

## Digitizing Hidden Special Collections and Archives: Amplifying Unheard Voices

**Recipient Webinar:  
January 15, 2025**



### Links mentioned

- [Manage an Award](#)
- [Native Land Digital](#)
- [DLF Working Groups](#)
- [Digitizing Special Formats Wiki](#)
- [Grant Modification Template](#)
- [SMApplly](#) (for reporting)
- [Collaborative Google Doc Template for Reports](#)
- [Core Values of DHC AUV](#)
- [Return of Funds policy](#)
- [Hidden Collections Funded Projects](#)
- [Acknowledgement Guidelines for Recipients of Grants or Fellowships](#)
- Contact us: [hiddeencollections@clir.org](mailto:hiddeencollections@clir.org)

### [Questions and Answers](#)

The following questions and answers are grouped based on general headings to better assist you in navigating the document. Consider using the “Find” feature in this document to search for a word or phrase to find a more specific question topic.

All questions asked in chat and via the Q&A box during the live webinar are copied below. Some questions were answered live during the January 15, 2054 webinar. Any questions answered live may include additional references or clarification. If you have any other questions, email the CLIR Grants team at [hiddeencollections@clir.org](mailto:hiddeencollections@clir.org).

Jump to a topic:

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### General

#### **Q: Will there be any future webinars for recipients?**

A: No, we only do one, but we will share the recording, slides, transcript and Q&A document online within a week of the webinar. We are always available at [hiddeencollections@clir.org](mailto:hiddeencollections@clir.org) for any questions you have. Please review your guidebook and visit the Manage an Award page, which has many answers to questions you may have. We encourage you to share these resources with your PIs and application contact, as well.

**Q: Have you considered creating a space where recipients can support each other? Have previous cohorts done this informally?**

A: We have considered this historically, though it changed post-pandemic. Currently we don't have a specific plan to facilitate that. In 2022, we held a *Digitizing Hidden Collections* symposium connected to the DLF Forum, where we brought together a number of recipients from *Digitizing Hidden Collections* 2018-2020. We're in early stages of discussion about doing something similar for AUV, but plans are not firmed up yet and are contingent on funding among other factors.

## Grant Modifications

**Q: Can you still request an extension if you have a 3-year project?**

A: Yes, all projects can request a no-cost extension regardless of length. As a reminder, you should request a no-cost extension no earlier than 1-3 months prior to your project end date.

**Q: Do we need to let CLIR know if the proposed schedule for a project activity changes (on the work plan)? The activity will still take place, but on a shifted timeline.**

A: No, we don't need to know about swaps in workflow as long as they're still taking place within the original proposed timeline. It may be something you want to address in an interim or final report so we can pass your insights along to future recipients. The modification requests are primarily for unexpected changes in your projects, for example: vendor delays, changing infrastructure, or budget reallocations over 5% of the total budget requests.

**Q: We have a transition for the dean of our college. The dean was for the lead organization, not a PI. Do we need to report this change and should we share the interim dean info or just the final info once a dean is selected.**

A: If they are not a PI on the project, we don't need to know. If they are an additional contact on your application, you could let us know once they are selected. If you have a change in PI, the new dean would need to sign the institutional letter documenting this change required with the modification request.

**Q: If one of the PIs changed institutions and still has a connection to the original institution, should a form be completed?**

A: If the PI isn't leaving the project, then you don't have to complete a modification request. But if your PI has new contact information, please send an updated email address and physical address to us, so our database and contact information is up to date. We will use this information for reporting reminders, modification approvals, etc.

**Q: Our secondary PI has left the organization and will not be replaced. Is it necessary to have a second PI? (primary PI and application contact have stayed the same)**

A: No, it is not necessary to have a second PI. You can have 1 to 3 Principal Investigators on a project. You will need to put in a modification request to let us know that the PI has left the organization. It will require a letter on institutional letterhead from the head of your organization or department stating that this person has left and the effective dates. If you were adding a new

PI, you would also need to include that information in the modification request and send a CV/Resume of the new PI.

