Recordings at Risk - 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.

Eligibility Questions
- ❏ Answer questions in this section of application form.

Section 1: Project Summary
- ❏ Answer questions in this section of application form.
- ❏ Upload representative thumbnail image for project (.jpeg/.jpg, .png)
- ❏ Upload letter of institutional support

Section 2: Description of Content
- ❏ Answer questions in this section of application form
- ❏ Enter quantities and types of materials to be digitized

Section 3: Scholarly and Public Impact
- ❏ Answer questions in this section of application form.
- ❏ Upload at least one, and up to three, letters of support from qualified experts (.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 and timeline (.pdf; max 2 pages)
- ❏ Upload digital preservation plan (.pdf; max 2 pages)
- ❏ If applicable, list names and URLs of catalogs/repositories through which digitized content and/or metadata will be made available

Section 7: Service Provider Information
- ❏ Answer questions in this section of application form

Section 8: Funding
- ❏ Upload budget narrative (.pdf)

- ❏ Upload completed [budget detail](), using CLIR's template (.xlsm)
- ❏ Upload at least one, and up to three, service provider proposals (.pdf)

Section 9: Applicant Information
- ❏ Answer questions in this section of application form
- ❏ Upload proof of nonprofit status (.pdf) or enter and verify EIN
- ❏ If not a college, university, or federally recognized tribal organization, upload Board/Trustee list on institutional letterhead (.pdf)

Section 10: Additional Information
- ❏ Upload optional appendices