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00:00:10.330 --> 00:00:22.016

Alyson Pope (she/her): Hi, everyone, and welcome to the final webinar and CLIR's *Digitizing Hidden Collections: Amplifying Unheard Voices* applicant support series. I'm Alyson Pope, Program Officer of the CLIR Grant team.

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00:00:22.520 --> 00:00:27.120

Alyson Pope (she/her): We're glad you could be with us today, as we spend some time answering your questions.

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00:00:29.580 --> 00:00:34.340

Jane Larson (she/her): We're going to start off with some introductions, first to the platform and then to our team.

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00:00:36.020 --> 00:00:40.249

Jane Larson (she/her): To start off, we want to share some notes about using Zoom during this session.

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00:00:40.260 --> 00:00:49.020

Jane Larson (she/her): A live transcript is being generated if you would like to utilize it. To turn on this feature, click the "CC Live Transcript" button at the bottom of your Zoom window.

6

00:00:49.150 --> 00:00:56.520

Jane Larson (she/her): Attendees will be muted throughout the presentation. However, you're welcome to use chat for general introductions and conversation.

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00:00:56.580 --> 00:01:03.480

Jane Larson (she/her): If a chat box isn't already displaying on your Zoom screen, you can hover your mouse toward the bottom of the screen and open it manually.

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00:01:03.830 --> 00:01:10.150

Jane Larson (she/her): In order to send a message to everyone, remember to change the default from "All Panelists and Hosts" to "Everyone."

9

00:01:10.460 --> 00:01:14.489

Jane Larson (she/her): We ask that you use the separate Q&A box to ask questions.

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00:01:14.580 --> 00:01:17.229

Jane Larson (she/her): This can be open the same way as the chat box.

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00:01:17.310 --> 00:01:24.429

Jane Larson (she/her): Because we have limited time together, please feel free to follow along with the questions as they come in and “upvote” them to let us know

12

00:01:24.470 --> 00:01:27.600

Jane Larson (she/her): that it would be helpful for you to have these answered live.

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00:01:27.810 --> 00:01:34.160

Jane Larson (she/her): We will do our best to answer all of the questions live, but we will also share responses to all questions alongside the recording.

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00:01:34.230 --> 00:01:43.260

Jane Larson (she/her): This session is being recorded, and the slides, Q&A, recording, and transcript will be made available on the [Apply for an Award](#) page of our website in the next two weeks.

15

00:01:49.970 --> 00:02:02.769

Jada Wright-Greene: Before we move into our program content, we would like to center today's conversation by acknowledging that as residents of the US, we're speaking to you from unceded land of many indigenous people.

16

00:02:02.880 --> 00:02:28.640

Jada Wright-Greene: We recognize the longstanding history that has brought us to reside on this land, and we seek to have greater understanding of our place within that colonial history. We denounce any acts of terrorism, colonialism, and environmental disregard, both past and present. In particular, we would like to respectfully acknowledge and recognize the original and current caretakers of the land, water, and air, where we all, where we live,

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00:02:28.720 --> 00:02:43.940

Jada Wright-Greene: all people and all their ancestors and descendants. I am grateful to have this opportunity to live and work on their homelands, and ask you to join me in acknowledging all indigenous communities, the elders, both past and present, as well as future generations.

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00:02:44.190 --> 00:03:03.990

Jada Wright-Greene: May this acknowledgement, and our ongoing work, demonstrate CLIR's commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism. If you haven't done so already, we'd love for you to introduce yourself in the chat and share a land acknowledgement for the area where you live, if you'd like.

19

00:03:11.290 --> 00:03:38.109

Sharon Burney: I am Sharon Burney, and I'm joined today by my fellow Program Officer, Alyson, and we'll be answering all of your questions over the next hour, and we'll conclude at 3 pm eastern time. We're supported today by our colleagues, Jane Larson, Jada Wright-Greene and Louisa Kwasigroch. Before we get started, we did want to go ahead and share the [survey link for today's session](#), and we invite you to go ahead and open that now so you remember to complete it later.

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00:03:41.810 --> 00:03:42.910

Sharon Burney: and we will

21

00:03:43.260 --> 00:03:46.380

Sharon Burney: share that and get started on

22

00:03:46.750 --> 00:03:50.150

Sharon Burney: these questions that are coming in quickly.

23

00:04:06.120 --> 00:04:10.040

Sharon Burney: Let's see, looks like the first question.

24

00:04:11.310 --> 00:04:15.660

Sharon Burney: Is this a 2 part? Can you elaborate on what this means?

25

00:04:17.360 --> 00:04:22.969

Sharon Burney: Approximate percentage of the nominated material may remain encumbered?

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00:04:24.800 --> 00:04:28.140

Sharon Burney: Not sure where they're pulling that from. Where are they pulling that from, Alyson?

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00:04:29.860 --> 00:04:32.666

Alyson Pope (she/her): I don't know. I see the same. I see the same question.

28

00:04:34.020 --> 00:04:41.630

Alyson Pope (she/her): Here's a full question I'll start with just to get us rolling. There are a couple that seem like responses, and I'm not sure what the response is, too.

