



Recordings at Risk

Recipient Webinar October 1, 2025

Welcome! We're glad you're here.

There is no audio at the moment. Feel free to introduce yourself in the chat box. 🙋

We'll begin the webinar at 2pm ET.



Council on
Library and
Information
Resources



Introductions

Image courtesy of Shigeko Kubota Video Art Foundation
(RAR Cycle 12 Recipient)

Hello and welcome to the *Recordings at Risk* Recipient Webinar. I'm Louisa Kwasigroch, Managing Director at CLIR.

We'd like to begin by congratulating you all once again on being selected as grant recipients for the *Recordings at Risk* program! There are a varied and remarkable collection of projects represented here, and we know how much work has gone into them already. We're excited to share some information about what happens next, as your projects begin.

We're going to start off with some introductions to our team.

Our Staff



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CLIR's work is accomplished by a relatively small staff of about 20 geographically distributed individuals.

Today's webinar is led by the Grants Team, which administers CLIR's active regranting programs, offering support for the entire grant cycle from application to final report. Some or all of you may already know us from applicant webinars or from email exchanges, but we'll do some quick introductions so you can put names with faces.

- Sharon Burney | Program Officer | Midlothian, VA
- Alyson Pope | Program Officer | Pittsburgh, PA
- Jane Larson | Senior Program Associate | Pittsburgh, PA
- Lizzi Albert | Community Relations Manager | Washington, D.C.
- Myself, Louisa Kwasigroch | Managing Director | Chicago, IL

In terms of future grant cycles:

Recordings at Risk's Cycle 13 call for proposals will open in November 2025.

Currently, there is also an open call for our other regranting program, *Digitizing Hidden Collections: Amplifying Unheard Voices*, that will close October 20, 2025.

Both programs are generously supported by the Mellon Foundation.

Bodwéwadmí (Potawatomi)
Kaskaskia
Kiikaapoi (Kickapoo)
Monacan
Myaamia
Nacotchtank (Anacostan)
ᏚᎦᎵᎦᎵ ᏊᏚᏚ ᏚᏚᏚ ᏆᎠᎵᎠ (Osage)
Peoria
Piscataway
Shawandasse Tula (Shawanwaki/Shawnee)

Visit [Native-Land.ca](https://native-land.ca) to learn about Indigenous lands
where you live.

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Native Land: <https://native-land.ca/>

Our team would like to center today's conversation by acknowledging that, as residents of the United States, we are speaking to you from unceded land of many Indigenous peoples. I'd like to respectfully acknowledge and recognize the original and current caretakers of the land, water, and air where I live: the Shawnee and Osage peoples and all of their ancestors and descendants. I am grateful to have the opportunity to live and work on their homelands, and ask you to join me in acknowledging all Indigenous communities, their elders both past and present, as well as future generations. May this acknowledgement remind us of our shared commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism.

Suggested text from <http://landacknowledgements.org/>: We are gathered on the unceded land of the () peoples. I ask you to join me in acknowledging the () community, their elders both past and present, as well as future generations. (Name of institution) also acknowledges that it was founded upon exclusions and erasures of many Indigenous peoples, including those on whose land this institution is located. This acknowledgement demonstrates a commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism.

<https://native-land.ca/>

Pittsburgh, PA - Shawandasse Tula (Shawanwaki/Shawnee), ᄒᄒᄒᄒᄒ ᄒᄒᄒᄒ ᄒᄒᄒᄒ ᄒᄒᄒᄒᄒ (Osage)

Midlothian, VA - Monacan

Chicago, IL - Peoria, Bodwéwadmí (Potawatomi), Myaamia, Kaskaskia, Kiikaapoi (Kickapoo)

- ✓ Introductions
- ◆ Reporting Requirements
- ◆ Grant Modifications
- ◆ Final Notes
- ◆ Questions + Answers



Image courtesy of UC San Diego Library
(RAR Cycle 12 Recipient)

During today's session, we'll spend our time with an overview of some of the things you'll need to know about managing your grant. We'll go over an introduction to your reporting requirements, so that you can have them in mind throughout the project. We'll cover how and why to request a modification, and then turn to some final notes, including advice from past recipients. We'll end with time for your questions.

We'll ask that you use the separate Q&A box to ask questions today. This box can be opened the same way as the chat box. If we don't have time to get to all the questions, we'll compose responses to the remaining ones and post all the answers along with the session transcript. The session recording and transcript will be made available on the "[Manage an Award](#)" page of our website within a week.

