

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 available on the [Applicant Resources page](#). All questions, concerns, and comments should be directed to recordingsatrisk@clir.org.

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Creating a new user account:

Log In

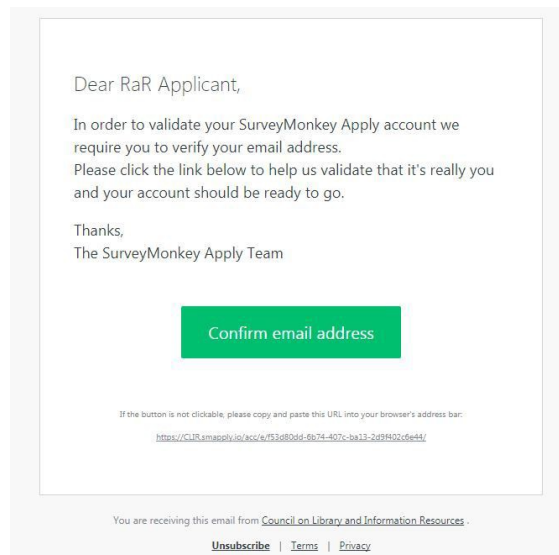
Register



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Information
Resources

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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). 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.

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

Eligible 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 [MORE >](#)

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).



Council on Library and Information Resources

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

[APPLY](#)

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.

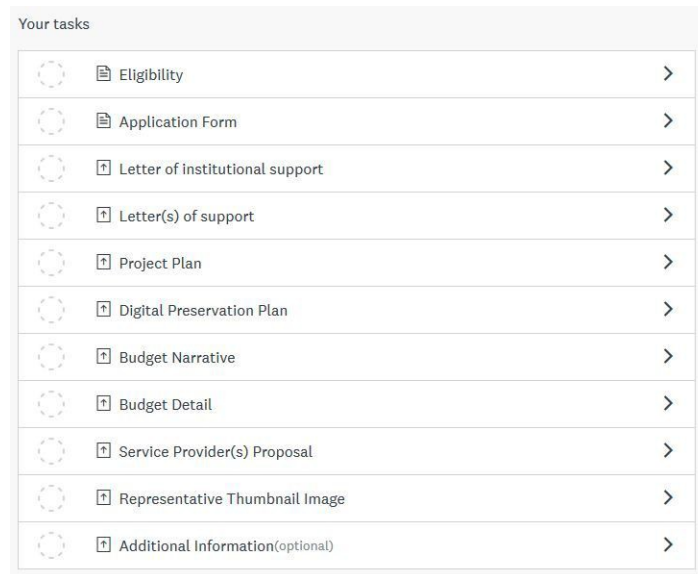
The screenshot displays the main interface of the application system. At the top right, the logo for the Council on Library and Information Resources (CLIR) is visible. The main content area is divided into several sections:


- Progress:** A box on the left indicates "0 of 10 required tasks complete" with a progress bar. Below this, it shows "Last edited: Nov 26 2017 09:03 PM (UTC)" and a prominent "REVIEW & SUBMIT" button.
- User Information:** Below the progress box, the user is identified as "SA Super Applicant (Owner)" with a redacted name. An "Add collaborator" button is located below the user name.
- Recordings at Risk:** A box on the right shows "Recordings at Risk" with a checkmark icon, a "Preview" button, and a three-dot menu. Below this, the application ID "0000000009" is displayed, along with tabs for "APPLICATION" and "ACTIVITY".
- Your tasks:** A list of tasks is shown, each with a progress indicator (a circle with a checkmark) and a right-pointing arrow. The tasks are:
 - 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 (with a note: "Cannot be started at this time")
 - 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.