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00:04:42.211 --> 00:04:51.979

Alyson Pope (she/her): If we need certain equipment to carry out particular digitizing objects, and we'll use the equipment beyond this specific project. Can we include this in the budget?

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00:04:54.709 --> 00:05:15.190

Alyson Pope (she/her): Project specific equipment can be included in the budget if it is needed to complete the grant work. For instance, if you bought a scanner with your supplies funds, we would certainly not expect you to like, dispose of that scanner at the end of the project. We would anticipate that that

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00:05:15.977 --> 00:05:26.569

Alyson Pope (she/her): item would still have life. But we do limit the supplies to things that are must haves to complete the digitization component of the project.

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00:05:29.141 --> 00:05:37.008

Sharon Burney: Sarah, if you could elaborate a little more in your question in the question and answer box, then we'll go ahead and try to answer that

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00:05:37.360 --> 00:05:59.799

Sharon Burney: in order. The question: Original materials to be digitized during the project by quantities and types is proving tricky for us. For the first round of the application, we asked for page/item count estimates to create the budget, and we have a sense of the overall collection, size and materials. However, we did not ask partners to detail how many of which material

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00:05:59.870 --> 00:06:06.970

Sharon Burney: type they have, although we have a general sense if a collection is mostly textual, photographic, etc.

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00:06:07.030 --> 00:06:24.712

Sharon Burney: For this question, can we use "mixed archival collections" and linear feet (how we are estimating the budget and digitization amount) or would CLIR reviewers be discouraged by the lack of detail? No, I think that's good. We do have projects all the time that use linear feet

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00:06:25.420 --> 00:06:42.419

Sharon Burney: calculations, and that'll be fine. You can use that if you'd like. The reviewers just wanna have a sense that you have an idea what's in those collections. We always expect surprises to be there from duplicates or stuff that's not salvageable. But linear feet is fine.

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00:06:56.362 --> 00:07:15.999

Alyson Pope (she/her): Thanks for this. Re: Contactors. I'm having difficulty finding a contract digital archivist to respond with an initial quote. We plan to budget greater than \$5,000 for their services. If we're unable to secure a quote before the application deadline, is there a place in the application

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00:07:16.000 --> 00:07:28.586

Alyson Pope (she/her): to explain? There should be a section under service provider where you could explain that you have been seeking quotes for this, but have not yet been able to obtain one.

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00:07:30.350 --> 00:07:40.909

Alyson Pope (she/her): and you can also, I would also include that in your budget narrative as well when you talk about that as probably a prospective line item.

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00:07:41.400 --> 00:07:43.269

Alyson Pope (she/her): Sharon, is there anything else that you would advise them?

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00:07:43.270 --> 00:07:55.670

Sharon Burney: Yeah, I would add to that also is that you could possibly get other quotes from other vendors that you don't intend on using, but with the similar percentage amount, so they can have an idea what the

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00:07:56.480 --> 00:07:59.660

Sharon Burney: you know, the average cost is for that particular service.

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00:08:00.550 --> 00:08:03.310

Sharon Burney: Even though they're not the selected vendor.

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00:08:03.600 --> 00:08:30.240

Sharon Burney: Okay, let's see. Regarding access and reuse control for materials with potentially sensitive/identifying information. Would instituting a process for the potential redaction or removal of material, as requested by descendants of photographs be advisable? Yes, the rights, ethics, and re-use aspect of the application, and reviewers will be looking for

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00:08:31.289 --> 00:08:45.209

Sharon Burney: your understanding these issues as they arise, and that you already have a takedown plan or a plan to address any concerns over the rights, ethics and re-use aspects of the nominated materials.

46

00:08:45.593 --> 00:09:01.679

Sharon Burney: And as long as you have an understanding of what the issues are, you clarify that clearly into your applications, and you have a takedown plan in order, most of our IP reviewers, and reviewers as a whole, look favorably amongst that.

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00:09:06.340 --> 00:09:16.289

Alyson Pope (she/her): After attending these support sessions and considering reviewer comments, our project budget is larger than what we initially proposed in our initial application.

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00:09:16.660 --> 00:09:18.580

Alyson Pope (she/her): Should we be concerned?

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00:09:19.074 --> 00:09:42.649

Alyson Pope (she/her): No, we do expect to see some fluctuations between award amounts sought in the initial and final applications, you refine your digitization plan. You may have come out of the staffing and budget session, understanding that you are going to be looking for higher salary line amounts.

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00:09:42.650 --> 00:10:00.999

Alyson Pope (she/her): There are various reasons why you might change that amount between stages. We would just expect to see that all the lines are fully justified and explained in your budget narrative. And as long as that's the case, it won't be a problem if it's not the same as it was in the initial application.

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00:10:02.520 --> 00:10:08.120

Sharon Burney: I think the next 2 could be combined in this next one can be combined together.