We especially want to welcome staff who may not be overseeing these projects, but working on them day to day. It's really important to us that you hear about all of these details too, so that you understand how your work fits into your organization's grant and into larger cultural heritage preservation efforts at CLIR.

Manage an Award

<https://www.clir.org/recordings-at-risk/manage-an-award/>

Everything you'll need including:

- RaR reporting form and collaborative Google Docs template
- RaR modification request form and template
- Resources from this Recipient Webinar



Your starting point will always be the *Recordings at Risk* [Manage an Award](#) page. In much the same way as the Apply for an Award page helped guide your proposal writing, the Manage an Award page is a one-stop-shop for grant recipients, with information on all the administrative components of holding a CLIR grant. Most of the information we'll be covering today can be found there if you ever need a refresher on our policies. The recording of this webinar will also be posted to this page.



Reporting Requirements

Image courtesy of Archives of Michigan
(RAR Cycle 12 Recipient)

We'll start with CLIR's reporting requirements for grantees. Seeing what will be required at the end of your project may help you decide how to document progress and keep metrics about the work. We hope this will make reporting easier when your projects are complete.

Grant Term + Report Deadlines

- ◆ **Grant Term:** Activities for all projects must have begun no earlier than September 1, 2025 and must be completed no later than August 31, 2026.
- ◆ **Final Report:** Report form with financial assessment due within 30-90 days of project completion, no later than November 30, 2026.

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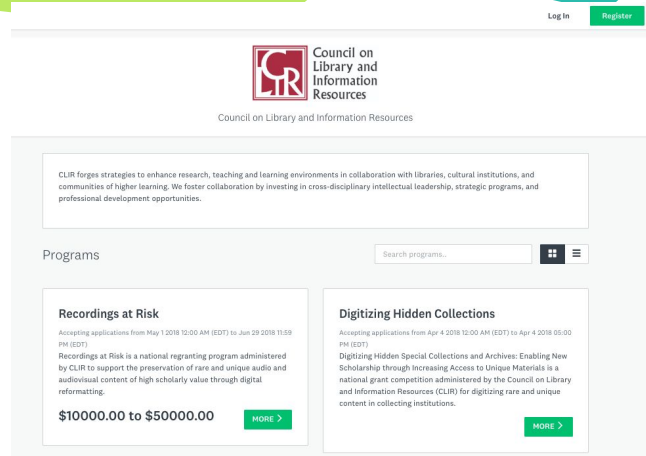
You were all awarded grants in the twelfth *Recordings at Risk* competition. For that reason, you will hear us refer to you as a group as our “Cycle 12 Recipients.”

Your project end date is **August 31, 2026**. This is the date by which all approved project activities including digitization, metadata creation, and providing whatever access you’re providing should be complete. Grant funds may only be expended during this 12-month period. To change this timeline, you’ll need to get approval from us, which we will cover shortly.

Final reports are due within 90 days of project completion, **November 30, 2026**.

You may find that your project ends earlier than August 31, 2026 or that you’re ready to submit your report earlier than November 30, 2026. Submitting the final report early is welcomed. You’ll just need to contact the CLIR Grants Team at recordingsatrisk@clir.org so we can start the reporting process.

<https://clir.smapply.io/>



Grant reports are submitted through through [SM Apply](#), using the same login and password as your proposal submission. In addition to a narrative about your projects and total materials digitized, we also require a full financial reporting. If you forget the login credentials or lose access to them for any reason, you will need to contact us through the program email (recordingsatrisk@clir.org) so that we can link your report to the correct credentials. One of the system's safety measures insures that only the primary account holder is able submit a report.

You can also find a link to SM Apply on the Manage an Award page. All communication and reminders for reporting will be sent to the active Principle Investigators (PIs) and any additional contacts you have provided to our team. If there are any others involved in project work who need such notifications, you will need to send the names and contact information for those people to our program email address. Please share this information as soon as possible so we can keep our records up to date.

We're now going to take you on a tour of the final reporting form itself. If, due to a future modification to your project, you are required to submit an interim report, most elements will be the same.

