Council on Library and Information Resources

Recordings at Risk
Recipient Informational Webinar
May 8, 2019

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@CLIRRaR

Hello and welcome to the Recordings at Risk Recipient Informational Webinar.

We'll start with introducing the staff on the call today:
My name is Christa Williford, Director of Research and Assessment at CLIR and I'll be moderating this webinar today. I'm joined by our geographically distributed grants team members. I'll ask them to introduce themselves now, telling you what they do and where they are today.]
[Introductions: Joy, Kristen, Nikki, and Becca]

Now that you know who we are, we welcome those of you who are viewing us through Zoom to introduce yourselves to one another in the chat box--you can find this feature by hovering your mouse at the bottom of the Zoom window. You can mention your name, organization, location, and project title, if you wish. When you do this, make sure you send your message to "all panelists and attendees" so all participants get to see who you are and where you are.

Now, we'd like to begin by congratulating you all once again on being selected as a grant recipient for the Recordings at Risk program! We have an varied and remarkable collection of projects represented here, and we're very happy to be working with all of you.

Our Team thought that it would be helpful to touch base as you begin your projects to clarify some of your responsibilities as grantees and to discuss how to handle certain situations that may arise in the future. We'll begin this presentation by covering aspects of the Reporting Requirements, then we'll move on to information regarding Grant Modifications, the Exit Interview, and some additional notes on helping us promote your projects.

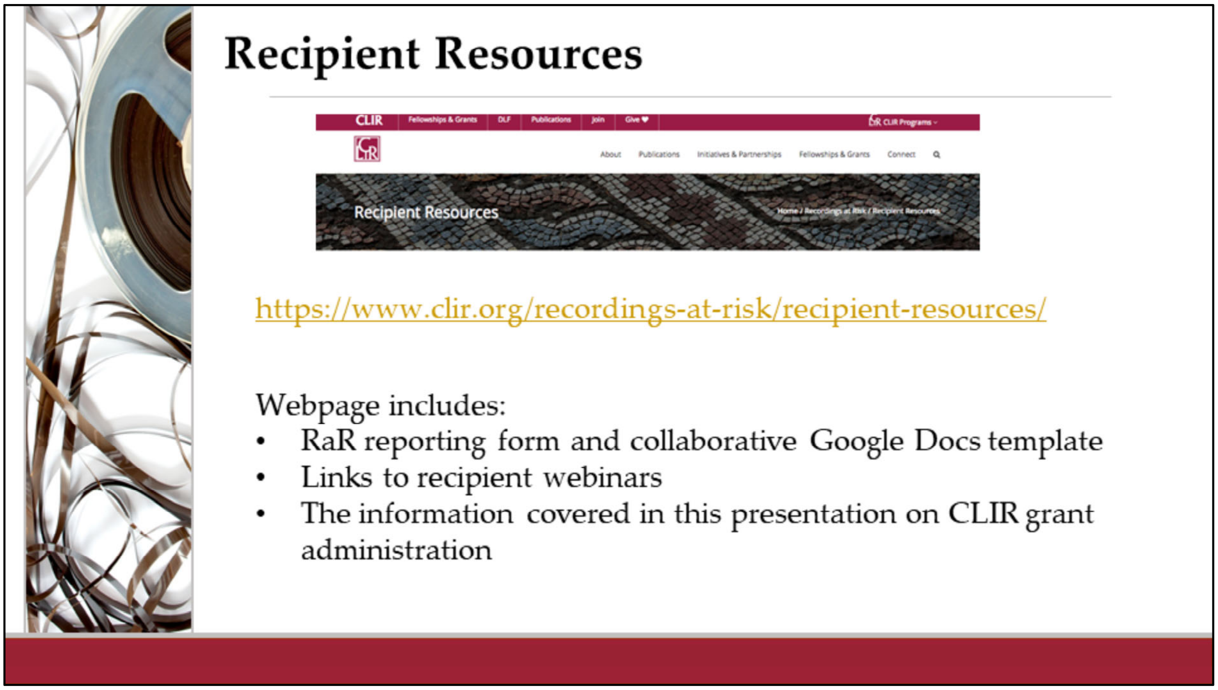
Some logistics: at any time, you should feel free to type questions that come to you in the Q&A box throughout the presentation. You can see the icon for this by hovering your mouse over the bottom of the Zoom window. As you know if you've introduced yourself, you also have the option to send messages to presenters or other meeting participants using the chat box. We'll answer questions submitted through the Q&A box at the end of the webinar. We'll also be recording this session so that you can revisit it in the future or share it with colleagues.

I'll now turn the floor over to Joy, who will be starting the presentation…

CLIR is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

We always like to start by reminding everyone of CLIR's mission: The Council on Library and Information Resources (we say "CLIR") is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

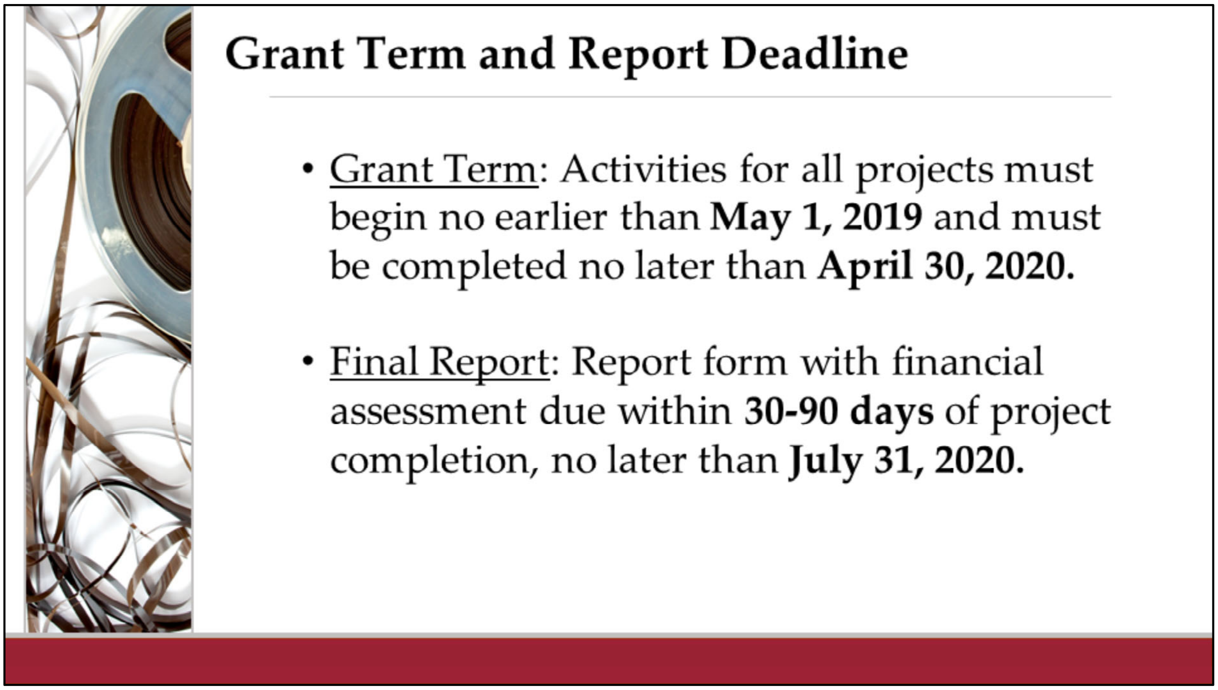
Recordings at Risk is just one of many programs administered by CLIR and is generously supported by The Andrew W. Mellon Foundation. You may know that CLIR recently received a new grant from the Foundation to continue the program for four more competitions, so we will now be continuing to call for new proposals through the spring of 2021.



Before we dive into our presentation, I wanted to point you towards the Recordings at Risk recipient resources webpage. This is a one-stop-shop for grant recipients, with information on 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 on this page.

Reporting Requirements

We'll begin by going over CLIR's reporting requirements for grantees. Since most of you are just starting your projects or may not have yet begun, it may seem odd to start with reporting. But seeing what will be required at the end may help you decide how to document progress and keep metrics which may, hopefully, make the reporting easier when your projects are complete.



You were all awarded grants this spring in the fifth Recordings at Risk competition. For that reason, you will hear us refer to you as a group as our “Cycle 5 recipients.” To keep things easy for everyone, we start by setting everyone on the same year-long project timeline with the same deadlines, regardless of the project length you originally proposed. We have found that this is easiest for everyone.

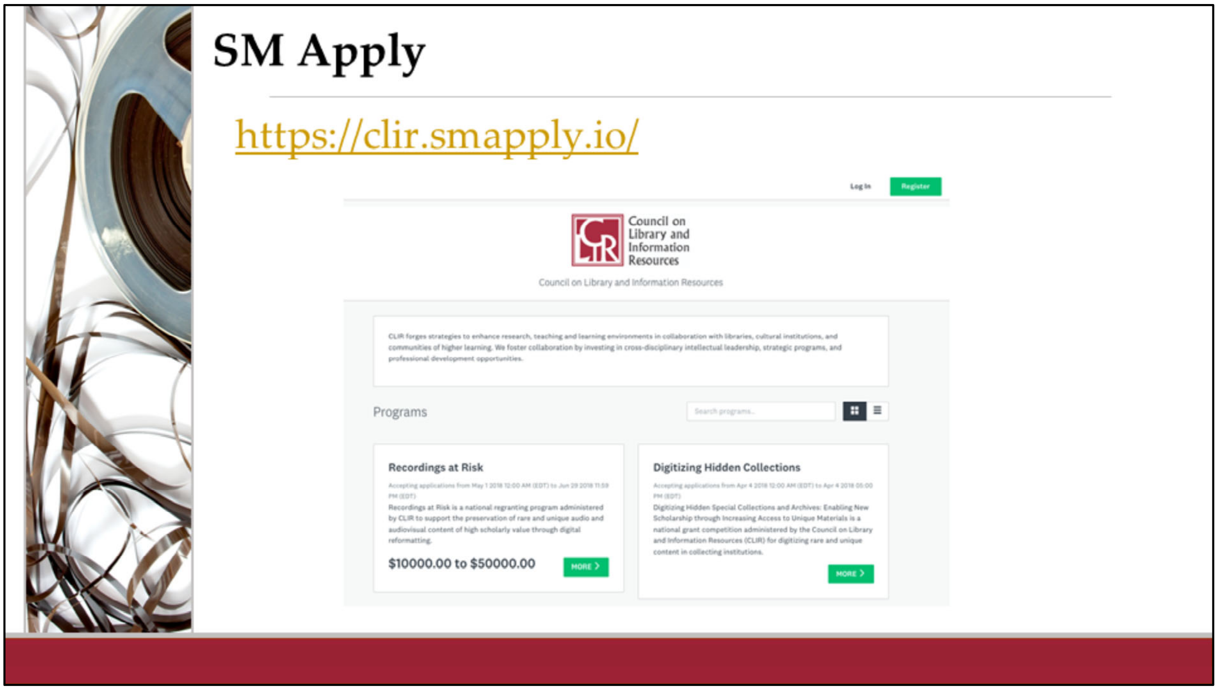
As you may recall, for this program you could propose a project term that would last between 3 and 12 months. So all of your projects have been designed to be completed rapidly. However, for the purposes of setting reporting deadlines, our program will assume you had proposed a 12-month project beginning on **May 1, 2019**.