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00:10:08.400 --> 00:10:26.959

Sharon Burney: So do the letters of support have to come from individuals outside of your institution or just outside of your department? We are a large university, and have at least 2 faculty who use the materials that we are proposing to digitize as part of this grant in their classes and research who will write strong letters of support.

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00:10:26.960 --> 00:10:40.650

Sharon Burney: Is that permissible? Or do the letters have to come from outside the university? and the additional question to that is also, we are not collaborating with any other department or institution on this project so do we only need one letter of commitment?

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00:10:40.800 --> 00:10:45.025

Sharon Burney: So there's 2 types of letters of support that you have to

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00:10:45.580 --> 00:10:47.948

Sharon Burney: provide for the final

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00:10:48.850 --> 00:10:53.230

Sharon Burney: application. One is a letter of institutional support.

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00:10:53.370 --> 00:11:00.590

Sharon Burney: That if you are a lone applicant without collaborators, then that will come from your department chair,

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00:11:00.680 --> 00:11:07.960

Sharon Burney: dean, provost, or or upper administration, who will commit to carrying out

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00:11:07.990 --> 00:11:17.139

Sharon Burney: what you proposed in your project, and there are [guidelines on letters of support](#) on our [Apply for an Award](#) page.

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00:11:17.970 --> 00:11:20.850

Sharon Burney: The second one is a letter of support

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00:11:21.060 --> 00:11:23.980

Sharon Burney: from outside individuals.

62

00:11:24.690 --> 00:11:33.869

Sharon Burney: For competitive applications, I would recommend some of those letters of support coming from people outside of your institution.

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00:11:35.970 --> 00:11:41.029

Sharon Burney: And who's, whatever the topic subject matter is of your

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00:11:41.030 --> 00:12:07.220

Sharon Burney: project, you want to find people, because they want to have broad representation and appeal. So how is this used locally, but also regionally or internationally? Are there other scholars who can support why this particular subject area is important, and its impact to the community and scholarly research, etc. So I would recommend getting at least one of those from somebody outside of your institution

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00:12:07.330 --> 00:12:09.049

Sharon Burney: for it to be competitive.

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00:12:15.190 --> 00:12:31.629

Alyson Pope (she/her): We will be hiring a part time position to implement this project. We have identified a person who was uniquely qualified for this work due to their familiarity with the collection. Is it okay to know who we intend to hire or are we required to do a search?

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00:12:32.239 --> 00:12:38.629

Alyson Pope (she/her): You are not required to do a search, and you are not required to make public

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00:12:39.258 --> 00:12:58.780

Alyson Pope (she/her): postings of your jobs, if you already have a selected candidate internally. You would just include the position description in your application. But it's okay that you already have someone in mind internally, that you plan to use.

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00:13:09.390 --> 00:13:18.869

Sharon Burney: I think Sarah's is still remaining. Can you elaborate what this means? Approximate percentage of nominated materials may remain encumbered.

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00:13:19.400 --> 00:13:20.880

Sharon Burney: Where are you pulling that from?

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00:13:20.880 --> 00:13:32.096

Alyson Pope (she/her): I have a feeling. I'm gonna take a guess at what this question is referring to. I think when we ask in the right, ethics, and re-use sections

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00:13:32.670 --> 00:13:57.890

Alyson Pope (she/her): or what we've maybe communicated about rights, ethics, and re-use is that there are reasons that you may have restricted access for certain portions of your collection, and I think, what we've communicated is, we would like to know what percentage of that collection it would be. So if you had an overall collection of recorded sound, and you thought there might be 10% of

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00:13:57.890 --> 00:14:11.911

Alyson Pope (she/her): commercial recordings that you may end up restricting access on. So that, I think, is the approximate percentage of the nominated materials, which may remain encumbered that is being discussed here.

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00:14:12.400 --> 00:14:21.889

Alyson Pope (she/her): So yes, if you had a collection that was going to need restricted access for some portion of it, up to all of it.

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00:14:22.397 --> 00:14:33.679

Alyson Pope (she/her): What percentage is that? We would want to, the panel would want to, know approximately what they would see available for access at the end.

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00:14:33.700 --> 00:14:42.709

Alyson Pope (she/her): I believe this is what this is in reference to, but Sarah feel free to correct me in the Q&A or in the chat if

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00:14:43.010 --> 00:14:44.680

Alyson Pope (she/her): that's not the question.

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00:14:53.470 --> 00:14:54.350

Alyson Pope (she/her): Okay.

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00:14:54.350 --> 00:14:55.869

Sharon Burney: Looks like you answered that.

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00:14:55.900 --> 00:14:57.479

Sharon Burney: Any other questions?

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00:15:11.290 --> 00:15:26.010

Sharon Burney: Is it okay to extend the timeframe for the project? Yes, as long as it falls within the 1 to 3 years that we're requesting. If there's any changes that you need to make between, now that you have a better assessment

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00:15:26.476 --> 00:15:45.729

Sharon Burney: of your project, timeline or collections, or vendors, or digitization. We expect there to be some changes between the first initial application to the second. Yes, you can extend it as long as it falls in between the 1 to 3 year guidelines and the dates fall into the timelines that

83

00:15:45.730 --> 00:16:02.310

Sharon Burney: are specified in the application. You can change the timeline. Make sure that when you're filling out your project timeline and your project digitization plan in the work plan, they all make sense and line up to. So as you're changing that, you should be changing those other aspects of your application.

