

RECORDINGS AT RISK

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 recordingsatrisk@clir.org. During the application period, CLIR accepts inquiries by e-mail only.

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INTRODUCTION

What are the application guidelines?

The application guidelines serve as an instruction manual for the Recordings at Risk application. The guidelines walk applicants through each question in the application, providing information on the ground that should be covered in each response and the rationale behind each question.

How should I use the application guidelines?

Applicants should fill out the application 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 or printed for easy reference. The guidelines can be navigated using the links and section numbers 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 Recordings at Risk 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 on topics related to Recordings at Risk 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 collections nominated for the Recordings at Risk grant program, as well as those that have been contributed independent of the funding initiative.

All collections submitted to CLIR through Recordings at Risk 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 Recordings at Risk 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.

Document Uploads



Tasks from the Recordings at Risk application that require an uploaded document are marked with the icon at left. CLIR's guidelines (and corresponding Google Docs template) organize all application information into thematic sections so that related application components can be drafted alongside each other. Because the online application system requires uploaded materials to be added at the end, questions involving an external document (e.g. Project Plan; Digital Preservation Plan, etc.) will appear in a different order in the guidelines than on the online application form. The upload icon can be used to identify these questions as you prepare your proposal.

ELIGIBILITY QUESTIONS

Eligible applicants must be U.S. nonprofit academic, research, or cultural organizations.

Check to confirm

Please note that:

- Both the applicant institution and its collections must be located in the United States or an associated entity, e.g. the Commonwealth of Puerto Rico or American Samoa.
- Grants may be made to government units and their agencies or instrumentalities, provided that cultural heritage is the primary function of the unit and grant funds will be used for charitable purposes within the scope of the Recordings at Risk program. We recommend that government units wishing to apply for a Recordings at Risk grant contact us to ascertain their eligibility.
- Indian tribes, Alaska native villages, regional corporations, and village corporations are eligible to apply for funding. For purposes of funding under 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 the 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.

Applicants must submit only one application per institution.

If two or more applications are received from an institution in one application cycle, CLIR will contact the institution to ask which application should be advanced to the review phase.

Check to confirm

Applicants may request as little as \$10,000 or as much as \$50,000 per project.

Check to confirm

The grant may fund up to 100% of the direct costs of audio or audiovisual digital reformatting services to be provided by an external service provider.

Check to confirm

Applicants must demonstrate a commitment to the long-term preservation of the digital files created through the project.

Check to confirm

Applicants must agree to create appropriate descriptive and technical metadata for all content digitized through grant funds, and to dedicate this metadata to the public domain. Exceptions to this requirement will be made for culturally sensitive metadata. Please contact us with any questions regarding exceptions to this requirement.

Check to confirm

Applicants must explain the legal justification for their proposed activities and all legal and ethical constraints affecting potential access to and reuse of digitized content, and they must detail the terms and conditions under which access will be provided for the purposes of research.

Check to confirm

APPLICATION FORM

SECTION 1. PROJECT SUMMARY

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.

Note: Institutions may submit only one application for funding in any given cycle, regardless of the institution's size. If two or more applications are received from an institution in one application cycle, CLIR will contact the institution to ask which application should be advanced to the review phase.

Applicant Institution (colloquial name)

Provide the colloquial name of the institution if other than above (e.g., Sample University, Campus).

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 notes 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.

Why we ask: This will be used for reference during review panel discussions. If the proposal is approved for funding, this summary will be posted on CLIR's website and used in other publicity related to the Recordings at Risk program.

Representative Thumbnail Image

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?

Applicants may request as little as \$10,000, or as much as \$50,000, per project. 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

- Projects must be between 3 and 12 months in length.
- Projects may begin as early as May 1, 2019 (Notification of awards will take place by April 30, 2019)
- All projects must conclude by April 30, 2020.

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.

