Hello and welcome to the Recordings at Risk Recipient Informational Webinar.

We’ll start with introducing the staff on the call today:
My name is Nikki Ferraiolo, Senior Program Officer and I’ll be moderating this webinar today. [Introductions: Joy, Kristen, Christa, Amy?]

We’d like to begin by congratulating you all once again on being selected as a grant recipient for the Recordings at Risk program! We have an incredible collection of projects represented here, and we’re thrilled to be working with all of you.

Our CLIR Grants Team thought that it would be helpful to touch base with you as you begin your projects to clarify some of your responsibilities as grantees and to discuss how to handle certain situations that may arise in the future. We’ll begin this presentation by covering aspects of the Reporting Requirements, then we’ll move on to information regarding Grant Modifications, the Exit Interview, and some additional
notes on helping us promote your projects.

Please feel free to type any questions that come to you in the Q&A box throughout the presentation. You can see the icon for this by hovering your mouse over the bottom of the Zoom window. You also have the option to send messages to presenters or other meeting participants using the chat box. We’ll answer questions submitted through the Q&A box at the end of the webinar. We’ll also be recording this session so that you can revisit it in the future or share it with colleagues.

I’ll now turn the floor over to Joy...
We always like to start by reminding everyone of CLIR’s mission: CLIR is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

Recordings at Risk is just one of many programs administered by CLIR.
Before we dive into our presentation, I wanted to point you towards the Recordings at Risk recipient resources webpage. This is a one-stop-shop for grant recipients, with information on the administrative components of holding a CLIR grant. Most of the information we'll be covering today can be found there if you ever need a refresher on our policies.

https://www.clir.org/recordings-at-risk/recipient-resources/

Webpage includes:
- RaR reporting form and collaborative Google Docs template
- Links to recipient webinars
- The information covered in this presentation on CLIR grant administration
We'll begin by going over CLIR's reporting requirements for grantees.
Activities for all Cycle 4 projects must be completed no later than September 30, 2019. Projects, as you may recall, could be between 3-12 months, so this date is reflecting the very final, ultimate deadline, as if you had proposed a 12-month project.

Your final report form and financial assessment are due within 30-90 days of project completion. So this would mean that the latest possible deadline would be December 31, 2019.

You may find that your project ends earlier than September 30, so you are always welcome to submit your final report early.
Grant reports are submitted through the same portal you used to submit your application, called SM Apply. We’ve included the URL for CLIR’s grant programs here. You can also find this on the Recipient Resources page on the Recordings At Risk website.

You should login using the same credentials you used for your application which will automatically take you to the reporting form for your project. If you forget these credentials or lose access to them for any reason, contact us through the program email: recordingsatrisk@clir.org.

We’re now going to take you on a tour of the reporting form.
The first section of the report is the quantitative assessment. Here you'll be entering information related to the numbers and types of recordings nominated for digitization, the number of archival master files produced, and variances between the estimated and actual digitization numbers.
You can choose to contribute this data to the Digital Library Federation's Digitization Cost Calculator, a tool that provides estimates of time and cost to those planning digitization projects.

Unfortunately, the calculator does not yet support a/v digitization, but they’ve expressed interest in expanding the tool to include it. Your willingness to contribute data can help make this possible.
The next reporting section includes space to document project developments, both internal and public. Internal developments include things like:

- digitization metrics such as tracking time data for steps in the project workflow,
- the implementation of new workflows, standards, protocols, and/or procedures for digitization and description,
- the implementation of new tools or systems,
- new financial donation or additional grant awarded to support the nominated collection
- new collection donation
- new grant application(s)
We also want to hear about Public developments, such as:

- The creation of new blogs, social media accounts, websites or even content created for existing ones;
- Research guides, online or physical exhibitions, or news articles;
- The incorporation of digitized materials into curricula at any educational level,
- Or publications or presentations about the project or arising from research using the digitized materials.
Here's a quick glimpse of what these questions look like on the application form. The report form includes simple checkboxes to document activity which you’ll then have the opportunity to explain further in the narrative portion of your report.
New public outcomes arising from project work

Check all that apply to your project.

☐ creation of new blog, social media account, or website/webpage
☐ new content for existing blog or social media account
☐ new research guide or teaching guide
☐ new online exhibition
☐ new public program or physical exhibition
☐ new materials or assignment for a course at a school, college, or university
☐ new publication arising from research using the project collection(s) (such as a book or book chapter, peer-reviewed journal article, magazine essay)
☐ presentation at a professional or academic conference
☐ news article about the project for an outlet based at home institution
☐ news article about the project for an external outlet
☐ other (mention below, then address in subsequent sections)
Next, we ask grant recipients to share with us where users can access the digital files and associated metadata created through this program. You’ll have the option to include up to 10 URLs. We encourage you to provide a few high-level links to the collections rather than many lower level links.
You’ll then provide the contact information for the project's PIs, service provider, and the person who should be contacted if questions emerge about the report.
You’ll then add your financial narrative and either save this section of the form or mark it as complete.
Marking the application as complete will take you to the review page, where you can double-check the information you entered before hitting submit.