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00:16:10.339 --> 00:16:30.979

Alyson Pope (she/her): This is kind of a similar question. If the amount of items to be digitized and uploaded for public access in the initial proposal is greater than what we now know we can do within the project timeframe, is it permissible to revise and reduce to what is feasible? Yes, so much as it's permissible to change your

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00:16:31.372 --> 00:16:49.840

Alyson Pope (she/her): project length from the initial application to the final application, it is permissible to change your collections that you are looking to have digitized. If you have realized that the scope of your project is kind of beyond the confines of this program, that's certainly allowed.

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00:16:51.770 --> 00:16:58.359

Sharon Burney: Is it okay to say that we won't know what percentage of materials would be redacted or restricted until we see the materials?

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00:16:58.440 --> 00:17:03.430

Sharon Burney: It's hard to predict at this point, though we don't anticipate much will be restricted.

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00:17:03.860 --> 00:17:25.890

Sharon Burney: Once again, I think they're primarily requesting an estimate of percentage that you would see. So I would take the best estimate that you think might be redacted to the best of your ability. That you have a plan, you understand what that plan is going to be, and you convey that plan to the IP reviewers.

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00:17:26.030 --> 00:17:27.989

Sharon Burney: Alyson, you want to add anything to that?

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00:17:30.340 --> 00:17:36.809

Alyson Pope (she/her): No, I think that's, that sounds accurate. I mean everything is an estimate, as you've

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00:17:37.200 --> 00:17:54.129

Alyson Pope (she/her): heard kind of in the support series from assessing the collection. We understand that some of these collections are not inventory to the item level or beyond at this point, and that you're making guesstimates. So you will have to just do the best that you can.

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00:18:01.010 --> 00:18:18.293

Sharon Burney: If we have a contractor in mind, but they can't commit yet to the timeline, but they have provided an hourly rate, so will not produce a quote. Should I add this to the service provider and budget narrative section? You should add this to this budget narrative and service provider section.

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00:18:20.090 --> 00:18:25.220

Sharon Burney: Remember though, over - what's the percentage? Over 5,000 and we need a quote?

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00:18:25.570 --> 00:18:32.310

Sharon Burney: Yeah, so if it's over \$5,000, you need a quote for vendor services.

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00:18:32.971 --> 00:18:58.949

Sharon Burney: You can do, once again like we stated earlier to in responding to another question, is, you could also get a comparable vendor, or those services that you're asking for, and then ask for a quote around there, so that the reviewers have an ideal estimate of what these costs would normally go for what the various and then say, we're probably gonna select this vendor, but here are some comparable quotes.

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00:19:02.490 --> 00:19:12.060

Alyson Pope (she/her): So just to clarify all digitized materials must be fully accessible, viewable as an outcome, as opposed to only sharing the metadata in some cases?

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00:19:12.400 --> 00:19:20.770

Alyson Pope (she/her): So no, that is not what we are saying. All digitized materials do not have to be fully, publicly accessible.

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00:19:21.330 --> 00:19:48.819

Alyson Pope (she/her): That is what we are talking about when we get into encumbrances, take down notices, and restricted access. So if you are dealing with materials like with a bunch of PII, personally identifiable information that you know ahead of time, you are not going to be making publicly accessible. those are going to be restricted files, you can identify that upfront that you intend to restrict that access to those materials

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00:19:48.820 --> 00:20:09.200

Alyson Pope (she/her): and that percentage of your collection will be what we're talking about as encumbered. So it is not required that all digitized materials be fully, publicly accessible as an outcome, understanding that that will not be the appropriate measure for some of these materials based on what the collections are built around.

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00:20:15.190 --> 00:20:23.749

Sharon Burney: I'm sorry. I think I missed the answer to the following, can our budget go over the initial proposal and can we add collaborators?

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00:20:24.300 --> 00:20:32.110

Sharon Burney: Yes, your budget can go, be higher than what you submitted in the initial round.

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00:20:32.660 --> 00:20:37.700

Sharon Burney: Can't go over \$300,000, because that's the limit for all the projects.

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00:20:38.020 --> 00:20:43.419

Sharon Burney: You must also, when you're doing this, though, think about

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00:20:45.215 --> 00:20:51.700

Sharon Burney: making sure that your budget narrative and your budget detail, reflect this difference and change and

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00:20:51.880 --> 00:20:54.839

Sharon Burney: and plan and support it

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00:20:55.332 --> 00:20:58.659

Sharon Burney: because they want to see that the budget makes sense.

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00:20:58.800 --> 00:21:02.499

Sharon Burney: So make sure you clarify that throughout your application.

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00:21:02.560 --> 00:21:05.720

Sharon Burney: Second, can we add collaborators?

