Modern Endangered Archives Program

Informational Webinar – Detailed Application
January 12, 2022
Agenda

1. Program Timeline

2. Evaluation Criteria

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

4. Questions and Answers
# MEAP: Program Overview

<table>
<thead>
<tr>
<th>Task</th>
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<tr>
<td>Detailed Application</td>
<td>Due Feb 14, 2022</td>
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<tr>
<td>● Archival Partner Form(s)</td>
<td>11:59 Pacific Time</td>
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<td>● Grant of Permission Form(s)</td>
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<td>● Referee contact information</td>
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<td>Referee Report</td>
<td>Due February 28, 2022</td>
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<td>External Review (2 Solicited Reviews)</td>
<td>February - May 2022</td>
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<td>Board Review</td>
<td>May 2022</td>
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<tr>
<td>Decisions Communicated</td>
<td>June 2022</td>
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<tr>
<td>Projects Funded + Launched</td>
<td>Fall 2022</td>
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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
Applicants asked to rethink or make changes to their project

- Work Plan
- Budget
- Staffing
- Scope of digitization
MEAP: Funded Projects

Period of Project Refinement
- Respond to COVID-19 conditions on the ground
- Respond to board 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

May take up to 4 or 5 months to process and complete all documentation and process payment
MEAP: Payments

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

Payment profiles are as follows:

- **For grants of 13-24 months**: 40% in month 0 (before project start date), 20% in month 6, 20% in month 12, 20% three months after project ends or until final report submitted
- **For grants of 7-12 months**: 65% in month 0, 25% in month 6, 10% three months after project ends
- **For shorter grants**: 80% in month 0, 20% three months after project ends
TWO

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 Board.

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.

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Modern Endangered Archives Program (MEAP)

Detailed Application Template - 2021 - 2022

The Detailed Application is the second component of the MEAP application process. Only applicants invited from the Preliminary Application Round can complete a Detailed Application.

This document acts as a supplementary and preparatory guide for applicants filling out a MEAP Detailed Application on meap.sapply.io. The Detailed Application includes 10 separate components and is designed to help MEAP reviewers and board members understand the full breadth of the proposed project. This template will help applicants navigate the application system by providing step-by-step instructions and notes for successfully completing each section. Please use this document to prepare all aspects of the application prior to submission.

Reminder: MEAP applications must be submitted at meap.sapply.io in English.

Reference:
- Frequently Asked Questions for Applicants
- Preliminary Application details are available on the MEAP Preliminary Application Template
- Consult the MEAP Program Guidelines before completing your application
- Application details and eligibility requirements are available on the MEAP website
- Send questions to meap@library.ucla.edu

How to use this guide:
- Make a copy of the application template to edit and use for drafting
  - If logged into a Google account, Go to File > Make a Copy
  - If not logged into a Google account, Go to File > Download for a useable copy
- Italicized text appears in the application system. Non-italicized notes offer additional commentary and notes about how to prepare your application.
- Many questions will pre-populate answers from your Preliminary Application. You can make changes to those answers and edit them in the application system.
Project Narrative
Project Narrative

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

Question related to COVID-19 planning (in Section 2 - “Documentation and Digitization”)

➢ Reflect ongoing uncertainty. Do you have any contingency plans if your region has been hard hit by COVID-19?
<table>
<thead>
<tr>
<th>Project Abstract (max. 250 words)</th>
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</table>

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

<table>
<thead>
<tr>
<th>Describe the archival material to be surveyed or digitized. (max. 250 words)</th>
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</table>

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

<table>
<thead>
<tr>
<th>Why is the material endangered? (max. 250 words)</th>
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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 historical context. Material may be endangered as a result of environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change.

<table>
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<th>Describe the uniqueness and/or cultural significance of the materials. (max. 250 words)</th>
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Project Logistics

Primary Applicant
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 will receive all emails.

Host Institution
Should be a university, research institution, archive or similar non-commercial 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.

