



## *Digitizing Hidden Collections* **Session 5: Final Q&A Panel** **March 31, 2026**

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 at 2pm ET | 11am PT.**

**CLIR**

Council on Library &  
Information Resources



# ***Digitizing Hidden Collections: Amplifying Unheard Voices***

Session 5: Final Q&A Panel

A program of



Council on Library &  
Information Resources

Welcome to the final webinar for CLIR's *Digitizing Hidden Collections: Amplifying Unheard Voices* Applicant Support Series.

## Our Webinar Platform

- Click 'CC Show Captions' to turn on captions
- All attendees are muted
- Set chat to "Everyone"
- Submit questions in Q&A box
- Recording in progress



To begin, we want to share some notes about using Zoom during this session.

- You can click the "CC Show Captions" button at the bottom of your Zoom window to turn on the live transcript.
- Attendees will be muted throughout the presentation.
- You're welcome to use chat for general introductions and conversation. To send a message to everyone, change the default from "Host and Panelists" to "Everyone".
- Use the separate Q&A box to ask questions. We will try to answer all questions live, and we will also share responses to all questions afterwards.
- This session is being recorded. The recording, slides, Q&A document, and transcript will be available on the [Apply for an Award](#) page of our website within two weeks.



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.

# Final Application Reminders

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5

I'm Louisa Kwasigroch, Managing Director at CLIR and a member of the grants team. I'm thrilled that you've joined us today and grateful for the time and care you are putting into your applications and projects.

Before introducing our esteemed panelists, we'd like to share a few key reminders to help you prepare your proposal. After administering this program for several years, our team has developed a strong understanding of what reviewers are looking for, and what they are not, in a competitive application. We hope these suggestions will help you present your project as clearly and effectively as possible.

If I may offer a suggestion it is this: please check your numbers and your math. Then check again!

Ok, now we'll move to our reminders.

# Final Reminders – General

- Ensure all uploads adhere to page limits
- Double check project timeline
- Do not include External letters of support from anyone involved in the project
- Include Letter(s) of commitment from the applying organization and all official collaborating organizations
- Include vendor quote for service \$5,000 or more
- Include resumes for all PIs
- Include job descriptions of any new hires
- Include 3-10 representative samples

We want to provide some helpful reminders and things to double check as you put together your final application.

First we will start with some general reminders:

- Ensure all application uploads adhere to page limits. Any documents that exceed the page limit will be truncated before being sent to the review panel.
- Double check the project timeline in the application form matches the timeline in your work plan and that all grant activities will take place during the grant period.
- Make sure external letters of support are not from anyone involved in the project and/or anyone who will receive payment if awarded funds.
- Make sure you have a letter or letters of commitment from the applying organization, and one for each official collaborating organization, if applicable.
- Include a vendor quote for any service \$5,000 or more. Make sure your vendor quote matches the requested amount in the budget detail and budget narrative.
- Include resumes for all principal investigators (or PIs).
- Include job descriptions for any new hires, including interns. These can be combined and uploaded as one PDF.
- Final applications should include at least 3 and up to 10 samples that will help the reviewers see the types of materials you propose to digitize. If you include more than 10 samples, again that document will be truncated before being sent to the review panel.

# Final Reminders – Budget

- Request between **\$50,000 - \$300,000 (USD)**
- Use required Budget Templates
- Double check request amount matches in Project Overview section, Budget Detail, and Budget Narrative
- Double check all budget calculations are correct
- Double check for disallowed costs
- Pay attention to budget limits and categories
- Do not include cost-share amounts in the Budget Detail
- Provide liveable and equitable wages

Regarding the budget specifically:

- Check that the requested amount is between \$50,000 - \$300,000 **US Dollars**. Requesting an amount outside this range will disqualify your application.
- Be sure to use the required templates for the Budget Detail and Budget Narrative. You can find these linked on the Apply for an Award page under the [Draft Your Application Section](#).
- The amount requested on the application form in the project overview section must match the total in the Budget Detail and Budget Narrative. All amounts included on the budget detail and budget narrative should also be in **US Dollars**. If the amounts do not match, the application will be disqualified.
- Double check all calculations are correct on the Budget Narrative. We are seeing more and more errors in the Budget Narrative that lead to confusion regarding the amount needed to complete the proposed project.
- Double check that there are not disallowed costs, such as administrative support for single organization applications, furniture, expenses outside the grant period.
- There are limits for certain budget categories.
  - There is a maximum of **\$15,000** for Equipment, supplies, and materials
  - There is a maximum of **\$7,500** for Conference registration and related travel expenses
  - There is a maximum of **\$10,000** for Administrative Support, again this is only allowable for collaborative projects.

