

Application System Instructions

Introduction

This document is meant to familiarize applicants to CLIR's *Recordings at Risk* program with the online application system (SurveyMonkey Apply). If you are looking for information on a certain section of the application, check the [Application Guidelines](#). All questions, concerns, and comments should be directed to recordingsatrisk@clir.org.

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Creating a new user account:

To create a user account, click the green Register button in the top right hand corner of the screen. Provide your name and a valid email address (only one account per email address).

Log In

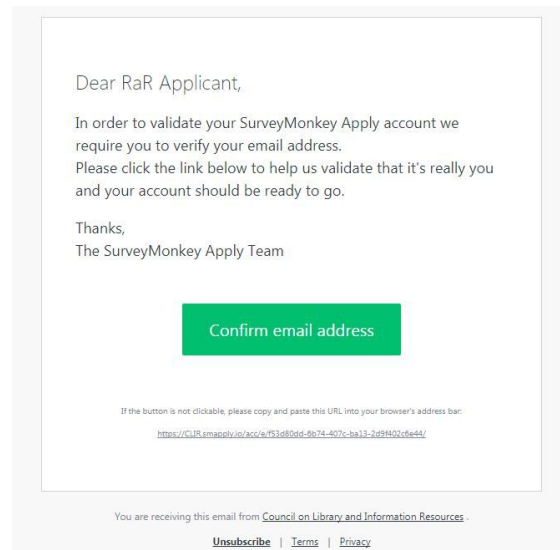
Register



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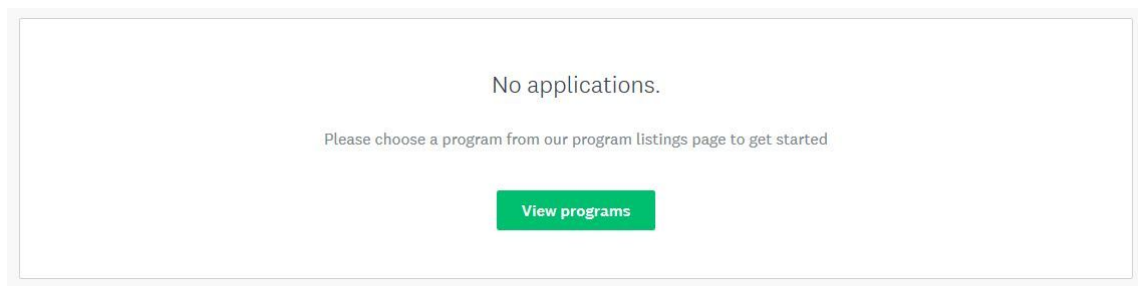
The system will send a verification link to the email address provided. Open the email and click the “Confirm email address” box to complete the user account creation process. Note: you will be unable to complete certain tasks and/or submit an application if the account is not verified.



When you log into your account, you will be taken to the dashboard which will display all applications (saved and completed).

Creating a new application:

To start a new application, click “View programs” to see a list of CLIR’s grant programs. Click the “More” button under the grant program in which you are applying.



Eligible Programs -

Search programs..

Recordings at Risk

Accepting applications from Dec 1 2017 12:00 PM (EST) to Feb 9 2018 11:59 PM (EST)

Recordings at Risk is a national regranting program administered by CLIR to support the preservation of rare and unique audio and audiovisual content of high scholarly value through digital reformatting.

\$10000.00 to \$50000.00

This opens up more detail and allows you to begin a new application by clicking the “Apply” button on the right. If the program has not opened yet, the “Apply” button will be inactive (the opening and deadline dates are listed underneath the button).



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Recordings at Risk

Recordings at Risk is a national regranting program administered by CLIR to support the preservation of rare and unique audio and audiovisual content of high scholarly value through digital reformatting. Generously funded by The Andrew W. Mellon Foundation, the program will run four competitions from January 2017 to September 2018 and will award a total of \$2.3 million. Awards from the open competitions range from \$10,000 to \$50,000 and cover costs of preservation reformatting for audio and/or audiovisual content by qualified external service providers.

Recordings at Risk encourages professionals who may be constrained by limited resources and/or technical expertise to take action against the threats of degradation and obsolescence. The program aims to help institutions identify priorities and develop practical strategies for digital reformatting, build relationships with partners, and raise awareness of best practices.

