing Hidden Collections is a program created to support the creation of digitized content that is as openly available and easily discoverable as possible. Applicants are expected to make digital collections discoverable through avenues such as DPLA or other portals that aggregate collections and/or metadata, connect disparate collections, and are most likely to reach the greatest number of potential users.

## SECTION 2. DESCRIPTION OF CONTENT

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### **Description of materials to be digitized** *Limit: 250 words* ☰

Provide a brief narrative description of the source materials nominated for digitization, including their subject(s), provenance, relevant associated people, organizations, and events.

### **Geographic scope** *Limit: 50 words* ☰

Describe the range of geographic regions represented in the nominated collection(s). Do not describe the current or future location(s) of the original, physical materials.

### **Date range of materials to be digitized** ☰

List your best estimate of the date range covered by the collection(s), in whole years. Dates should be formatted as YYYY BC/AD – YYYY BC/AD (e.g., 356 BC - 1542 AD).

- Enter the earliest and latest dates the original materials in the nominated collection(s) were created, in whole years.
- Dates should be formatted as YYYY BC/AD – YYYY BC/AD (e.g., 356 BC - 1542 AD).
- Do not include historic dates that characterize the subject matter of the collection(s). For example, if a nominated collection is the personal papers of a nineteenth-century specialist who studied Greek archaeology of the fifth century BC, the age range would fall in the nineteenth century and not the fifth century BC.

## Collection-level descriptions

If applicable, identify and provide the URL(s) for any collection-level descriptions currently available online. The existence of such descriptions is not a requirement for this award and there is no minimum level of description required before collections can be eligible for nomination for this program.

**Why we ask:** Reviewers will use these URL(s) to verify what descriptions are currently available online and may use them in their search for additional information about nominated materials to help them understand their scholarly significance.

## List of collections to be digitized *No page limit, max. 2MB, .xls or .xlsx format only*

The list of collections to be digitized must follow the format found in [this template](#). This document lists the nominated collections included in the project, the sizes of the collections, the holding institution(s), the formats of the collection material, and re-usage rights for each collection.

## Current arrangement and description(s) of materials to be digitized *Limit: 250 words*

Provide a brief narrative that summarizes the physical arrangement and the level(s) of processing, cataloging, or other descriptive work that has previously been done for the nominated collection(s). Include the date(s) this descriptive work took place and the standard(s) and/or current format(s) of the records that were created.

**Why we ask:** While there is no minimum level of description required before collections can be eligible for nomination for this program, the central purpose of the program is to support digitization, and review panelists will be instructed to make recommendations that concentrate the program's investments in the most cost-effective and efficient approaches to exposing collections through digitization. Understanding the current arrangement and description of collections to be digitized is important for reviewers to assess applicants' level of preparedness to make realistic project plans. CLIR will also encourage reviewers to assess whether applicants' plans for creating metadata minimize duplication of previous efforts.

**Current condition and housing of materials to be digitized and plans for their conservation and preservation** *Limit: 250 words*

Describe the current condition and housing of the source materials to be digitized, including the means through which this condition has been assessed.

- Identify the individual or individuals responsible for this assessment and approximately when the assessment took place.
- Describe the strategies to be employed for stabilization, conservation, and/or preservation of the materials, including the means through which this work will be supported and sustained long-term.
- Explain the environmental provisions made for the long-term management of the source materials and the strategy for responding to requests for access to them.
- No funds for conservation, stabilization, or preservation of physical materials are available through this grant program. This includes costs for re-housing or storage supplies. Similarly, no funds related to the conversion or migration of born-digital files are available. All such costs are the responsibility of the holding institutions.

**Why we ask:** Understanding the physical condition and housing of source materials to be digitized in a proposed project will help reviewers assess whether an applicant is prepared to take appropriate measures in the care and handling of those materials both during and after a project's completion. Even though costs related to conservation, stabilization, or preservation are not fundable through this program, reviewers will nevertheless consider an applicant's preparedness to support and sustain these activities over time as an indication of institutional investment in and commitment to the project.

**Representative samples of materials to be digitized** *Max. 10 pages, 12MB, .pdf format only* 

Upload a PDF document containing images of up to 10 selected items from the collection(s) to be digitized. This document must be no more than 10 pages in length. Each image should be accompanied by a description and full citation that includes the name of the holding institution, the collection title, any identification numbers or shelfmarks, and any available in-

formation about rights or licensing. The document may contain embedded URLs linking to additional content, such as sample audio or audiovisual files, but must contain samples of no more than ten items.

**Why we ask:** This presentation should give reviewers a clear impression of the source materials nominated for digitization, helping them understand their current condition and future potential to support scholarship and teaching.

