Modern Endangered Archives Program

Informational Webinar – Detailed Application
January 19, 2023
Agenda

1. Program Timeline

2. Evaluation Criteria

3. Detailed Application
   - Project Narrative, Digitization, Budget, Rights + Permissions, Referees

4. Questions and Answers
ONE

Program Timeline
### MEAP: Program Overview

| Detailed Application                     | Due Feb 13, 2023  
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<tr>
<td>- Host Commitment Form [NEW]</td>
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<tr>
<td>- Archival Partner Form(s)</td>
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<td>- Copyright Permission Agreement(s)</td>
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<td>- Referee contact information</td>
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| Referee Report                           | Due February 27, 2023|

| External Review (2 Solicited Reviews)    | February - April 2023|

| Board Review                             | May 2023             |

| Decisions Communicated                   | June 2023            |

| Projects Funded + Launched               | Summer - Fall 2023   |
MEAP: Decision

Estimate 1/3 of applications will be funded

- All applicants will receive feedback on their application
- May be invited to apply again in the future round

All Funding is Contingent
Most projects will require some revision:

- Notes from the MEAP Panel and Local conditions
- Work Plan
- Budget
- Staffing
- Scope of digitization
MEAP: Funded Projects

Period of Project Refinement

- Respond to conditions on the ground (Public health, inflation, supply chain, labor)
- Respond to MEAP feedback (revised work plan, scope, hardware, other)

Process for Documentation

Need to work closely with your **HOST INSTITUTION** to register the institution to receive U.S. funding (if not in U.S.) + sign all documents

- Financial documentation
- Legal agreement

Will likely take up to **4 or 5 months** to process and complete all documentation and process payment AFTER your project is recommended for funding
MEAP: Payments

*Change to past policies + existing documentation.*

Payment profiles are as follows:

- **For all projects 13 - 24 months long**: 60% - 30% - 10%
  
  60% of funds will be disbursed after signing initial contract, 30% at month 12, 10% after the final report is approved.

- **For all projects 12 months or less**: 75% - 25%:
  
  75% of funds will be disbursed after signing initial contract, 25% after the final report is approved.

The final payment is made only after the outcomes and final report from the project have been submitted and approved by the MEAP board.
MEAP: Evaluation Criteria

Project Applications are reviewed by UCLA Library staff, technical experts, external experts (form of peer review) and the MEAP Review Panel.

Evaluation criteria includes:

- **Endangerment** | How urgently at risk is the content?
  Archival content must be imminently at-risk due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, and/or communal or social change.

- **Scholarly significance** | How will the availability of this content impact research?

- **Uniqueness** | Is this material accessible elsewhere? Has it already been digitized?
MEAP: Evaluation Criteria

Viability of publishing online

- Will the UCLA Library be able to publish material online? Have you identified potential concerns or found documentation that details ownership? Have you outlined a plan to address ethical or copyright concerns?

Project Feasibility

- **Project team** | Do you have the right team in place to do the work? Consider expertise and experience with digitization, cataloguing and metadata, historical context

- **Work plan** | How well thought out is your work plan for survey, digitization, and metadata? Have you accounted for creating English language metadata?

- **Community Engagement** | Have you developed relationships with the local community to secure rights and document the materials?
THREE

Detailed Application
Application

- Project Narrative
- Documentation + Digitization
- Budget
- Rights + Permissions
- Referee
- Other Uploads

Detailed Application Template (and findable here: meap.library.ucla.edu > Applicant Resources)
**TIP:**

*Use the [Detailed Application Template](#) to prepare.*
Project Narrative
Project Narrative (Project Summary Form)

Application reflects the Review Criteria:

- **Endangerment** | How urgently at risk is the content?
- **Scholarly significance** | How will the availability of this content impact research?
- **Uniqueness** | Is this material accessible elsewhere? Has it already been digitized?
- **Project feasibility** | Consideration include the expertise and experience of the project team defined in the application
Project Abstract (max. 250 words)

This value must be between 1 and 250 words. Count: 0

☐ If funded, I give UCLA Library permission to use this abstract on the MEAP website

Describe the archival material to be surveyed or digitized. (max. 250 words)

Please give a brief description of the material, including its media type(s) and why you have chosen this particular material. Include item level description if possible. You may also include a link to an online catalogue or upload a finding aid at the end of the application.

