Council on Library and Information Resources

Recordings at Risk
Recipient Informational Webinar
November 15, 2017

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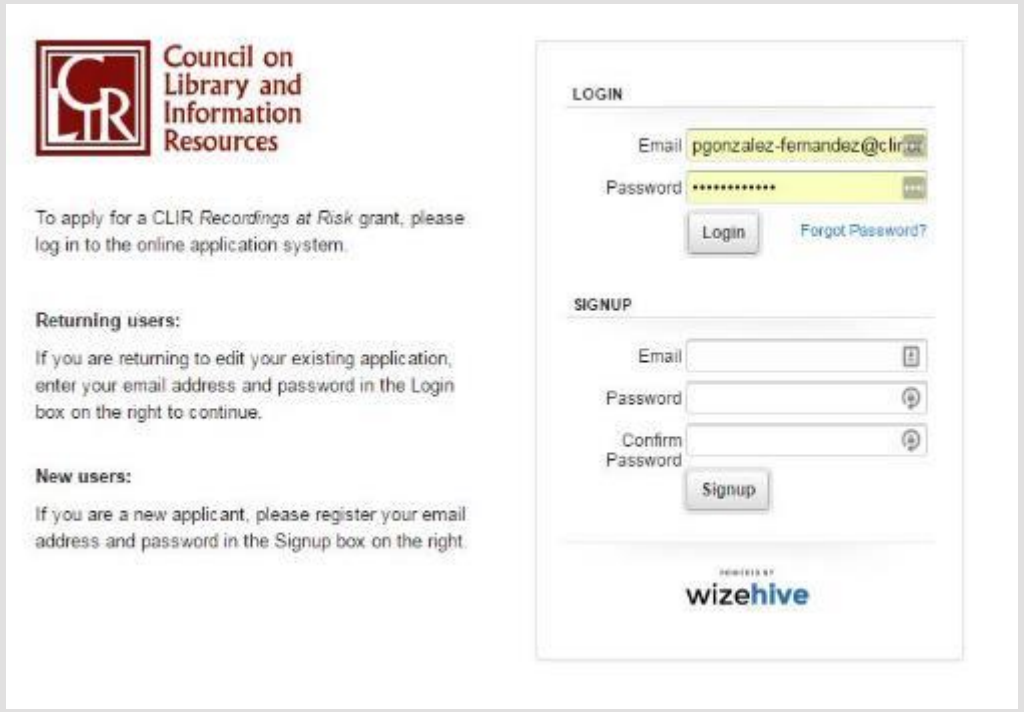
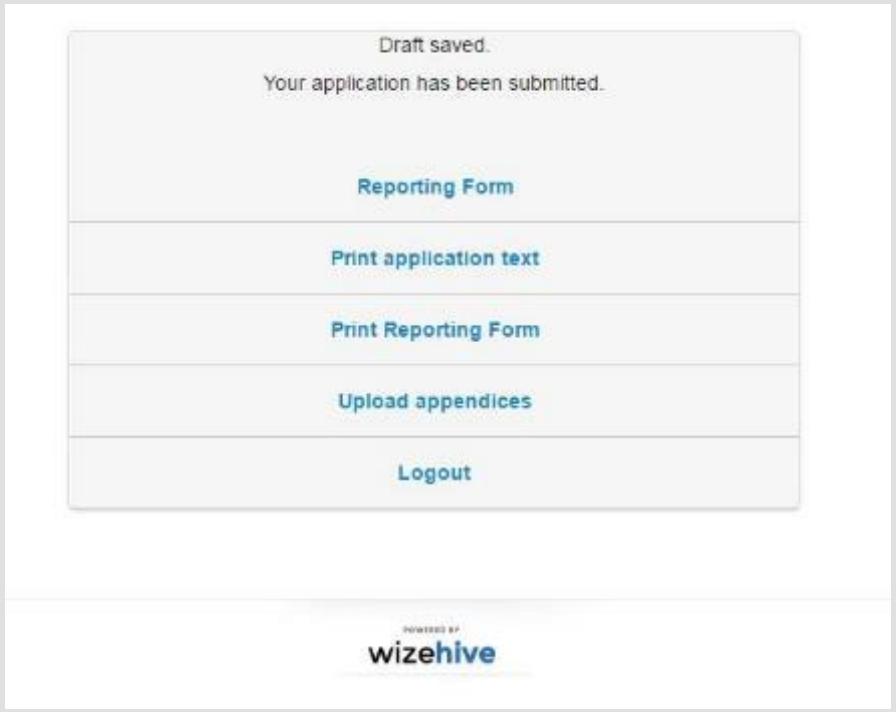
is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

Logging in:

https://app.wizehive.com/apps/rar01





Reporting Requirements

Due dates

- Activities for all pilot projects completed no later than **October 31, 2018**
- Report form with financial assessment due within **30-90 days** of project completion
  - No later than **January 31, 2019**

Reporting Requirements (cont.)