**Description of representative samples** *Limit: 100 words*

Briefly describe the samples included in the file.

**Why we ask:** Reviewers and program administrators will use this description as a quick reference.

**May CLIR excerpt from and display some portion of these representative samples on CLIR’s website or in program-related social media?**

- Yes       No

Tick “yes” or “no,” indicating whether CLIR may display some portion of the provided samples on CLIR’s website, or in program social media. CLIR staff will cite the holding institution if a sample is used in one of these ways. An applicant’s response to the question will be visible to CLIR staff only and will not affect the proposal’s assessment in the competition for funding in any way.

**If some samples may be displayed and some may not, clarify which of the representative samples are permissible to display publicly.** *Limit: 100 words*

### **SECTION 3. RIGHTS, ETHICS, AND RE-USE**

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**Tick to confirm:**

- All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Special Collections and Archives award from CLIR, all recipient institutions and collaborating partner organizations will be required to sign and execute the program’s intellectual property agreement.
- All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Special Collections and


Archives award from CLIR, all metadata and any software (if applicable) created in the course of funded project activities must be dedicated to the public domain under a CC0 Creative Commons license. Exceptions may be made for culturally sensitive metadata or sensitive personal information.

- All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Special Collections and Archives award from CLIR, recipient institutions, including collaborating institutions in cases of multi-institution projects, must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Digital copies of materials that are in the public domain in their analog form must also be in the public domain. CLIR strongly encourages grant recipients to share digital copies as public domain resources and/or with [Creative Commons licenses](#), as appropriate. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

*Applicants who tick any of the boxes below must provide details clarifying their responses in the Rights, Ethics, and Re-Use Statement, strongly justifying their choices.* Applicants planning to use watermarks or charge fees for the use of digital materials created through this program are less likely to be competitive for funding. Applicants that distinguish between “commercial” and “non-commercial” re-uses in fee determinations should define those terms in their justifications.

**Tick any that apply:**

- Applicant and/or partner institutions plan to incorporate watermarks into access copies of the digital files created through this project.
- Applicant and/or partner institutions plan to charge fees for “commercial” re-use of the digital copies created through this project.
- Applicant and/or partner institutions plan to charge fees for “non-commercial” re-use of the digital copies created through this project.
- Applicant and/or partner institutions plan to impose specific attribution requirements when digital copies created through this project are re-used by others.
- Some of the content within the collections nominated for digitization contains private or other potentially sensitive information that poses legal or ethical concerns related to providing access to the digital copies created through this project.

**Rights, ethics, and re-use statement** *Max. 4 pages, plus optional appendix, 5MB, .pdf format only* 

Upload a description of up to four pages that:

- Summarizes all known rights, embargoes, and access or legal restrictions applicable to the source materials to be digitized and describes how these rights, embargoes, or restrictions will be communicated to the public (such as employing the standardized statements offered by [Rights-Statements.org](https://www.rightsstatements.org/));
- Identifies and explains any ethical considerations that affect circulation of, access to, or re-use of the digital copies;
- Explains the basis upon which the proposed activities are justifiably legal and ethical;
- Explains the specific terms under which users of the collections will be able to access and re-use the digital copies created through the project;
- Describes any other measures to be taken to restrict access to or re-use of the digital copies in order to comply with the law or with applicable, pre-existing agreements or contracts;
- Describes how the institution will uphold ethical and moral claims and the rights of interested individuals or communities if personally or culturally sensitive information is present (or could potentially be present); and
- Clarifies and strongly justifies decisions that led you to tick any of the boxes in the section above.

This statement should not be a “boilerplate” institutional policy or template, but should be tailored to this project and to the requirements above. Approaches that avoid due diligence by shifting responsibility for determining usage rights to users are often viewed unfavorably by reviewers for this program. Applicants may include copies of institutional policies, deeds of gift, or other additional documents as an optional appendix to this section. This appendix must be combined into the same PDF as the statement, led by a cover sheet identifying each additional document.

**Why we ask:** This statement will allow reviewers to assess how well applicants understand the legal and ethical issues pertaining to their collections and how well prepared they are to sign the required agreements. This statement also helps reviewers assess the degree to which a proposal reflects the program’s commitment to supporting open, free, unrestricted access to digitized scholarly content when no legal or ethical constraints prohibit such access.

**(Optional) Upload letter(s) of support from community representatives** *Max. 10MB each, .pdf format only. Final round only.* 

Applicants proposing to digitize collections that document indigenous groups or other historically marginalized communities are strongly encouraged to submit additional letters of support from representatives of those groups. Such letters should confirm how community members will participate in conversations about how the materials will be described and made accessible. 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.