**Q: Besides a change of PI can you please give the short list of reasons to get pre approval of modifications again?**

A: The primary grant modifications are no-cost extensions, budget reallocations, and changes of PI. We will also sometimes get a modification request for a change in project deliverables, such as in the materials being digitized. If you're using a vendor, it may end up costing less than initially estimated and you may want to use those additional funds to digitize more than originally proposed. You'd have to contact us and request an approval of a new collections scope for the project. New materials would have to be heavily correlated with the original collection. Other possible changes in deliverables could result from finding duplicate materials or damage you didn't expect once you start the digitization process. In these instances we will also require additional statements prior to the approval of the modification (to confirm the materials are part of the original scope of the proposal, confirm digitization standards, etc.). A modification request is also required for a change in vendor. You will need an updated vendor quote along with this modification request. You must always contact us before making modification changes and not after.

**Q: You said that if we are unsure about whether a change requires advance permission that we can complete the Grant Modification Form and send it with our questions so you can provide us with guidance as long as we leave enough time to do that?**

A: Yes. The grant modification process can include many different types of requests. If you have any questions about whether to fill out the form, please email us at [hidencollections@clir.org](mailto:hidencollections@clir.org) and tell us the situation. We'll give you the best guidance and determine if it will need a formal grant modification submission. We occasionally receive reallocation requests that are either below the threshold of needing approval (less than 5% of total award funds), moving money within the same budget category, or related to moving money between collaborative organizations, none of which require a modification request. If you know you need to fill out a modification request, but are unsure about all that is needed to complete the request, you can complete the form to the best of your ability and we will follow up if any further documentation is needed.

**Q: If we are changing the proportion of materials from the collections we have already reported, for example doing less from one collection and more from another, would we need to submit a change form?**

A: This is an instance where we would recommend emailing us and providing us with more details. We realize some collections are not entirely processed before these projects begin. You may need to request a change of deliverables, but if the adjustment is minor it may not be necessary.

## Budget & Reporting

**Q: Could you please clarify or provide more information about interest-bearing accounts?**

A: The *Digitizing Hidden Collections* program, due to the larger size award amounts, requires you to put award funds in interest bearing accounts (unless you're spending them upfront on vendors) so you can capitalize on that interest. That interest can be spent on any allowable expense. If you get to the end of the project and you have interest funds and have already met all your deliverables, you may want to look at doing additional outreach activities. If you choose to use remaining funds on additional outreach, you will need to submit a modification request for a reallocation of funds. Any remaining funds over \$100 are subject to [CLIR's Return of Funds Policy](#).

**Q: Does interest need to be returned at the end of the grant?**

A: Yes, interest is subject to [CLIR's Return of Funds Policy](#). Your budget details include a line to enter income interest so you will be able to track and report on interest earned. That interest can be spent on any allowable expense. Any remaining funds over \$100 are subject to [CLIR's Return of Funds Policy](#).

**Q: Can funds be invested to mature annually (and therefore there would not be quarterly earnings to be reported for the first year)?**

A: The Mellon Foundation requires awards funds be placed in interest bearing accounts. However, we don't stipulate anything further on how that is achieved.

**Q: Our grant is in Canada and we have received more funds than estimated in our budget after we exchanged funds from USD to CAD. How should we report on the use of these funds? Will a Budget Reallocation Request be needed?**

A: We understand that this happens. In the application process, we ask that you use USD in your budget. However, we realize there may be variations of funds received due to fluctuations in the currency exchange from the time you created your budget and the time your award payment was processed. You can just address any additional funds in the financial narrative section of your reports and you can use these funds if you end up with overages. Any leftover funds are subject to [CLIR's Return of Funds Policy](#).

FYI for Canadian Recipients: The budget detail form requires you to put the dates in American format MM/DD/YYYY.