Activities for all Cycle 5 projects must be completed no later than April 30, 2020.

Your final report form and financial assessment are due within 30-90 days of project completion. So this would mean that the latest possible reporting deadline would be **July 31, 2020**.

Let me reiterate these details, since we know recipients are easily confused about the dates. For all of you, the grant term begins May 1, 2019 and ends April 30, 2020. All project activities--including digitization, metadata creation, and providing whatever access you're providing--must be completed during this term, and grant funds must only be expended during this 12-month period. To change this timeline, you'll need to get approval from us (which we'll cover shortly). There is only 1 report required, and it must be submitted no later than July 31, 2020.

You may find that your project ends earlier than April 30, 2020, or that you're ready to submit your report earlier than July 31, 2020. You are always welcome to submit your final report early. If that is the case, you'll need to contact the CLIR Grants Team at recordingsatrisk@clir.org so we can start the reporting process.

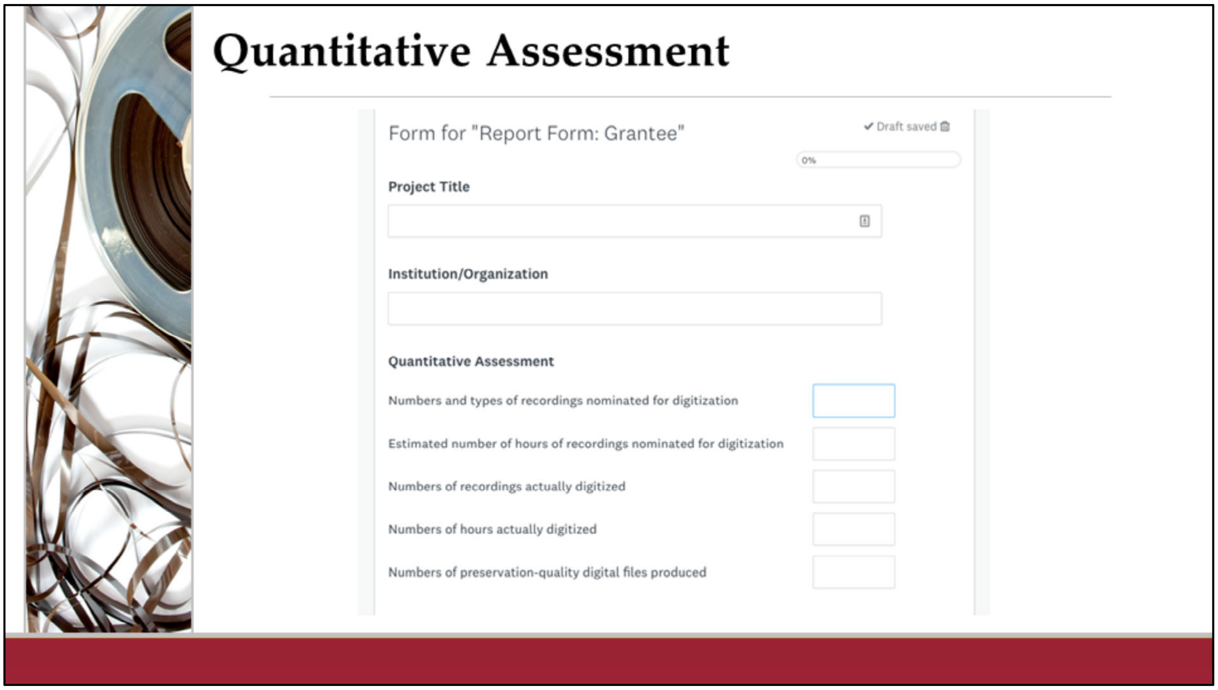


Grant reports are submitted through the same portal you used to submit your application, called SM Apply. We've included the URL for all of CLIR's grant programs here. You can also find this on the Recipient Resources page on the Recordings At Risk website. All communication and reminders for reporting will be sent to the primary principal investigator (or PI), so if there are any others involved in project work who need such notifications, you will need to send us names and contact information for those people. Please share this information as soon as possible so we can keep our records up to date.

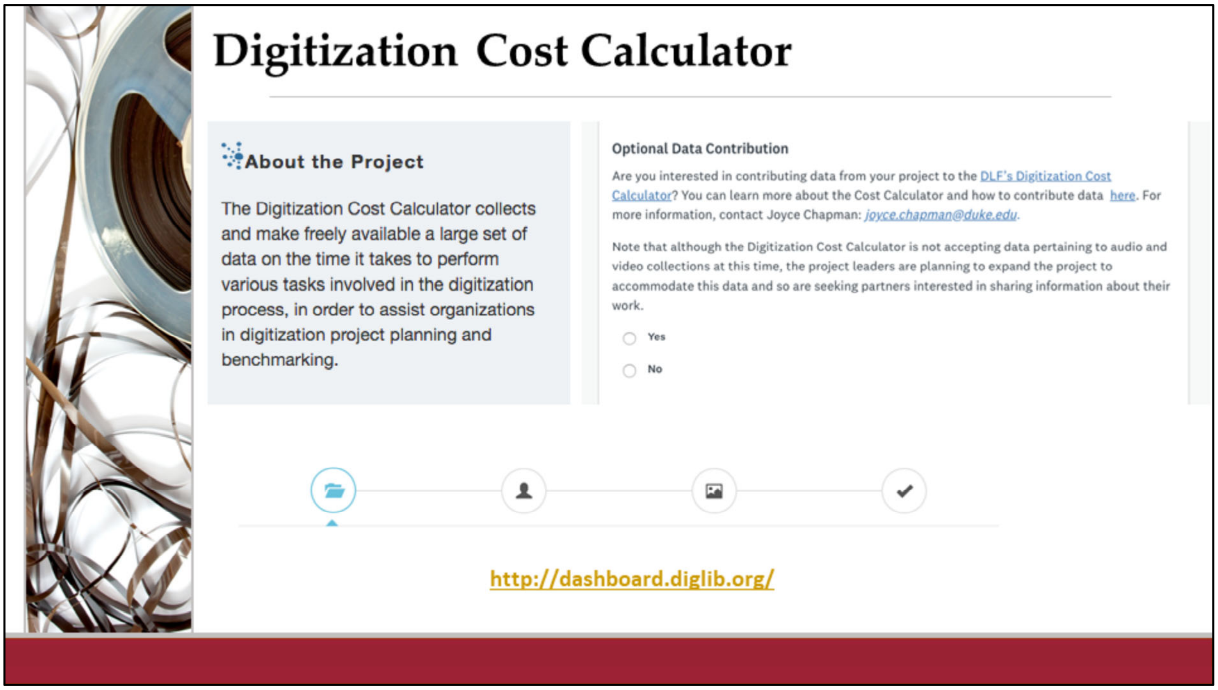
If you can, you should login to SM Apply **using the same email address and password you used to create your application**. If you use these same credentials, you should automatically see the reporting form for your project when you log in. If you forget these credentials or lose access to them for any reason (for example, if the person who created your application leaves your organization), 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 way to future-proof your team's access to the report would be to log in using the application credentials, hit "start" to pretend like you're starting your report, then add other team members' email addresses as "collaborators" on your report. Collaborators will then receive an automatic invitation to verify their email addresses and create their own passwords to access the system. Once they do this, they will also be able to log in to view the report and enter data. One of the system's safety measures insures that only the primary principal investigator is able submit a report, so if one of the collaborators eventually needs to submit, that person will still need to contact us to make sure this can happen.

We're now going to take you on a tour of the reporting form itself.

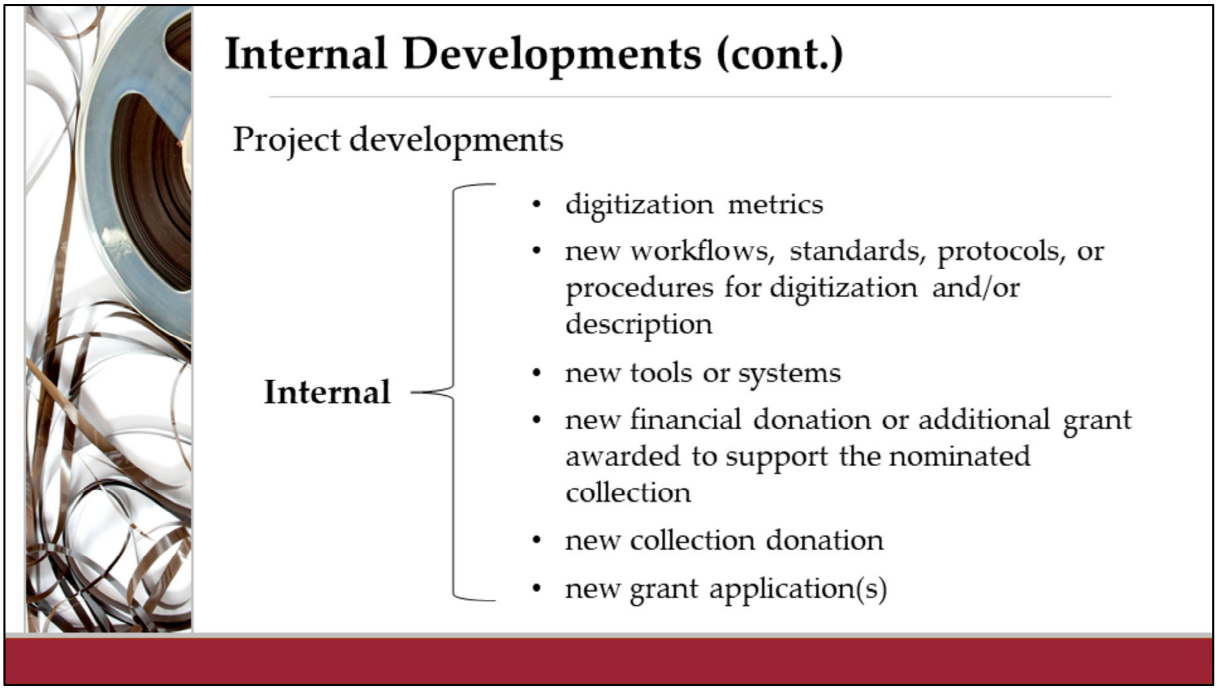


The first section of the report is the quantitative assessment. Here you'll be entering information related to the numbers and types of recordings nominated for digitization, the number of archival master files produced, and variances between the estimated and actual digitization numbers. To complete this part, it will be helpful to have access to your original proposal for your project. Taking the time now to put a copy of your proposal in a place where all team members can access it is a good idea. 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 write us to ask for one.



