

Modern Endangered Archives Program (MEAP)

Detailed Application Template - 2023-24

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 preparatory guide for MEAP applicants. The Detailed Application includes 11 separate components and is designed to help MEAP reviewers and board members understand the full breadth of the proposed project. Please use this document to prepare all aspects of the application prior to submission.

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

Reference:

- [MEAP Handbook for Applicants](#) (includes FAQ)
- Consult the [MEAP Guidelines](#) before completing your application
- Application details are available on the [MEAP website](#)
- Send questions to meap@library.ucla.edu

Timeline

- ~~Applications open Tuesday, September 12, 2023~~
- ~~Applicant Webinar Wednesday, October 18, 2023~~
- ~~Preliminary Applications due Monday, November 13, 2023~~
- Detailed Application Webinar **Thursday, January 18, 2024**
- Detailed Applications (for invited applicants) due **Friday, February 9, 2024**
- Referee Report due **Friday, February 23, 2024**

How to use this guide

- Make a copy of the application template to edit and use for drafting
- Go to **File** > Make a Copy or File > Download as a Word Doc or a PDF

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NOTE: Some answers from your Preliminary Application will pre-populate this answer. You can make changes based on recommendations from the MEAP team.

Module 1: Project Summary

Section A: Project Administration

Project Title

The title you entered when creating the application will automatically appear here.

Project Type

MEAP offers three types of grants: a Regional Grant, a Project Grant, and a Planning Grant. Applicants can apply for one type of grant per cycle. Select which grant you are applying for in this round.

Save your application once you have made this selection. Other questions depend on the selection of grant type.

- ☐ [Regional grant](#)
- ☐ [Project grant](#)
- ☐ [Planning grant](#)

Number of Months

Please note: This question will not appear until a selection for either Project Grant or Planning Grant has been made in the “Type of Project” section above.

Once this selection has been made, the answer for the Number of Months provided in the Preliminary Application will appear here and can be edited as necessary.

Total Request for Funds

Please note: This answer from the Preliminary Application will not appear here. We encourage you to update and revise your budget and put the total request here. **The total listed here should match the total on the Budget Form in Module 3.**

Project Applicant Name

The name you entered when creating the application will automatically appear here.

*** There must be one single principal applicant who takes responsibility for the planning and execution of the project. This is the person with whom the MEAP team will communicate about the application and eventual award. A maximum of 3 co-applicants is permitted. Co-applicants can help manage or direct the program. Members of the team not undertaking a supervisory role should not be listed as co-applicant.*

Project Applicant Email

Project Applicant Institution

Project Applicant Title or Position

Project Applicant Country and Region

Do you have co-Applicants?

Add information for additional co-applicants, up to 4 total applicants (1 Primary Applicant + 3 additional applicants) by selecting YES to “Do you have co-applicants?”

Note: you will have to add Name, Email, Institutional Affiliation and Country of current residence for each applicant. We ask the current country of residence to understand the geographic makeup of project teams and hope to see local participation among the project leadership.

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.

MEAP requires a signed [Host Commitment Form](#) at the Detailed Application stage. Please upload a signed form at the end of the application to signify the commitment of your host institution. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Host Institution Address

Please provide the full address for the host institution.

Host Institution Website

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 authority for receiving funds and creating financial reports.

Please provide the following information for this contact:

- Email address
- Phone number

Acknowledge that the Host Institution has agreed to participate.

Note: You are required to submit a signed [Host Agreement Form](#). (Upload signed form in Module 6.)

Have you applied for MEAP funding before?

Please select “yes” or “no.”

If you select Yes: Was your previous application funded? (Max 300 Words)

- If yes: **How will you use your experience from your completed MEAP project in this proposed project?**
- If no: **How is this application different from your previous application? What changes did you make based on MEAP feedback?**

Section B: Project Description

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)

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.*

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

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.

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Regional Grant Applications only: Why is a regional approach right for these collections? (Max 500 words)

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

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).

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?

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.

Module 2: Project Details

Section A: Collection Details

Name of Collection to work with in MEAP Grant

List the primary (largest or first) collection you plan to work with here. There will be an option to add more collections to your application below.

Archival Owner Name and Address

List the organization that currently houses and/or owns the archival material you will organize/digitize. Add multiple partners if you plan to collect materials from multiple institutions or individuals.

Are the archival materials currently housed at your institution?

Please select “yes” or “no.”

Confirm that the archive owner has agreed to participate in the project.

Note: If the Archival Partner is not the host institution, you are required to submit a signed [Archival Partner Form](#) in Module 8. If you have more than one archival partner, you will have to submit a signed form for each partner.