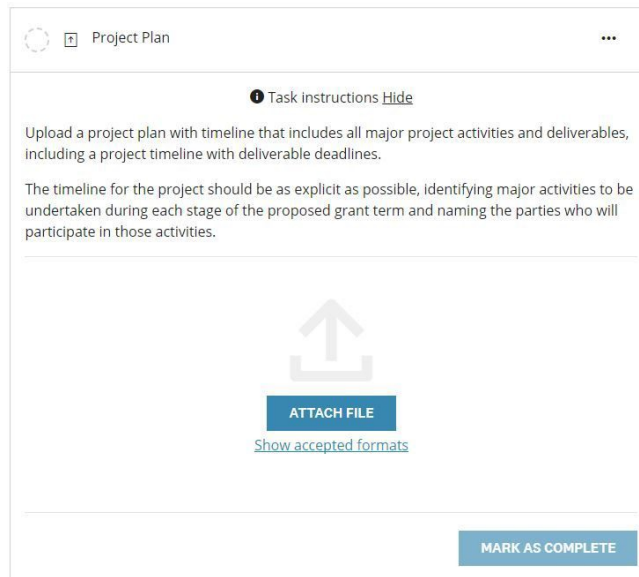
Clicking the “Preview” button will open up the application form in its entirety, complete with all uploaded documents.

“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.



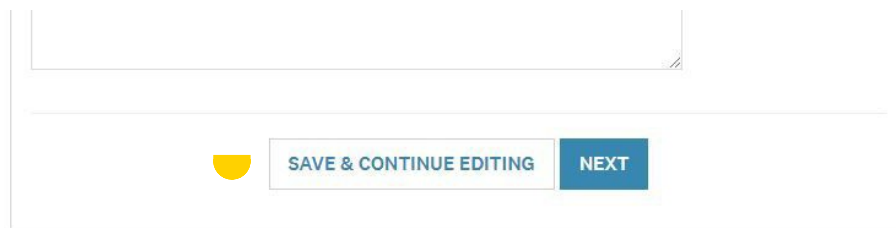
Tasks with the document icon () require the user to fill in information.

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).

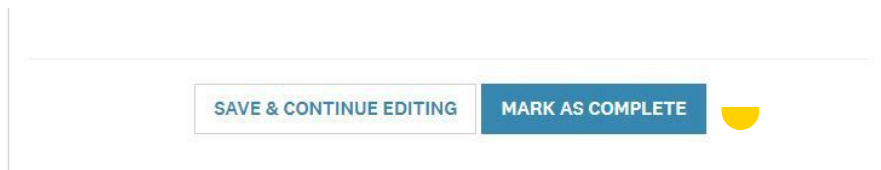


If you have already consulted the [Application Guidelines](#), you may notice that upload tasks are handled outside of the main application form. For instance, the Project Plan (seen above) belongs to Section 6 of the application form, though you are required to upload this document as a separate task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

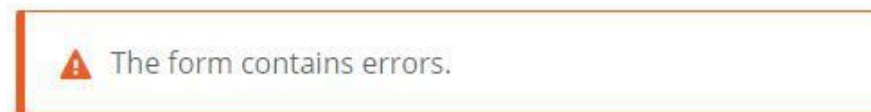
While working on a task, you can always hit the “Save & Continue Editing” button at the bottom of the screen. This allows you to log out of the system and return to the task at a later time.



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



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.



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

Project Start This field can only be a date in the form MM/DD/YYYY.

Project End 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.

✔ 📄 Eligibility >
Completed on: Nov 26 2017 10:02 PM (UTC)

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.

◐ 📄 Application Form >
Last edited: Nov 26 2017 10:06 PM (UTC)

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)

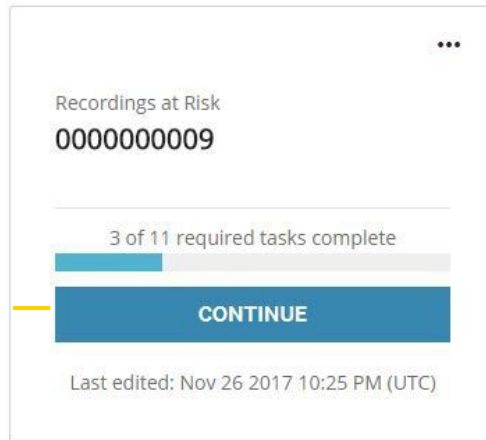
[SEND INVITE](#)

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 ▾



The screenshot shows a card for an application titled "Recordings at Risk" with the ID "000000009". It features a progress bar indicating "3 of 11 required tasks complete" and a prominent blue "CONTINUE" button. The card also shows the last edited date as "Nov 26 2017 10:25 PM (UTC)".

Recordings at Risk
000000009

3 of 11 required tasks complete

CONTINUE

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

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 and/or download your completed application.