## **SECTION 4. SCHOLARLY AND COMMUNITY SIGNIFICANCE**

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**Explain why you consider the nominated collection(s) to be “hidden” currently, and describe the value and significance of the proposed project for the full range of scholarly disciplines and communities it will serve once the collections have been digitized and made accessible** *Limit: 500 words*

For the purposes of the Digitizing Hidden Collections program, applicants must convincingly argue that their collections are “hidden” in the sense that they cannot be used for important scholarly work until they are fully digitized, discoverable, and accessible. This part of the proposal should state the ways in which the content of the collections is currently “hidden” from those who need it, and it should describe the importance that the completed project will have for teaching, research, and the creation of new knowledge. Applicants should not merely provide a more detailed description of the nominated materials than is given elsewhere in the application. The statement should go beyond asserting the significance of the subject matter covered by the original materials; it should present a case for the potential use of nominated materials beyond the holding institution and surrounding region and across multiple disciplines and explaining how scholars’, students’, and related communities’ understanding of those subjects could be transformed by using digitized versions of those materials specifically.

**Why we ask:** Scholarly and community significance is the primary criterion upon which applications to this program are assessed. CLIR instructs reviewers to prioritize projects that expose collections that are of high importance to a variety of disciplines and constituents, as well as collections that, when digitized, create opportunities to unite geographically dispersed but related content or to employ computational tools and methods to advance and/or transform the practices of scholarship, teaching, and learning in those disciplines. Applicants should demonstrate that digitization of the proposed material is likely to have a broad impact on scholarship in related fields, even if the content is focused on a specific region or context. CLIR's review panel takes a broad view of scholarship that encompasses any likely use of digitized collections that would result in research, teaching, learning, art, or another public good.

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

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 scholars outside their home institution, and at least one letter from outside their geographic region.

**Why we ask:** Letters of scholarly support help reviewers understand the impact and scholarly significance of the proposed collection. Letters can come from professional and student researchers, teachers, journalists, artists, librarians, archivists, and curators, among others. What is important is that the letter writers make the strongest possible case for possible uses of the collection and can speak to these uses with authority.

## **SECTION 5. PROJECT CONTEXT AND IMPACT**

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**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** *Limit: 500 words*

Applicants should describe all expected outcomes, how each will be made accessible to others, and under what conditions.

- Deliverables include the digital surrogates and related metadata created during the project; they may also include



aggregations of those files and metadata with related files and metadata already available online. Metadata created through this program is not restricted to any particular standard or structure. Other possible deliverables include authority files, description and digitization manuals, training materials, research guides, online exhibits, or datasets.

- If any special 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), include them here.

**Why we ask:** Reviewers will use this list of deliverables for reference in their assessments of the proposed project plan and timeline, the qualifications of project participants to produce these deliverables according to that plan and timeline, and the overall potential impact of the project. If funded, this list of deliverables may be used by CLIR in evaluations of project reports and in assessments of the overall success of the project. Special measures to increase accessibility for specific user communities are not a requirement of this program, but may be viewed favorably by reviewers, particularly if the proposal identifies a target user population with particular access needs.

### **Describe any planned outreach and community engagement activities** *Limit: 250 words*

Identify the communities most likely to be interested or invested in the digitization of the nominated collection(s). Describe how you plan to engage them and detail specific outreach approaches for different user groups. Consider the potential impact of the project on scholarly, local, professional, and other related communities of interest. Applicants seeking to digitize collections related to Native American, First Nations, or other indigenous communities are strongly encouraged to convene and appropriately compensate an advisory group of community members specifically for the project, which should be mentioned here and in the project plan.

**Why we ask:** Reviewers look for outreach strategies that demonstrate an awareness of the full range of potential beneficiaries of a project, that show a creative and opportunistic approach to raising the project's profile, and that include occasions to solicit constructive feedback on project outputs. Reaching out to the public through routine institutional announcements or newsletters is helpful, but insufficient as an outreach and engagement strategy.

**Describe collections related to the materials nominated for digitization and describe plans for creating meaningful linkages to those collections** *Limit: 250 words*

Applicants should be as specific as possible in describing these related collections, particularly those held at institutions not participating directly in the project. The nature of the relationship between the collections described here and the collections nominated for digitization should be made explicit. Mention any meaningful linkages that will be created through aggregating related metadata for search and discovery (using registries, databases, or other well-known research portals), adopting common standards, protocols and/or controlled vocabularies, or promoting the joint use of the related collections directly to scholars and students. When relevant, applicants are strongly encouraged to identify and link to related materials held in foreign collecting institutions and to forge connections to related work by foreign scholars.

