UCLA Library

Modern Endangered Archives Program

Informational Webinar – Detailed Application
PROJECT GRANTS
January 18, 2024

ARCADIA
A CHARITABLE FUND OF
LISBET RAUSING & PETER BALDWIN

Agenda

1. **Program Timeline**

2. **Evaluation Criteria**

3. **Revised Detailed Application**
   Project Summary, Project Details, Budget, Rights + Permissions
   Forms + Referees

4. **Questions and Answers**

Program Timeline

MEAP: Program Overview

Detailed Application • Host Commitment Form • Archival Partner Form(s) • Copyright Permission Agreement(s) • Referee contact information	**Due February 9, 2024** **11:59 PM Pacific Time**
Referee Report	**Due Friday, February 23, 2024**
External Review (2 Solicited Reviews)	February - April 2024
Board Review	May 2024
Decisions Communicated	June 2024
Projects Funded + Launched	Summer - Fall 2024

MEAP: Decision

Estimate a *third* 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 <u>contingent</u>. 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.

UCLA Library

MEAP: Payments

Change to past policies Payment profiles are as follows:

- <u>For all projects 13 - 24 months long</u>: 60% - 30% - 10%

  60% of funds will be disbursed after signing initial contract, 30% at month 12, 10% after the final report is approved

- <u>For all projects 12 months or less</u>: 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.

Evaluation Criteria

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?
  Material Endangerment
  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?

Detailed Application

Application

- **Project Summary:**
  Project Administration, Project Description

- **Project Details:**
  Collection Details + Work Plan

- **Budget**

- **Rights + Permissions**

- **Forms + Other Uploads**

- **Referee**

1	Project Summary Form	⚡ 📎 Project Details Form
2	Project Details Form	📎 Project Details Form
3	Budget Form	📎 Budget Form
4	Rights and Permissions Form	📎 Rights and Permissions Form
5	⬆ CV	
6	⬆ 🔁 Host Agreement Form	Optional
7	⬆ 🔁 Archival Partner Form	Optional
8	⬆ 🔁 Copyright Permission Agreement	Optional
9	⬆ 🔁 Supporting Images/Videos	Optional
10	⬆ Supporting Documents	

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

UCLA Library

Revised Application

Application format and questions updated to help the MEAP team and the MEAP Panel better understand:

1. The structure of your proposed project (Host, Project Leads, Archive)
2. The goals and scope of the proposed project (ie. How many digital objects?)
3. The collection you want to digitize (What is the material?)
4. How you will digitize the collection (Equipment, team, training)
5. How will you create robust metadata (Who is responsible, scale)
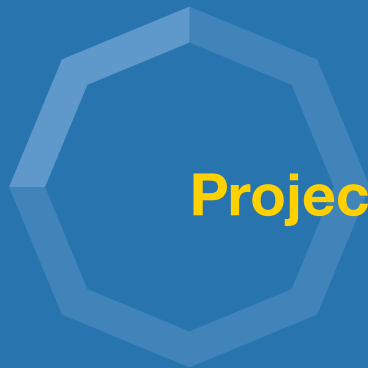
Project Summary

Project Summary

Two Sections: *Project Administration + Project Description*

PROJECT ADMINISTRATION

1. Who will be responsible for ensuring that the project is successful?
2. We want to see these pieces in place at this point in the application.

PROJECT DESCRIPTION

1. WHAT is the broad impact, goal of your project?
2. WHY is this project important?
3. NOTE: longer text blocks (most fields 500 words)

UCLA Library

Project Administration

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.** *REQUIRED: Host Commitment Form

Project Description

ABSTRACT

Broad description of your project. What is the material? Why is it important? How much of the collection will you digitize?

Use this opportunity to make a bigger argument for impact. Why is this collection important for people outside the region or field?

ENDANGERMENT

Reminder that we are looking to understand the MATERIAL endangerment of the collection.

OPEN ACCESS

All MEAP funded collections must be published on our open access platform. This questions helps us understand how you see this aspect and your commitment to publication.