This value must be between 1 and 250 words. Count: 0

Why is the material endangered? (max. 250 words)

Please include relevant information to describe why this content is at risk. This may include information about the condition, age, physical location, storage, and/or political context. Material may be endangered as a result of environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change.

Describe the uniqueness and/or cultural significance of the material. (max. 250 words)
Project Logistics

Project Leadership: Primary Applicant + Co-Applicants
There must be one single principal applicant who takes responsibility for the planning and execution of the project. 3 co-applicants can be added (collaborators). Co-applicants can help manage or direct the program. Primary Applicant must take responsibility for receiving all emails.

Host Institution
Should be a university, research institution, archive or similar institution to which the grant will be awarded. This institution may or may not be your home institution. The institution will administer and account for the funds. *NEW: Host Commitment Form
Host Institution

The host institution should be a university, research institution, archive, community organization or similar institution to which the grant will be awarded. The host institution is the administrative home of the project that will administer and account for the funds. The host institution must abide by the terms and conditions of the award.

Host Institution Address

Region of Host Institution

Indicate the region of your host institution.

Confirm that the host institution has agreed to serve as host for the grant.

MEAP requires a signed Host Commitment Form at the Detailed Application stage. Please upload a signed form at the end of the application to signify the commitment of your host institution.

In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

☐ I confirm

Contact person at host institution

If your project is funded, this person will be the primary contact person for all financial matters. The contact person should have signatory authority for receiving funds and creating financial reports.

Contact person email address
Institution + Project Team

Define who will be working on the project and how they fit into the institution.

- Consultants, training, and management can be part of the project plan, but the budget should not focus on consultants or travel costs.
- Budget salaries at an equitable rate for the staff who will conduct the work. *(Who will be imaging the material? Who will create the metadata?)*
- How does the project fit into the larger institution? *(Will the institution invest in the project through cost share?)*
Documentation and Digitization
Documentation and Digitization

Details about the Collection: Physical Materials

Archival Partner(s)
If the collection is not housed at your institution, the organization that currently houses and/or owns the archival material is the Archival Partner. The Archival Partner may also be a depository for a collection. Your project may have multiple Archival Partners. *Archival Partner Forms

Current Condition + Access of the Collection + Relocation
Current and future plans for the physical material.

Projects with Multiple Media Types
This is the first time this question will come up - but we ask because projects aiming to digitize multiple media types have different challenges. They are definitely allowed, we want to see that you understand the plan for working with each kind of object.
Documentation and Digitization

Details about the Collection: Physical Materials

Representative List
Should not be exhaustive. We want to understand what you are planning to work with. Newspapers, magazines, letters, VHS tapes. We’re trying to understand the physical material as it is now.

List of Publications
Again, should not be exhaustive. We want to understand the kinds of scholars that use your collection and how digitizing this material may help move different fields in new directions.
WORK PLAN: Different questions for Project + Planning Grants
Include as much detail as possible in the WORK PLAN. We want to see that you understand the various components of digitization and survey projects.

- What kinds of material will you digitize? Or organize? Or collect?
- How is your project structured?
  - Should include a quarter by quarter or month by month plan
  - Who will be responsible for which part of the work?
- What kind of equipment will you need to do the work successfully?
- What kind of team and expertise will you need?
- Project grants should reflect a readiness to get started.
Team Makeup

No specific question - but this reflects your understanding of the full scope of the project. Your application should communicate who will take on responsibility for various aspects of the project. *Include in workplan or budget.*

- Who will do the digitization?
- Who will create the metadata?
- Where is the expertise coming from? Historical, cultural, technical...
- Will there be training?
- Will you need translation?
Application questions

1. **Process**
   Narrative about how you will approach the work and why. How will you prioritize the digitization? Which objects will go first? Will you divide the team between digitization and metadata creation? Will you travel to private homes to survey collections or will you bring materials to a central location?