Country of Archival Material

Region of Archival Material

Select from the following possibilities: Africa, Caribbean, Central America, Central Asia, Europe, Latin America, Middle East, Oceania, South Asia, South East Asia, Other

Add More Collections?

If your project aims to document or digitize more than one collection, click the checkbox here. A new question will appear asking you to list the Name of the additional collection, the collection owner, and whether the owner has agreed to participate in the project.

- Planning and Project Grant Applicants can add up to 3 collections. If you have additional materials you plan to work with, please add a list in the Supporting Documents (Module 10).
- Regional Grant Applications can add up to 7 applications.

Material Date Range: Start Date of the Material / End Date of Material

Provide dates that reflect the approximate age of the material. For example, 1940s - 1980s; 1986 - 2000; 1930 - present.

Please note that MEAP funds projects that are focused on materials from the 20th and 21st century. The majority of your materials should date from the mid-20th century to the present.

Language or script of material

Type of material

Many archival collections have more than one type of material. Please indicate the format for the majority of the material and then select as many other formats that are relevant.

- Primary archival type – The format of the majority of the material. A drop-down menu with the following options: Print materials, bound materials (e.g. books, magazines, journals), newspapers, audio recordings, video recordings (VHS), video recordings (not VHS), maps, large print objects, photographs, photo negatives, fine art, digital files, other
- Additional archival material types: The format of the rest of the material. Select all that apply: Print materials, bound materials (e.g. Books, magazines, journals), newspapers, audio recordings, video recordings (VHS), video recordings (not VHS), maps, large print objects, photographs, photo negatives, fine art, digital files, other

- List any additional material types - Please type out any additional types if you indicated “other” above.

**Describe the conditions of the archival material and how it has been preserved?
(Max 100 words)**

Where is the material located, who has been caring for it, and what is its physical condition?

Describe the current access and use of the archival material. (Max 100 words)

Will the original material be relocated?

Please select “yes” or “no.”

If yes, where to?

If you are planning to relocate the collection, you are required to provide a signed [Archival Partner Form](#) from the receiving archive.

**Which institutions (other than UCLA) will receive a digital copy of the materials?
How will they make the material accessible?**

Representative list of objects plus sample images

Please include an itemized inventory of up to 10 objects you plan to digitize or survey. Include detailed information and, optionally, images for each type of material in your collection. For example, if you aim to digitize a set of audio recordings, a set of printed materials, and a set of newspapers, please detail representative sample objects for each group. Please note that images or videos can be uploaded at the [end of the application](#). Do not upload images or videos here.

The answer provided in the Preliminary Application will appear here. You can edit it here if needed.

List a sample of publications or scholarly work that has cited or used the archival material. (3 - 5 citations only) (optional)

Potential Reviewers

MEAP will solicit external reviews of your application in addition to the referee report. Please list 1 - 3 potential reviewers. These should be scholars, librarians, or archivists who are familiar with the archive or who would benefit from access to the collection. **You do not need to know or contact these potential reviewers. MEAP will solicit their feedback.**

Section B: Workplan

The following set of questions will appear on applications for Planning Grants only:

Planning Grant: What is the goal of your project? (select all that apply)

Select all planned deliverables as a result of your MEAP Planning Grant.

- ☐ Item level inventory
- ☐ Collection level survey(s)
- ☐ Finding aid (formal)
- ☐ Test digitization
- ☐ Build relationships with collection holders
- ☐ Secure permission for publication
- ☐ Relocate collection(s) to a new repository
- ☐ Other, describe below

Planning Grant: Notes on deliverables

Planning Grant: Describe how you will create an inventory of the material.

This should be a broad, narrative description of the project plan. Will you plan to create a collection level survey or an item level inventory? Does your collection need a technical report or assessment related to rights and privacy? Consider this [template for a collection level survey](#) or this [template for an item level inventory](#). You do not need to complete both. Use this question

to describe how you will approach the project related to the specific nature of the collection you will work with.

Use this question to also explain what you already know and what you will uncover about the collection. Will you start with 1 set of materials and try to find other related collections? Will you work with a lawyer to assess copyright throughout the project?

Planning Grant: Provide a work plan to show the progress of the work planned throughout the project.

This list should detail activities by month or quarter. We suggest avoiding specific months, as the start date might shift (for example, use Month 1 or Quarter 1, do not list an actual month such as September or January - March).

If you prefer to use a spreadsheet to outline the project plan, you can upload additional details in Supporting Documents. We recommend also including details about your work plan here.