Before submitting, though, there are a few documents to upload. If you look to the left side of the screen, you can see buttons that will prompt you to upload the remaining components of the application, which we’ll go over now one by one.
The first, and perhaps most important part of your report is the Project Narrative. This will be an uploaded document of no more than 6 pages which will contain the types of information listed here:

- A summary of the project and purpose of your grant
- Your progress toward expected outcomes where you can explain the numbers, including any variances in your quantitative section
- Any surprises, setbacks, and challenges that you faced
- Significant accomplishments and lessons learned
- And finally, your future plans

Ultimately, this is information that will help us create resources that can be of use to other institutions wanting to initiate their own a/v digitization projects. We’ll also share the lessons learned from grantees with our funder, The Andrew W. Mellon Foundation.
Here’s a screenshot of what you’ll see when you’re asked to upload the form, which you’ll notice includes directions.
You'll also be asked to upload a project manifest, a spreadsheet which includes the names and locations of the digital files (both preservation and access copies), as well as notations about any checksums and restrictions. We're requiring this because we are currently developing a technical framework that will allow us to conduct periodic checks that the online files are, in fact, online.

Note that CLIR’s template for this has multiple tabs, including one with instructions, so be sure to read through all of them.

Of all of the pieces of the final report, this document is what allows us to verify that you have met the level of processing agreed upon when you received funding. If, in the midst of your project, issues arise that will affect your ability to reach the goals included in your application, reach out to the CLIR grants team so we can help you decide the best course of action.
The final part of the Reporting Requirements that I want to touch on is The Financial Assessment, which comes in two parts.

The first is the Financial Narrative, which we glimpsed at earlier on the main report form. In the Financial Narrative, you can comment on actual grant expenditures during the reporting period as they relate to your proposed budget. Every budget category should be addressed here and, if there are any variances of 5% or more between projected and actual spending, make sure to include a detailed explanation here.

The second part is the Financial Report, which is an upload using the same budget and financial report form that you submitted with your proposal. The only difference is that you have both the Budgeted and Actual fields filled in this time.
And as a reminder, here's what our budget and financial reporting form looks like. It's important that you use this template for your financial report rather than any internal financial reporting forms your institutions may use.
For your convenience, we’ve created a Google Doc template that your team can use to prepare your draft report. The document includes the full information requested in the report, covering both the questions on the reporting form and the documents that will be added as uploads.

Because the reporting form was intended to group questions thematically, and because SM Apply is built in a way that requires uploads to be added at the very end, the order of questions on the Google Doc template is somewhat different than the order of questions in SM Apply; however, the content of the questions should be identical.

You can access the Google Doc template using the link on our Recordings at Risk Recipients Resources page. To make a personal copy of the template that you can edit, click on the text that says “click here to make a copy of this document. This copy can then be shared with anyone who will be collaborating on the draft proposal. Once you have finished drafting your proposal, you must copy your report responses into SM Apply to submit your final report.
Over the course of many grant projects, the need often arises to request a modification of some sort. CLIR recently introduced an online modification request form through which recipients can notify us of modification requests such as No-Cost Extensions, P.I. changes, and Reallocation Requests. The form was designed to streamline the process and reduce the amount of time spent making these requests.
Access to the Grant Modification and Extension Request form is available through a link at the top of the Recipient Resources web page. The same form is used across CLIR's grant programs. The form includes sections on descriptive information, questions about extension requests, other modification requests, and a space to provide a brief explanation and justification of the modification.

In order for you to prepare the necessary information for the modification request, we also provide a Grant Modification Form Template, linked to on this slide and available on the Recipient Resources page.
This shows the GoogleDoc template for the modification request form. The online form does involve some question logic, so you may not be required to answer all of the questions on the template depending on how you answer others.

A link is provided at the top of the document that allows you to create a copy of the template for collaborative working. All modification requests should be submitted through the online form, so you will need to copy and paste your prepared responses into that space.
Here’s a glimpse of what the online Grant Modification and Extension Request form looks like.

Once the form has been submitted and received, you should hear from CLIR staff within two weeks. Under certain circumstances, additional documentation may be required in order to move forward with the request.

Multiple types of modification requests can be submitted at the same time using the same form. For example, if you need to request a no cost extension as well as a reallocation of funds request, the form will accommodate this request.

The guidelines for modification requests vary slightly between CLIR’s different grant programs, so be sure to check the Recipient Resources pages for the most up to date information. If you have any questions about the process, CLIR staff is always available via email through our program email addresses.
No-cost extensions

- No more than one per project
- Requested between 4-6 weeks prior to project end date
- The default length of extension is 6 months
- Request through grant modification form

Now for some additional information about the types of modification requests.