2. **Work Plan**
   Structured month by month or quarter by quarter. When will you hire, when will you travel, when will you focus on training? How much do you anticipate you will digitize per week or per month? Who will be responsible for this work? When will you start metadata description?

3. **Specify Deliverables**
   How much digitization? Will you create survey of collections or itemized inventories?
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<th>STAGE</th>
<th>OBJECTIVES</th>
<th>ACTIONS</th>
<th>OUTCOMES</th>
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</table>
| 1     | Commission and coordinate project | • Articulate between institutions  
• Set up workspace and team  
• Print and buy materials and equipment | • Work protocols and methods established  
• Report the copyright situation |
| 2     | Make first approach to collection | • Identify, delimit, and inventory the cans that conform the collection  
• General inspection of the collection  
• Identification of items that require urgent conservation | • Priority list based on endangerment and uniqueness  
• Collection inventory for project purposes  
• Action plan according to inventory |
| 3     | Inspect materials | • Transfer cans to the work station  
• Temporary conditioning  
• Technical inspection of materials | • Inspection sheet and specific conditions report for each can  
• Content registration, specific frames with relevant content |
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<th>OBJECTIVES</th>
<th>ACTIONS</th>
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<tr>
<td></td>
<td><strong>Begin project and get in touch with technical experts.</strong></td>
<td>• Refine list of equipment and the technical specifics with selected experts (Regina Longo and BAVAS contact) • Clarify and discuss project details with experts</td>
<td>Experts are filled in on what the project needs and will help the team work the tech.</td>
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<tr>
<td>1</td>
<td>• <strong>Obtain and set up equipment</strong> • <strong>Fill in positions on team</strong></td>
<td>• Purchase needed equipment, including Nikon D810 digitization and lighting kit, storage hard drives, computers, and scanner • Reach out to hire 3 contributors for 18 months of work through job posting and interviews</td>
<td>One of the contributors added to the project team will have certified knowledge in the English language. They will translate and supervise the process.</td>
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<tr>
<td>4</td>
<td><strong>Set up work space</strong></td>
<td>Administer instalments, software set-up, and training</td>
<td>Contributors will be trained in administering work and creating metadata in the IDEP Metadata Spreadsheet Template.</td>
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<td>5-24</td>
<td><strong>Administer and complete scanning process</strong></td>
<td>The hired contributors will work for 361 working days scanning/photographing, retouching, cataloguing, and translating 50 photos per day.</td>
<td>Project completion and deliverables</td>
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General plan

1. September-October 2019: Preliminary steps
   - Mechanical cleaning of the documents
   - First general inventory of existing material

2. October-November 2019: Preparation of the project
   - Buying the equipment for digitization
   - Hiring the research assistant

3. November 2019
   - Workshop with the archival partner

4. December 2019: Beginning of the digitization
   - First testing of the equipment
   - First testing of the working flow with one research assistant
   - First sample of images for the evaluation of the MEAP

   - Complete digitization of the material for The Ibicaba Project
   - Concomitant elaboration of the recommended metadata
   - Concomitant second and more adequate mechanical cleaning of the documents

6. April 2020: Adequate storage of the documents in the farm
   - Measures for the adequate preservation of the original documents, lowering the risks of damage

7. April 2020: Preparation for the elaboration of the complete metadata and final product
   - Hiring of the research assistant
Deliverables - PLANNING GRANTS

Planning Grants have more flexibility in terms of deliverables depending on your goals and the details of your collection. The primary goal is to assess a collection and prepare for digitization.

We would expect your project to focus on preparing the collection for digitization. (See available templates.) This might include:

- An item level inventory that documents each object
- A collection level survey that organizes a collection and determines readiness for digitization
- Rights assessment at the collection or item level

You might consider some sample digitization to establish a workflow and determine needs

★ All material created through your Planning Grant (i.e. inventory, report, etc) will be published on the MEAP website
★ We welcome Project Grant applications from teams funded for Planning Grants.
Deliverables - PROJECT GRANTS

MEAP has specific requirements for Project Grant deliverables with the goal of publishing all digitized material in our Open Access Repository.

Metadata must be completed in English and formatted according to the UCLA Library Metadata Template.