**Why we ask:** Among the key priorities of this program are to promote comprehensive coverage of significant fields of interest through digitized cultural heritage and to maximize linkages between related collections. In their evaluation, reviewers will use responses in this section to assess applicants' awareness of the wider context within which their collections are situated and their strategies for presenting their collections in that context. In keeping with program's core value of connectedness, reviewers will be more inclined to support projects that make digitized sources and their metadata easily discoverable and accessible alongside related materials, especially through aggregation and large-scale discovery portals such as DPLA.

**Describe any future scholarly initiatives that would be made possible by the completion of project work** *Limit: 250 words*

Such initiatives may be those planned by the applicant institution or consortium or those that other individuals or organizations might launch as a result of the project. Examples may include but are not limited to research and assessment projects, digital scholarship, new forms of computationally intensive research, digital exhibits, and new online teaching and learning initiatives.

**Why we ask:** Reviewers consider responses to this question as they assess the overall potential impact of the project, as well as how the project aligns with the long-term goals for the applicant organization(s).


## SECTION 6. PROJECT DESIGN

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**Explain the rationale behind the project’s design. Describe prior research and/or experiences that have directly informed this design. Note any innovations or practices that will make the proposed approach particularly efficient, ground-breaking, and/or cost-effective. Limit: 500 words**

CLIR expects that this program will support innovative and increasingly efficient methods of digitizing and disseminating information about cultural heritage materials to scholars and the broader public. All applicants should demonstrate an understanding of how their proposed approach to digitization aligns with current best professional practice. If applicable, applicants may propose unique improvements to this practice.

**Why we ask:** Understanding applicants’ levels of experience and familiarity with current professional standards and practices and with current research methods related to the use of digitized collections is critical to reviewers’ assessments of the qualifications of the applicants for undertaking project work.

**Upload a project plan with timeline that includes all major project activities and deliverables. Max. 3 pages, 2MB, .pdf format only** 

The timeline for the project should be as explicit as possible.

- The plan should identify major activities to be undertaken during each quarter of the proposed grant term and name the parties who will participate in those activities.
- The plan may include tables, diagrams, images, references, etc. at the applicant’s discretion, but may not exceed the three-page limit.
- To ensure clarity for reviewers, the language used to describe project activities and deliverables should be the same as that used elsewhere in the proposal, such as in the list of project deliverables or in the technical plan.

**Technical plan Max. 4 pages, 5MB, .pdf format only** 

This document should explain how the equipment, technologies, standards, specifications, and methodologies to be employed for the project relate to one another in a step-by-step workflow that will result in the project’s major deliverables.

- It is highly recommended that this document include at least one “mock-up” image that gives reviewers a clear

idea of the context within which newly created digital files will be presented online, including examples of all descriptive information or metadata to be created and associated with those files. Any metadata or content that will be restricted in some way should be clearly marked.

- After outlining the proposed workflow in detail, applicants should briefly explain how the proposed methods and tools relate to current practice at their institution or in their community, mentioning any particularly innovative features of their approach within this context.
- Describe the proposed approach for quality control of the project deliverables.
- Applicants must explain the standards or technologies to be employed and explain why these best suit their project. Any deviations from the selected standards should be explained and justified. Applicants might find information from the [Digitizing Special Formats wiki](#), which is curated by CLIR's Digital Library Federation (DLF) program, helpful in making technical plans.
- For technical specifications (e.g., resolution, bit depth), reviewers typically expect applicants to adhere, at a minimum, to the recommendations by the [Federal Agencies Digitization Guidelines Initiative](#) (FADGI), unless an alternate standard is proposed.

**Why we ask:** Reviewers look to the technical plan for evidence of applicants' preparedness to undertake project work thoroughly, efficiently, and through the most cost-effective means possible, without compromising quality control measures or assessment and outreach activities described elsewhere in the proposal. Reviewers also use this document to assess applicants' understanding of current standards and best practices for digitization of special formats held in cultural institutions.


**Principal investigator(s)/primary staff** *Limit: 250 words*

In this section, summarize the relevant qualifications of up to three individuals who will be responsible for the deliverables named in the proposal, or other work specified in the project or technical plans.

- The qualifications of all named principal investigators (PIs) must be included here.
- If the project includes fewer than three PIs, applicants may optionally use this space to describe other important staff members.

- If any of the three individuals included in this section has not yet been identified, applicants should explain the nature of the qualifications required of a candidate for that role in the project.
- Individuals may not be named as PI on more than one proposal in an application cycle and may not serve as PI on two Digitizing Hidden Collections projects simultaneously.