UCLA Library

Project Abstract (max. 300 words)

In this section, summarize the details of your project. The project abstract should include: (1) What is the material? (2) What is the primary format? (3) Why is this material significant? And (4) What are some of the broader goals of digitizing this collection?

The Project Abstract should focus on the content of the collection and explain why this collection is significant. You may choose to describe how this digitization work is part of a bigger project, but the abstract should highlight the collection and what the value of digitization will be. How will the this work prevent loss, preserve an important set of materials, enable representation for a community, invite access for scholars, etc. In this way, the abstract should point to some of the broader impact and importance of this project.

Describe the archival material to be surveyed or digitized. (max. 500 words)

Please give a brief description of the material, including its media type(s) and why you have chosen this particular material. Consider: What kind of material will you document/digitize (e.g., personal papers, videos, audio recordings, photograph negatives, etc.); (2) Where and when does the material come from?; and (3) Why is this material significant? Be specific about both the format and the content of the material.

This value must be between 1 and 500 words. Count: 0

Describe why you have chosen this collection to preserve. (max. 500 words)

Consider: Are these materials the most rare, the most requested, the most endangered? Your response should include relevant information about why this content is at risk. This information may include details about the condition, age, physical location, storage methods, 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.

This value must be between 1 and 500 words. Count: 0

Why is the material endangered? (max. 150 words)

Please list relevant details related to the current condition of the material and why it is at risk of loss or destruction. 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.

Are these materials unique? (Max. 250 words)

Please note if these materials are unique or if they are available elsewhere (ie. other libraries or archives). If materials have been published and are available elsewhere, please note why your collection is rare (ie. this is the most complete collection, this is the only collection accessible to local community members).

This value must be between 1 and 300 words. Count: 0

What is the significance or value of this collection? (max. 250 words)

What is the broad thematic and cultural significance of this collection? Note here how this collection can help shape scholarly discourse or enable community members to encounter and understand their own histories. Is it of value to a local community, to a diasporic community, to scholars, teachers?

This value must be between 1 and 300 words. Count: 0

Describe the value of publishing the collection(s) on an open access platform (max. 250 words)

MEAP requires open access, online publication for all digitized materials and any inventories or surveys created through your work. How do you understand this aspect of the project in relation to your collection? Consider who has access to the collection now and how online access might invite more users and deeper understanding.
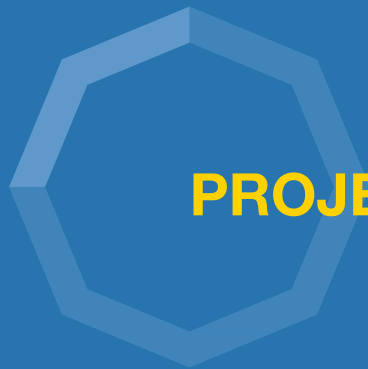
PROJECT DETAILS

Project Details

1. Collection Details

What material do you plan to work with?
Asking you to detail the material - up to 3 different collections - and list where the materials are held. 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**

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.

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

Project Details

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.

NEW ***POTENTIAL REVIEWERS
MEAP solicits external reviews for all applications. If you know of scholars who have used your collection materials in their scholarship - they are great potential reviewers. They can speak to why making this collection accessible is so urgent. Reviewers do not need to be familiar with digitization.

Project Details

2. Work Plan

Include as much detail as possible. We want to see that you understand the various components of digitization project.

- 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?

- Should reflect a readiness to get started.

See MEAP Grantee Handbook for generic work plan template (page 11)

UCLA Library

Application questions

A. **Work Plan**
Structured month by month or quarter by quarter. How will you prioritize the digitization? Which objects will go first? Will you need training at the beginning of the project or throughout? Will you divide the team between digitization and metadata creation? How much do you anticipate you will digitize per week or per month? Who will be responsible for this work?

B. **Metadata Creation**
Who will be responsible for metadata creation? Will there be a meeting to define a style guide and then a set of students who will execute? Have you hired a librarian or archivist to lead metadata creation? Will you require outside translation? When will this occur?
REMEMBER: Metadata should be created at the object level. If you propose a different metadata plan, this is the place to make that clear.

C. **Specify Deliverables**
How much digitization? How many objects to you estimate you will digitize?

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?