Value

\$10000.00 to \$50000.00

Opens
Dec 1 2017 12:00 PM (EST)

Deadline
Feb 9 2018 11:59 PM (EST)

Getting familiar with the application system:

This is the main page of the application. This page provides a useful overview of your progress. It also allows you to complete and edit individual application tasks, review the application, add collaborators, and submit. Note: You will be unable to click the “Review & Submit” button until all required tasks are completed.


0 of 10 required tasks complete

Last edited: Nov 26 2017 09:03 PM (UTC)


REVIEW & SUBMIT

SA Super Applicant (Owner)

[Add collaborator](#)












Recordings at Risk 

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[Preview](#) 

APPLICATION ACTIVITY












Your tasks


	Eligibility	>
	Application Form	>
	Letter of institutional support	>
	Letter(s) of support	>
	Project Plan	>
	Digital Preservation Plan	>
	Budget Narrative	>
	Budget Detail	>
	Service Provider(s) Proposal	>
	Representative Thumbnail Image <small>Cannot be started at this time</small>	>
	Additional Information(optional)	>


You can download a copy of your application by clicking the ellipsis icon on the top right and selecting the “Download” option. The option to “Delete” your application is also presented here. Note: it is not possible to restore a deleted application, so be absolutely sure before selecting this action.


Clicking the “Preview” button will open up the application form in its entirety, complete with all uploaded documents.

“Your tasks” is a list of all the application components. To begin a task, click on the arrow at the right of the box. Tasks may be completed in any order.

Your tasks		
	Eligibility	>
	Application Form	>
	Letter of institutional support	>
	Letter(s) of support	>
	Project Plan	>
	Digital Preservation Plan	>
	Budget Narrative	>
	Budget Detail	>
	Service Provider(s) Proposal	>
	Representative Thumbnail Image	>
	Additional Information(optional)	>

Tasks with the document icon () require the user to fill in information.


Tasks with the upload icon () require the user to upload a document. To view what formats are allowed for a particular upload, click the “Show accepted formats” button (shown below).

 Project Plan
...

Task instructions [Hide](#)

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

The timeline for the project should be as explicit as possible, identifying major activities to be undertaken during each stage of the proposed grant term and naming the parties who will participate in those activities.



ATTACH FILE

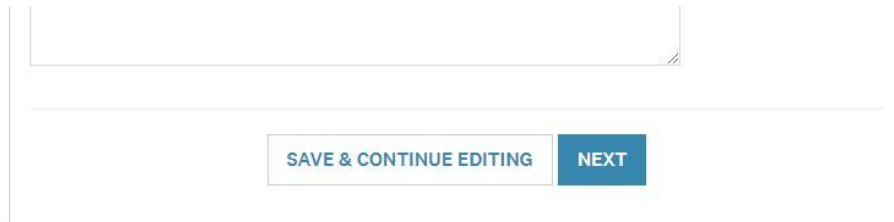
[Show accepted formats](#)

MARK AS COMPLETE

If you have already consulted the [Application Guidelines](#), you may notice that upload tasks are handled outside of the main application form. For instance, the Project Plan (seen above) belongs to Section 6 of the application form, though you are required to upload this document as a separate task outside of the form. It is important to note that Application Guidelines group

all tasks (including uploads) by their appropriate section, while the application system separates upload tasks from the main form for the sake of a more organized layout and workflow.

While working on a task, you can always hit the “Save & Continue Editing” button at the bottom of the screen. This allows you to log out of the system and return to the task at a later time.



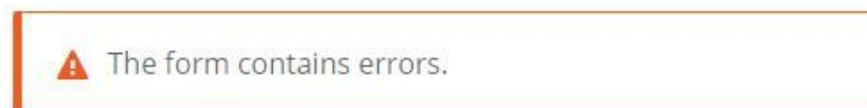
A screenshot of a form's footer area. It contains two buttons: a light blue button labeled "SAVE & CONTINUE EDITING" and a dark blue button labeled "NEXT".

When you have completed each section of a particular task, you can click the “Mark as Complete” button at the bottom of the screen.