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.
Host Institution

The host institution should be a university, research institution, archive, community organization or similar non-commercial 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 and abide by the terms and conditions of the award. This institution may or may not be your home institution; it may or may not be the home of the archival materials.

Note that for all work done outside the US by an overseas provider, there should be no US tax considerations or responsibilities on the UCLA Library.

Please note the full legal name of the institution. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

Host Institution Address

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

The host institution should be the recipient of all MEAP funds and is responsible for all financial management and reporting.

☐ 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

Contact person phone number

Website for host institution (optional)
Team Makeup

Your application should communicate who will take on responsibility for various aspects of the project.

- 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?
Institution + Project Team

Define who will be working on the project and how they fit into the institution. Remember, MEAP seeks to build local capacity.

- 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

Include as much detail as possible in the WORK PLAN. We want to see that you understand the various components of digitization 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?
- Include a representative list or inventory. Project grants should reflect a readiness to get started.
C. Workplan

Describe your approach to the project

Use the space below to detail how you will execute the project: how much training will you get and why, how many staff people will you need and why, what will come first, what will come next.

Provide a workplan to show the progress of the work planned throughout the project.

This list should be activities by month or quarter. We suggest avoiding specific months as start date might shift (for example, use Month 1 or Quarter 1, do not list an actual month such as September or January - March).
<table>
<thead>
<tr>
<th>STAGE</th>
<th>OBJECTIVES</th>
<th>ACTIONS</th>
<th>OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Commission and coordinate project</td>
<td>• Articulate between institutions</td>
<td>• Work protocols and methods established</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set up workspace and team</td>
<td>• Report the copyright situation</td>
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<tr>
<td></td>
<td></td>
<td>• Print and buy materials and equipment</td>
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<tr>
<td>2</td>
<td>Make first approach to collection</td>
<td>• Identify, delimit, and inventory the cans that conform the collection</td>
<td>• Priority list based on endangerment and uniqueness</td>
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<tr>
<td></td>
<td></td>
<td>• General inspection of the collection</td>
<td>• Collection inventory for project purposes</td>
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<tr>
<td></td>
<td></td>
<td>• Identification of items that require urgent conservation</td>
<td>• Action plan according to inventory</td>
</tr>
<tr>
<td>3</td>
<td>Inspect materials</td>
<td>• Transfer cans to the work station</td>
<td>• Inspection sheet and specific conditions report for each can</td>
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<tr>
<td></td>
<td></td>
<td>• Temporary conditioning</td>
<td>• Content registration, specific frames with relevant content</td>
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<tr>
<td></td>
<td></td>
<td>• Technical inspection of materials</td>
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<tr>
<td>QTR</td>
<td>OBJECTIVES</td>
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</table>
| 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 |
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
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. 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
## Research, technical and clerical staff salaries

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1 ($)</th>
<th>Year 2 ($)</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 review the MEAP Guidelines for Applicants for more detailed criteria on acceptable expenses.

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<th>Category</th>
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<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
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</table>

### 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 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 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 car 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 proposals. 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 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.

4.2.6 Extensive cataloging 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.
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. Does not include COVID-19 related equipment like PPE.
- Space can be included as a cost, but we prefer 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.

DISCUSS THIS WITH YOUR HOST INSTITUTION.
Budget: Additional Considerations

Capacity Building

- **Budget** | Are MEAP funds budgeted to build local capacity? Consider how you budget for salaries, training, workshops.

- **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?
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)

- **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.
  - MEAP does not fund the creation of new media (i.e. Oral Histories, Films, Documentaries, Exhibits)
Budget Form:

Have you applied for other funding?

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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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<thead>
<tr>
<th></th>
<th>Funding Body</th>
<th>Title of Project</th>
<th>Amount sought or awarded</th>
<th>Decision</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?

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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 Grant of Permission Form.
- Include description in the work plan about how you will address this.
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.

- Be as honest and upfront as possible. We want to offer advice for securing permissions and can best do so when we know the details involved.