Consider detailing phases of the project and listing objectives for each phase. This answer should reflect detailed thinking about the project. Be sure to note different phases of the project, like hiring and procurement, training, assessment and relationship building, inventory work, translation. We strongly encourage teams to build time for onboarding and training and quality controls and reviews into their plans at the beginning and end of the project.

Planning Grant: How much material do you expect to find?

Use the metric that makes most sense for your project to describe what you expect to find. This should reflect the work you've done to identify partners, content owners, and extant collections.

Planning Grant: Describe the process to ensure the creation of accurate English survey and inventory data.

Any final report or survey will have to be submitted in English. You may choose to create an inventory in multiple languages, but must account for translation to English if relevant.

Planning Grant: Do you plan to digitize some of the archival material?

Please select "yes" or "no."

If yes, please describe your approach to digitization.

Planning grants should consider testing a digitization workflow, but we do not recommend completing a large amount of preservation quality digitization. Please note that if you do plan to digitize and publish part of the collection, we require (1) signed Copyright Permission Agreements related to all objects; (2) preservation quality digital files; and (3) metadata according to the UCLA Digital Library Metadata Template.

If not described in the work plan sections above, please describe the equipment and software (if any) that will be used to produce digital samples.

The following set of questions will appear on applications for Project Grants only:

Project Grant: How many objects do you expect to digitize?

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Project Grant: What kind of digital files do you intend to create through digitization?

Explore the [MEAP Digitization Guides](#) for details on best practices and file types related to digitization.

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Project Grant: How many digital files do you expect to produce?

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Project Grant: How many gigabytes of material do you expect to produce?

The answer provided in the Preliminary Application will appear here and can be edited as necessary.

Project Grant: Provide a detailed work plan for your project.

Use the space below to describe how you will execute the project. For example, if your team requires training before beginning digitization, note what kind of training you need here. If you require new equipment, this is an opportunity to explain what kind of equipment you will use (ie. photo scanner, camera and lighting set up, 8mm film scanner). If you plan to outsource any part of the project, note that here. Consider: will you create metadata alongside digitization or complete metadata after digitization.

Consider detailing phases of the project by quarter or by month (for example, use Month 1 or Quarter 1) and listing objectives for each phase. This answer should reflect detailed thinking about the project. Be sure to note different phases of the project, like hiring and procurement, training, digitization, metadata creation or assessment and relationship building, inventory work, translation. We strongly encourage teams to build time for onboarding and training and quality controls and reviews into their plans at the beginning and end of the project.

Refer to MEAP digitization guides for recommended hardware and software. Please explain if you plan to use technology not recommended in the MEAP reference guides.

- [Image Project Planning Worksheet](#)
- [Audio Project Planning Worksheet](#)
- [Video Project Planning Worksheet](#)

You can upload a spreadsheet or other additional details in Supporting Documents, but we recommend including a detailed answer that defines our work plan here as well.

Project Grant: Describe the method of metadata creation.

How will the preparation of metadata be incorporated into the daily workflow of the project? Provide full details of how you will ensure that the metadata meets the MEAP standards as articulated in the [MEAP Metadata Template](#). If you will require translation to provide metadata in English, note that here as part of the methodology.

See more details about MEAP metadata requirements online:

- [MEAP Metadata Handbook](#)

Project Grant: Describe the project deliverables.

Please list what you will create through your work. This should include the final estimated amount of digital files and metadata in English or in multiple languages. Any additional deliverables should also be listed here.

The following set of questions will appear on applications for Regional Grants only:

Regional Grant: How many objects do you expect to digitize?

Regional Grant: What kind of digital files do you intend to create through digitization?

Explore [MEAP Digitization Guides](#) for details on best practices and file types related to digitization.

Regional Grant: How many digital files do you expect to produce?

Regional Grant: How many gigabytes of material do you expect to produce?

Regional Grant: Provide a detailed work plan for your project.

Use the space below to describe how you will execute the project. For example, if your team requires training before beginning digitization, note what kind of training you need here. If you require new equipment, this is an opportunity to explain what kind of equipment you will use (ie. photo scanner, camera and lighting set up, 8mm film scanner). If you plan to outsource any part of the project, note that here. Consider: will you create metadata alongside digitization or complete metadata after digitization.

Consider detailing phases of the project by quarter or by month (for example, use Month 1 or Quarter 1) and listing objectives for each phase. This answer should reflect detailed thinking about the project. Be sure to note different phases of the project, like hiring and procurement, training, digitization, metadata creation or assessment and relationship building, inventory work, translation. We strongly encourage teams to build time for onboarding and training and quality controls and reviews into their plans at the beginning and end of the project.