You can opt to volunteer to contribute this data to the Digital Library Federation's Digitization Cost Calculator, a tool that provides estimates of time and costs to those planning digitization projects.

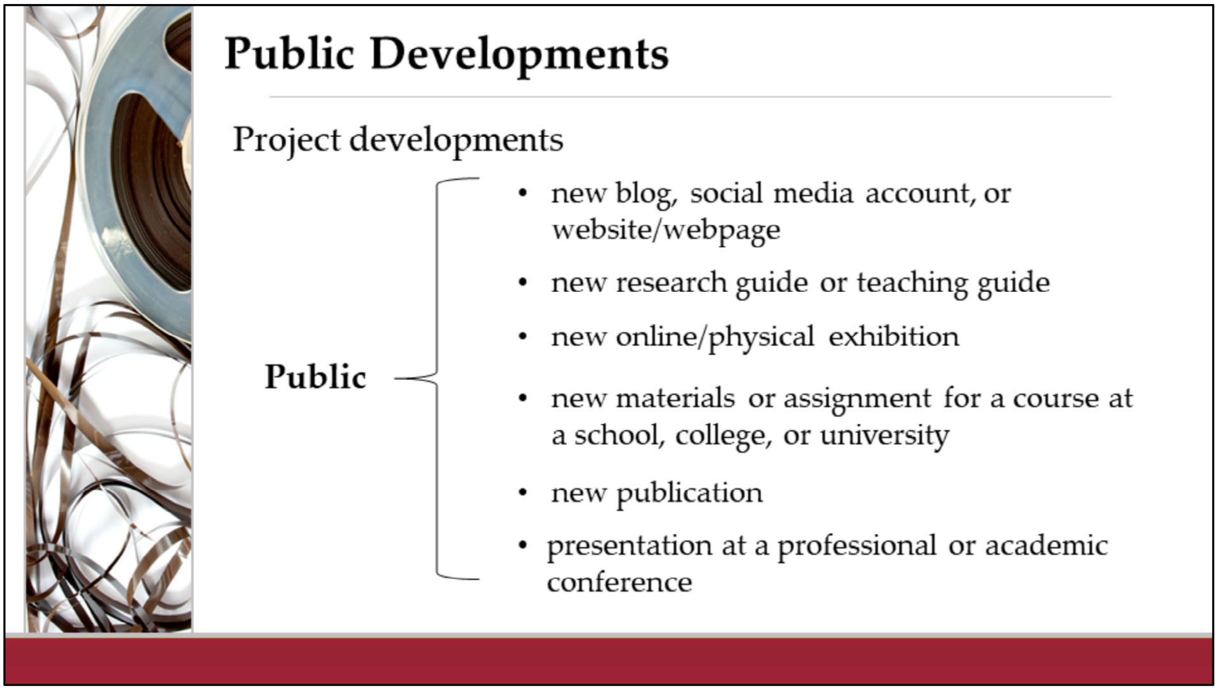
The calculator does not yet support estimates for a/v digitization, but they've expressed interest in expanding the tool to include it, so we've been collecting a list of volunteers who would be prepared to keep detailed time estimates for their digitization and metadata creation work. Your willingness to contribute data can help make this possible. If you only undertake digitization through external vendors, you might want to say "no" here. Either way, your response won't affect CLIR's assessment of your project.



The next reporting section includes space to document project developments, both internal and public. Internal developments may include things like:

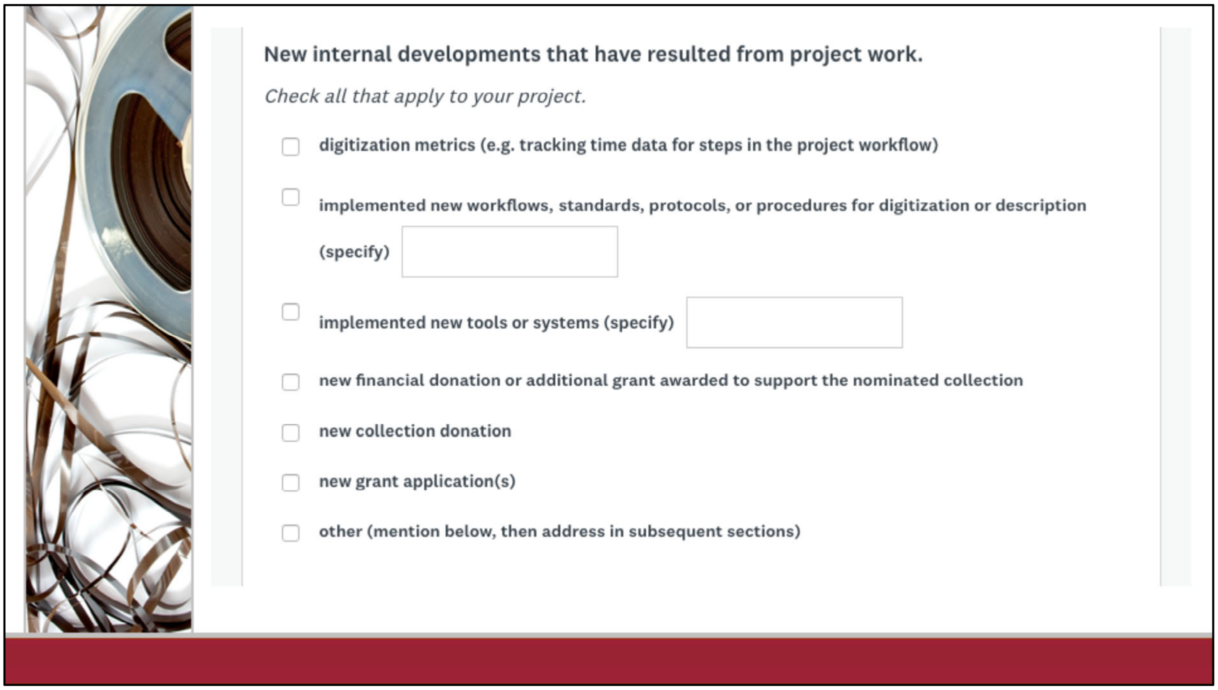
• digitization metrics such as tracking time data for steps in the project workflow (preparing materials for shipping to the vendor, metadata creation, ingest, etc.),
• the implementation of new workflows, standards, protocols, and/or procedures for digitization and description,
• the implementation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

CLIR pulls together data about the impact of its program for its own annual reporting to The Andrew W. 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.



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.

Again, keeping a file with copies of these kinds of documentation will make the reporting process easy for you. You will also 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.



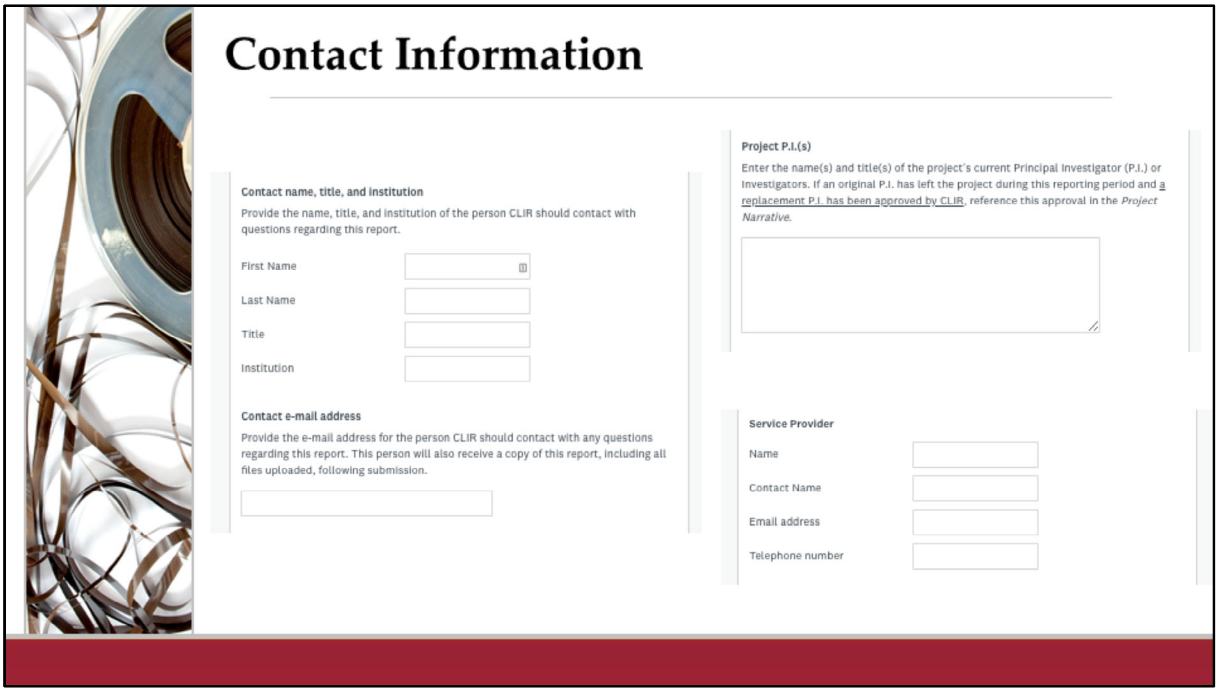
Here's a quick glimpse of what these "impact" questions look like on the reporting form. The report form includes simple checkboxes to document activity which you'll then have the opportunity to explain further in the narrative portion of your report. Here is the checklist for internal impacts...

And here is the checklist for public outcomes. Because Recordings at Risk is designed to support smaller-scale efforts focused on preservation reformatting of audio and audiovisual materials over short periods of time, 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.