Letter of institutional support (Max 10MB, .pdf format only) 

Provide a letter from a head administrator at the applicant institution. The letter should address the following:

- the institution's support for the project,
- its readiness to undertake all outreach and preservation activities described in the proposal,
- its recognition that the project is consistent with the institution's mission and current strategic goals,
- the specific conditions under which the digital content created through the project will be preserved for the long term and made available for study and re-use, and
- the institution's commitment to assert no new rights or introduce no restrictions except those already required by law and/or existing agreements pertaining to the source materials.

Resubmission?

Indicate if this application has previously been submitted for consideration.

If this application is a resubmission to the Recordings at Risk program, explain what changes have been made in response to reviewer comments. If this proposal has been previously submitted to another CLIR grant program (i.e. Cataloging Hidden Collections; Digitizing Hidden Collections), include that information here. *Limit: 500 words.*

SECTION 2. DESCRIPTION OF CONTENT

Description of materials *Limit: 300 words* 

Provide a description of the source materials to be digitized. This should include:

- all available information about their provenance,
- their current arrangement,
- any descriptions of them in catalogs, databases or finding aids, and
- their current accessibility for public use (if any). If applicable, provide URLs for any collection descriptions available online.

Geographic scope *Limit: 50 words* 

Describe the range of geographic regions represented in the materials nominated for digitization. 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 materials, in whole years. Dates should be formatted as YYYY - YYYY (e.g., 1979 - 1985).

Do not include historic dates that characterize the subject matter of the collection(s) if they are different from the dates the materials were created. For example, if a nominated collection is a series of recordings from the 1980s of a scholar who studied the 1920s, the age range of the nominated materials would fall in the 1980s and not the 1920s.

Condition *Limit: 300 words*

- Describe the current condition and housing of the materials, and the means by which the condition was assessed.
- Identify the individual(s) responsible for the assessment and approximately when the assessment took place.
- Describe any environmental provisions made for the long-term management of the source materials. If information relevant to condition and housing of materials is discussed elsewhere in the application, such as in a service provider's proposal, you may refer to the pertinent sections or attachments (provided that all the required information is covered).

Quantities and types of materials to be digitized

Enter quantities and types of recordings to be digitized in the proposed project. Begin by selecting the total number of categories from the dropdown (between 1 and 10 are allowed) in order to generate data entry fields. To fill out each category, first select an audio, video, or film format from the Material Type dropdown. If the format is not listed, select Other from the dropdown and then write the type of format in the Other Format field (this textbox will appear only if you have selected Other from the dropdown). Next, enter the Quantity of Material and select the Unit of Measurement. There are two available units of measurement: items and recorded hours. If necessary, use the Additional Information textbox to provide more detail, such as brand of medium.

Note: Do **not** describe the same materials twice, using two different units of measurement. Account for each item only once. Applicants are encouraged to combine similar material types together in their accounting. For example, X-brand open-reel audio tapes and Y-brand open-reel audio tapes should be combined in the same count.

Inventory of recordings to be digitized (optional)

If one is available or can be created, provide an inventory of the recordings you propose to digitize, including a brief description of each recording, its condition, its estimated length, and any notes about known rights issues or anticipated restrictions that would affect access or re-use. Alternatively, applicants may provide an abridged copy of one or more collection guides or finding aids with annotations that clarify which recordings from the collection(s) will be digitized.

Why we ask: This information will give reviewers a clear understanding of exactly what recordings will be digitized through the project and gives applicants the opportunity to supply information about the condition, length, or rights status of each recording.

SECTION 3. SCHOLARLY AND PUBLIC IMPACT

Describe the impact of the proposed project on scholarship and the public *Limit: 500 words*

This part of the proposal should address the importance of the collections to teaching, research, and the creation of new knowledge, art, or experience. It should not merely provide a more detailed description of the materials than is given elsewhere in the application. In other words, this statement should go beyond asserting the significance of the subjects covered in the original materials and instead explain how a scholar's or the public's understanding and experience of those subjects could be enriched or transformed through exposure to the recorded content.