**Why we ask:** Reviewers consider the experience of principal investigators and other major contributors to a project to be essential indicators of applicants' capacity to complete a successful project. They will look to this section for clear and concisely articulated reasons why individuals chosen to participate in this project are uniquely suited to undertake the specific responsibilities they will hold for project work. If one of the three individuals included in this section has not yet been identified, reviewers will look to this section for evidence that applicants are properly prepared to hire a qualified candidate.

**Upload resumes/CVs for these individuals below.** Resumes are required for all principal investigators named on the project. *No page limit, max. 2 MB, .pdf, .doc or .docx format only* 

- Although a project may have more than three assigned persons, no more than three resumes may be uploaded. Only include resumes for the primary personnel on the project.
- If a project does not have three listed principal investigators, any remaining slots may be used to upload resumes of other key personnel.
- In cases where key personnel have not yet been identified, a job description may be provided instead.
- All proposals must adhere to the limit of three resumes, including those for large multi-institution or consortial initiatives.

**Why we ask:** Reviewers will seek to verify any claims applicants make in their descriptions of the qualifications of individuals named above with evidence of relevant prior experience in these resumes. If a job description is provided for an unnamed individual, reviewers will consider whether applicants have realistic expectations about what they can require and who they can attract in their given time-frame, salary range, and geographic location(s).

**How many staff will be assigned to this project?** *Limit: 75 words*

You may include students and volunteers in this list. List the number of applicable staff that will be assigned to the project and

briefly describe their roles (e.g., professional, graduate student), noting how many are full-time and how many are part-time staff.

**Why we ask:** Reviewers will consider the numbers supplied in this section in their assessments of whether the project team is both manageable and of an appropriate size given the demands of the proposed work.


**Will special skills or training be required?** *Limit: 250 words*

Explain the nature of any skills or training necessary to undertake the project and how the applicant institution intends to solicit or provide it.

**Why we ask:** Reviewers consider whether the approach to recruitment or training proposed for the project seems appropriate given the institutional context, staffing plan, timeline, and workflow outlined elsewhere in the proposal.

## SECTION 7. SUSTAINABILITY

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**Digital preservation and discoverability plan** *Max. 2 pages, 2MB, .pdf format only* 

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term.


- The digital preservation and discoverability plan should identify where digital files created through this project will be stored, how they will be backed up, and the steps the applicant will take to ensure that the files and metadata are checked regularly for continued integrity (i.e., lack of corruption, loss and/or errors) and monitored for possible future migration.
- This plan should identify clearly the parties accepting responsibility for sustaining those preservation activities after the conclusion of the project, the basic terms under which they would provide such services, and the qualifications of the parties to provide them. Should any such activities be outsourced, applicants can upload the relevant subcontracts (or proposals/requests for proposals, as appropriate) in [Section 9: Funding](#).
- The plan should describe actions to be taken if technical or other circumstances require the migration of project files and metadata from one system to another.

- The plan should also explain how digital files, their associated metadata, and any software developed through the project will be made easily discoverable and accessible to relevant user communities for the long term. It should justify why these means are appropriate given the subject matter and/or users of the source materials to be digitized. This explanation should include any measures to be taken to maintain, update, aggregate, and publish project metadata for external harvesting.
- If access to digital copies created through the project will be restricted or controlled in some way, the digital preservation and discoverability plan should explain how these access policies will be reassessed and adjusted in the future. Applicants may choose to cite or briefly mention plans described elsewhere in the proposal rather than repeating such information.

**Why we ask:** One of this program's key priorities is the promotion of sustainable practices for creating and maintaining access to digitized special collections and archives. Recent research suggests that high proportions of digital files in online repositories become less accessible and discoverable over time because of the failure to migrate and maintain those files in robust systems that remain compatible with up-to-date search, discovery, and retrieval protocols. For more details on the motivation behind this aspect of the program, see "How do we Ensure Digitized Collections Remain Discoverable?", CLIR Issues 99: <https://www.clir.org/2014/05/clir-issues-number-99/#digcoll>.

## SECTION 8. INSTITUTIONAL CAPACITY

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**Upload a letter of support from the head administrator of the applicant institution.** Max. 10 MB, .pdf format only *Final round only.* 

Upload one letter of support from the head administrator of each applicant institution, including partnering institutions. The letter(s) should express the institution's commitment to undertake the proposed project and explain how it advances the institution's mission. These should be included with the primary institutional letter of support in a single file in PDF format.

**Why we ask:** The institutional letter of support demonstrates an awareness of the project on the part of the institution's leadership. CLIR has found that projects with early support from institutional leadership often progress more smoothly and encounter fewer hurdles after the grant is awarded.