Refer to MEAP digitization guides for recommended hardware and software. Please explain if you plan to use technology not recommended in the MEAP reference guides.

- [Image Project Planning Worksheet](#)
- [Audio Project Planning Worksheet](#)
- [Video Project Planning Worksheet](#)

You can upload a spreadsheet or other additional details in Supporting Documents, but we recommend including a detailed answer that defines our work plan here as well.

Regional Grant: Describe the method of metadata creation.

How will the preparation of metadata be incorporated into the daily workflow of the project? Provide full details of how you will ensure that the metadata meets the MEAP standards as articulated in the [MEAP Metadata Template](#). If you will require translation to provide metadata in English, note that here as part of the methodology.

See more details about MEAP metadata requirements online:

- [MEAP Metadata Handbook](#)

Regional Grant: Describe the project deliverables.

Please list what you will create through your work. This should include the final estimated amount of digital files and metadata in English or in multiple languages. Any additional deliverables should also be listed here.

Regional Grant: Describe how you will coordinate communication to include all archival partners in the process of creating this digital collection.

Be sure to note how you will include all project partners in the description process. Will there be a kick off meeting that establishes shared vocabularies and terms? Will the project leads meet with each archive holder individually.

Module 3: Budget Form

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

Note: you do not complete this section. Figures will be populated based on computation of your itemized budget in the following sections.

Please review the [MEAP Program Guidelines](#) for more detailed criteria on eligible and ineligible expenses.

Section A: Salaries

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.

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			
-------	--	--	--

Team Salaries Grand Total

The calculated total will automatically appear here.

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.

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.

Section B: Travel and Subsistence costs

Given ongoing travel disruption, we recommend planning for international participation to take place remotely as possible. Travel expenses can be used to ensure that local project staff can safely access the work site.

Itemized travel and subsistence

Please provide details of any travel costs and all costs of subsistence, stating the basis on which they have been calculated. Include rail/airfares where applicable.

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

Travel and Subsistence Grand Total

The calculated total will automatically appear here.

Justification for travel and subsistence costs

Reminder: Travel should be directly relevant to the work of preservation, digitization, survey or metadata creation. Consider funding travel for researchers and team leads coming from the U.S. or Western Europe through other funds.

Section 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 Program Guidelines](#) 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			

Equipment and Consumables Grand Total

The calculated total will automatically appear here.

Justification for equipment and consumables

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

Reminder: include as much detail as possible here. If you choose not to use the recommended hardware, describe why here. This is important if you choose to list a scanner instead of a camera for print digitization projects.

Section D: Training costs

Itemized training costs

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

Training Grand Total

The calculated total will automatically appear here.

Justification for training costs

Please provide further details and justify your request for the training budget. We encourage you to take advantage of online tools to coordinate virtual training where possible. Virtual training should still be compensated.

Section E: Other costs

Itemized expenditure

To help calculate other costs in the budget, consider price inflation, additional purchases, currency fluctuation and risk management. We aim to use cloud based services for sending digital files to UCLA so you will not need to add in regular shipping costs.

Other costs may include community engagement events that aim to solicit documentation related to the collection or to secure communal permissions and buy in for openly publishing the collection.

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

Other Grand Total

The calculated total will automatically appear here.

Justification for other costs

Please provide a full justification for each item listed above

Section F: Other Funding

MEAP seeks to support projects where other funds are not available.

Please note previous attempts to fund digitization of this content. Include both successful and unsuccessful applications.

You can also use this section of the application to indicate whether regular funding sources have been recently cut.

Have you applied for other funding to digitize this material or a set of objects closely related to this project?

Please select “yes” or “no.”

If yes, please provide details of other funding applications.

Please list unsuccessful applications in addition to outstanding requests for funding. MEAP cannot provide duplicate funding, but may provide complementary funding. Please add any related funding requests here and explain below how the projects differ. If other funding requests are meant to digitize the same set of material, we ask that you advise us should you receive any other funding to withdraw your MEAP application.

A table to list out the funding body, title of project, amount sought or awarded, and funding decision of each of your external funding applications will be available here and look like this:

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

Please describe how any other funding applications or other funded work is related to the project detailed in this application. Detail how MEAP funds will be used for different collections, staff positions, equipment, or other expenses not currently funded.

Please describe any recent funding losses or budget cuts that will impact the stewardship or preservation of this collection.

We want to get a better picture of your current financial outlook. If you have applied for previous grants and not received funds, please describe that here.

Module 4: Rights and Permission Form

The UCLA Library will provide online access to all material digitized under this grant. To do so, a framework has been established which considers both legal and ethical issues, including intellectual property rights and related rights as well as moral rights, traditional knowledge and the interests of cultural property owners.