Why we ask: Scholarly and public impact are primary criteria upon which applications to this program are assessed. CLIR instructs reviewers to prioritize projects that include collections of high importance to a variety of disciplines and uses. Projects nominating materials likely to have a national or international impact will be more competitive than projects with narrow local or regional relevance. In this question, review panelists expect applicants to provide compelling arguments for impact that include specific examples.

Provide at least one, and up to three, letters from experts familiar with the material's content in support of the project, attesting to the potential impact of the proposed project (Max. 10MB each, .pdf format only)

Note that all applicants are limited to a maximum of three letters of support, as indicated in Section 3: Scholarly and Public Impact. Additional letters will not be accepted as appendices.

These letters must come from individuals knowledgeable about the source materials to be digitized, but may not come from those who are directly affiliated with the project. Experts will normally be practicing scholars or other professionals poised to use the digitized recordings in research, teaching, or the creation of new work. Applicants are required to provide at least one letter of support.

It is strongly recommended that applicants obtain the letter(s) of support from qualified experts working outside their home institution and, where possible, their local region, as reviewers generally look more favorably upon external letters as representative of the material's value to the wider community. Applicants are encouraged to provide letter writers with a copy of [CLIR's Guidelines for Authors of Letters of Support](#) when they request those letters.

SECTION 4. RISK ASSESSMENT

Explain the urgency of the proposed project in terms of the risk of loss of information recorded on the audio or audiovisual carrier. *Limit: 300 words.*

Why we ask: The purpose of the Recordings at Risk program is to help collecting institutions preserve highly significant time-based media at risk of loss due to media degradation and obsolescence, so this section gives applicants an opportunity to explain these risks, their strategic priorities for mitigating these risks, and how the proposed project advances those priorities.

SECTION 5. RIGHTS, ETHICS, AND RE-USE

Summarize all known rights, embargoes, and ethical or legal considerations pertinent to the nominated collection and describe how this information will be communicated to future users. *Limit: 500 words.*


Explain how these issues will affect circulation of, access to, and/or re-use of the digital copies (including any plans to charge fees for commercial and/or non-commercial use or specific attribution requirements for re-use of digital copies created through this project). If personally or culturally sensitive information is present (or could potentially be present) within nominated recordings, describe how the institution will uphold ethical and moral claims and the rights of interested individuals or communities.

Why we ask: This statement will allow reviewers to assess applicants' understanding of the legal and ethical issues affecting the provision of access to nominated content, as well as the appropriateness of the chosen methods and policies for providing access given legal and ethical considerations applicable to the content of the recordings. Imposing reasonable limits on access to digitized recordings because of well-justified legal or ethical considerations will not disadvantage a proposal in this competition.

Indicate that all parties to this proposal understand that as a condition of acceptance of any Recordings at Risk award from CLIR, all metadata created in the course of funded project activities must be dedicated to the public domain under a [CC0 Creative Commons license](#). Exceptions to this requirement will be made for culturally sensitive metadata.

Indicate that all parties to this proposal understand that as a condition of acceptance of any Recordings at Risk award from CLIR, recipient institutions 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 pertaining to the source materials. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

SECTION 6. PROJECT DESIGN


Upload a project plan that includes all major project activities and deliverables, including a project timeline with deliverable deadlines (Max. 2 pages, 10MB, .pdf only) 

The project timeline should be as explicit as possible and identify:

- major activities to be undertaken during each stage of the proposed grant term,
- the parties who will participate in those activities, and
- deliverable deadlines.

Describe the technical approach to be used for the digitization, metadata creation, ingest, and digital preservation activities to be undertaken during the project term. In cases where these details are covered elsewhere in the application, such as in a service provider's proposal, it is acceptable to reference that documentation rather than repeat the information. *Limit: 400 words.*

Digital preservation plan. Describe in detail the processes and parties responsible for preserving the files created during the

project, and how preservation activities will be managed over time (Max. 2 pages, 10MB, .pdf format only) 

The digital preservation plan should address how, when, and where the following tasks will take place, and who will be responsible for them.