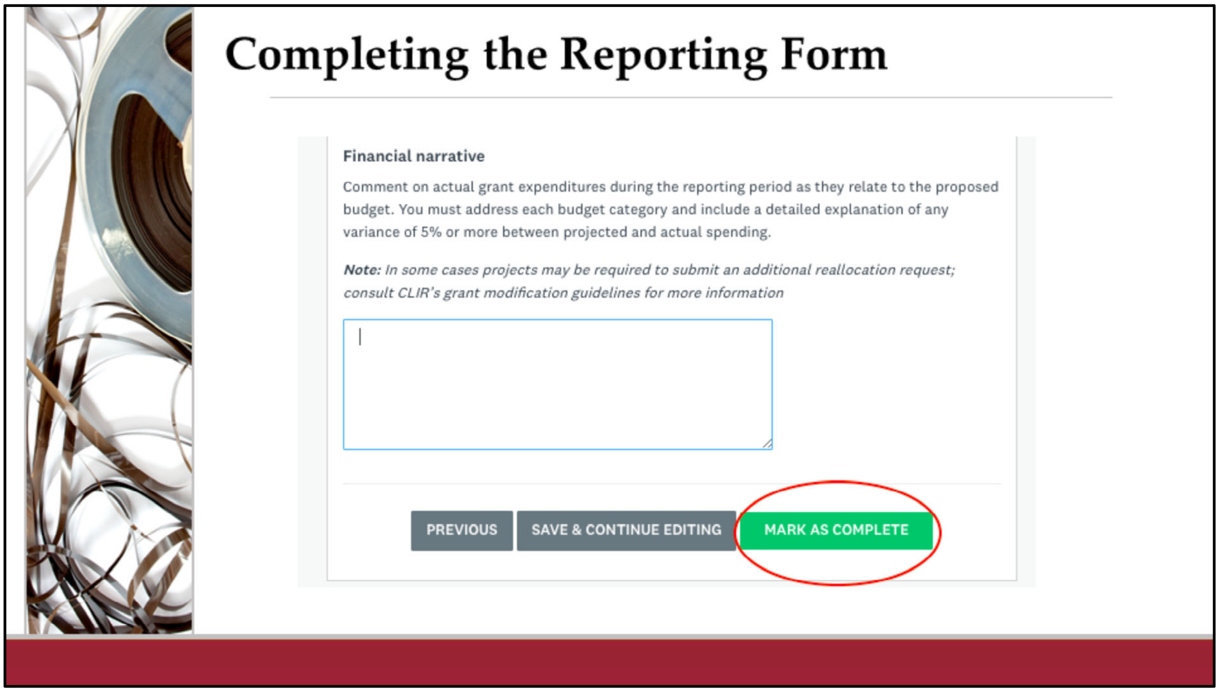
Next, we ask grant recipients to share with us where users can go to find information about the digital copies of the recordings reformatted through your project. Some of you will be providing public access to both the digital files and the associated metadata created through your project, and some will only be providing public access to the metadata.

In case you've forgotten, I want to re-emphasize here that creating and providing access to metadata for the digital copies of the recordings created through your project is a requirement of the program, and 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. At the end of your project, you may still have work to do to add richer descriptions, subject headings, or even transcriptions or captions, but we do expect that some basic records about what you've done be posted somewhere online.

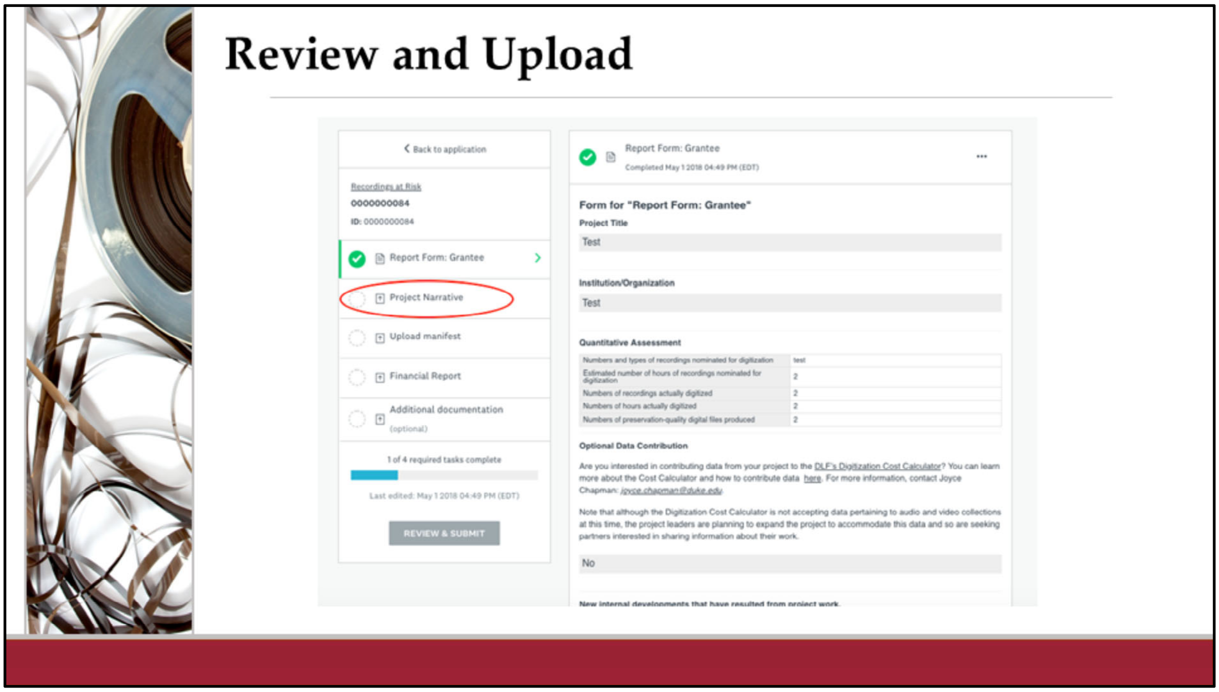
You'll have the option to include up to 10 URLS. We encourage you to provide a few high-level links to the collections rather than many lower level links. These links allow us to verify that you have made metadata, at the least, and well as verify that those of you who can make the digital surrogates 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.



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.

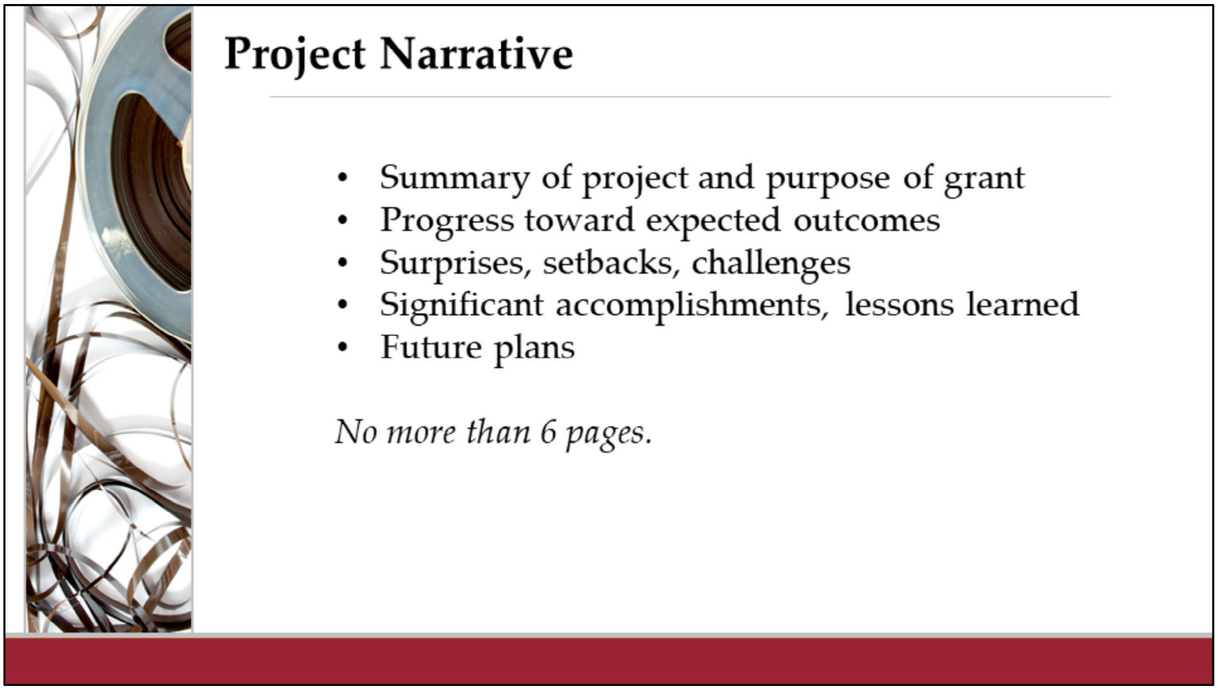


You'll then add your financial narrative and either save this section of the form or mark it as complete. The financial narrative should address each line in your project budget.



Marking the report as complete will take you to the review page, where you can doublecheck the information you entered, and see the additional steps you need to take.

There are a few documents to upload before you'll be ready to submit your report. If you look to the left side of the screen, you can see buttons that will prompt you to upload the remaining components of the report, which we'll go over now one by one.

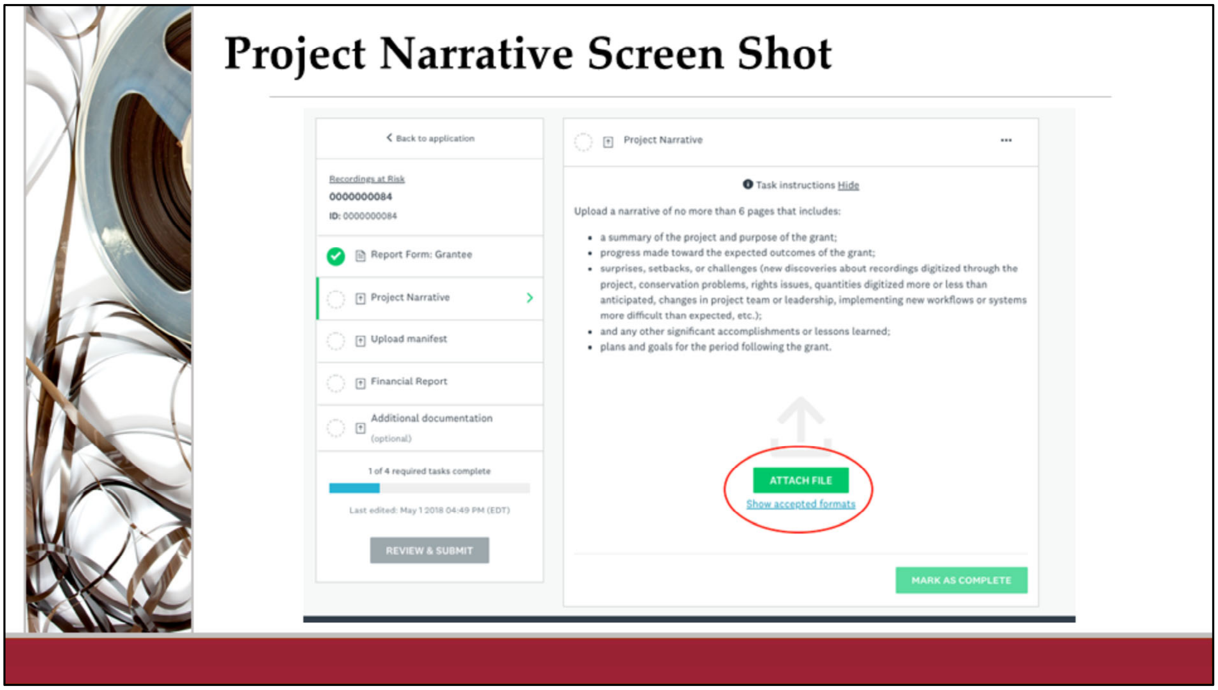


The first, and perhaps most important part of your report is the Project Narrative. This will be an uploaded document of no more than **6 pages** which will contain the types of information listed here:

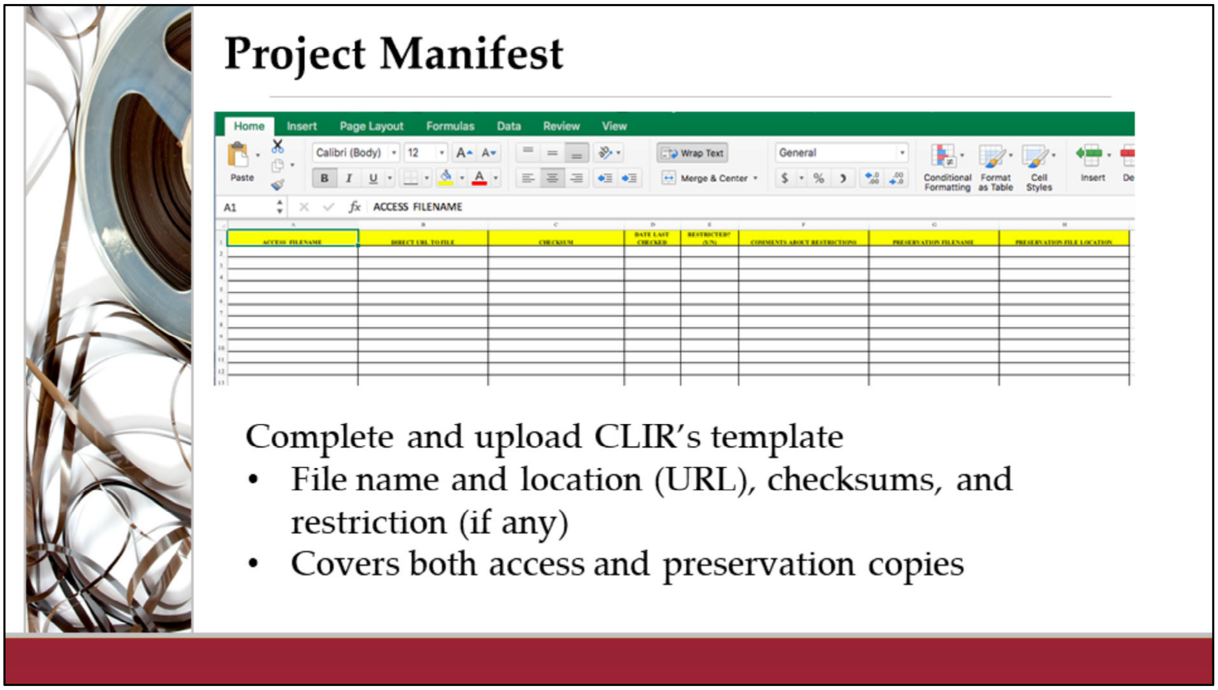
• A summary of the project and purpose of your grant
• Your progress toward expected outcomes where you can explain the numbers, including any variances in your quantitative section
• Any surprises, setbacks, and challenges that you faced
• Significant accomplishments and lessons learned
• And finally,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

Ultimately, this is information that will help us create resources that can be of use to other institutions wanting to initiate their own a/v digitization projects. We'll also share the lessons learned from grantees with our funder, The Andrew W. Mellon Foundation.

If you take the time to compile notes somewhere about these topics during the course of your project and save those notes in the same place you keep your copy of the original proposal, you will thank yourself when the final report deadline approaches.



Here's a screenshot of what you'll see when you're asked to upload the form, which you'll notice includes directions about all the topics your narrative report should cover.



You'll also be asked to upload 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. We're requiring this because we are developing a tool--a kind of web crawler--that will allow us 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 scrambling 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...

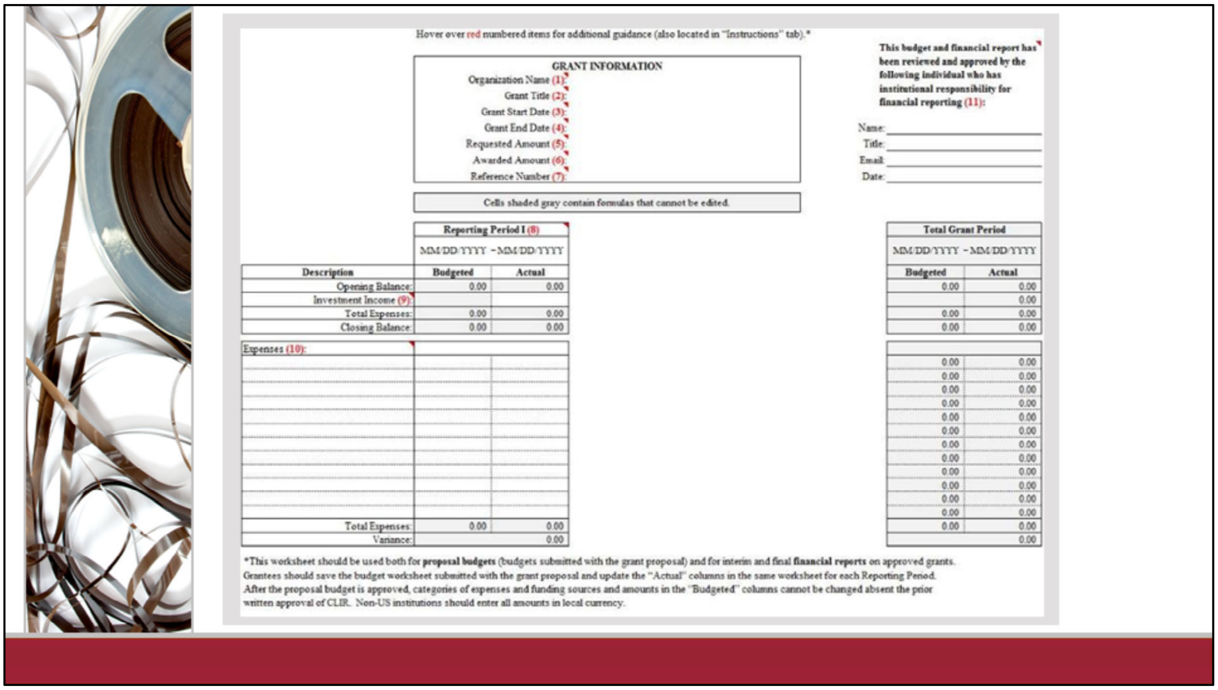
Financial Assessment

- Narrative Report: explanation of actual grant expenditures vs. proposed.
  - Addresses each budget category
  - includes detailed explanation of variances of 5% or more
- Financial Report: Budget submitted with proposal, updated to reflect actual expenditures

The final part of the Reporting Requirements that I want to touch on is The Financial Assessment, which comes in two parts.

The first is the Financial Narrative, which we glimpsed at earlier on the main report form. In the Financial Narrative, you can comment on actual grant expenditures during the reporting period as they relate to your proposed budget. Every budget category 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 here.

The second part is the Financial Report, which is an upload using the same budget and financial report template that you submitted with your proposal. The only difference is that you have both the Budgeted and Actual fields of the template filled in for the final report. This is another good reason to make sure you have a copy of your entire proposal saved somewhere where all your team members can access it--you'll prepare the financial report beginning with the same file you submitted with your proposal.


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: __________
Title: __________
Email: __________
Date: __________

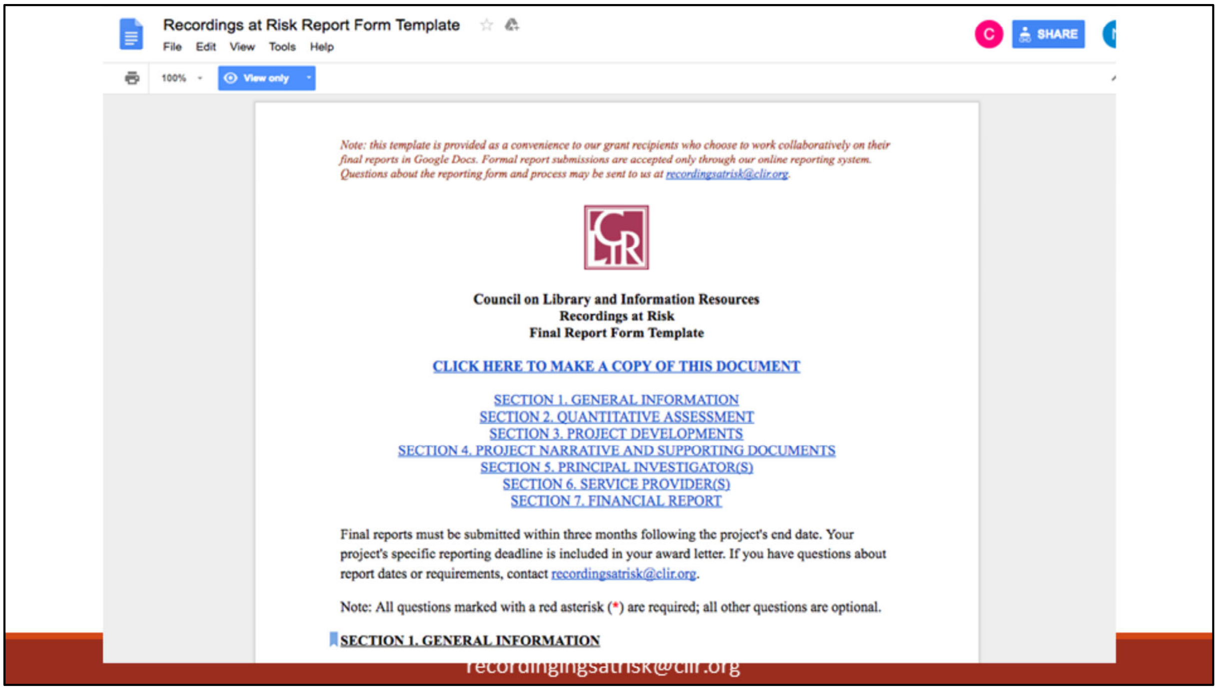
Cells shaded gray contain formulas that cannot be edited.

	Reporting Period I (8)		Total Grant Period	
	MM/DD/YYYY - MM/DD/YYYY		MM/DD/YYYY - MM/DD/YYYY	
Description	**Budgeted**	**Actual**	**Budgeted**	**Actual**
Opening Balance:	0.00	0.00	0.00	0.00
Investment Income (9):				0.00
Total Expenses:	0.00	0.00	0.00	0.00
Closing Balance:	0.00	0.00	0.00	0.00

Expenses (10):				
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Total Expenses:	0.00	0.00	0.00	0.00
Variance:		0.00		0.00

*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.

And as a reminder, here's what our budget and financial reporting form looks like. It's important that you use this template for your financial report rather than any internal financial reporting forms your institutions may use. Note that there is a "budgeted" column for the information submitted with your proposal, and an "actual" column for the information about what you spend during the grant term. 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 to CLIR at the time you submit your final report.