**Institutional priorities** *Limit: 250 words*

Describe the applicant's institutional priorities for digitization, digital collection development, maximizing access, and supporting scholarship, learning, or the public good, as well as those of any collaborating institution(s). Explain the relationship of the proposed project to those priorities. Applicants may mention or cite relevant details given elsewhere in the proposal and supporting documentation but need not repeat those details in their entirety. The purpose of this section is to provide space for additional evidence of the applicants' motivation to undertake the proposed project and sustain its outcomes beyond the project term.

**Institutional strengths** *Limit: 500 words*

Describe the institutional strengths that justify the undertaking of the proposed project by the applicant and any collaborating institutions. Strengths may include existing infrastructure, partnerships, professional associations, staff experience, access to local expertise (scholars, volunteers, students), financial or other resources, etc. Applicants may mention or cite relevant circumstances that are described in greater detail elsewhere in the proposal but need not repeat those details in their entirety.

**Why we ask:** The purpose of this section is to provide evidence of the applicant's preparation for and suitability to undertake the proposed project. CLIR's review panel prioritizes funding projects that align well with both applicants' and partners' institutional priorities, especially those formalized in institutional strategic agendas, collection development policies, or other relevant institutional plans. This alignment increases the chances that a funded project would succeed and retain the support of institutional leaders beyond the term of a grant. Examples of this can be provided in the "Prior Initiatives" section below.

**Diversity and inclusion** *Limit: 250 words*

Describe your project team's approach to diversity and inclusion by answering the following questions:

- How will the proposed project help to broaden representation within and access to your collections?
- In what ways will you encourage the participation of people with diverse perspectives in your project activities, and how will these efforts be supported by the applicant institution(s)?
- How does the project plan reach new audiences and engage underrepresented communities?



- (if applicable) How have past experiences have informed the project team’s approach to diversity and inclusion?

**Why we ask:** The Andrew W. Mellon Foundation, CLIR, and the Digitizing Hidden Collections reviewers are committed to supporting inclusive values and initiatives that broaden representation and access. It is helpful for reviewers to understand how the project team is thinking about these issues, how the project staff will promote diversity and inclusivity within the context of the proposed initiative, and what support can be expected from the participating institution(s) for this work.

**Prior initiatives** *Limit: 100 words each*

Provide up to three examples of prior initiatives that demonstrate preparedness of the institution(s) to undertake project work.

**Why we ask:** This information helps reviewers assess an applicant’s depth of relevant experience. A priority of this grant program is to promote inter-institutional collaboration and resource sharing, particularly strategies that have proven cost-effective, efficient, and useful models for others. Examples of successful collaboration, or examples that demonstrate a level of engagement with broader professional and academic communities, are particularly welcome and strongly recommended for applicants proposing collaborative projects.

**Building capacity** *Limit: 250 words*

Describe how this project contributes to building local institutional capacity, including the professional development of all staff involved.

**Why we ask:** The purpose of this space is to reflect on the long-term impact of the project locally, recognizing the importance of professional development for all project staff, including permanent staff, short-term staff, student workers, and volunteers. Reviewers for this program are keenly interested in supporting projects that create opportunities for all project stakeholders to grow in experience and to increase their potential to undertake important work with special collections and archives in the future.

## SECTION 9. FUNDING

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### Budget documents

All applicants must complete and upload two budget documents: a budget narrative and a budget detail.

### Budget narrative *No page limit, max. 2MB, .pdf format only*

The budget narrative must describe and justify the cost assumptions for each category and line item in the budget detail. The narrative should include the following six sections, as applicable to your project.

- **Line items:** Explain the need for each budget line and the method(s) used to compute the projected costs.
- **Digitization costs:** Explain how you have arrived at your cost estimates for in-house digitization and metadata creation, including a description and justification for the calculation(s) used. Your explanation must include per-item digitization and metadata creation cost estimates for each type of material to be digitized through the grant.
- **Vendors:** If the digitization work is being outsourced, include the vendors being considered and describe and justify the associated costs. See CLIR's [Guidelines for grants involving consultants or subcontractors](#) for more information. Note that formal vendor quotes are not required until the second round of the application cycle and should be uploaded under "subcontracts" below.
- **Grant management:** Briefly explain how the applicant institution would manage the grant funds if awarded.
- **Cost share:** Describe the direct contributions to be made by the applicant (and partnering) institutions to the project, e.g., staff time or the purchase of equipment and supplies for which grant funds are not being requested. Cost share is not required in this program, but reviewers consider cost sharing as one indicator of institutional support when evaluating the proposal. If your institution prohibits including a cost share in a proposal, applicants should specifically note this. CLIR does not fund indirect costs, and indirect costs should not be included as part of an applicant's cost share. CLIR's indirect cost policy is at: <https://www.clir.org/hidden-collections/applicant-resources/indirect-cost-policy/>.
- **Private foundations (if applicable):** Applicants whose organizations are private foundations must include a section in the budget narrative addressing their institutional need for


external funding support through this program. The rationale should identify the major funding sources of the organization and state the reasons the activities described in the proposal cannot be supported from these sources.