- the creation of multiple copies of digital files created through the project,
- scheduled fixity checks,
- periodic migration of data to new storage media, and
- any metadata creation that enables these activities.

List and describe all envisioned project deliverables. Explain the means through which each deliverable will be made available to the public, and any applicable conditions or terms limiting their availability. *Limit: 300 words.*

- Describe all project deliverables and articulate your strategy for project-related outreach to scholars, professionals, and the public once the materials have been digitized.
- Explain the means through which the content will be made available for study and re-use, plans for connecting the content to related collections held elsewhere in your own and at other institutions, and any planned or potential future initiatives to be built upon this investment.

If applicable, 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. (Note that all digitized files and associated metadata must be made available online, in accordance with CLIR's requirements and the submitted proposal, for a project to be deemed complete.)

SECTION 7. SERVICE PROVIDER INFORMATION

Address and contact information. Provide the name, address, and contact information for the external service provider that has been selected to partner with the applicant institution.

Note: If you plan to work with multiple service providers, include their address and contact information as well. This situation may occur, for instance, if a project contains multiple formats and the applicant cannot find a single service provider that can digitize them all.

Rationale for service provider selection. Demonstrate that due diligence has been observed in selecting an external service provider to perform technically competent and cost-effective dig-

itization. Discuss elements of the service provider proposal that had significant impact on the final decision and compare these elements with the offerings of alternate service providers considered during project planning. **Note:** Service provider proposals are submitted in Section 8. Funding; make sure that there are no discrepancies between figures discussed in the rationale and the service provider proposals. Applicants are strongly encouraged to read and provide prospective subcontractors with a copy of [CLIR's Guidelines for Grants Involving Consultants or Subcontractors](#).
Limit: 300 words.

SECTION 8. FUNDING

Budget Documents

All applicants must complete and upload three budget documents.

1. Budget Narrative *(No page limit, max. 10MB, .pdf only)*

The Budget Narrative must describe and justify the cost assumptions for each category and line item in the Budget and Financial Report form. Click here for information on allowable and disallowable costs. See Appendix A for information on allowable and disallowable costs.

The Narrative should include the following 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.
- **Grant management:** Briefly explain how the applicant institution would manage the grant funds if awarded.
- **Rationale for support:** Explain the applicant institution's need for external funding through this program, including any reasons that the activities described in the proposal cannot be supported by the institution itself. You may also include additional narrative sections related to your budget as necessary to provide the reviewers with appropriate context.

2. Budget Detail *(Must follow [CLIR's template](#); max. 10MB, .xls or .xlsx format only)*

Provide a detailed budget. The Budget and Financial Report form must be submitted using [CLIR's budget form](#).

Note: CLIR does not fund indirect costs. To see CLIR's indirect cost policy, [click here](#).

3. Service Provider Proposal(s) *(No page limit, max. 10MB, .pdf format only)*

Provide a final proposal from the external service provider you have selected that supports the proposed costs listed in the budget documents, as well as proposals from additional or alternative providers considered. Applicants are strongly encouraged to include proposals from multiple service providers. Up to three proposals may be submitted in this section, including the selected proposal. Additional proposals may be submitted as appendices. Applicants are strongly encouraged to read and provide prospective subcontractors with a copy of [CLIR's Guidelines for Grants Involving Consultants or Subcontractors](#).

SECTION 9. APPLICANT INFORMATION

Applicant Institution Address

If this proposal is approved for funding, payment will be made to the applicant institution as named at the beginning of this application form and will be mailed to the address listed here.

Proof of Nonprofit Status *(No page limit, max. 10MB, .pdf format only)*

All applicants 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). Institutions that are not colleges, universities, or federally recognized tribal organizations must provide a copy of the applicant institution's IRS determination letter below.