Quantitative Assessment

Form for "Report Form: Grantee" ✓ Draft saved

0%

Project Title

Institution/Organization

Quantitative Assessment

Numbers and types of recordings nominated for digitization

Estimated number of hours of recordings nominated for digitization

Numbers of recordings actually digitized

Numbers of hours actually digitized

Numbers of preservation-quality digital files produced

The first section of the report is the quantitative assessment. Here you'll be entering information related to the numbers and types of recordings nominated for digitization, the number of archival master files produced, and variances between the estimated and actual digitization numbers. To complete this part, it will be helpful to have access to your original proposal for your project. You can download a copy of your proposal by logging in to the system using the same credentials you used to create your application. If you don't know where to find a copy of your proposal, you can also email us to ask for one.

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)

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The next reporting section includes space to document project developments, both internal and public.

Internal developments may include things like:

- digitization metrics such as tracking time data for steps in the project workflow (preparing materials for shipping to the vendor, metadata creation, ingest, etc.),
- the implementation of new workflows, standards, protocols, and/or procedures for digitization and description,
- the implementation of new tools or systems,
- and new donations and/or grant applications

We also want to hear about Public developments, such as:

- The creation of new blogs, social media accounts, websites or even content created for existing ones;
- Research guides, online or physical exhibitions, or news articles;
- The incorporation of digitized materials into curricula at any educational level,
- Or publications or presentations about the project or arising from research using the digitized materials.

CLIR pulls together data about the impact of its program for its own annual report to the Mellon Foundation, so providing as many details as you can about the ways that this opportunity affected your organization, collections, staff, and ways of working will be very helpful to us. Taking notes somewhere about the impact of this grant will help you easily complete this section. Keeping a file with copies of project documentation

may also be helpful. You will have a chance to append copies of these documents to your report, demonstrating the varied and creative ways you will use your project to educate and serve others.

Project Developments

Public

New public outcomes arising from project work

Check all that apply to your project.

- ☐ creation of new blog, social media account, or website/webpage
- ☐ new content for existing blog or social media account
- ☐ new research guide or teaching guide
- ☐ new online exhibition
- ☐ new public program or physical exhibition
- ☐ new materials or assignment for a course at a school, college, or university
- ☐ new publication arising from research using the project collection(s) (such as a book or book chapter, peer-reviewed journal article, magazine essay)
- ☐ presentation at a professional or academic conference
- ☐ news article about the project for an outlet based at home institution
- ☐ news article about the project for an external outlet
- ☐ other (mention below, then address in subsequent sections)

Here's a quick glimpse of what these "impact" questions look like on the reporting form. The report form includes simple checkboxes to document activity which you'll then have the opportunity to explain further in the narrative portion of your report. Here is the checklist for public outcomes. Because *Recordings at Risk* is designed to support smaller-scale efforts, CLIR does **not** expect that all of these things will happen in the course of your work. Most recipients just check two or three boxes here, and some don't check any--that is ok. Just check any boxes that do apply to you, so we will know to look for them in your narrative and to account for them in our own summary reporting to the Mellon Foundation.

Accessing the Collections

Accessing the digitized collections

Where can users go to access the digitized collections? List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and associated metadata have been made available. Provide a few top or high-level links to the collections, rather than many lower-level links. If the portal(s) include(s) digital files created outside of the Recordings at Risk program, include instructions or search terms for identifying the files created through the project.

How many portals would you like to enter?

- ✓ ---
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Principal Investigator (P.I.)

Provide the name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. If the original P.I. has left the project during this reporting period and a replacement P.I. has been approved by CLIR, reference this approval in the *Project Narrative*.

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Portal #1

Portal

URL

Instructions

Portal #2

Portal

URL

Instructions

Portal #3

Portal

URL

Next, we ask grant recipients to share with us where users can find information about the digital copies of the recordings reformatted through your project. Some of you will be providing public access to both the digital files and the associated metadata created through your project, and others may only be providing public access to the metadata - CLIR expects you to provide access as you described in your proposal.

This is a good place to remind everyone that creating and providing access to metadata for the digital copies of the recordings created through your project is a requirement of the program, unless a specific exception was made in your proposal for cultural or ethical reasons. CLIR expects that you will create and publish online at least some basic metadata for the digital copies of the recordings, so people can learn about what you have.

In this report section, you'll have the option to include up to 10 URLs. We encourage you to provide a few high-level links to the collections rather than many lower level links. These links allow us to verify that you have made metadata accessible, at the least, as well as verify that those of you who can make the digital surrogates of recordings available for streaming online have done so. Again, we understand that for some of you, legal and ethical issues will make it impossible to provide full access to copies of your recordings; if this is the case, you just need to provide one or more links to where your metadata is at the end of your project. You can also provide more

information about future locations for your metadata and files in the narrative sections of your report.

