

Hidden Collections Final Proposal Round Checklist

Congratulations once again on advancing to the final proposal round of the Digitizing Hidden Collections program!

Below is a checklist to help ensure that you are prepared to submit your final proposal, due **Tuesday, September 20 by 5:00 PM Eastern Time**. If you have any questions, you may send them to us at hidencollections@clir.org, or consult our detailed [FAQ](#) and [Guidelines](#).

- Upload new documents required for the final proposal round.** The final proposal is submitted through the same portal used to submit the initial application. You can login using your original credentials [here](#). New fields have been added to accommodate each of the following documents:
 - Cover sheet:** The required template for the cover sheet can be found [here](#).
 - Three letters of scholarly support:** At least one of these letters should be from outside your home region.
 - Institutional letter(s) of support:** A separate letter is required from each collaborating partner.
- Review the Intellectual Property Agreement:** A template of the agreement can be found [here](#). The Intellectual Property Agreement is not due with your proposal on September 20. However, all applicants, including collaborating partners, should be prepared to sign the document as written in short order should they be nominated for funding. It is thus important that you familiarize yourself with its terms prior to submission and identify a signatory.
- Edit proposal in response to reviews:** The extent of these changes should be explained in the cover sheet, to help reviewers and program staff identify differences between the initial and final application.
- Proofread proposal:** To view your application as reviewers will see it, sign in to the viewing portal [here](#) using the credentials supplied in your notification e-mail. This will allow you to view the documents you have uploaded in order to be certain the correct files have been provided. You will also notice that a document titled "Reviewer Comments Round 1" has been attached to your application. This file is a PDF containing your reviews from the first round. Once you are certain your application is complete, hit submit!

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