Work Plan

QTR	OBJECTIVES	ACTIONS	OUTCOMES

MONTH	OBJECTIVES	ACTIONS	OUTCOMES
1	Begin project and get in touch with technical experts.	- Refine list of equipment and the technical specifics with selected experts (Regina Longo and BAVAS contact) - Clarify and discuss project details with experts	Experts are filled in on what the project needs and will help the team work the tech.
2-3	- Obtain and set up equipment - Fill in positions on team	- 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	One of the contributors added to the project team will have certified knowledge in the English language. They will translate and supervise the process.
4	Set up work space	Administer instalments, software set-up, and training	Contributors will be trained in administering work and creating metadata in the IDEP Metadata Spreadsheet Template.
5-24	Administer and complete scanning process	The hired contributors will work for 361 working days scanning/photographing, retouching, cataloguing, and translating 50 photos per day.	Project completion and deliverables

Project Dates: November 1, 2022 - September 1, 2024

MONTH	ACTIONS
1-4	- Hire project team; purchase equipment for digitization and supplies for conservation - Initial coordination meeting and division of tasks. Intensive training on digitization, metadata and intellectual property - Initial digitization test, inventory and metadata development - Begin historical research on the life and work of Alejandro del Conte - Begin preventive conservation and document reconditioning - Personal correspondence and Personal photographs - Description + Upload to AtoM - Digitize + Inventory + Metadata (translated) - Send digitized sample files and metadata - Editorial section of PBT magazine, Film Gráfico magazine series and correspondence series - Digitize + Inventory
5-6	- Continue historical research on the life and work of Alejandro del Conte - Continue preventive conservation and document reconditioning - Editorial section of PBT magazine, Film Gráfico magazine series and Professional correspondence series - Description + Upload to AtoM and Koha - Metadata (translated) - Online description on the AtoM platform - Send digitized files and metadata - Advertising Subsection of Gibson Pharmacy - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Correo Fotográfico Sudamericano Correspondence series - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM and Koha - Digitize + Inventory - Send digitized files and metadata - Digital retouching and correction
7-13	- Continue historical research on the life and work of Alejandro del Conte - Continue preventive conservation and document reconditioning - Correo Fotográfico Sudamericano Magazine Series - Description + Upload to Koha
14-17	- Continue preventive conservation and document reconditioning - Correo Fotográfico Sudamericano Magazine Series - Send digitized files and metadata of missing items - Publications and newspaper clippings on Photography series - Description + Upload to AtoM - Metadata - Online description on the AtoM platform - Send digitized files and metadata - Photoclub series - Digitize + Inventory + Metadata - Description + Upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Photographs + Clippings of "La Barra de Taponazo" series - Digitize + Inventory + Metadata - Description + Upload to AtoM - Send digitized files and metadata - Online description on the AtoM platform - Script and Publicity of the film "La Barra de Taponazo" - Digitize + Inventory - Digital retouching and correction
18-21	- Continue preventive conservation and document reconditioning - Continue historical research on the life and work of Alejandro del Conte - Script and Publicity of the film "La Barra de Taponazo" - Description + Upload to AtoM - Metadata (translated) - Online description on the AtoM platform - Send digitized files and metadata - Programs and Correspondence series of the film "La Barra de Taponazo" - Digitize + Inventory + Metadata (translated) - Description + upload to AtoM - Online description on the AtoM platform - Send digitized files and metadata - Correo Fotográfico Sudamericano Magazine Series; Correo Fotográfico Sudamericano Correspondence series; Photoclub series; Photographs + Clippings of "La Barra de Taponazo" series - Metadata (translated) for missing items - Correo Fotográfico Sudamericano Management section - Digitize + Inventory + Metadata (translated) - Description + Upload to AtoM - Send digitized files and metadata - Online description on the AtoM platform - Digital retouching and correction

Work Plan

QTR	OBJECTIVES	ACTIONS	OUTCOMES

STAGE	OBJECTIVES	ACTIONS	OUTCOMES
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

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.