Contact Information

Project P.I.(s)

Enter the name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. If an original P.I. has left the project during this reporting period and a replacement P.I. has been approved by CLIR, reference this approval in the *Project Narrative*.

Service Provider

Name

Contact Name

Email address

Telephone number

Contact name, title, and institution

Provide the name, title, and institution of the person CLIR should contact with questions regarding this report.

First Name

Last Name

Title

Institution

Contact e-mail address

Provide the e-mail address for the person CLIR should contact with any questions regarding this report. This person will also receive a copy of this report, including all files uploaded, following submission.

You'll then provide the contact information for the project's PIs, service provider, and the person who should be contacted if questions emerge about the report.

Financial Narrative

Financial narrative

Comment on actual grant expenditures during the reporting period as they relate to the proposed budget. You must address each budget category and include a detailed explanation of any variance of 5% or more between projected and actual spending.

Note: In some cases projects may be required to submit an additional reallocation request; consult CLIR's grant modification guidelines for more information

[PREVIOUS](#)[SAVE & CONTINUE EDITING](#)[MARK AS COMPLETE](#)

The final question in the report form is a Financial Narrative where you should comment on actual grant expenditures during the reporting period as they relate to your proposed budget. The Financial Narrative is also where you are able to address any grant modifications that may have included budget reallocations. Every budget category included in the original proposal budget should be addressed here and, if there are any variances of 5% or more between projected and actual spending, make sure to include a detailed explanation.

Once you've completed all of the form prompts, you will either save this section of the form or mark it as complete. At any point, you can select "save and continue editing" if you need to pause work on the report form.

Marking the Report Form as complete will take you to the review page, where you can double-check the information you entered and review the additional steps you need to take.

There are a few documents to upload before you'll be ready to submit your report. SMAApply will display a list of buttons on the left-hand side of the screen that will prompt you to upload the remaining components of the report, which we'll go over.

Project Narrative

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

No more than 6 pages.

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The first, and perhaps most important part of your report is the Project Narrative. This will be an uploaded document of no more than **6 pages** which will contain the types of information listed here:

- A summary of the project and purpose of your grant
- Your progress toward expected outcomes where you can explain the numbers, including any variances in your quantitative section
- Any surprises, setbacks, and challenges that you faced
- Significant accomplishments and lessons learned
- And finally, your future plans

Ultimately, this is information that will help us create resources that can be of use to other organizations wanting to initiate their own a/v digitization projects. We'll also share the lessons learned from grantees with our funder, the Mellon Foundation, which receives a complete copy of every report.

Project Manifest

ACCESS FILENAME	PROJECT URL	FILE	CHECKSUM	DATE LAST CHECKED	RESTRICTED (Y/N)	COMMENTS ABOUT RESTRICTIONS	PRESERVATION FILENAME	PRESERVATION FILE LOCATION

Complete and upload CLIR's template

- File name and location (URL), checksums, and restriction (if any)
- Covers both access and preservation copies

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Final reports require a [project manifest](#), a spreadsheet which includes the names and locations of the digital files (normally, the access copies), as well as notations about any checksums and restrictions. This requirement allows us to use an automated web crawler that CLIR has developed to conduct periodic checks that the online files created through CLIR's digitization regranting programs are, in fact, online.

Note that CLIR's template for this has multiple tabs, including one with instructions, so be sure to read through all of them.

Taking a look at this template now, and building in time to create this document into your workflow, will help you save time later. Normally, your digitization vendor will return a spreadsheet to you that will be very similar to what you need to submit here, and you should be able to adapt the vendor's spreadsheet for this template. If you work out your file naming conventions at the start and insure your vendor names your files exactly according to your needs, most of your work for this requirement will be done. If you leave it until the end, it might take some effort to pull it together, so we do strongly recommend coming up with a strategy for compiling this data during the course of project work.

Of all of the pieces of the final report, this document is what allows us to verify that you have created all the deliverables agreed upon when you received funding. If, in

the midst of your project, issues arise that will affect your ability to reach the goals included in your application, reach out to the CLIR grants team so we can help you decide the best course of action. We will go over how to do that shortly, but first, let's finish the report form.