Recordings at Risk Report Form Template

File Edit View Tools Help

100% View only SHARE

Note: this template is provided as a convenience to our grant recipients who choose to work collaboratively on their final reports in Google Docs. Formal report submissions are accepted only through our online reporting system. Questions about the reporting form and process may be sent to us at recordingsatrisk@clir.org.

Council on Library and Information Resources
Recordings at Risk
Final Report Form Template

CLICK HERE TO MAKE A COPY OF THIS DOCUMENT

SECTION 1. GENERAL INFORMATION
SECTION 2. QUANTITATIVE ASSESSMENT
SECTION 3. PROJECT DEVELOPMENTS
SECTION 4. PROJECT NARRATIVE AND SUPPORTING DOCUMENTS
SECTION 5. PRINCIPAL INVESTIGATOR(S)
SECTION 6. SERVICE PROVIDER(S)
SECTION 7. FINANCIAL REPORT

Final reports must be submitted within three months following the project's end date. Your project's specific reporting deadline is included in your award letter. If you have questions about report dates or requirements, contact recordingsatrisk@clir.org.

Note: All questions marked with a red asterisk (*) are required; all other questions are optional.

SECTION 1. GENERAL INFORMATION

recordingsatrisk@clir.org

We noted earlier that SM Apply allows you to add other email addresses for collaborators who will contribute to your report as you develop it in the system. We do recognize, however, that sometimes it isn't realistic to expect all members of the team to figure out how to log in and use the system. For that reason, we've also created a Google Doc template that your team can use to prepare your draft report. The document includes the full information requested in the report, covering both the questions on the reporting form and the documents that will be added as uploads. You may remember using a similar document to prepare your proposal. 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 report, copy and paste from the document into SM Apply to submit your report.

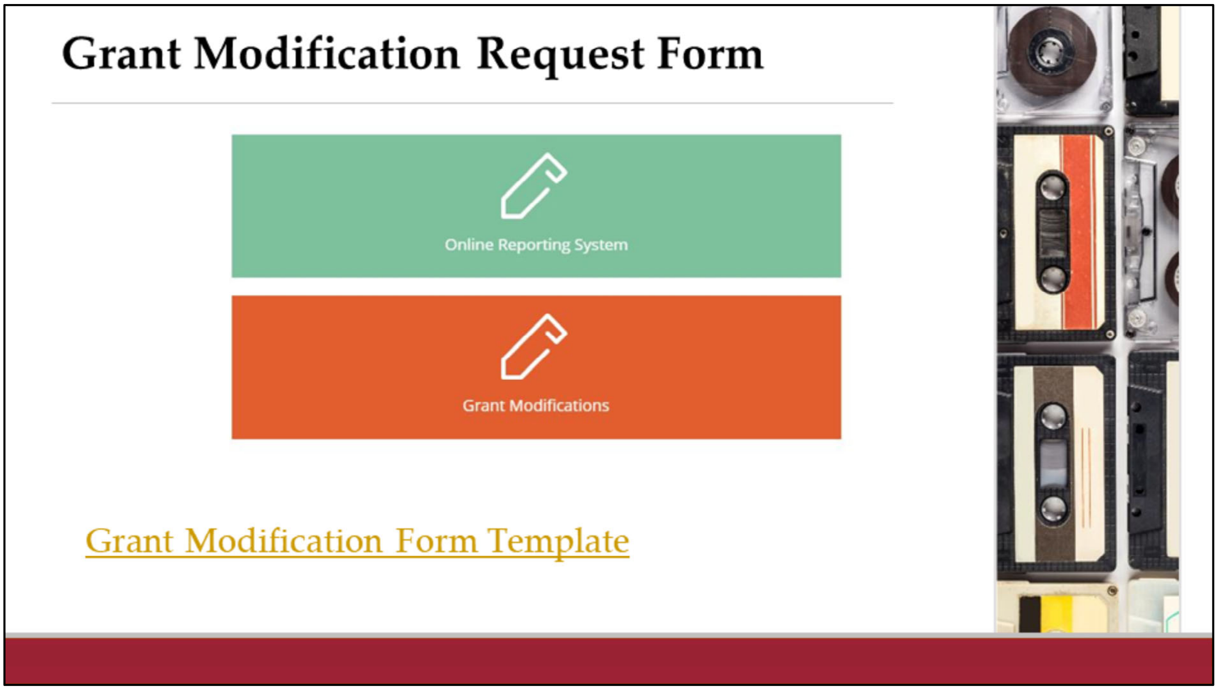
Because the reporting form was intended to group questions thematically, and because SM Apply is built in a way that requires uploads to be added at the very end, the order of questions on the Google Doc template is somewhat different than the order of questions in SM Apply; however, the content of the questions should be identical.

You can access the Google Doc template using the link on our Recordings at Risk

Recipients Resources page. To make a personal copy of the template that you can edit, click on the text that says “click here to make a copy of this document. This copy can then be shared with anyone who will be collaborating on the draft proposal. Once you have finished drafting your proposal, you must copy your report responses into SM Apply to submit your final report.

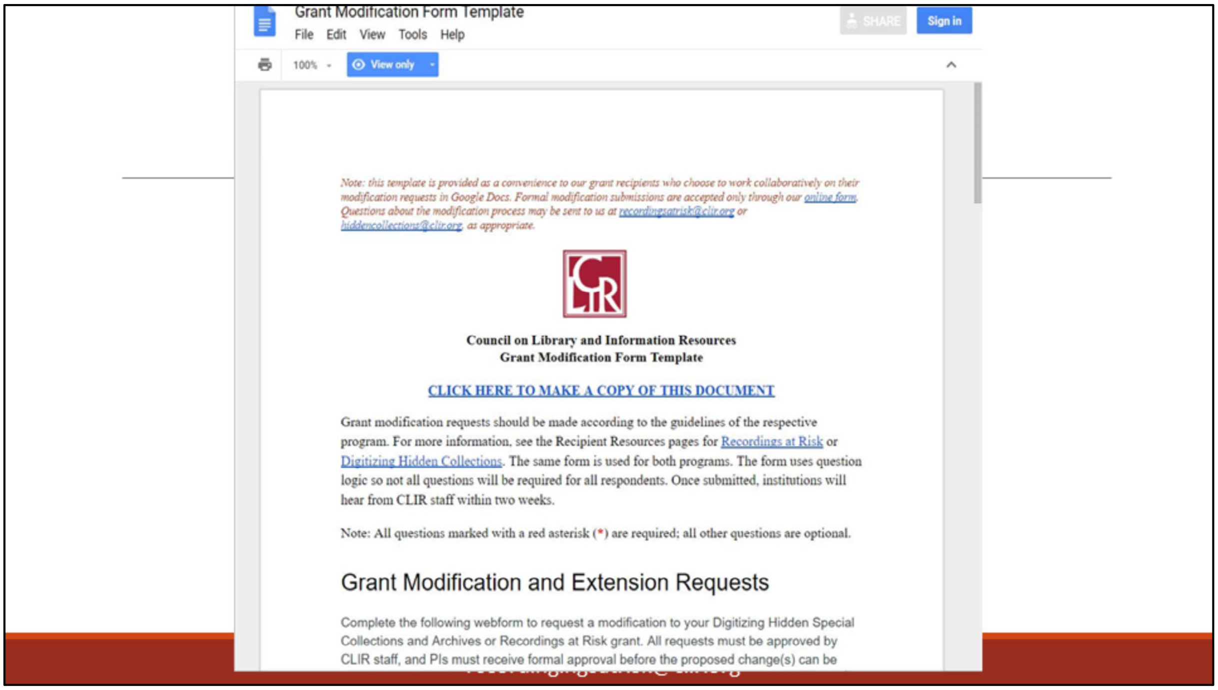
Now that we've made it through the reporting form, we need to address how you can make changes to your plans if unforeseen delays, problems, or staffing changes happen during the course of your work.

Over the course of many grant projects, we've seen that the need often arises to request a modification. Due to the unpredictability of audio and audiovisual digitization initiatives, such requests are extremely common for this program, and you should not hesitate to ask us for what you need to do 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, P.I. changes, and Reallocation Requests. The form was designed to streamline the process and reduce the amount of time spent making and approving these requests.



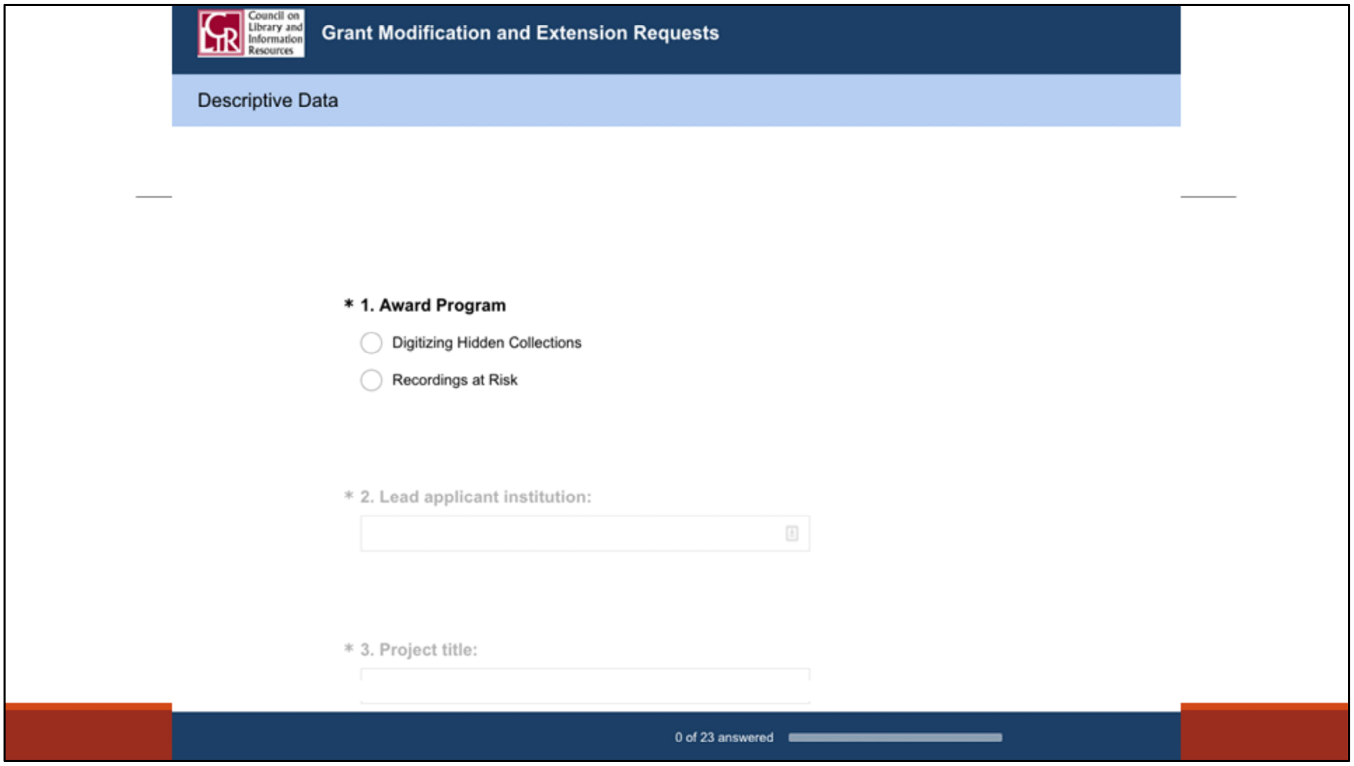
Access to the Grant Modification and Extension Request form is available through a link at the top of the Recipient Resources web page. The same form is used across CLIR's grant programs and is designed to allow for the request of multiple types of modification requests. The form includes sections on descriptive information, questions about extension requests, other modification requests, and a space to provide a brief explanation and justification of the modification.