Federally recognized tribal organizations must instead provide documentation showing formal status as a Native American tribe.

Board/Trustee List *(Must be on letterhead, max. 10MB, .pdf format only)*

Any applicant institution that is not a college, university, or federally recognized tribal organization must upload a current list of the organization's board or trustee members. The list must be on the applicant institution's letterhead.

Principal Investigator(s) Contact Information

Provide the contact information for the proposed project's primary Principal Investigator(s) (PIs). The primary PI, to be listed first, will take direct responsibility for completing the project, should funds be awarded. He or she must 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 PI 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 UPLOADS

Note: CLIR's guidelines (and corresponding Google Docs template) organize all application information into thematic sections so that related application components can be drafted alongside each other. Because the online application system requires uploaded materials to be added at the end, questions involving external documentation will appear in a different order in the guidelines than on the application form. These questions have been marked throughout the guidelines with an upload icon and have been listed again below along with the corresponding section of the application guidelines.

Any uploaded documents that exceed the specified page limit will be truncated during the technical review process prior to being shared with the Recordings at Risk review panel.

Letter of Institutional Support

Provide a letter from a head administrator at the applicant institution.

- Max 10MB, .pdf format only
- See SECTION 1: PROJECT SUMMARY for additional information

Letter(s) of Support

Provide at least one, and up to three, letters from experts familiar with the material's content in support of the project, attesting to the potential impact of the proposed project.

- Max. 10MB each, .pdf format only
- See SECTION 3: SCHOLARLY AND PUBLIC IMPACT for additional information

Project Plan

Upload a project plan that includes all major project activities and deliverables, including a project timeline with deliverable deadlines.

- Max. 2 pages, 10MB, .pdf format only
- See SECTION 6: PROJECT DESIGN for additional information

Digital Preservation Plan

Describe in detail the processes and parties responsible for preserving the files created during the project, and how preservation activities will be managed over time.

- Max. 2 pages, 10MB, .pdf format only
- See SECTION 6: PROJECT DESIGN for additional information

Budget Narrative

The Budget Narrative must describe and justify the cost assumptions for each category and line item in the Budget and Financial Report form.

- No page limit, max. 10MB, .pdf format only
- See SECTION 8: FUNDING for additional information

Budget Detail

Provide a detailed budget. The Budget and Financial Report form must be submitted using CLIR's budget form.

- Must follow CLIR's template; max. 10MB, .xls or .xlsx format only
- See SECTION 8: FUNDING for additional information

Service Provider Proposal(s)

Provide a final proposal from the external service provider you have selected that supports the proposed costs listed in the budget documents, as well as proposals from additional or alternative providers considered.

- No page limit, max. 10MB, .pdf format only
- See SECTION 8: FUNDING for additional information

Representative Thumbnail Image

Upload one image to represent the project.

- See SECTION 1: PROJECT SUMMARY for additional information

Additional Information

Applicants may include additional relevant appendices with this application. To upload appendices, go to the Additional Information section of the application. Click the Attach File button and then select a file to upload. After the progress bar fills to 100%, the uploaded file will be listed below. Click on the "... " icon to edit, preview, download, or remove the file. Once all appendices have been uploaded, click the Mark as Complete button to finish. Allowable appendices include:

- summary documentation of collection assessments,
- relevant accession documentation,
- donor agreements,
- photographs of the nominated materials,
- additional service provider proposals,
- audio or video samples relevant to the nominated materials, or
- sample metadata records.

There is no limit to how many appendices can be uploaded. Note that all applicants are limited to a maximum of three letters of support, as indicated in Section 3, and **additional letters will not be accepted as appendices**. If you have questions about whether or not a particular type of documentation may be included as an appendix to your application, contact program staff at recordingsatrisk@clir.org.