Quantitative Assessment

Materials

Amount of Materials *	184
Unit of Measurement *	items
Type of Materials *	Digital audio tape (DAT)

add

Estimated number of hours of recordings nominated for digitization	
Number of recordings actually digitized	
Numbers of hours actually digitized	
Numbers of preservation-quality digital files produced	

Reporting Requirements (cont.)

Project developments

Internal

Reporting Requirements (cont.)

Project developments

Internal

- digitization metrics
- new workflows, standards, protocols, or procedures for digitization and/or description
- new tools or systems
- new financial donation or additional grant awarded to support the nominated collection
- new collection donation
- new grant application(s)

Reporting Requirements (cont.)

Project developments

Public

- new blog, social media account, or website/webpage
- new research guide or teaching guide
- new online/physical exhibition
- new materials or assignment for a course at a school, college, or university
- new publication
- presentation at a professional or academic conference

Reporting Requirements (cont.)

Project narrative (no more than 6 pages)

- Summary of project and purpose of grant
- Progress toward expected outcomes
- Surprises, setbacks, challenges
- Significant accomplishments, lessons learned
- Future plans

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Project narrative (no more than 6 pages)

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Manifest of digital files and access locations

Reporting Requirements (cont.)

Financial assessment

- Narrative: discuss actual grant expenditures vs. proposed
- Report: Budget and Financial Report forms submitted with proposal
  - Discuss variances of 5% or more in Narrative

Hover over red numbered items for additional guidance (also located in "Instructions" tab).*

GRANT INFORMATION	
Organization Name (1):	
Grant Title (2):	
Grant Start Date (3):	
Grant End Date (4):	
Requested Amount (5):	
Awarded Amount (6):	
Reference Number (7):	

Cells shaded gray contain formulas that cannot be edited.

This budget and financial report has been reviewed and approved by the following individual who has institutional responsibility for financial reporting (11):

Name: _____

Title: _____

Email: _____

Date: _____

	Reporting Period I (8)		Total Grant Period	
	MM/DD/YYYY - MM/DD/YYYY		MM/DD/YYYY - MM/DD/YYYY	
Description	**Budgeted**	**Actual**	**Budgeted**	**Actual**
Opening Balance:	0.00	0.00	0.00	0.00
Investment Income (9):				0.00
Total Expenses:	0.00	0.00	0.00	0.00
Closing Balance:	0.00	0.00	0.00	0.00
Expenses (10):				
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Total Expenses:	0.00	0.00	0.00	0.00
Variance:		0.00		0.00

*This worksheet should be used both for **proposal budgets** (budgets submitted with the grant proposal) and for interim and final **financial reports** on approved grants. Grantees should save the budget worksheet submitted with the grant proposal and update the "Actual" columns in the same worksheet for each Reporting Period. After the proposal budget is approved, categories of expenses and funding sources and amounts in the "Budgeted" columns cannot be changed absent the prior written approval of CLIR. Non-US institutions should enter all amounts in local currency.

Grant Modifications

No-cost extensions

- No more more than one per project
- Requested between 1-3 months prior to project end date
- Contact Pedro with:
  - Explanation outlining reasons behind request
  - Revised project plan with updated timeline
  - Revised budget using Grant Modification Financial Template (see For Recipients page)

Grant Modifications

Categories	Original Grant Budget and Expenditures To Date			Future Expenditures, Current Date Through Project End	Total Project Note: these figures will calculate automatically. Do not attempt to enter figures into this column.	
	Budget	Actual Expenses To Date*	Current Amount Remaining	Proposed Budget	Total Expenditures at Project End (Est.)	Total Variance From Original Budget (Est.)
Salaries and Wages			$0		$0	$0
Fringe Benefits			$0		$0	$0
Consultant and Training Fees			$0		$0	$0
Supplies and Materials			$0		$0	$0
Services			$0		$0	$0
Other Costs			$0		$0	$0
Totals	$0	$0	$0	$0	$0	$0

**Figures should reflect actual reconciled balances as known on the date of the request. If figures are as of an earlier date than the date of the request, this should be noted in the narrative of the grant modification request.*

Grant Modifications

- P.I. change
- Reallocation requests

Exit Interview

Dates not set just yet

- By the end of 2018

How has program shaped overall strategy for a/v collections?

How have the digitized materials been used?

Promoting RaR

Please send us photos, press releases, audio samples, and any other related materials—We want to show off your work!

If discussing CLIR in press releases, please let us review
https://www.clir.org/fellowships/acknowledgment-guidelines

CLIR logo
https://www.clir.org/about/clir-brandmark/files
https://www.clir.org/about/clir-brandmark/CLIRbrandmark2017.pdf

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