In order for you to prepare the necessary information for the modification request, we also provide a Grant Modification Form Template, linked to on this slide and also available on the Recipient Resources page.



This shows the GoogleDoc template for the modification request form. The online form does involve some question logic, so you may not be required to answer all of the questions on the template depending on how you answer others.

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.



Here's a glimpse of what the online Grant Modification and Extension Request form looks like.

Once the form has been submitted and received, you should hear from CLIR staff within two weeks. For that reason, if you find you need a modification, be it is important to request at least a few weeks **before** the final end date for your grant. For all of you, again, this end date has been set to **April 30, 2020**.

In many cases, completing the form will be all you need to do to get approval for a modification. However, under certain circumstances, additional documentation may be required in order to move forward with the request.

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.

The guidelines for modification requests vary slightly between CLIR's different grant programs, so be sure to check the Recipient Resources pages for the most up to date information. If you have any questions about the process, CLIR staff is always available via email through our program email address: recordingsatrisk@clir.org.

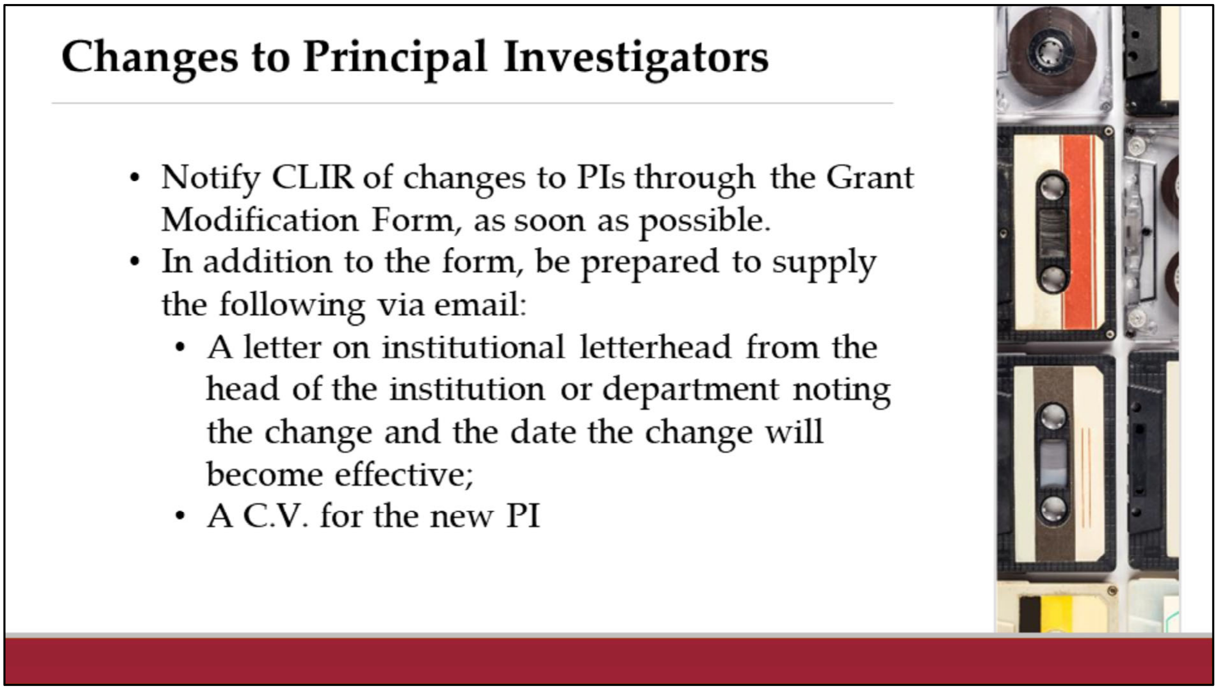
No-cost extensions

- If project work will continue beyond **April 30, 2020**, you will need an extension
- No more than one extension per project
- Request an extension between 4-6 weeks prior to project end date (between **March 15 and 31, 2020**)
- The default length of an extension for this program is 6 months
- Request using CLIR's grant modification form

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

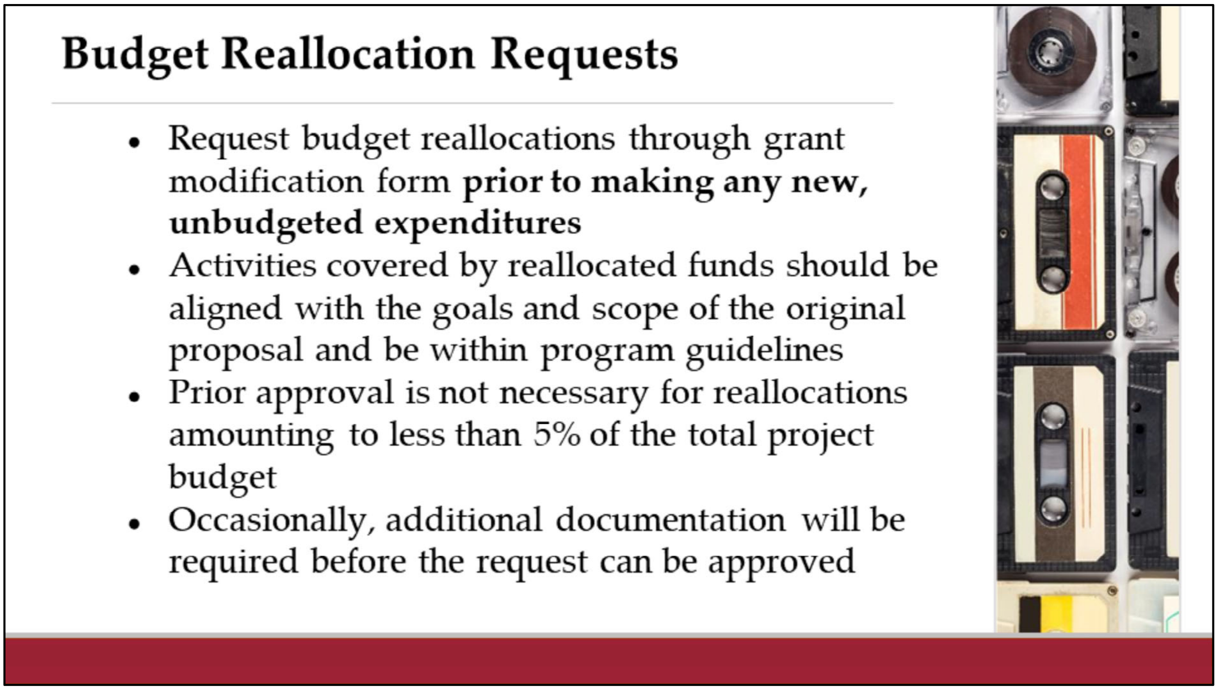
No-Cost Extensions are allowed in the case of unforeseen delays such as hiring or vendor processing delays. These are very common, but it is important to understand that **you can only receive one extension per project**. For this reason, if you find you need an extension of your grant term, we recommend you request the extension about 4-6 weeks prior to the project end date. Again this end date is **April 30, 2020** for Cycle 5 projects, so if you'd like to make a note on your calendar, you can make an appointment now for on or about **March 15, 2020** to remind yourself that it will be time then to request an extension if you need one.

As a reminder, the project end date is NOT the same as the reporting deadline. The end date is simply the date at which point all project work should be complete. It's important that extension requests are submitted and approved prior to this date. The project end date is listed in your award letter. Even if you have spent all the grant funds, you **will** need an extension if you need 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 April 30, 2020, you will need an extension.



If you need to switch principal investigators (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 for every grant's principal investigators, so it is important we know when a principal investigator departs your organization and their responsibilities are transferred to someone else.

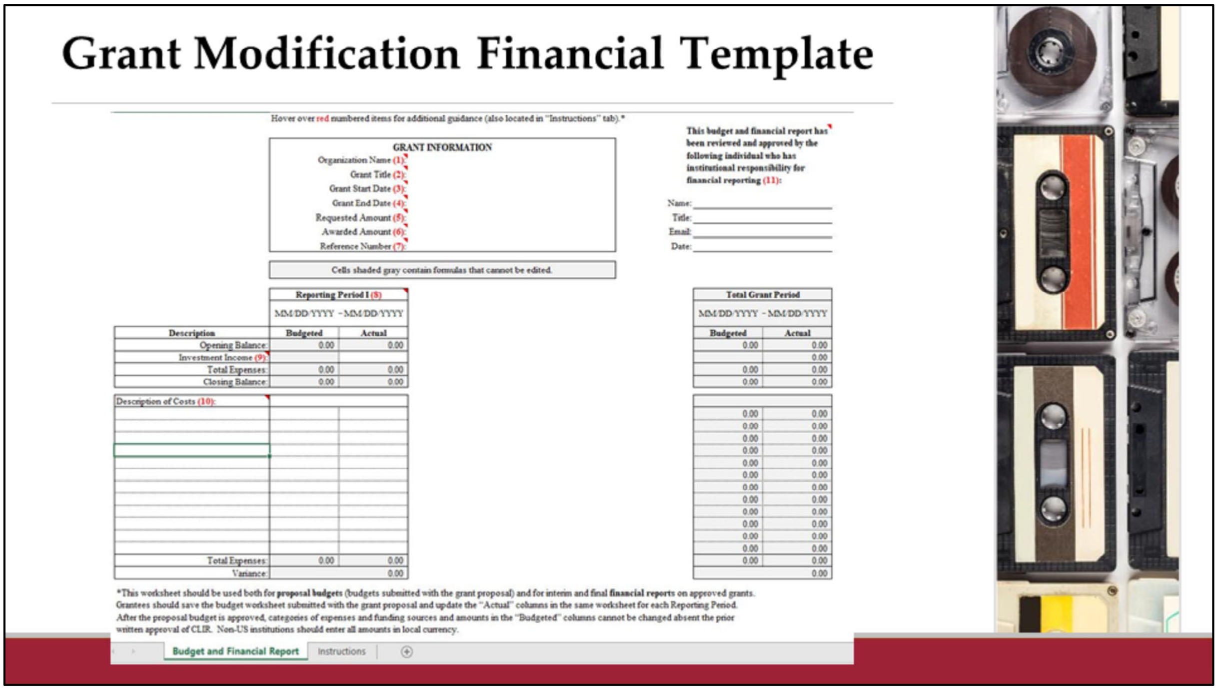
In order to complete the change of PI, you will also be required to supply via email a letter on institutional letterhead from the head of the institution or department. The letter should include the name and title of the new PI as well as the date the change will become effective. A CV for the new PI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



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 to the budget. All reallocation requests must fall within the guidelines of the program and abide by the allowable and disallowed cost restrictions found in Appendix A of our current guidelines. 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 at recordingsatrisk@clir.org.