Financial Report

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)	

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

Name: _____

Name: _____
Email: _____

Date: _____

Cells shaded gray contain formulas that cannot be edited

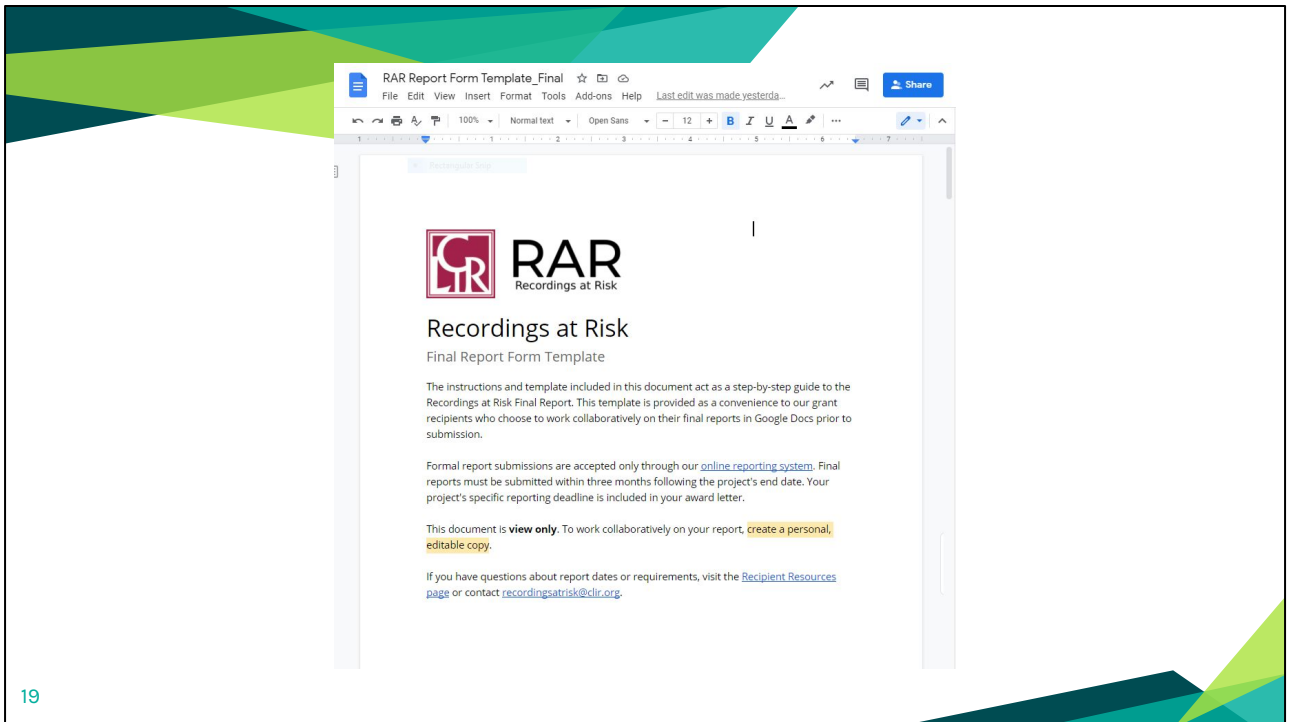
[illegible][illegible]

*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.

The last required upload is the Financial Report.

The Financial Report is the upload task that supports the Financial Narrative. This is an upload using the same budget detail that you submitted with your proposal. A copy of the Budget Detail was emailed to all PIs at the same time as the award letters. Be sure to save that form to use for your future report. The “Budgeted” numbers are already complete, so you’ll just need to fill in the “Actual” fields of the template. If you lose this file at any point, just let us know.

It's important that you use this template for your financial report rather than any internal financial forms your institutions may use. Some of you may find that you do not spend all of the grant. This is okay; we will, however, expect you to return any unexpended funds exceeding \$100 to CLIR at the time you submit your final report. Our Manage an Award page includes more information on [CLIR's Return of Funds policy](#).



To allow collaborative report drafting we've also created a [Google Doc template that your team can use to prepare your draft report](#). The document includes all of the information requested in the report, covering both the questions on the form and the documents that will be added as uploads. Some of you may have used a similar template when you prepared your applications. It's the same principle here: just make your own personal copy of the document and save it somewhere your team members can find. Then, when your team is happy with your responses, copy and paste from the document into SM Apply to submit your report.

You can access the Google Doc template using the link on our *Recordings at Risk* Manage an Award page. We'll share the link to the template in the chat.