No-Cost Extensions are allowed in the case of unforeseen delays such as hiring or vendor processing delays. You can only receive one extension per project, and it needs to be requested 4-6 weeks prior to the project end date which is September 30, 2019 for Cycle 4 projects.

As a reminder, the project end date is NOT the same as the reporting deadline. It’s important that extension requests are submitted and approved prior to the project end date. The project end date is listed in your award letter. Extensions only need to be requested if work to complete your proposed project deliverables, including making the metadata for your project public, will extend beyond September 30, 2019.
If you need to switch P.I.s, please let us know as soon as possible by completing the Grant Modification Form.

In order to complete the change of PI, you will also be required to supply via email a letter on institutional letterhead from the head of the institution or department. The letter should include the name and title of the new PI as well as the date the change will become effective. A CV for the new PI will also be required.
On occasion, grantees find it necessary to spend grant funds in a manner other than originally proposed in their application. Reallocations of grant funds are allowable, but these changes must be approved by CLIR staff prior to the funds being spent. In cases where a budget surplus remains after the original deliverables have been met, projects have the option of either returning the surplus funds to CLIR or submitting a budget reallocation request proposing how the remaining funds will be spent. Any proposed use of reallocated funds should be aligned with the original goals and scope of the project and the Recordings at Risk program.

The first step for a reallocation request is completing the Grant Modification Form, where you can explain the rationale for the reallocation and how it is consistent with the original proposal. Generally, CLIR staff advises additional digitization of material or increased spending for another previously approved line item in the project budget. All reallocation requests must fall within the guidelines of the program and abide by the Allowable Costs document located on the Applicant Resources page. If a mutually satisfactory reallocation solution cannot be found, remaining funds must be returned to CLIR.
Note that small reallocations, amounting to less than 5% of the total project budget do not require a formal reallocation request, but we do ask that you explain this in your report. If you have any questions about this, we are always available through email at recordingsatrisk@clir.org.
In some instances, such as when a reallocation request involves a new budget line item, CLIR Staff will require the completion of an updated budget document. This is the same budget template as you completed for your application. CLIR staff can provide a copy to you if necessary.

This new budget will replace the one submitted with your application. Some information will remain the same, such as your project start date and award amount. You will need to update any lines where you are proposing a change in amount and add any additional lines, as needed, if you are proposing a new spending category.

In some cases, reallocations may happen within the already approved line items. When that is the case, we likely will not require the submission of a new budget, and an explanation of the changes submitted through the grant modification form as well as in your report will suffice.

When filling it out, be sure to include the name and title of the person filling out the form. Institutional cost share should not be included, which is also true when you are
completing this for the financial report.
We will likely conduct Exit Interviews with Recordings at Risk recipients. The dates are not set yet, but they will probably be in 2020. We want to give a bit of time for things to develop after the project is over, this way we can discuss how the program has shaped your overall institutional strategy for a/v collections. We are particularly interested in hearing about how the digitized materials have been used.

We are still thinking through what these would look like, which depends in part on continued support for the program by the Mellon Foundation.
We love to show off the excellent work of our grantees. If there are exciting developments you would like shared with a wider audience, don’t hesitate to let us know. One of the easiest way for us to share your news and accomplishments is to tag us on Twitter @CLIRRaR so that we can retweet you.

If you happen to be describing the Recordings at Risk program in any formal press releases, we’d very much appreciate it if you’d let us review the materials ahead of time. We request this because it’s very easy to unintentionally say something about the program that could confuse potential applicants.

On that note, this link on the slide will take you to some Acknowledgement Guidelines created by our Director of Communications. These provide assistance for a variety of situations such as news releases, social media posts, press events, and so on.

We also want to make sure we’re representing you correctly. Your projects are now up on the funded projects page of our website. Please read them over and let us know if you’d like us to adjust any of the information included there which was pulled
from your initial proposals.
Thank you all for attending this presentation. We know we’ve covered a lot of information here and we’ll be sure to post a recording of this webinar, as well as the slides, transcript, and Q&A, on our Recipient Resources page, alongside many of the other documents we discussed. If you ever have any questions, you can always reach the CLIR Grants Team at our program email address: recordingsatrisk@clir.org

We’ll now shift to answering the questions you’ve submitted during our presentation. You can add additional questions as we go using the Q&A box at the bottom of your screen.
Q: Is the final report the only reporting required?

A: Yes, in most instances. The only time where we would ask for additional reports is when you request a lengthy extension.

Q: If we have a small adjustment - for example a difference in numbers of open reel audio and audiocassettes sent for digitization that is less than 1% — does that need to be requested formally or just addressed in narrative?

A: You can address very minor changes like this in your report narrative at the conclusion of the project. Any materials you digitize with grant funds should be from the same collections that you nominated in your original proposal. If the material you want to digitize is from another collection not mentioned in your original proposal, you would need to submit a formal grant modification request.