- These limits and disallowed costs can all be found in [Appendix A of the Application Guidelines](#)
- Do not include cost-share amounts in the Budget Detail. Only include cost-share amounts in the the cost-share section of the Budget Narrative. Further, your cost-share amounts should not be included in the total requested amount at the top of the Budget Narrative. Also, it is not required to include a cost-share.
- Reviewers will want to see livable and equitable wages for everyone working on the project, including consultants, staff, and interns.
- If someone from your organization outside your team completes the Budget Detail or Budget Narrative, please be sure to share these resources, including the [Application Guidelines](#), with them.

# Answering your questions

From the CLIR Grants Team



Sharon Burney  
**Program Officer**



Alyson Pope  
**Program Officer**

I'm Sharon Burney, and I'm joined today by my fellow program officer Alyson Pope. Over the next hour, we will be answering all of your questions related to the Final Application and we will aim to conclude at 3:00pm eastern. We're supported today by our colleagues from the CLIR Grants Team: Jane Larson, Lizzi Albert, and Louisa Kwasigroch.

# Answering your questions

From the CLIR Community



## **Dr. Ida Jones**

Associate Director of Special Collections,  
Morgan State University

Reader for *Digitizing Hidden Collections*:  
*Amplifying Unheard Voices*

Joining us today are experts from the CLIR community to answer your questions and provide guidance as you develop a competitive application. They have also all served as reviewers for our regranting programs, so they can share insights from their experience working on digitization projects and serving as reviewers.

Our first panelist is Dr. Ida E. Jones, Associate Director of Special Collections and University Archivist at Morgan State University. She is an award-winning author and recognized leader in African American women's, organizational, and religious history. Notably, Dr. Jones has advanced archival access and awareness at Morgan State, providing consultation for campus and community organizations and overseeing significant collections.

Dr. Jones works to make archival work accessible by hosting biannual open houses in the Beulah M. Davis Special Collections Department at Morgan. Her accomplishments span publications, speaking roles at conferences, leadership in community history projects, and media features. She is inspired by Mary McLeod Bethune's words: "power must walk hand in hand with humility and the intellect must have a soul."

Dr. Jones served as a reader for the initial application round of the *Digitizing Hidden Collections* program.

# Assessing Collections

Ida Jones



Application components covered:

- Task: Project Details--Materials
  - File Upload: List of Collections to be Digitized
  - File Upload: Representative Samples
- Task: Project Details--Tell the Story

Dr. Jones will be responding to questions related to Assessing Collections, such as: identifying and clarifying the collections and materials that will be nominated for digitization, accurately estimating volume of materials and digitization outputs, and making a competitive case for digitization.

# Answering your questions

From the CLIR Community



## **CK Ming**

Media Conservation and Digitization  
Specialist, Smithsonian National Museum of  
African American History & Culture

Reviewer for *Recordings at Risk*

Our second panelist is CK Ming, Media Conservation and Digitization Specialist at the Center of African American Media Arts (CAAMA) at the National Museum of African American History & Culture. They work to inspect, digitize, and preserve CAAMA's vast holdings of audiovisual material. Their interests include early African American silent film and independent African American cinema. They hold an M.A. from New York University in Moving Image Archiving and Preservation and a B.A. from American University in Film & Media Arts.

CK serves as a reviewer for another CLIR regranting program, *Recordings at Risk*.

# Designing a Digitization Plan

CK Ming



Application components covered:

- Task: Project Details--Outcomes
- Task: Project Details--Work Plan

CK Ming will be responding to questions related to designing a digitization plan, such as setting a realistic timeline, choosing appropriate technology and technical standards for digitization, considering in-house digitization versus a vendor.

# Answering your questions

From the CLIR Community



## **Sandra Aya Enimil**

Director for Scholarly Communication and  
Collection Strategy,  
Yale Library

IP Reviewer for *Recordings at Risk*

Our third panelist is Sandra Aya Enimil, Director for Scholarly Communication and Collection Strategy at Yale Library. At Yale, Sandra contributes to advancing openness by providing strategic insight, information and resources on scholarly communication and open scholarship. She also consults with Yale researchers on using copyrighted materials and assists creators in protecting their own copyright. Sandra is committed to diversity, equity, and inclusion (DEI) and is interested in the intersection of DEI and intellectual property. Sandra earned her Law and MSLIS degrees from the University of Illinois at Urbana-Champaign. Sandra has degrees in Political Science and Psychology from the University of Michigan and an MA in International Relations from the University of Ghana.