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00:21:05.850 --> 00:21:19.320

Sharon Burney: You can now become a, you can add official collaborating organizations, but they have to qualify under the same circumstances that you qualify. They must be a nonprofit organization,

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00:21:20.047 --> 00:21:28.330

Sharon Burney: a cultural heritage institution organization within the United States and the territories, or Canada.

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00:21:28.540 --> 00:21:37.289

Sharon Burney: And they will also have to, if they're officially a collaborating partner with you, they will also have to provide a letter of support

112

00:21:38.625 --> 00:21:45.270

Sharon Burney: from their institution and proof of their nonprofit status. You have to upload all of that.

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00:21:46.141 --> 00:21:49.209

Sharon Burney: Now, some people have unofficial partners

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00:21:49.754 --> 00:22:00.675

Sharon Burney: and organizations who aren't named as official collaborating organizations. And they can, you know, you can utilize them in the budget,

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00:22:01.490 --> 00:22:06.060

Sharon Burney: but you need to refer to that partnership extensively throughout your application.

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00:22:06.370 --> 00:22:08.080

Sharon Burney: I hope that answers.

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00:22:10.460 --> 00:22:17.641

Alyson Pope (she/her): Also just wanna affirm something that Sharon said. If you change your budget because you need to,

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00:22:18.040 --> 00:22:43.029

Alyson Pope (she/her): make sure that your budget narrative and your budget detail and your requested amount in the application are all the same. Because if you forget to update your request amount and it doesn't match your budget detail and your budget narrative, you're gonna get bumped in the tech review. So make sure that you are asking for the same amount of money in all 3 places, if you're changing your ask.

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00:22:43.900 --> 00:23:10.769

Sharon Burney: And let's expand on that a little bit more, Alyson, too. We expect some changes between the initial, of course, and final application, and make sure that you're being thorough before you hit the submit button, that all of, that you're tracking all of your changes, and that they're reflective throughout your entire application. The work plan, the digitization plan, your rights, your collections list,

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00:23:10.770 --> 00:23:15.779

Sharon Burney: all of those things need to make one coherent story to the reviewers.

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00:23:15.780 --> 00:23:24.990

Sharon Burney: And so it does become tricky when you're making substantial changes, that you go back and check and recheck, and make sure all of these pieces fit together.

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00:23:27.860 --> 00:23:55.429

Alyson Pope (she/her): Oh, so really quickly following up on the last question, I think this is actually 2 questions ago. So we have to get multiple quotes? Or is the one quote permissible if we have a preferred vendor who we've worked with in the past? If you have a chosen vendor, you can upload only one quote as long as it is an actual quote. So it sounds like, maybe you're having trouble getting a full blown quote from that vendor at this point in time. If that is the case, and you have another quote upload that secondary quote just to match

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00:23:55.430 --> 00:24:20.336

Alyson Pope (she/her): to meet the requirements of having a quote and explain that you are planning to go with the original vendor, but you haven't gotten to a place yet in negotiation with them that you have a quote. So you do need at least one to fulfill that component. So if you don't have one from them, then you would need a second one if you do have one, and you know you were going to go with that provider, you don't have to provide alternative quotes.

124

00:24:34.220 --> 00:24:40.850

Sharon Burney: Okay related to the above question. If one of the partners in the project, an individual

125

00:24:40.860 --> 00:24:45.710

Sharon Burney: is proposed to be a co-PI and to have a part time position.

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00:24:45.880 --> 00:24:52.649

Sharon Burney: Do we still need to propose a job description for them, or can that be explained in the partner narrative?

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00:24:53.716 --> 00:24:57.200

Sharon Burney: Okay, so you have a PI,

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00:24:57.470 --> 00:25:03.520

Sharon Burney: who's also going to be working, you're going to have a line of budget staffing for them.

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00:25:05.980 --> 00:25:17.589

Sharon Burney: No, I mean, it depends on what their role is going to be? Are they going to be the project director? Are they going to be the archivist? It could be a variety of roles that they have for the project PI

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00:25:19.270 --> 00:25:22.979

Sharon Burney: So in your budget narrative, you're gonna explain all the staffing

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00:25:23.110 --> 00:25:50.450

Sharon Burney: in the larger description. So you would definitely put that in there. And you don't have to put the, necessarily, job description. You could say they're going to be that archivist is going to be this, at this many hours, at this salary, etc. And in the budget detail, you would just put that line and how much you're going to pay them in the fringe rate for that in there. So you don't necessarily have to do a job description. You give them the title that that proposed person is gonna have and

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00:25:50.770 --> 00:25:53.730

Sharon Burney: in the, and you put both of it in

133

00:25:54.260 --> 00:26:08.350

Sharon Burney: budget detail and the budget narrative. The budget narrative is a little different because it's gonna explain what they're doing, how they're doing it, how, and what rate. And the budget details are gonna be a snapshot of that particular specifics of that actual budget line.

134

00:26:09.540 --> 00:26:11.600

Sharon Burney: Hope that answers your question.

135

00:26:37.640 --> 00:26:41.151

Alyson Pope (she/her): I wanted to add on to there, too.