Grant Modifications

Image courtesy of UMass Amherst Libraries
(RAR Cycle 12 Recipient)

Now that we're through the reporting form, we'll address how you can make changes to your plans if unforeseen delays, problems, or staffing changes happen during the course of your work.

Over the course of many grant projects, due to the unpredictability of audio and audiovisual digitization initiatives, we've seen that the need often arises to request a modification. Please don't hesitate to ask us for the changes you need to successfully complete your project. CLIR has an online modification request form through which recipients can notify us of any modification requests such as No-Cost Extensions, Principal Investigator (or PI) changes, and Reallocation Requests.

Grant Modification Form



Submit a Report

Log in and submit your project report here.

Log in



Request a Grant Modification

Request changes to your timeline, deliverables, budget, or P.I(s).

Complete the Form

Manage an Award: Grant Modifications

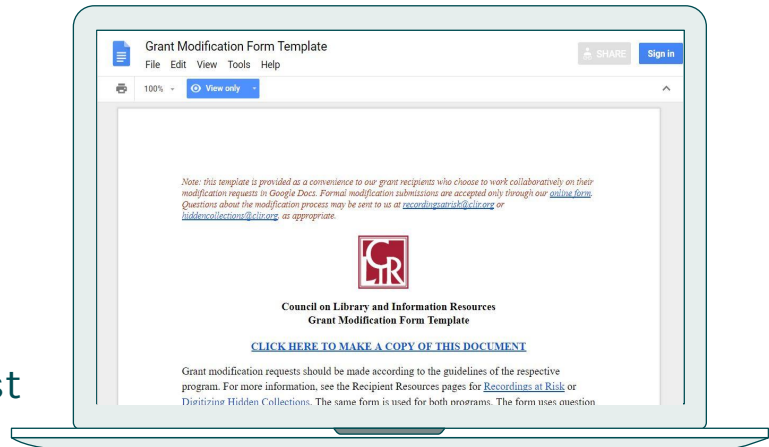
21

Access to the Grant Modification and Extension Request is available through a link at the top of the [Manage an Award](#) page. The form is designed to allow for the request of multiple types of modification requests at the same time. The form includes space for you to submit budget information, requested extension length if needed, and to provide a brief explanation of the modification.

In order for you to prepare the necessary information for the modification request, we also provide a [Google Doc Grant Modification Form Template](#), also available on the Manage an Award page.

Grant Modification Template

CLIR provides a template to help you plan before you submit your request form.



This shows the GoogleDoc template for the modification request form so you know the questions that you'll be asked and can draft responses. As with all of our GoogleDoc templates, a link is provided at the top of the document that allows you to create a copy of the template for collaborative working. All modification requests should be submitted through the online form, so you will need to copy and paste your prepared responses into that space.

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Here's a glimpse of the current [Grant Modification and Extension Request form](#).

Multiple types of modification requests can be submitted at the same time using the same form. For example, if you need to request a no-cost extension as well as a reallocation of funds, the form will accommodate both requests. Once the form has been submitted and received, you should hear from CLIR staff within two weeks. Always be sure to check the Manage an Award page for additional explanation of the various allowable modification requests and the most current policies and procedures.

If you have any questions about the process, CLIR staff is always available via our program email address: recordingsatrisk@clir.org.

Now for some additional information about the types of modification requests.

No-cost Extensions

- ◆ If project work will continue beyond **August 31, 2026** you will need an extension
- ◆ No more than **one extension per project**
- ◆ Request an extension between 4-6 weeks prior to project end date (mid to late July, 2026)
- ◆ The default length of an extension for this program is 6 months
- ◆ Request using CLIR's grant modification form

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No-Cost Extensions are allowed in the case of unforeseen issues such as hiring or vendor processing delays. It is important to understand that **you can only receive one extension per project**. It may be useful to set a calendar reminder now to help you remember to evaluate whether or not you'll need to request an extension as your project end date approaches.

For those who may be new to grants, a project end date is not the same as the reporting deadline. The project end date is the date by which all project work should be complete. It's important that extension requests are submitted **4-6 weeks prior to the project's end date**, which is **August 31, 2026**. Even if you have spent all the grant funds, you **will** need an extension if you require additional time to complete your proposed project deliverables, including making the metadata for your project available online. If all project deliverables are not complete by the end date, you will need an extension.

