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.