136

00:26:42.800 --> 00:27:04.720

Alyson Pope (she/her): You may just in these instances, sometimes you need to upload a job description, sometimes you need to upload a CV or resume. So if you already have someone in place, and you're not hiring, and you're going to be a PI, you may find in the context of the application, that we're asking for their CV or resume rather than a generic job description, that you would

137

00:27:04.820 --> 00:27:10.289

Alyson Pope (she/her): like retroactively apply to them in their work on the project. If that makes sense.

138

00:27:11.170 --> 00:27:14.760

Sharon Burney: Yeah. Because you have to upload the CV of all PIs, anyway.

139

00:27:15.180 --> 00:27:23.479

Sharon Burney: Out of curiosity, of the 49 applicants invited to submit a final application, how many awards will be made? Alyson.

140

00:27:26.920 --> 00:27:34.890

Alyson Pope (she/her): Yeah. So there, we don't have a set number of awards. It's a set amount of money awarded. So once we

141

00:27:35.758 --> 00:27:39.409

Alyson Pope (she/her): have an award total that reaches

142

00:27:39.650 --> 00:27:42.810

Alyson Pope (she/her): the overall total of the pool,

143

00:27:44.640 --> 00:28:01.779

Alyson Pope (she/her): those will be our awardees. So if a lot of smaller projects are granted, it could be upwards of 20 to 25. If more large projects are granted, it could be 12 to 15. It really is

144

00:28:01.970 --> 00:28:04.279

Alyson Pope (she/her): dependent on the size of the awards.

145

00:28:04.730 --> 00:28:14.780

Sharon Burney: Yeah, reward requests determine that a lot. We'd love to fund, we wish we could, we had enough money to award all of you. But we can't.

146

00:28:15.720 --> 00:28:16.859

Sharon Burney: Is the order.

147

00:28:17.030 --> 00:28:20.970

Sharon Burney: Is it? Oh, do you want to move to this one? No, go ahead.

148

00:28:20.990 --> 00:28:26.479

Alyson Pope (she/her): Sorry is the award amount all or nothing? Or do you offer a smaller amount than requested?

149

00:28:27.580 --> 00:28:49.809

Alyson Pope (she/her): Typically the award amount is all or nothing. There are some unusual circumstances where we will ask you to adjust your award amount based on feedback from the panel. If, for instance, they look at your specs, and they think you just simply don't have enough money for your digitization they may advocate that we ask you to increase.

150

00:28:50.300 --> 00:28:52.880

Alyson Pope (she/her): Or in some instances, if you've

151

00:28:54.050 --> 00:29:14.059

Alyson Pope (she/her): submitted a real, large collection of mixed materials, maybe there are some materials that we deem ineligible by format, and those are removed from the collection to be digitized, and in that case we would slightly decrease the award to match that change. But in general it's an all or nothing scenario.

152

00:29:14.920 --> 00:29:26.849

Sharon Burney: If you have individuals who are working remotely, will the grant cover their travel to the site to do some of the work at the specific times. Yes, it will. There is money in the budget that's allowable for

153

00:29:27.685 --> 00:29:28.500

Sharon Burney: travel.

154

00:29:39.840 --> 00:29:45.100

Sharon Burney: Always also check out the [disallowed and allowed costs](#)

155

00:29:45.480 --> 00:29:50.670

Sharon Burney: section of the guidelines, and that will tell you the caps on certain budget lines.

156

00:29:55.910 --> 00:29:56.969

Sharon Burney: Is that it?

157

00:30:01.720 --> 00:30:03.419

Sharon Burney: We're about to set a record.

158

00:30:06.380 --> 00:30:08.868

Alyson Pope (she/her): We will give you guys a few more minutes. Oop see!

159

00:30:24.680 --> 00:30:27.040

Alyson Pope (she/her): I'm actually going to take this.

160

00:30:28.450 --> 00:30:29.379

Sharon Burney: You wanna take this one?

161

00:30:29.697 --> 00:30:31.600

Alyson Pope (she/her): I'm going to take the second question first.

162

00:30:31.995 --> 00:31:00.460

Alyson Pope (she/her): and it's probably my fault that it's being asked. Is the *Digitizing Hidden Collections* Applicant Handbook the same thing as the Guidelines? Yes, we used to have a handbook in Hidden Collections and guidelines in *Recordings at Risk*, and we interpolated them frequently and made mistakes in how we referred to them. So now we call them guidelines in both programs, but at times we do inadvertently revert back to referring to it as the applicant handbook.

163

00:31:00.520 --> 00:31:05.409

Alyson Pope (she/her): So yes, we mean the [final application guidelines](#).

164

00:31:09.710 --> 00:31:11.809

Sharon Burney: And this one is the 2 for.

165

00:31:11.880 --> 00:31:34.029

Sharon Burney: Secondary sources: there are places where it might be good to cite a source in the application, i.e. for discussing historical context, but there's no place for a list of references. Should I just add a citation at the end of that particular section, or just avoid any references or citations? If it can fit into word count, you can cite the location and put the hyperlink in there.