REVIEW AND SUBMISSION

Once each section of the application has been marked as complete, the Review & Submit button will become active. Clicking this button will present the entire application (including uploads) for review. If revisions are necessary, click the Back to Application button to return to the previous screen. If the application is complete, click the Submit Your Application button at the bottom of the screen. A confirmation message should appear and you can click the Go to My Applications button to view your completed application.

APPENDIX A: ALLOWABLE AND DISALLOWED COSTS

Since the purpose of Recordings at Risk is to fund preservation reformatting, proposals to fund substantial additional work required to preserve or make collections accessible are unlikely to be competitive, except in cases where this additional work is vital to the project and clearly beyond the capacity of the applicant institutions. Allowable costs within requests should be directly related to preservation reformatting of nominated materials and may include:

- Costs charged by a service provider related to stabilizing media for the purposes of preservation reformatting, conducting preservation reformatting or basic metadata creation;
- Shipping of materials to the service provider; and
- Insurance for materials during shipping and handling by the service provider.

**Note that the above costs must be supported by an itemized proposal from the service provider.*

Allowable costs may also include those incurred by the applicant for work done at the institution, but if such costs are requested, their necessity—given the limitations of current institutional capacity—must be specifically and strongly justified in the budget narrative. These costs may include labor associated with conducting necessary quality control measures by the applicant institution, metadata creation, ingest into content management systems for preservation or access, or initial backup. The purchase of digital storage media specifically used for the project is allowable when justified and directly related to project activities.

Disallowed costs include:

- Indirect costs [To see CLIR's indirect cost policy, [click here](#).]
- Unspecified costs (e.g., "miscellaneous," "general office supplies")
- Computers, scanners, cameras, or any electronic equipment other than dedicated digital storage media
- Software licenses or services
- Software development
- Tuition remission
- Conservation treatment services other than what is necessary to conduct preservation reformatting
- Film to film transfer, closed captioning of sound films, reconstruction and/or translation of intertitles
- Extensive processing and editing of digital audio files
- Extensive data recovery
- Detailed indexing or transcription services
- Translation services
- Copyright assessment or research related to the preparation of detailed collection descriptions
- Networking or telephone charges, including conference calls

APPENDIX B: APPLICATION CHECKLIST

The checklist below itemizes all components of the Recordings at Risk application by section. Details on specific questions, statements, and attachments are covered in the corresponding sections of the application guidelines.

Note: when submitting the application through CLIR's online system, all external documentation (.pdfs, .jpegs, .xls, etc.) will be uploaded at the end of the process, rather than in their corresponding thematic sections.

ELIGIBILITY QUESTIONS

- Answer questions in this section of application form.

APPLICATION FORM

Section 1: Project Summary

- Answer questions in this section of application form.
- Upload representative thumbnail image for project (.jpeg).
- Upload letter of institutional support (.pdf).

Section 2: Description of Content

- Answer questions in this section of application form.
- Upload an inventory (optional, pdf or .xls).

Section 3: Scholarly and Public Impact

- Answer questions in this section of application form.
- Upload 1-3 recommendation letters (.pdf).

Section 4: Risk Assessment

- Answer questions in this section of application form.

Section 5: Rights, Ethics, and Re-Use

- Answer questions in this section of application form.

Section 6: Project Design

- Answer questions in this section of application form.
- Upload project plan with timeline (*max. 2 pages*) (.pdf).
- Upload digital preservation plan (*max. 2 pages*) (.pdf).

Section 7: Service Provider Information

- Answer questions in this section of the application form.

Section 8: Funding

- Upload budget narrative (.pdf).
- Upload completed budget detail, using CLIR's template (.xlsm).
- Upload 1-3 service provider proposals (.pdf).

Section 9: Applicant Information

- Answer questions in this section of the application form.
- Upload proof of nonprofit status (.pdf) or enter employer identification number into system for validation.
- If not a college, university, or federally recognized tribal organization, upload a board/trustee list (.pdf).

(Optional) Appendices

- Upload appendices.