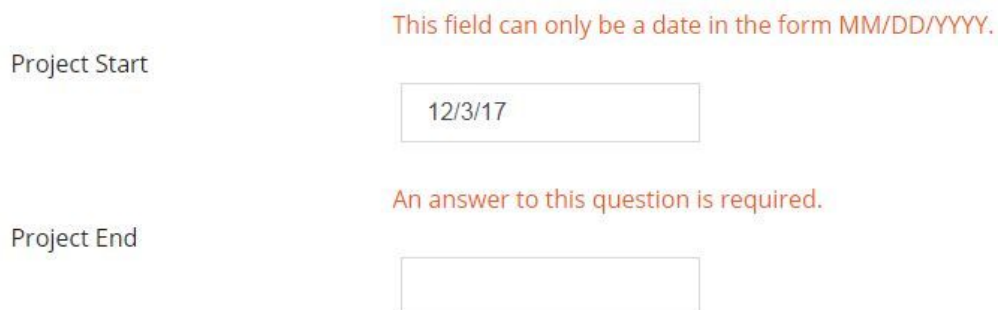
A screenshot of a form's footer area. It contains two buttons: a light blue button labeled "SAVE & CONTINUE EDITING" and a dark blue button labeled "MARK AS COMPLETE".

Note: after clicking “Mark as Complete” or “Save & Continue Editing,” the system will give an error message if any parts of the task are incomplete or incorrectly formatted.



A screenshot of an error message displayed in a light orange box with a dark orange border. The message reads: "The form contains errors." with a small orange triangle icon to the left.

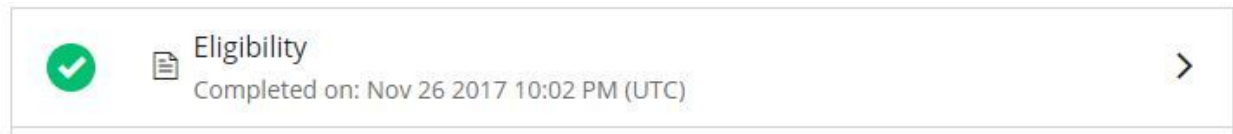
Scroll down through the form to find the errors. The system will provide helpful notes on how to resolve the error.



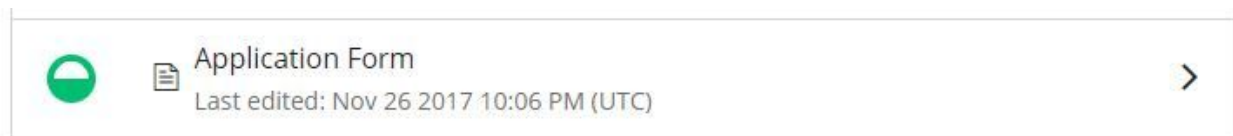
A screenshot of a form with two fields. The first field is labeled "Project Start" and contains the date "12/3/17". Above it is an error message: "This field can only be a date in the form MM/DD/YYYY." The second field is labeled "Project End" and is empty. Above it is an error message: "An answer to this question is required."

If you see a “Next” button instead of “Mark as Complete,” it means that there are more sections to finish before this task can be completed.

After clicking “Mark as Complete,” a green check mark icon will appear next to it in the “Your tasks” list. Note: prior to submission, you can always reopen a completed task to edit information--just click the arrow icon and select Edit.



A task that is incomplete (i.e., you filled out some sections, selected “Save & Continue Editing,” and then logged off) will be marked with a half-filled green circle.



Adding a collaborator:

To add a collaborator, click the “Add collaborator” button on the left side of the main application page. You will need to provide a valid email address (multiple addresses can be entered if they are separated by a comma) and select the type of access given to the collaborator (“View & Edit” or “View Only”). After clicking “Send Invite,” a notification email will be sent with information on how to log into the system.

Collaborators

Add collaborators to view or contribute to your application.

Email address of collaborators Separate addresses by commas

Type of access

View & edit

View only

Message (optional)

[SEND INVITE](#)

Collaborators are able to edit the application and upload documents; however, only the initial creator of the application can submit it.

Continuing a saved application:

After logging back into the system, all saved applications are visible on the dashboard. Click the “Continue” button to reopen the application.

All Applications ▾

Recordings at Risk
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3 of 11 required tasks complete

CONTINUE

Last edited: Nov 26 2017 10:25 PM (UTC)