File types will be different for different material types, but we require high resolution, uncompressed files:

- Images – TIFF
- Audio – WAV
- Film and Video - Motion JPEG 2000; MPEG-4
Budget

MEAP Budget Form should reflect the full project goals and priorities.

- How will you spend MEAP Funds?
- Will you receive funds from elsewhere to complete the project?
- Expecting to see a full accounting of the project with justification for all expenses.
- This is where we will look for equipment and staffing details. Reminder to review MEAP Project Guides for recommendations.

DIGITIZATION PROJECT RESOURCES

These guides provide detailed information for project planning, including recommended hardware and software and best practices to meet MEAP standards.

- Planning a Print (flat object) Digitization Project
- Planning an Audio Digitization Project
- Planning a Video Digitization Project
- Guide for File Naming and Formatting

Digitization Project Guides findable here: https://meap.library.ucla.edu/meap-project-resources
Budget

Equipment + Staffing

We will look in this section to see what MEAP funds are supporting. If we do not see enough equipment to make the project successful (i.e., no camera) we will raise questions.

- If you have available equipment or have secured other funds to purchase equipment, include that in the equipment section.
- If you have staff that is already paid through regular salary, include that note in the salary section.
### Research, technical and clerical staff salaries

<table>
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<tr>
<th>Category</th>
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<th>Year 2 ($)</th>
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<td><strong>Total</strong></td>
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#### Research, Technical and Clerical Staff Salaries Grand Total

0

#### Justification for Research, technical and clerical staff

Specify here the number, roles, grades of appointment and timescale involved of all staff you intend to employ (and associated costs), including salary scales, indicate where the staff will be based.

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### C. Equipment and consumables costs

#### Itemized equipment and consumables

These may include cameras and consumables directly related to the project’s work. Please make sure that you consult the [MEAP Toolkit](#) for guidance on equipment and Chapter 2 of Remote Capture for a discussion about the differences between cameras and scanners. These will help you identify the equipment and consumables you will require to capture digital files at the correct standard, and they will provide guidance on how the digital material should be submitted to the UCLA Library. Please include all relevant import/export/shipping costs for equipment. Contact the MEAP office before submission if you have any questions.

Please refer to the [MEAP Guidelines for Applicants](#) for more detailed criteria on acceptable expenses.

#### Equipment and Consumables Grand Total

0

#### Justification for equipment and consumables

Please provide a full justification for each item of equipment listed above.
4. Budget Expenses

All funds provided by MEAP will be in US Dollars ($). Any exchange rates and inflation should be considered.

4.1 Eligible Expenses

4.1.1 Salaries - Should directly support the work of digitization and preservation. This includes the tasks of seeking, identifying, and gathering the materials, imaging and digitizing material, and creating and/or translating metadata.
- Should reflect a commitment to local capacity-building and pay equity across all team members.
- Should be estimated according to official pay scales for the country where work will take place. Include relevant pay details in the budget justification.
- Can include teaching cover (as “Replacement Salary”) where an academic principal investigator needs to spend considerable time in the field away from official teaching duties, and contributions to salary costs where an archival has to be in the field for a prolonged period.

Replacement salaries will require additional justification. Why is the scholar or archival the best person to lead this work?

4.1.2 Digital Capture of Materials - Costs of digitizing original materials can include purchasing necessary equipment and/or relocating and installing the materials in an archive.
- For Planning Grants, this can also include the cost of organizing, producing an inventory and the composition of finding aids.
- Project Grants should have inventories in place by the start of the project and budgets should not include the cost of producing an inventory or finding aid.

4.1.3 Travel and Subsistence - Travel and subsistence for team members or individuals conducting training. Travel should be directly relevant to the work of preservation, digitization, survey or metadata creation.
- Travel costs may include individual cab fare or car expenses as a precaution against Covid-19 where public transportation is not safe.

4.1.4 Training - MEAP aims to enhance the professional skills of local staff, to increase the local capacity to preserve and manage collections in the long term. Applicants are encouraged to incorporate training and professional development into their grant proposal. Training can focus on areas such as archival collection management, technical training in digitizing techniques, or metadata creation.
- Training can be conducted virtually or in person. In either instance, trainers should be compensated.