166

00:31:34.030 --> 00:31:42.480

Sharon Burney: There's also an optional uploads at the end of the application, where you could put all of your sources

167

00:31:42.480 --> 00:31:50.090

Sharon Burney: and cite it, and just refer to that wherever you put them in the application where to find the sources for that information.

168

00:31:50.500 --> 00:31:57.409

Sharon Burney: And it says, to include only brief resumes, would this be a one paper only?

169

00:31:58.070 --> 00:31:59.910

Sharon Burney: Alyson, you want to do that one.

170

00:32:00.350 --> 00:32:05.029

Sharon Burney: Is there a limit on that? I don't think there's a limit. There's no limit on the CVs.

171

00:32:05.930 --> 00:32:10.019

Alyson Pope (she/her): Yeah, there's no limit on the resumes or CVs.

172

00:32:10.020 --> 00:32:13.359

Sharon Burney: You don't have to. Yeah, you don't have to truncate that.

173

00:32:17.050 --> 00:32:36.379

Alyson Pope (she/her): Yeah and I'm just gonna quickly revisit the guidelines regarding a previous question. Upload a resume/CV for each of the named project principal investigators. So the question about the co-PI earlier, you will be uploading a resume or CV for them, and you don't need to worry about generating a job description as well.

174

00:32:38.990 --> 00:32:40.920

Sharon Burney: Did we get them all?

175

00:32:44.820 --> 00:32:46.320

Sharon Burney: I think that is it.

176

00:33:02.170 --> 00:33:05.980

Sharon Burney: Any any other questions before we wrap up?

177

00:33:20.997 --> 00:33:21.852

Sharon Burney: Another one.

178

00:33:30.480 --> 00:33:59.699

Alyson Pope (she/her): We are located in Canada, and we are drafting our budget up in Canadian dollars, and once we finalize it, we will translate it into US dollars before submitting. The budget detail is quite descriptive for each budget item, should we translate that into US dollars as well? Or could I do the following? The budget detail line item heading will be in US

dollars. I will include a sentence for each line item explaining that all calculations are listed in Canadian dollars.

179

00:34:00.790 --> 00:34:02.499

Alyson Pope (she/her): To be honest,

180

00:34:03.340 --> 00:34:14.579

Alyson Pope (she/her): I would keep your documents in one currency only. Which I know is a bit of a hurdle for the Canadians that we're not

181

00:34:15.210 --> 00:34:39.960

Alyson Pope (she/her): imposing on the Americans, but I think from the review panel perspective, it will be easier for them to analyze your documents without any room for maybe possible misinterpretation, if everything they see is in one currency. So I would recommend translating that all into USD.

182

00:34:45.179 --> 00:34:51.129

Sharon Burney: Is it best to include all partners as co-PIs? Or can one individual be the lead?

183

00:34:52.136 --> 00:34:54.003

Sharon Burney: If if this,

184

00:34:56.129 --> 00:35:02.339

Sharon Burney: if this is a collaborative partner, an official collaborative partner, meaning that

185

00:35:02.749 --> 00:35:07.109

Sharon Burney: you are recognizing them on your application as an official

186

00:35:07.369 --> 00:35:08.909

Sharon Burney: collaborating

187

00:35:09.089 --> 00:35:10.369

Sharon Burney: partnership,

188

00:35:11.570 --> 00:35:20.229

Sharon Burney: it is good to have a PI probably listed for each collaborating organization. It's not a requirement, though.

189

00:35:20.480 --> 00:35:24.059

Alyson Pope (she/her): It's also not going to be possible for some of your projects,

190

00:35:24.100 --> 00:35:26.829

Alyson Pope (she/her): because you can only have 3 PIs.

191

00:35:26.980 --> 00:35:27.890

Sharon Burney: Exactly.

192

00:35:27.890 --> 00:35:31.870

Alyson Pope (she/her): And some of you have, I believe, upwards of 10 collaborators.

193

00:35:31.870 --> 00:35:38.579

Sharon Burney: Right? So that would be up to the initial applicant.

194

00:35:41.890 --> 00:35:44.650

Sharon Burney: Looks like we're getting some more questions, Alyson.

195

00:35:47.770 --> 00:36:03.070

Alyson Pope (she/her): "Proof of eligibility for applicants and any collaborating organizations will be required for projects recommended for funding." Does this mean that applicants and partners don't have to provide proof of 501(c)3 status, etc, for the application, only if awarded?

196

00:36:03.160 --> 00:36:18.899

Alyson Pope (she/her): Yes, that is correct. We are not asking for your IRS determination letter, or your EIN within the application at this time we will follow up with the awardees to confirm their appropriate status.

197

00:36:22.850 --> 00:36:26.959

Sharon Burney: Re: fringe expenses - just wanted to confer the following.

198

00:36:27.000 --> 00:36:49.000

Sharon Burney: In Canada the cost of health insurance and employee contribution in pensions plans is included in the salaries of employees. We just want to confirm that we can do the following: we will list the cost of salaries in the budget narrative, including fringe benefits. In the budget narrative, we will describe the percentage and value of the fringe benefits. I think that's fine. Let me think, yep, that's fine.