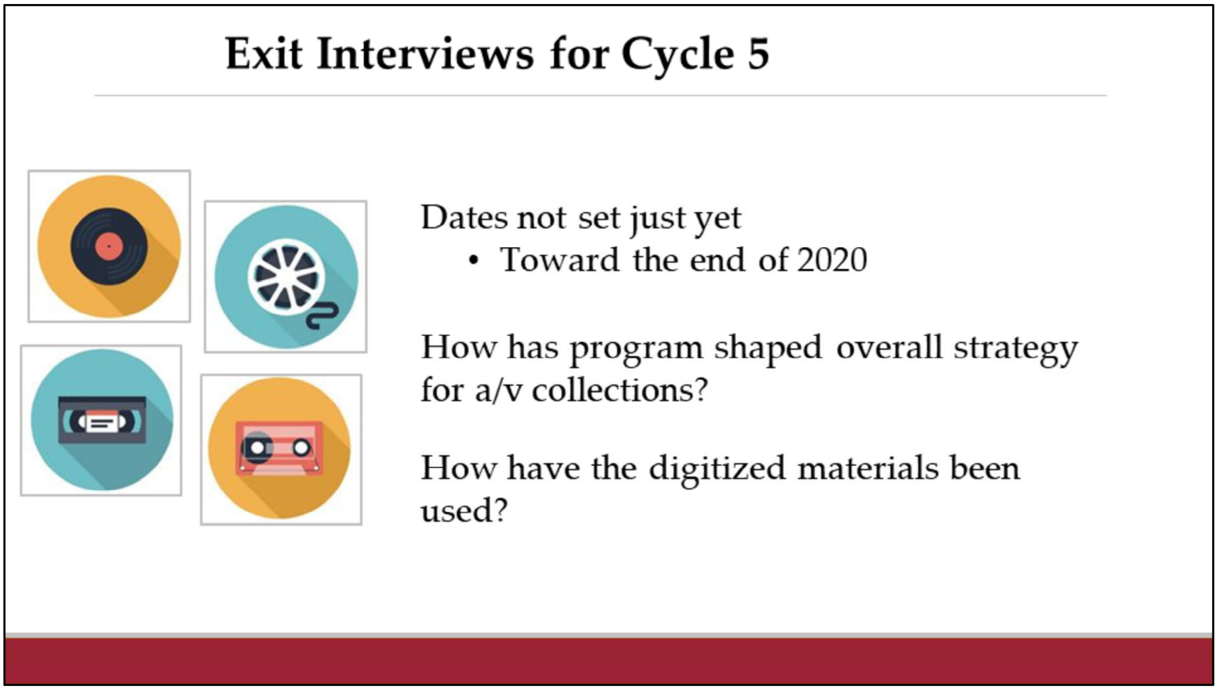


In some rare instances, such as when a reallocation request involves a new budget line item, our team will require the completion of an updated budget document. This is the same budget template you used to complete your application. CLIR staff can provide a copy to you if necessary.

This new budget will replace the one submitted with your application. Some information will remain the same, such as your project start date and award amount. You will need to update any lines where you are proposing a change in amount and add any additional lines, as needed, if you are proposing a new spending category.

In some cases, reallocations may happen within the already approved line items. When that is the case, we likely will not require the submission of a new budget, and an explanation of the changes submitted through the grant modification form as well as in your report will suffice.

When filling it out, be sure to include the name and title of the person filling out the form. Institutional shared costs should not be included on the budget form, which is also true when you are completing this for the financial report.



[Joy can ask Christa to present this slide if she wishes] As the projects from the first two cycles of Recordings at Risk have ended, we have now started the process of conducting exit interviews for all projects. These short 30-45 minute conversations with our recipients allow CLIR to assess the program's impact as well as to document how newly digitized collections are being accessed and used. This is important data for our own reporting to The Andrew W. Mellon Foundation, so we hope you will be able to make yourselves available to conduct an interview with a CLIR staff member sometime toward the end of 2020.

Starting between 3 and 6 months after you complete your final reports, a member of our team should contact you about an interview at a time convenient for your team.

We want to give a bit of time for things to develop after the project is over, this way we can discuss how the program has shaped your overall institutional strategy for audiovisual collections. We are particularly interested in hearing about how the digitized materials have been used, how you are keeping usage metrics, and what lessons you have learned.

The first interviews we have done have been very rich conversations, and our team has been learning a lot through them. Here are some points stressed by past recipients 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, so consider whether it might be possible to do that.

(2) Get your whole project team together 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.

(3) 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. If you get lucky and have extra funds left over, you can then authorize the vendor to digitize the backup items once you have secured approval from CLIR to digitize additional recordings through the grant.

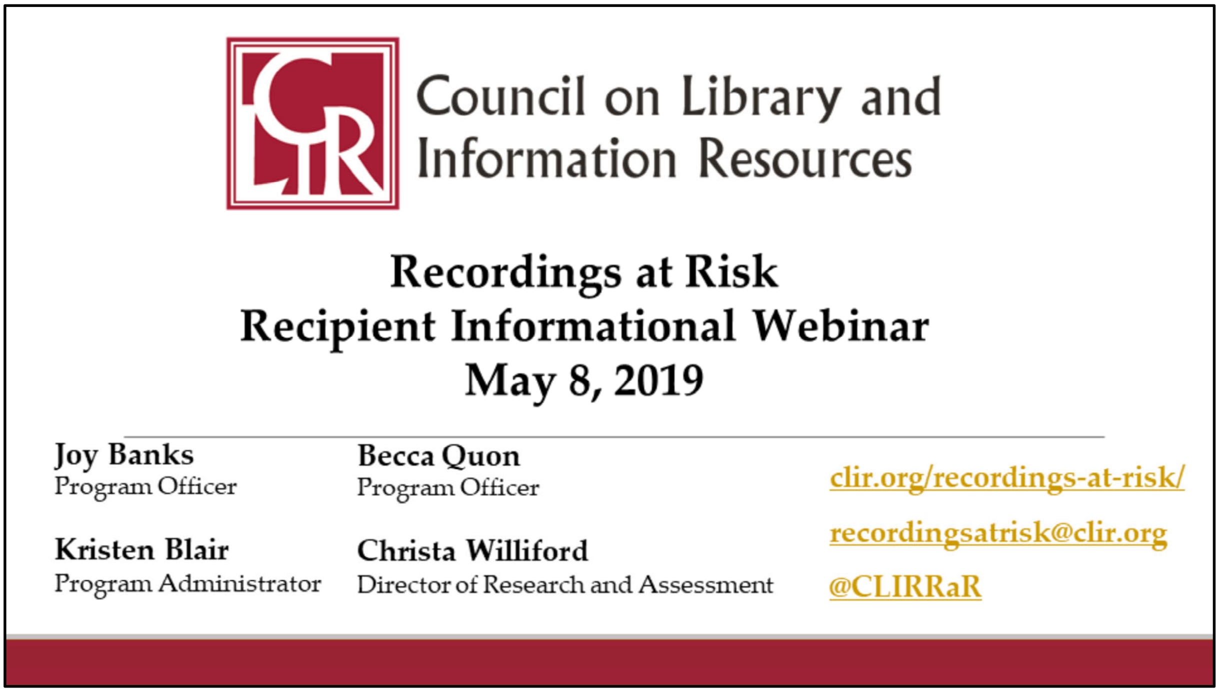
(4) Keeping notes and documentation for your project in one common place for easy reference will make final reporting easier. Determining how you’re going to gather the information needed for the Project Manifest now, in particular, will save you valuable time.

We love to show off 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 Twitter @CLIRRAR so that we can retweet you.

If you happen to be describing the Recordings at Risk program in any formal press releases, please let us review the materials ahead of time. We request this because it's very easy to unintentionally say something about CLIR or about program that could confuse potential applicants. Approval for your press release should take no more than a day or two at the most.

On that note, this link on the slide will take you to some Acknowledgement Guidelines created by our Director of Communications. These provide assistance for a variety of situations such as news releases, social media posts, press events, and so on.

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 describe there and let us know if you'd like us to adjust any of the information included there. The text we use there came directly from your proposals.



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, transcript, and Q&A, on our Recipient Resources page, alongside many of the other documents we discussed. If you ever have any questions, you can always reach the CLIR Grants Team at our program email address: recordingsatrisk@clir.org

We'll now shift to answering the questions you've submitted during our presentation. You can add additional questions as we go using the Q&A box at the bottom of your screen.

Cycle 5 R@R Recipient Webinar
Questions and Answers
May 9, 2019

Grant modifications are officially submitted by our central office. If we add the central office contact as a collaborator, will they have access to submit grant modifications through the system?

- They do not need to be added to the system. The modification form is a Survey Monkey form that does not require a profile or login. They will need to have contact information for project staff, the CLIR grant project number, and basic financial information. Within the form, we have a spot where they can put other email addresses that notifications for modifications need to go to.

Has CLIR mailed out official award letters and checks yet?

- Yes. They were mailed on April 30. Contact recordingsatrisk@clir.org if you would like to verify the address.

Does CLIR R at R require use of any particular descriptive standards for the metadata? Where should metadata be made publically available?

- We do not require the use of any particular metadata standards. We recommend that you consult existing standards such as FADGI for ideas, but we're not promoting a one size fits all solution. Typically, the metadata should be made available through a catalog of some kind, but even a simple spreadsheet would suffice.

  In your proposal everyone was asked to put forward a plan for how this was made available, so check your original proposal.

Will you please review how to add others on to receive CLIR notifications (beyond the PI).

- If they need to get official notifications from us, please send contact information to recordingsatrisk@clir.org.
- If you want collaborators to work with you on the final report, log into SM Apply and add collaborators. It may be useful to review the "SM Apply Application Instructions" which includes a section on "Adding a Collaborator." While these are specifically for the application side of the system, the reporting area of the system is quite similar.

I was taking a look at the acknowledgment guidelines and I was wondering if you could explain this passage:Audio/video broadcasts must include the tagline, "This project is supported by a grant from the Council on Library and Information Resources." Video broadcasts must display the CLIR logo.

- This does not apply to content digitized through this program; it is for audio/visual content made about CLIR.