4.1.5 Other Costs - Other costs that directly support the preservation and dissemination of the project can be included under the ‘Other costs’ section of the application. Examples of these include the following:
- Basic preservation measures for the original material, such as acid-free storage boxes.
- The cost of developing a project website to host the digital collection. Website costs should represent only a small percentage of the total grant amount and should not extend beyond the length of the grant.
- Disseminating the results from the project, such as conference talks or public/educational displays, especially where they are aimed at informing local people.

4.2 Ineligible Expenses

4.2.1 Institutional overhead and indirect costs.
4.2.2 Capital building and refurbishment projects.
4.2.3 Building and construction work of any kind.
4.2.4 Administrative costs, including but not limited to archival overhead or running costs, financial administration for grant management, air conditioning or heating.
4.2.5 Physical conservation of original materials. While some projects may require conservation intervention throughout the digitization process, MEAP does not fund conservation projects (i.e., projects with a primary goal of prioritization of physical conservation as opposed to digitization).
- Some conservation materials may be acceptable budget expenses as necessary to prepare materials for digitization. Please include details in the budget justification section of the detailed application.
4.2.6 Extensive cataloguing or transcription meant to conduct research.
4.2.7 Operational equipment meant for archive management.
4.2.8 Recording new oral histories or audio recording equipment.

MEAP Guidelines (also findable here: meap.library.ucla.edu > Applicant Resources )
Budget: Ineligible Costs

MEAP will not fund INDIRECT COSTS. You should not list them as a line item on your budget or as components of the budget.

- Salary for people who will not be working on the project (i.e. finance team)
- Utilities or ongoing operations costs.
- We like to see that the host institution or partner institutions provide space as part of their investment.
- Some preservation materials can be included, like archival folders or boxes, but large scale infrastructure projects are not eligible. MEAP does not fund conservation projects, so these expenses should be a small part of the budget.

DISCUSS THIS WITH YOUR HOST INSTITUTION BEFORE SUBMITTING YOUR APPLICATION.
Budget: Ineligible Costs

**MEAP will not fund the creation of new media (i.e. Oral Histories, Films, Documentaries, Exhibits)**

- Audio recording equipment
- Video recording equipment
- Film makers or documentarians
- Curators
- Promotional materials (pamphlets, etc)
Budget: Additional Considerations

- **Budget** | MEAP funds should be focused on DIGITIZATION & DOCUMENTATION. Your project may be larger than just the digitization, but we want to fund that part of the work. Consider how you budget for salaries, training, workshops that focus on the creation of digital collections as a form of preservation.

- **Travel Plans** | We recommend minimizing funds meant to support travel for U.S. or European based researchers. Can the funds go to the team on the ground?

- **Project Team Makeup** | Who will do the work? Are there opportunities for training beyond the project team?

- **Disbursal Calendar** | We do not disburse all funds up front. Will you be able to purchase the equipment you need and pay the staff with the first disbursal?
Budget: Additional Considerations

Community Engagement

- **Website Development**
  “Website costs should represent only a small percentage of the total grant amount and should not extend beyond the length of the grant.” ([MEAP Guidelines](#), 4.1.5)

*Remember that online publication and digital preservation are part of what UCLA provides in the grant.*

*UCLA publishes with multi-lingual metadata.*

- **Public events or focused efforts to engage a local community:**
  “Disseminating the results from the project, such as conference talks or public/educational displays, especially where they are aimed at informing local people.” ([MEAP Guidelines](#), 4.1.5)
  ○ Events should focus on (1) rights or (2) documentation (metadata creation).
  ○ Unlikely to fund events that are strictly promotional.
Budget Form:

Have you applied for other funding?

**Have you applied for other funding to digitize this material or a set of objects closely related to this project?**
- [ ] Yes
- [ ] No
- Clear

If yes, provide details of other funding applications. List Funding Body, Title of Project, Amount sought or awarded, and the decision (or date of decision).

