Recordings at Risk

Cycle 11 Recipient Webinar: Q&A
September 10, 2024

RAR
Recordings at Risk

Links mentioned:

- Manage an Award Page
- Native land
- Program Email
- Final Report Form Template
- Grant Modification and Extension Request Form
- DLF Virtual Forum Registration
- CLIR Program and Grants Newsletter
- DLF Working Groups
- CLIR Grants Twitter
- CLIR's Policy Page
- Recordings at Risk Funded Projects Page

Questions and Answers

All questions asked in chat and via the Q&A box during the live webinar are copied below. Any questions answered live may include additional references or clarification. If you have any other questions, email the CLIR Grants team at recordingsatrisk@clir.org.

Q: If the number of film reels to be digitized is adjusted, but the total footage remains the same, would a grant modification be needed? Assuming there's no change in cost.

A: If you slightly miscounted your materials from the start and there is not a discrepancy in the collections, or you had estimates based on unprocessed measurements such as number of boxes that results in reasonable adjustments to the total file count, it does not require a modification. If you have submitted an inventory list or list of collections to us and you are swapping out items on said list, you will need to contact us to inquire if a modification is needed and an updated collections list may be requested.

Q: What type of instances would result in an interim report?

A: Should your project have extenuating circumstances, such as a backup at the vendor, that delay the completion of your project within the one year timeline, you will need to request a grant modification for a no-cost extension. If this modification request is approved you may be required to submit an interim report depending on the length of the extension.

Q: Will we be limited by a character or word count in our project and financial narratives? The picture doesn't seem like it has one but I wanted to double check.

A: No. The project narrative does have a substantial page number limit of 6 pages in our application system.

Q: What is a checksum?

A: A checksum on a file is a 'digital fingerprint' whereby even the smallest change to the file will cause the checksum to change completely. Checksums are typically created using cryptographic techniques and can be generated using a range of readily available and open source tools. It is important to note that whilst checksums can be used to detect if the contents of a file have changed, they do not tell you where in the file that the change has occurred. We will use this to check the submitted metadata in your file manifest to ensure your digitized files are accessible for the public.

Q: Is there a preferred type of checksum MD5, SHA256 etc?

A: No, we do not stipulate the standard for the checksum used. We feed the manifests yearly to a bespoke web crawler built to purpose and it can handle a wide range of checksum formats.

Q: Most of our vendor quotes state that costs may exceed the quote as they may have to perform remediation work to digitized recordings. What happens if vendor costs exceed the quoted amount?

A: Most vendors have worked in a contingency estimate into their quotes. Frequently, there are changes to vendor costs, inclusive of increases and/or decreases in the original estimate. This is due to various factors, (i.e., duplicate files, increased damage, blank files etc.). If this is not built into your grant, you will need to submit a grant modification to reallocate funds, or your organization will need to pay the difference via cost share.

Q: Is it possible to change the vendor now? If so, what is the process?

A: Contact the grants team at recordingsatrsk@clir.org for instructions if you need to name a different vendor for your project. Follow-up will include submitting a grant modification as well as supplying a new service provider estimate.

Q: Are any quarterly reports required during the course of the year? It sounds like just the final report is required.

A: There is only a final annual report required unless your project requests a no-cost extension, which may require the completion of an additional interim report.

Q: If a vendor completes their portion of the project and they were able to do the job and have grant money left over, could we submit a reallocation for that or is this a return the funds situation?

A: You may submit a reallocation request to redirect the remaining funds to other project lines. Alternately, you may decide to leave the overage in the digitization line and instead add materials to the project, which would require a modification, but not a reallocation.

Q: Will you provide the links from the groupchat to us outside of this webinar? Like via email or will this be found alongside the recording of this webinar?

A: There will be a transcript and a Q&A document posted to the program's Manage an Award page along with the recording of the webinar. However, all these links are already on that same Manage an Award page, so you will always be able to find them there.

Q: Could you please provide the link to the return the funds section on your website?

A: Organizations are required to report this to CLIR and to return all unspent funds in amounts greater than $100, by check or ACH, to CLIR. Directions for returning funds are provided in the Returned Funds Policy for Grants and Grant-Funded Fellowships, available on the CLIR Grants Return of Funds Policy web page.

Q: Can we access this manifest from Manage An Award? I can't read the categories on this slide and it would help to know them more fully.

A: Yes, you can find a copy of the Digitization File Manifest Template on the Manage an Award Page.