You may also include additional narrative sections related to your budget as necessary to provide the reviewers with appropriate context.

**Budget detail** *Must follow CLIR's template (link below) max. 2MB, .xslm format only* 

Provide a detailed budget broken out by year. The budget detail must be submitted using CLIR's budget form: <https://www.clir.org/wp-content/uploads/sites/6/2016/09/CLIR-budget-and-financial-report-template.xslm>. Should the proposal be selected for funding, this budget will also be used to report financials in the project's interim and/or final reports to CLIR.

- If this is a collaborative project, funds will be disbursed to the applicant institution. CLIR will not disburse funds for one award to several institutions. The submitted budget should aggregate the total funds requested.
- Cost share should not be included in the budget detail. However, applicants are encouraged to note any financial or in-kind support provided by their institution in support of this project as part of their budget narrative.
- For more detailed information about the budget, refer to the **Appendix A: Budget** section below.

**Subcontracts** *No page limit, max. 10MB, .pdf format only. Final round only.* 

If applicable, provide any subcontracts for or proposals for work associated with this project that supports the proposed costs listed in the budget documents, as well as proposals from additional or alternative providers considered.

- All subcontracts, quotes, and proposals should clearly delineate the costs incurred and relevant work to be conducted, as well as relevant digitization specifications, such as file formats produced (e.g., TIFF; JPEG 2000) and resolution (e.g., ppi; bit depth). Additional information on technical specifications for digitization can be found in the [FADGI Technical Guidelines for Digitizing Cultural Heritage Materials](#).
- Details provided in the subcontractor documentation should align with those provided elsewhere in the proposal.
- Applicants are strongly encouraged to include proposals from multiple service providers. Up to three proposals can

be submitted in this section, including the selected proposal. If your project will involve multiple subcontracts, combine them into one PDF document for upload into the system, clearly marking which provider you have selected and which ones are alternates.

- See CLIR's [Guidelines for grants involving consultants or subcontractors](#) for more information on vendor quotes.

**Rationale for digitization service provider selection** *Limit: 150 words. Final round only.*

If an external vendor will perform digitization, explain why you selected that service provider. Discuss elements of the service provider proposal that had significant impact on the final decision and why you trust they will perform technically competent and cost-effective digitization. Compare these elements with the offerings of alternate service providers considered during project planning.

**Why we ask:** This statement helps reviewers see that the applicant has conducted enough research to make a sound decision about which external service provider is best suited to perform the work required for the proposed project, given the nature of the materials to be digitized, geographic and other circumstances, and the capacity of the applicant institution(s). While cost efficiency is appreciated, reviewers understand that the least expensive provider may not always be the best choice, and this section gives applicants the opportunity to describe the factors that are most important in selecting the service provider(s) for the project.

## SECTION 10. APPLICANT INFORMATION

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### Applicant institution address


**Proof of nonprofit status** *No page limit, max. 2MB, .pdf format only* 

All applicants, including collaborating institutions, must provide proof of their nonprofit status. This document must include the applicant institution's legal name and Employer Identification Number (EIN; this number is also known as a Federal Tax Identification Number).

All applicant institutions must provide a copy of their IRS determination letter, with the exceptions of universities and government

units. Universities may provide their EIN in lieu of an IRS letter. Government units may submit a copy of their charter or the legislative act that established their unit.

Indian tribes, Alaska native villages, regional corporations, and village corporations must instead provide documentation demonstrating formal status, such as the list of eligible entities from the Bureau of Indian Affairs or the applicable provisions in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

**Board/trustee list** *Must be on letterhead, max. 2MB, .pdf format only. Final round only.* 

Upload a current list of board or trustee members for the applicant institution. The list must be on the applicant institution's letterhead.

- This is not required for colleges/universities, federally recognized tribes, or government units. It is required for all other applicants.
- For collaborative projects, each institution must provide this information; multiple lists should be merged into one PDF for upload.

### **Contact information for principal investigator(s)**

Provide the contact information for the proposed project's principal investigator(s) (PIs). The PI(s) will take direct responsibility for completion of the project, should funds be awarded. They must be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR.