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

- 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.
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. MEAP website has a [takedown notice](#).
Permissions

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

Grant of Permission Form
• Commitment form for copyright owner or archival steward. Best accompanied by formal documentation of copyright transfer or ownership.
• **FAQ:** Should the Grant of Permission form detail each item to be digitized or would the overview we provided in our preliminary application suffice?
Permission to publish is required.

This form is required for all Project Grant applications. This form confirms that the copyright owner grants permission for the materials to be digitized and made freely available online. If your project involves more than one set of archival materials, each owner must complete a form. Planning Grant applications do not require signed Grant of Permission forms, but may choose to include signed forms with the application or build time into the Planning Grant period to secure permission for future digitization.

Available in Arabic, English, French, Hindi, Portuguese, and Spanish. Contact meap@library.ucla.edu to request permission forms in additional languages.

ARCHIVAL PARTNER FORM

This 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.

Available in Arabic, English, French, Hindi, Portuguese, and Spanish. Contact meap@library.ucla.edu to request the Archival Partner form in additional languages.
Upload

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

- **CV’s for all Project Applicants** - Can be short versions

- **Archival Partner Form** (optional) - Can also reflect project buy in through letter, emails.

- **Grant of Permission Form** (optional) - *Highly recommended* for Project Grant applications. Can also reflect permission to publish through letters from copyright owners.

- **Supporting images and videos** - Can be the same from Preliminary Application. MEAP Board does not see Preliminary App.

- **Supporting Documents** - E.g. Formal letter of commitment from your host institution; 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 28, 2022.
- 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.

- 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
Resources

Application + Program Resources - all findable on our site

- Program Guidelines - Available in 9 languages w/ budget recommendations + eligible expenses
- Detailed Application Template
- FAQs for Applicants
- FAQs for Grantees

Digitization + Project Resources - all findable on our site

Metadata Resources
- Metadata Template (Required for Project Grants)
- Metadata FAQ
- MEAP Metadata Guide
- How does Metadata work for MEAP? [Infographic]
- MEAP Metadata Template Walkthrough [Interactive]
- Guide for File naming + Formatting

Planning Grant Templates
- Item Level Inventory
- Collection Level Survey

General Guides
- Guide for Print/Flat Digitization Projects
- Guide for Audio Digitization Projects
- Guide for Video Digitization Projects
- IDEP Toolkit (Available in Spanish, Armenian, Arabic)
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.
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.
File Types + Metadata Template

Consult the MEAP project guides to understand required standards.

All files should 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
- MEAP Metadata Guide
- How does Metadata work for MEAP? [Infographic]
- MEAP Metadata Template Walkthrough [Interactive]
- Guide for File naming + Formatting
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
Virtual Training Sessions

Due to the coronavirus, travel remains restricted and unpredictable. **We recommend hosting virtual training sessions**

- Your team can remain at home and connect with experts in a range of methods, including setting up a workstation, imaging print materials, creating structured metadata, audio or video digitization
- This is also an opportunity for capacity building. Can others join your training?

**How can you budget for these sessions?**

- Identify a stipend or speaker fee for each workshop leader (multiple sessions are okay!)
- Consider if your team needs additional infrastructure to participate. Can budget for transportation if necessary. (For example, team members do not have consistent or reliable internet at home and need to participate in the virtual training from the office.)
- Salaried team members should be paid for the time they dedicate to training
FOUR

Questions and Answers
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.
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.
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.
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.
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
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.
Extensive Cataloguing

What do you mean by “Extensive Cataloguing”? From the MEAP Program Guidelines:

4.2.6 Extensive cataloguing or transcription meant to conduct research.

Extensive cataloguing includes full transcription or scholarly annotations meant as research.

MEAP funds should be used primarily for the digitization and documentation (cataloguing, contextualization) of at risk archival collections. MEAP funds should not be used for research. As such, we do not allow budget funds to be used for full transcriptions (ie. of previously recorded oral histories) or scholarly research work like manuscript annotation work.