*If you do not yet know the outcome, please state when you expect to receive it. Whilst MEAP will not provide duplicate funding, it may provide complementary support. If applying for such complementary funding, you should outline the nature of the funding and the extent to which successful completion of the project depends on both funding sources.*

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<th>Title of Project</th>
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**Notes regarding other funding**

Please add any explanation regarding outstanding funding applications or other funds. How is this project different from others?

[ ]
Rights and Permissions
MEAP: Open Access

All MEAP content must be shared openly online: Survey, Inventory, Digital Images, Audio files, Video

- **Copyright** | Contemporary materials will likely be under copyright. Copyright ownership for the recording may not cover ownership of underlying content (i.e. a song recorded at a concert)

- **Privacy + Ethics** | Collections that document individuals, especially photos and videos must account for individual consent and permission
Rights + Permissions - PLANNING GRANTS

**Planning Grants** - Rights and Permissions should be built into your work plan if you have not secured them. If you have material from many creators and many owners, this may be a complicated process. Use the Planning Grant to procure the necessary permissions.

- You will not need to submit a [Copyright Permission Agreement](#).
- Might want to consider submitting signed forms as a deliverable if you intend to digitize in the future.
Rights + Permissions - PROJECT GRANTS

**Project Grants** - COPYRIGHT: You will need to secure permissions before we can fund the project. You don’t need to have all questions answered, but your answers in this section can help our team assess what kind of support you would need and the risk involved in your project.

- Recognize that the archival stewards or content holders may not own the copyright. Will need permission from copyright owners to make material openly accessible.

- Require a signed [Copyright Permission Agreement](#) to move forward with funding.
MODERN ENDANGERED ARCHIVES PROGRAM (MEAP)
COPYRIGHT PERMISSION AGREEMENT

MEAP APPLICATION DETAILS

Applicant Name:
MEAP Application Number:
MEAP Application Title:

COPYRIGHT OWNERSHIP & PROTECTION

Copyright Owner Name:
Copyright Owner Address:

☐ I give permission for copies of digital works produced by the project (reference number above) to be made available free of charge online to the public as part of the Modern Endangered Archives Program and UCLA Library digital collection.

☐ I give permission for these digital objects to be published, exhibited, and used in any way that furthers the educational, research, and public service purposes of the University of California.

☐ I give permission for these digital works to be stored and preserved in perpetuity by the UCLA Library.

This Agreement will be governed by and construed in accordance with U.S. law and the jurisdiction of the California Courts. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior representations and understandings.

COPYRIGHT OWNER
Signed:
**Rights + Permissions - PROJECT GRANTS**

*Project Grants* - ETHICAL RIGHTS: No clear legal framework for securing rights and navigating privacy concerns. We want to know how you plan to approach this question if it’s relevant.

- Especially important for collections of graphic images; images of children; communal materials.
- Urge you to consider how your content creators or related communities will be best informed to make meaningful decisions about permissions.
- Consider models of ongoing consent.
A. Copyright Status of Material

Who was the creator of the material?

Where was the material created?

When was the material created?

Who is the copyright owner of the material?

Share with us the name or contact information of the copyright holder

If available, share additional copyright related evidence.

Has the material been published and/or distributed to the public?

B. Privacy and Ethical Access

Is there personal or sensitive information in the collection?
This might include personal details, political activism and engagement, images of people, or violent or sensitive images.

○ Yes
○ No

Have you conferred with community members depicted in any of the proposed collections?

Detail a plan to engage the community related to the collection to seek permission or discuss the consequences of making material available online.

Describe any additional copyright issues and your plan to address copyright risk.
Permissions

**Host Commitment Form**
- This form is required for all projects and should be used to confirm institutional agreement to serve as a Host Institution.

**Archival Partner Form**
- Commitment form for your archival partner. If you have more than one, you’ll need more than one form.

**Copyright Permission Agreement**
- Commitment form for copyright owner for UCLA Library to publish and steward digital surrogates of the collection. Required for all Project Grants.
- **FAQ:** Should the Agreement detail each item to be digitized or would the overview we provided in our preliminary application suffice?
Forms

The Grant of Permission Form is required for all Project Grant applications. The Archival Partner Form is required for all Project Grants and Planning Grants where the content is located at an institution other than the Host Institution or will be deposited at an institution other than the Host Institution. The Host Agreement Form is required for all applicants at the Detailed Stage.