Sandra serves as an Intellectual Property reviewer for another CLIR regranting program, *Recordings at Risk*.

# Rights, Ethics, & Re-Use

Sandra Aya Enimil



Application components:

- Task: Project Details--Rights, Ethics, and Re-use
  - Upload: Rights, Ethics, and Re-use appendices

Sandra Aya Enimil will be responding to questions regarding the rights, ethics, and re-use section of your application, such as identifying rights and ethics concerns in original materials, assessing risk, and determining appropriate access with creators and community in mind.

# Answering your questions

From the CLIR Community



## **DeLisa Minor Harris**

Director of Library Services,  
Fisk University

Reader for *Digitizing Hidden Collections*:  
*Amplifying Unheard Voices*

Our fourth panelist, DeLisa Minor Harris, is the Director of Library Services at Fisk University, where she leads library and archival initiatives through the John Hope and Aurelia E. Franklin Library. Her work includes securing and managing grants that support preservation and broader access to cultural heritage collections. She led Fisk University's first CLIR *Digitizing Hidden Collections* grant. Her grant work has supported digitization, metadata creation, collection access, and long-term project planning at Fisk.

She is a Ph.D. candidate in Public History at Middle Tennessee State University, where her research focuses on Henrietta Crawley Myers and African American women's contributions to historic preservation and public memory.

DeLisa served as a reader for the initial application round of the *Digitizing Hidden Collections* program.

# Staffing & Budget

DeLisa Minor Harris



Application components:

- Task: Project Details—Capacity
  - Upload: Resumes and/or Job Descriptions
- Task: Project Details--Need for Support
  - Upload: Subcontracts
  - Upload: Budget Detail
  - Upload: Budget Narrative

DeLisa will be answering questions regarding staffing & budget, such as staffing considerations and training needs, offering a compelling case for need in a budget narrative, using a budget narrative to build a justified budget detail.

# Question + Answer

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Share questions in the Q&A box

Reach the grants team any time: [hidencollections@clir.org](mailto:hidencollections@clir.org)

17

We're going to get started with questions and answers now. We will begin with a few questions we have received related to each topic. Then, we will address additional questions submitted through the Q&A Box. You are welcome to submit your questions now. If we run out of time to answer all your questions today, we'll be sure to provide written answers in the Q&A doc that will be posted alongside the recording.

# Timeline

Deadline for Final Applications: **May 4**

Final Round Notifications: **mid-August 2026**

Public Announcement of Funded Projects: **November 2026**

A brief reminder of the remaining program timeline before we end. The final application stage will close on May 4th at 11:59 PM Eastern. Award notifications will go out to applicants in mid-August, and we anticipate the public announcement of funded projects will take place in November 2026, after which awardees may make their own public announcements and post any related job openings.



# Thank you!

Please take a moment to complete a survey about this session.

Before you go, please be sure to fill out our [session survey](#). Your feedback has been really useful to us as we've developed this series, and this is one last chance for you to reflect on the series as a whole as we consider what we might improve if we do this again.

Thank you all so much for joining us today and to the panelists for offering your wisdom and support.

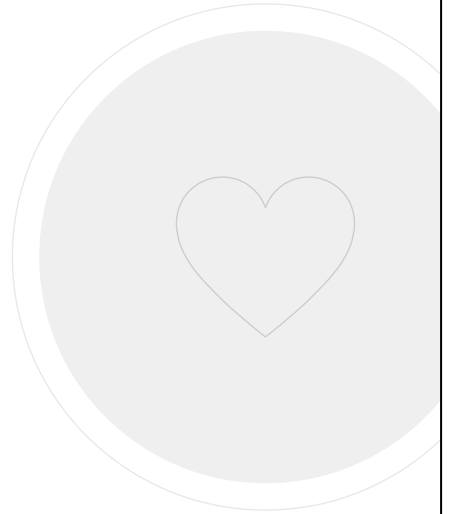
Please don't hesitate to send questions our way to [hidencollections@clir.org](mailto:hidencollections@clir.org) as they come up between now and the application deadline. Have a great rest of your day, and happy grant writing!



# Credits

Special thanks to all the people who made and released these resources for free:

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