UCLA Library

Deliverables

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

Deliverables - Digital Media Required Format(s)

Photographs, documents, and other flat materials	**TIFF** images • Uncompressed • 400 - 600 dpi • sRGB Color Profile • Target file size: 5 - 50 mb per image • Must meet MEAP quality standards: focus, orientation, cropping See the Print Digitization Guide for more details.
Audio materials	Broadcast Wave Format (**.wav**) • Uncompressed • Consistent volume and sound levels *MEAP does not require an **.mp3** for online access. If you aim to create local access to audio files, you may choose to render mp3 files during the project. See the Audio Digitization guide for more details.
Video Materials	• Uncompressed **.mov**, **.avi**, or **.mkv** file for preservation • Matching **.mp4** or other compressed format for online access See the Video Digitization guide for reference.

UCLA Library

Budget

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

UCLA Library

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 (ie. 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.

UCLA Library

III. Budget

Payment schedules for Cohort 6 aim to address rising inflation and equipment costs. Please plan accordingly:

- For grants of 13-24 months, 60% in month 0 (before project start date), 30% in month 12, 10% after all project deliverables are submitted and final report is approved (within 3 months of project completion).

- For grants of 4-12 months: 75% in month 0, 25% after all project deliverables are submitted and final report is approved (within 3 months of project completion).

All costs within the budget must be given in USD and only eligible costs will be accepted. Consult the MEAP Program Guidelines for a full list of eligible expenses.

Note that the final payment is made only after the outcomes and final report from the project have been submitted and signed off by the Review Panel.

Budget Summary

Salaries and Benefits:	0.00
Travel and Expenses:	0.00
Equipment and consumables:	0.00
Training:	0.00
Other Costs:	0.00
TOTAL:	0.00

2. Team Salaries

Please Note: When calculating salaries please include elements such as health or liability insurances and taxes. If necessary, these should be added to the basic salary. If you have included payments or extra-duty allowances for work beyond normal job descriptions, please state this clearly. You should also state whether each position is part- or full-time. For part-time positions, please provide details of the basis on which they will be employed on the project.

Reminder: Salary expenses should reflect a commitment to local capacity-building and pay equity across all team members. Salary expenses should also be estimated according to official pay scales for the country where work will take place. Include relevant pay details here.

Please also note where a salary is a replacement salary either for teaching faculty or archivists who will be out in the field for a prolonged period.

	Category	Year 1 ($)	Year 2 ($)
1.		$	$
2.		$	$
3.		$	$
4.		$	$
5.		$	$
Total		0	0

Team Salaries Grand Total

0.00

Justification for Team Salaries

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.

C. Equipment and consumables costs

Itemized equipment and consumables

These may include cameras and consumables directly related to the project's work. Consult MEAP resources for making hardware choices:

- Image Project Planning Worksheet
- Audio Project Planning Worksheet
- Video Project Planning Worksheet
- Chapter 2 of Remote Capture

These references can help you identify the equipment and consumables you will require to capture digital files at preservation quality.

Your budget estimate should also include import/export/shipping costs for equipment. You can also include any Personal Protective Equipment (PPE) necessary to conduct work in light of coronavirus-related health and safety recommendations.

Please review the MEAP Application Guidelines for Applicants for more detailed criteria on acceptable expenses. Contact the MEAP office before submission if you have any questions.

	Category	Year 1 ($)	Year 2 ($)
1.			
2.			
3.			
4.			
5.			
Total		0	0

Equipment and Consumables Grand Total

0.00

Justification for equipment and consumables

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

5. Budget Expenses

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

5.1 Eligible Expenses

5.1.1 *Salaries* - Should directly support the work of digitization and preservation. This includes the tasks of seeking, identifying, and gathering the material, 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 archivist has to be in the field for a prolonged period; replacement salaries will require additional justification: Why is the scholar or archivist the best person to lead this work?

5.1.2 *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.
- Regional Grants may include costs of digitization, metadata creation, and additional inventory creation for different collections.

5.1.3 *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 or other public safety concerns.

5.2 Ineligible Expenses

5.2.1 Institutional overhead and indirect costs.

5.2.2 Capital building and refurbishment projects.

5.2.3 Building and construction work of any kind.

5.2.4 Administrative costs, including but not limited to archival overhead or running costs, financial administration for grant management, air conditioning or heating.