- The primary principal investigator, to be listed first, is the person who will take direct responsibility for completion of the project, should funds be awarded. They should be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR and for all other project-related communications with CLIR. Normally the primary principal investigator is formally affiliated with the applicant institution.
- Applicants may propose up to three PIs for their project. All applicants must assign at least one PI.

### **Application contact**

If CLIR's point of contact during the application period should be someone other than the proposed principal investigator(s) (e.g., a grants administrator or project manager), enter the name and

contact information for the relevant individual here.

- If an application contact is designated, CLIR will address any questions related to a submitted application to this person.
- Should a proposal be approved for funding, CLIR will address any subsequent questions related to a funded project to the primary principal investigator.

## APPENDIX A: BUDGET

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Applicants may request funds for the following expenses:

- Salaries/wages and applicable fringe benefits for staff members who will be specifically dedicated to the project. If applicants request funds for permanent staff salaries, they must explain in the budget narrative why grant funds are needed and how the staff member's normal duties will be covered during the time they are working on the project.
- Consultant and/or training fees related to the project, including expertise from communities connected to or affected by the digitization of the collections.
- A maximum of \$10,000 toward administrative support for personnel who are not directly affiliated with the project, but contribute to its overall coordination or implementation (e.g., accountants). **This administrative support may only be requested by multiple-institution projects.** Grant or development office staff do not qualify for these funds.
- Supplies and materials necessary for digitization and the production of metadata, including dedicated software and hardware (e.g., storage media). Items in this category should be one-time purchases. Equipment requests are limited to a maximum of \$7,500 total for single institution projects or \$12,500 total for collaborative projects; applicants may request partial funding for items and contribute the remaining funds as part of their cost share as desired.
- Other services (e.g., equipment rental, server time, backup charges) related to project objectives.
- Funds for travel that is essential to carry out the proposed project.
- Conference registration and related travel. Applicants should explain how attendance at a given conference is related to scholarly outreach and should be planning to attend as presenters rather than attendees. The maximum amount an applicant may request for conference registration and travel is \$5,000, unless the proposal is a collaboration between an institution in the United States and a Canadian institution. The maximum request for conference registration and related travel for such a collaboration is \$10,000.

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

- Indirect costs
- 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/preservation costs, such as those related to rehousing materials; such costs should be assumed by the institution
- Tuition remission for student employees

**Budget detail**

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.

**General instructions for the budget detail**

- a. Download and open the budget detail Excel template provided by CLIR. If a security icon or popup window appears when opening the spreadsheet, click "enable editing," "enable content," "enable macros," "options," or equivalent to enable the template's macros.
- b. The spreadsheet should open to an introduction page, where you can select the proposed project's duration from a dropdown menu. (Note that project duration should be rounded up to the next year. For instance, a project that is 25 months long should be listed as a three-year project, rather than a two-year project on the budget form.) Once the project duration has been selected, click on the blue button that says "Create budget template."
- c. 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.



- d. Enter your project's information for fields 1-5, referring to instructions on the template if necessary.
- e. Skip fields 6-7, which are only applicable if your project is selected for funding.
- f. In field 8, enter the date range for each reporting period for the proposed project. Reporting Period 1 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, 2018, and ends on February 29, 2020, the reporting periods would be as follows: Reporting Period 1: 01/01/2018-12/31/2018 (12 months); Reporting Period 2: 01/01/2019-12/31/2020 (12 months); Reporting Period 3: 01/01/2020-02/29/2020 (2 months).
- g. Skip ahead to field number 11. Enter the project's expenses by line item in the "expenses" 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.
- h. In field 10, assign a budget category to each expense you have itemized from the preset options (salaries/wages, fringe benefits, consultant/training fees, supplies/materials, 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.
- i. In field 12, have an individual with institutional responsibility for financial reporting review the budget and add their signature, name, title, and date.
- j. The budget totals should automatically calculate in the vertical grey box on the right-hand side of the sheet.
- k. Save document and upload it in the application form.

### **Entering line items in the "expenses" column**

**Salaries and wages:** Provide the names and titles of the principal project personnel. For support staff, include the title of each po-

sition 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:** 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.

For additional information, contact CLIR at [hidencollections@clir.org](mailto:hidencollections@clir.org). During the application period, CLIR accepts inquiries by email only —no phone calls, please.

## APPENDIX B: APPLICATION CHECKLIST–INITIAL ROUND

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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 and/or key personnel (.pdf, .doc, or .docx).

### 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 (.xism).

**Section 10: Applicant Information**

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

## APPENDIX C: APPLICATION CHECKLIST–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.** 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.

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

### 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 and/or key personnel (.pdf, .doc, or .docx).

### **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.
- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xslm).
- 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).
- Upload board/trustee list (.pdf).**