Changes to Principal Investigators (PIs)

- ◆ Notify CLIR of changes to PIs through the Grant Modification Form, as soon as possible.
- ◆ In addition to the form, be prepared to supply the following via email:
 - ◆ A letter on organizational letterhead from the head of the organization or department noting the change and the date the change will become effective;
 - ◆ A brief C.V. or resumé for the new PI

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If you need to update principal investigators (or PIs), please let us know as soon as possible by completing the Grant Modification Form. All of CLIR's grant management tasks require current contact details, so it is important we know when a PI departs your organization and their responsibilities are transferred to someone else.

In order to complete the change of PI, you will also be required to supply via email a letter from the head of the organization or department on organizational letterhead. The letter should include the name, title, and contact information of the new PI as well as the date the change will become effective. A CV or resumé for the new PI will also be required for our files.

Budget Reallocations

- ◆ Request budget reallocations through grant modification form **prior to** making any new, unbudgeted expenditures
- ◆ Activities covered by reallocated funds should be aligned with the goals and scope of the original proposal and be within program guidelines
- ◆ Prior approval is not necessary for reallocations amounting to less than 5% of the total project budget
- ◆ Occasionally, additional documentation will be required before the request can be approved

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On occasion, grantees find it necessary to spend grant funds in a manner other than originally proposed in their application—for example, vendor services may cost more or less than originally budgeted. Reallocations of grant funds are allowable, but these changes must be approved by CLIR staff **prior to the reallocated funds being spent**. In cases where a budget surplus remains after the original deliverables have been met, you will have the option of either returning the surplus funds to CLIR or submitting a budget reallocation request that proposes how the remaining funds will be spent. Any proposed use of reallocated funds should be aligned with the original goals and scope of the project and within the current guidelines for allowable and disallowed costs for the *Recordings at Risk* program.

The first step for a reallocation request is completing the Grant Modification Form, where you can explain the rationale for the reallocation and how it is consistent with the original proposal. CLIR staff encourages spending surplus funds on additional digitization of material or increased spending for another previously approved line item in the project budget, rather than adding new line items. If a mutually satisfactory reallocation solution cannot be found, remaining funds must be returned to CLIR.

Note that small reallocations, amounting to less than 5% of the total project budget and within the program guidelines do not require a formal reallocation request, but we do ask that you explain these variances in your final report. If questions arise about

whether or not you need official approval of a reallocation request, we are always available through email.

Budget Reallocations

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)	
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Name: _____
 Title: _____
 Email: _____
 Date: _____

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[illegible][illegible]

*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.

In some instances, such as when a reallocation request involves a new budget line item, our team sends an updated budget detail to be used for your reporting. CLIR staff can provide a copy to you if needed. This new budget detail will replace the one emailed to you along with your award letter.

Other types of modifications

- ◆ Change in or addition of vendor
- ◆ Addition or reduction of materials
- ◆ Other changes in work (e.g., transcription, translation, etc.)

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We've encountered a few other types of modifications in this program that are important to process with CLIR prior to implementing the change.

- From time to time, recipients find that the vendor they selected in the application may not be able to fulfill the project after award. Or maybe to help with processing, you'd like to add a second vendor. Any vendor changes should be approved by CLIR prior to starting work with a new vendor so that we are in agreement that the new vendor meets the digitization standards approved in your application.
- As mentioned when we were discussing budget reallocations, you may find that you have the funds and capacity to add other in-scope materials to your project. Or perhaps digitization costs are much higher than estimated and significant amounts of material now need to be cut from the project. Work with CLIR through the modification process to agree on these changes.
- We've also supported the addition of other allowable processing work, such as additional transcription, to help spend down remaining funds.

These are just a few examples of other types of modification. We may ask for additional supporting documentation to help us understand and document the changes to your projects.



Final Notes

As we near the end of our presentation, feel free to submit questions in the Q&A box for us to address in a bit.

Tips from Past Recipients

- ◆ Metadata usually takes much longer than anticipated
- ◆ Meet early as a team & be transparent about project goals, roles, and responsibilities
- ◆ Consider identifying potential alternative materials in case work falls under budget
- ◆ Keep (and share) notes and documentation



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Our recipients have shared so much with our team through their reports and conversations. Here are some points stressed by them that may be useful to you as you get started:

- (1) **Metadata creation for audiovisual materials takes a lot longer than originally anticipated for most recipients.** For this reason, past recipients advise that new recipients consider how they can lay the groundwork for creating project metadata while waiting for materials to be returned from the vendor. Taking digital photographs of the containers for your recordings may help expedite metadata creation while the vendor has them, so consider whether it might be possible to do that.
- (2) Get your whole project team together, including your vendor, as early as possible to make sure everyone understands individual roles and responsibilities, even if their contributions will only be made late in the project timeline. That way each team member can make room on their schedules to do what they need to do in a timely and efficient manner. It is particularly important for people responsible for ingesting digital files into storage systems or creating metadata for those files to understand what will be expected of them, and for them to remain aware of any changes to the project timeline. Don't forget it is okay to request a grant modification if it turns out that the grant term is insufficient for creating metadata and making it available online.