5.2.5 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 and 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.

5.2.6 Extensive cataloging or transcription meant to conduct research.

5.2.7 Operational equipment meant for archive management.

5.2.8 Recording new oral histories or audio recording equipment.

5.2.9 MEAP cannot fund any services that extend beyond the length of the grant (ie. hosting services, internet services).

5.2.10 Purchasing archival materials. MEAP does not provide money to purchase archival material.
- Some kind of notional recompense payment to owners of the material may be possible in exceptional cases. If you are including such payments in your application, you must

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

Budget: Ineligible Costs

MEAP will not fund <u>INDIRECT COSTS</u>. 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.

UCLA Library

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?

- **Local preservation and access** | Include necessary hard drives to keep and share copies of all digitized materials even though you will share with MEAP via cloud

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.

UCLA Library

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.

	Funding Body	Title of Project	Amount sought or awarded	Decision
1.				
2.				
3.				
4.				
5.				

Notes regarding other funding

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

UCLA Library

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

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.

- **Require a signed [Copyright Permission Agreement](#) to move forward with funding.**
- Recognize that the <u>archival stewards or content holders may not own the copyright</u>. Will need permission from copyright owners to make material openly accessible.

UCLA Library

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:

_____ states that they are the legal copyright owner and therefore has the authority to act on behalf of any copyright related matter.

☐ 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:

Translated Copyright Permission Agreement forms

Copyright Permission Agreement (Arabic)

Arabic language Copyright Permission Agreement

↗

Copyright Permission Agreement (Farsi)

Farsi language Copyright Permission Agreement

↗

Copyright Permission Agreement (French)

French language Copyright Permission Agreement

↗

Copyright Permission Agreement (Hindi)

Hindi language Copyright Permission Agreement

↗

Copyright Permission Agreement (Portuguese)

Portuguese language Copyright Permission Agreement

↗

Copyright Permission Agreement (Spanish)

Spanish language Copyright Permission Agreement

↗

Rights + Permissions

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.

[ ]

Forms and Other Uploads

Permissions

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

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.

→

Host Commitment Form - English

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

↓

Copyright Permission...
Copyright Permission Agreements are required for all Project Grants. Project

Archival Partner Form
The Archival Partner Form is used to confirm collaboration between the

UCLA Contract Terms (Blank)
View a blank template of the UCLA Contract Terms. For review purposes only.

Translated Copyright Permission Agreement forms

Copyright Permission Agreement (Arabic)
Arabic language Copyright Permission Agreement
↗

Copyright Permission Agreement (Farsi)
Farsi language Copyright Permission Agreement
↗

Copyright Permission Agreement (French)
French language Copyright Permission Agreement
↗

Copyright Permission Agreement (Hindi)
Hindi language Copyright Permission Agreement
↗

Copyright Permission Agreement (Portuguese)
Portuguese language Copyright Permission Agreement
↗

Copyright Permission Agreement (Spanish)
Spanish language Copyright Permission Agreement
↗

Translated Archival Partner Forms

Archival Partner Form (Arabic)
Arabic Language Archival Partner Form
↗

Archival Partner Form (French)
French Language Archival Partner Form
↗

Archival Partner Form (Hindi)
Hindi Language Archival Partner Form
↗

Archival Partner Form (Indonesian)
Indonesian Language Archival Partner Form
↗

Archival Partner Form (Portuguese)
Portuguese Language Archival Partner Form
↗

Archival Partner Form (Spanish)
Spanish Language Archival Partner Form
↗

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; Timeline for project planning

UCLA Library

Referee

Referee

Applications require ONE Referee Report.

- Referee MUST register with Survey Monkey and complete report online by **Feb 23, 2024.**

- 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.

UCLA Library

Referee Reports

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

- 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

REFEREE REPORT 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 content 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.

Resources + Tips

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.

UCLA Library

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.

UCLA Library

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 <u>uncompressed</u>:

- 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]

UCLA Library

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

UCLA Library

Outsourcing

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.

UCLA Library

Referee

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