Copyright Permission Agreement
Copyright Permission Agreements are required for all Project Grants. Project teams are responsible for identifying the creator and...

Archival Partner Form
The Archival Partner Form is used to confirm collaboration between the project team and the archival owners. The form should be signed by the current collection holders.

Host Commitment Form
The Host Commitment Form is required for all projects and should be used to confirm institutional agreement to serve as a Host Institution.

Translated Copyright Permission Agreement forms

Translated Archival Partner Forms

Both findable here: meap.library.ucla.edu > Applicant Resources
Upload

Documents to be included in application must be uploaded in system:

- **CV’s for all Project Applicants** - Prefer short versions (2 pages)

- **Archival Partner Form** (if necessary) - Can also reflect project commitment through letter, emails.

- **Copyright Permission Agreement** (Required for Project Grants) - Can also reflect permission to publish through letters from copyright owners.

- **Host Commitment Form** (Required for all projects)

- **Supporting images and videos** - Recommend only a handful (2 - 5 images). Can be the same from Preliminary Application. *MEAP Board does not see Preliminary App.*

- **Supporting Documents** - Expert involved in training; Local partner; Proof of other funding
Referee

Applications require ONE Referee Report.

- Referee MUST register with Survey Monkey and complete report online by Feb 27, 2023.
- You are responsible for ensuring that your Referee Report is completed.

If your referee cannot register with Survey Monkey or submit the report online, please email meap@library.ucla.edu to discuss alternatives.
Referee Reports

The referee should be someone who can speak to the urgency of your project and your ability to complete the work. Someone who does not work at the archival institution or someone who would benefit from the grant.

- Can the referee address questions about the collection? Are they familiar with this content?
- Do they know you and your work?

Referees will be asked:

- Are these materials endangered?
- Are the materials currently accessible?
- What is the scholarly significance of the material?
- What is the cultural significance of the material?
- Please comment on the expertise and experience of the applicant(s) to accomplish the work involved in the project

See MEAP Detailed Application Template for more info.
Referee Form

1. Referee details
   Name
   Email
   Position Held
   Affiliated institution
   Relationship to Applicant

2. Referee comments
   As a referee, you are invited to provide comments on the application on each of the areas listed below. Further information on the Modern Endangered Archives Program can be found on the website: meap.library.ucla.edu

   Below you will see details from the applicant’s completed application related to the categories for review. If you would like to see a full application form, please contact the applicant directly.

   Are these materials endangered?
   Describe the urgency to safeguard the context of the application material.

   Are the materials currently accessible?
   Please note if researchers are able to see the materials or if they are already available online.

   What is the scholarly significance of the material?
   Please describe its relevance to a particular field of study.

   What is the cultural significance of the material?
   Please describe its relevance to the local community, broader national community, or other group. Are there people who will benefit from access to the material who do not currently have access?

   Please comment on the expertise and experience of the applicant(s) to accomplish the work involved in the project.

   Please provide any additional comments.
Preliminary → Detailed Application?

You are allowed to make changes to the project scope and plan. We hope your thinking has moved forward and we encourage you to make changes in your application – even when the content has been pre-populated from your preliminary application.

- Can add or take out archival collections
  
  Consider a realistic scope + program eligibility

- Can change budget items and should add specificity

- Can change participants or add a co-primary applicant

- Can change host institution or archival partners

- We recommend you do not change the entire scope of the project. Contact meap@library.ucla.edu if you plan to do so.
Language Requirements: English

Referee Reports must be submitted in English

- In order for all of the MEAP Review Board members to review application materials, we ask that all applications be submitted in English. This includes the Referee Report.