- (1) If the recordings to be digitized for your project are part of a larger collection, set aside some additional “backup” items from that collection to send to your vendor as well, just in case the digitization work costs less than originally estimated or the content of the materials is unrecoverable. If you have extra funds left over, you can then submit a grant modification request to CLIR seeking permission to authorize the vendor to digitize the backup items as part of the project.
- (2) Keeping notes and documentation for your project in one common place for easy reference will make final reporting easier. Determining how you’re going to gather the information needed for the Project Manifest now, in particular, will save you valuable time.



Getting Started

Image courtesy of The West End Museum
(RAR Cycle 12 Recipient)

Given our experience with the *Recordings at Risk* program, we know that you're likely to encounter challenges during your project work. We have 3 questions for your team to discuss to make sure your projects are off to a good start.

- **First:** Has your team been in touch with your vendor since you received funding?
- If yes, is your vendor anticipating any delays in getting work done at this time?
- Do you have a plan in place to address project challenges when they come up?

We hope part of your plan will be contacting us if challenges arise, so we can figure out how best to support the project.

Get involved with CLIR

- Attend our Fall events:
[DLF Forum](#)
- Join a DLF [Working Group](#)
- Sign up for the [Grants & Programs newsletter](#) and share your news



We want to quickly share a couple ways to get involved with CLIR's communities. The [Digital Library Federation \(or DLF\) Forum](#) is November 16-19 in Denver, Colorado, and we hope that you'll think about joining us.

Additionally, there are more than [10 amazing working groups coordinated by DLF](#), where practitioners meet regularly on a variety of digital library topics. A couple I want to shout out in particular are the Metadata Support Group, which runs a Slack space for folks dealing with metadata, and the Digital Accessibility Working Group, which is offering accessibility audits of websites and systems, which you can contribute to or utilize.

We also invite you to sign up for our [Grants + Programs Newsletter](#) if you aren't already. This occasional newsletter shares updates across CLIR along with other things we think are interesting.

Promoting RAR Projects



- ◆ Share your news + developments with program staff
- ◆ Tag us on Bluesky @clirnews.bsky.social
- ◆ If discussing CLIR in press releases, review our acknowledgement guidelines, on [CLIR's Policy page](#)
- ◆ RAR Funded Projects:
<https://www.clir.org/recordings-at-risk/funded-projects>

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We love to boost the excellent work of our grantees. If there are exciting developments you would like shared with a wider audience, don't hesitate to let us know. One of the easiest way for us to share your news and accomplishments is to tag us on [Bluesky](#).

If you happen to be describing the *Recordings at Risk* program in any formal press releases, we appreciate you reviewing CLIR's Acknowledgement Guidelines, linked to on [CLIR's Policies page](#).

We also want to make sure we're representing you correctly. Your projects are now up on the [Funded Projects page](#) of our website. Please read how your project is described there and let us know if you'd like us to adjust any of the information included. The projects summaries are directly from your proposals.



RECORDINGS AT RISK

QUESTIONS

Images courtesy of Cycle 12 Recipients

Thank you all for attending this presentation. We know we've covered a lot of information here and we'll be sure to post a recording of this webinar, as well as the slides and transcript, on our Manage an Award page, alongside many of the other documents we discussed.

We can now shift to answering any questions you've submitted during our presentation.



Thank you!

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Sharon Burney | Program Officer

Alyson Pope | Program Officer

Jane Larson | Senior Program Associate

Lizzi Albert | Community Relations
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If you ever have any questions, you can always reach the CLIR Grants Team at our program email address: recordingsatrisk@clir.org.

A few final reminders:

- If additional members of your team should be getting info from us and don't already, email us to let us know.
- Our team is here to support you. Get in touch at any time. We may also reach out from time to time to check in about how things are going, as we assess the program and plan for the future.

Thanks and take care!