199

00:36:50.670 --> 00:36:52.680

Sharon Burney: Perfect solution.

200

00:37:05.850 --> 00:37:28.050

Alyson Pope (she/her): Yeah, should we include the in-kind contribution in the budget detail as \$0. In the budget narrative, it will be shown as in-kind, and a description with dollar value added. So if you're including an in-kind contribution, I would include it only in the budget narrative. And you can ascribe a dollar value to it. But I would not

201

00:37:28.050 --> 00:37:53.000

Alyson Pope (she/her): have that. So, your budget narrative at the top should have a total amount, and I would not. you don't want to include that in-kind contribution in that total amount, because that is the amount that should match your budget detail. I would not include it in your budget detail, and those 2 numbers should be the same as your award ask. So you can describe it in your budget narrative and give it a value, but you're not gonna include that value

202

00:37:53.000 --> 00:37:58.200

Alyson Pope (she/her): in any of your overall tallies.

203

00:38:09.080 --> 00:38:18.689

Sharon Burney: Might be too broad of a question to answer, but how detailed should the work plan be (eg. when particular files will be handed off?) Or is it more about milestones?

204

00:38:19.290 --> 00:38:23.359

Sharon Burney: That's a good question. I think that's contingent on

205

00:38:23.490 --> 00:38:24.620

Sharon Burney: how

206

00:38:25.910 --> 00:38:28.450

Sharon Burney: large your project is.

207

00:38:28.900 --> 00:38:58.559

Sharon Burney: If it's if you just wanna hit the large milestones and your project, and how long your project is, because some of these projects are a year. So if it's a year project, you might want to be a little more detailed. If it's a 3 year project, you might wanna be a little more broad in hitting the milestones. What you wanted to do is you wanted to highlight your digitization plan, the major parts of your digitization plan, your outreach.

208

00:38:58.560 --> 00:39:10.549

Sharon Burney: Those type of things. And you want it to be a consistent story. They just want to know that you have a handle on what's happening each quarter or each year of your project.

209

00:39:39.950 --> 00:39:42.720

Alyson Pope (she/her): Do we have any straggler questions?

210

00:39:52.600 --> 00:39:54.047

Sharon Burney: There we go.

211

00:39:58.700 --> 00:40:03.630

Sharon Burney: If our organization does not offer benefits, will that count against? No, it will not.

212

00:40:04.220 --> 00:40:24.300

Alyson Pope (she/her): Yeah, I wanna just clearly state that we have a line for salaries and wages. And we have a line for fringe benefits. And some organizations use that setup, and other organizations have their fringe encapsulated in their salary and wage line, and nobody really

213

00:40:24.640 --> 00:40:36.360

Alyson Pope (she/her): looks at the details, the budget detail, and questions the absence of a fringe line in relation to a given salary and wage line. It's it's kind of more about

214

00:40:36.380 --> 00:40:41.750

Alyson Pope (she/her): how your internal organization administrates these things.

215

00:40:41.850 --> 00:40:44.820

Alyson Pope (she/her): But no one will come follow up with

216

00:40:45.110 --> 00:40:52.699

Alyson Pope (she/her): it looks like there's fringe missing from this budget detail. It will just be assumed it's a component of the salary line.

217

00:40:52.930 --> 00:40:58.989

Sharon Burney: Yeah, that most that reviews are looking at is it an equitable wage for the area that you live in.

218

00:41:11.010 --> 00:41:12.615

Sharon Burney: Thank you, Jessica.

219

00:41:26.360 --> 00:41:28.229

Alyson Pope (she/her): Okay, I'm going to

220

00:41:28.400 --> 00:41:30.760

Alyson Pope (she/her): put our last slide up.

221

00:41:34.360 --> 00:41:40.710

Jane Larson (she/her): Great, and I'm going to launch our last poll. If you can

222

00:41:40.720 --> 00:41:46.170

Jane Larson (she/her): take a second or 2 to complete how you're feeling about this.

223

00:41:59.820 --> 00:42:04.089

Jane Larson (she/her): Alright, we almost have everyone. I'll give a few more seconds.

224

00:42:10.880 --> 00:42:12.040

Jane Larson (she/her): Alright.

225

00:42:12.500 --> 00:42:14.030

Jane Larson (she/her): Thank you so much.

226

00:42:15.280 --> 00:42:34.429

Jane Larson (she/her): And also, before you go, please be sure to fill out our session survey that we shared at the beginning. We'll share it again here. Your feedback has been really useful to us as we've developed the 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.

227

00:42:34.964 --> 00:42:42.510

Jane Larson (she/her): Thank you so much for joining us today, and please don't hesitate to send questions our way to the hiddecollections@clir.org

228

00:42:42.560 --> 00:42:46.989

Jane Larson (she/her): as they come up between now and the application deadline of May 8th.

229

00:42:47.090 --> 00:42:51.119

Jane Larson (she/her): Have a great rest of your day, and happy grant writing.