Metadata must also be submitted in English

- Metadata for MEAP funded projects must be submitted in English, but we recommend metadata also be created in local languages where possible.
- The application asks how you will ensure metadata is created in English. Often this is answered by project team members who work bi- (or tri-) lingually. Sometimes project teams hire translators to ensure that all metadata is properly represented in English.
Listing Other Grant Funds

Help us understand your overall goals

- Be sure to list other grants you have applied for that may duplicate work you proposed to do with MEAP funding.
- But! We would also love to see other grants you may have applied for that complement the work proposed. For example, maybe you had a grant for preservation and conservation that allowed you to prep the collection for digitization. Maybe you have a grant for exhibits or publications that will promote or make use of the digitized collection. These do not hinder your success in our review process; they help us see your broader ambitions for the archival material.

Required for archives applying from EU countries.
File Types + Metadata Template

Consult the MEAP project guides to understand required standards.

All files must be uncompressed:
- Images – TIFF
- Audio – WAV
- Film and Video - Motion JPEG 2000; MPEG-4

Metadata must be in English + formatted re: UCLA Library Metadata Template

Check out other metadata resources:
- Metadata Template (Required for Project Grants)
- Metadata FAQ
- How does Metadata work for MEAP? [Infographic]
- MEAP Metadata Template Walkthrough [Interactive]
- Guide for File naming + Formatting
- Metadata Video [New]
Multiple forms of content in one archive?

Project Grant applications should have a clear sense of what is in a collection.

Address the complexities of digitizing different kinds of content.

- Account for the differences in digitization. Will you have equipment for digitizing documents, film, video, audio? Do you have expertise on the team?
- Consider scoping your project to focus on one content type.
- Budget for necessary training and equipment.
- Consider which parts of the workflow might run parallel.
Equipment Planning + Budgeting

MEAP Project Planning Guides include HARDWARE + SOFTWARE LISTS

- Planning a Print (flat object) Digitization Project
- Planning an Audio Digitization Project
- Planning a Video Digitization Project

Scanners v. Cameras

- You are not required to purchase equipment listed in MEAP guides, but we expect to see justification for choosing other models (e.g. better local availability).
- MEAP does not fund overhead book scanners.
- MEAP recommends camera + lighting set ups rather than scanners for print digitization. Cameras are more flexible (can digitize all sizes) and more efficient. If you think a flatbed scanner is best for your team, you will have to justify why in the budget justification.
Oral Histories

MEAP cannot fund the creation of new ORAL HISTORIES.

- Do not add audio capture hardware to the budget
- Do not add time in your work plan for transcription or audio annotation

However! MEAP can fund the creation of robust metadata.

- Consider working with project stakeholders to capture contextual details about the collection objects
- Capture memories in structured metadata through abstract and notes
- Consider hosting community events that may allow more community members to discuss and explain unknown materials
Outsourcing digitization is possible

- Outsourcing costs for digitization can be included in your budget.

- We will still want to see some kind of capacity building:
  - If you plan to outsource most (or all) of the digitization, make sure to budget and describe who will be responsible for metadata creation and how this work will build local capacity.
  - If you plan to outsource one part of a larger collection, we would expect that a local team does the digitization and metadata for other parts of the digitization effort.

- Outsourcing often makes most sense if you have a small number of audio or video objects to digitize as part of a larger collection of print, photographs, or other material.
Questions and Answers
Updates + Changes

Can you make changes to your application between the Preliminary and Detailed Phases?

- Yes! We welcome changes between application phases - especially those that respond to our feedback. You are also welcome to change from a Planning Grant to a Project Grant, or from a Project Grant to a Planning Grant.

Can you make changes to your budget / work plan if your project is funded?

- Yes! We anticipate that most projects will make changes to the project plan and budget during the pre-funding phase AND during the lifecycle of the project.
- Changes are approved either through the regular reporting schedule or through an email request.
Can a professor who works for the host institution serve as a referee?

- If a professor works in a different unit from the collection, then it would be okay for that professor to serve as the referee. However, if the professor is part of the project team or in any way benefits from the grant, then they should not be the referee.
- In general, we recommend identifying faculty, researchers, or community members who are not from the same institution to speak to the need for funds.
THANK YOU

Contact us
Website: meap.library.ucla.edu  Email: meap@library.ucla.edu  Twitter: @ModArchivesUCLA
Mailing list: tinyletter.com/ModArchivesUCLA