This section of the application is meant to surface these issues. Please answer questions honestly and fully. It is the responsibility of the project team to determine copyright ownership and local legal practices. You are advised to refer to <https://www.copyright.gov/>. You can check on copyright legislation for the country where the material is held at: <https://www.wipo.int/directory/en/urls.jsp>

MEAP requires signed [Copyright Permission Agreements](#) from all copyright owners before moving forward with funding for Project Grants. Email meap@library.ucla.edu if you need the Copyright Permission Agreement form translated into other languages.

Planning grant applicants only: Planning grants do not need to provide evidence of copyright. But, we urge you to consider if there may be copyright or privacy issues in your collections at this point. We recommend that discussing copyright and privacy be part of your project plan and you consider signed [Copyright Permission Agreements](#) as part of the final project deliverables. Answer questions if they apply.

Section A: Copyright Status of Material

Who is the copyright owner of the material?

If you don't know the copyright owners, please complete these additional questions:

- Who was the creator of the material?
- Where was the material created?
- Has the material been published and/or distributed to the public?
- Have there been any recent changes to local copyright laws?

Project and Regional Grant Applications: Has the copyright owner agreed to have the material digitized and shared publicly online?

Project and Regional Grant applicants are required to provide signed Copyright Permission Agreements for all copyright owners in Module 10. You may also provide other evidence of permission to digitize and publish materials.

If no, how will you secure permission?

MEAP cannot fund projects that do not have the appropriate permissions in place for digitization and open access publication. If you do not yet have permission, please describe how you will secure permission to ensure the project is successful.

Section 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.

Please select “yes” or “no.”

If yes, do you have the permission of those depicted in the collection to make this material available online?

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

**Describe any plans to engage the community related to the collection to seek permission or discuss the consequences of making material available online?
(optional)**

**Describe any additional copyright issues and your plan to address copyright risk.
(optional)**

Module 5: CV

Please upload a two-page CV for each of the project applicants.

★ CVs should be uploaded as PDFs and in English.

After uploading all CV's, click on **MARK AS COMPLETE** to review your Detailed Application so far and to move on.

Module 6: Host Agreement Form

Upload a signed [Host Agreement Form](#). Forms should be uploaded as PDF or JPG files.

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

The Host Institution is responsible for completing all administrative paperwork, signing a legal agreement with UCLA, distributing funds as detailed in the project budget, and accounting for project funds.

Host Institutions should review the [blank DRAFT Terms & Agreements](#) before confirming their participation in the project.

The [Host Agreement form](#) is only available in English. Please note that all administrative communication between the host institution and UCLA will take place in English.

After uploading the form, click on MARK AS COMPLETE to review your Detailed Application so far and to move on to Module 7: Archival Partner Form.

Module 7: Archival Partner Form

Please upload a filled-out [Archival Partner Form](#) if the archival collections are and/or will be housed at a separate institution from the host institution. Forms should be uploaded as PDF or JPG files.

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. The form is a formal commitment from the Archival Partner. You will not need a separate letter of commitment.

Archival Partner Forms are available in [multiple languages](#), including [Arabic](#), [English](#), [French](#), [Hindi](#), [Indonesian](#), [Portuguese](#), [Spanish](#), and [Swahili](#). Contact meap@library.ucla.edu to request the Archival Partner form in additional languages.

After uploading the form, click on MARK AS COMPLETE to review your Detailed Application so far and to move on to Module 8: Copyright Permission Agreement.

Module 8: Copyright Permission Agreement

Upload a [Copyright Permission Agreement](#) signed by each copyright owner represented in your collection. You may also use this space to upload other forms of copyright documentation, proof of public domain or orphaned copyright status. Forms should be uploaded as PDF, Word, or JPG files.

Copyright Permission Agreements are required for all Project Grants where collection materials are under copyright. Project teams are responsible for identifying the creator and copyright owner of all collection materials. If you have evidence that collections materials are in the public domain or orphaned works, you do not need to submit a Copyright Permission Agreement.

The Copyright Permission Agreement is available in [multiple languages](#), including [Arabic](#), [English](#), [Farsi](#), [French](#), [Hindi](#), [Indonesian](#), [Portuguese](#), [Spanish](#), [Swahili](#), and [Turkish](#). Contact meap@library.ucla.edu to request permission forms in additional languages.

Completing Module 8

After you have completed *Module 8: Copyright Permission Agreement*, click on **MARK AS COMPLETE** to review your Detailed Application so far. Please verify all of the information, and then move onto *Module 9: Supporting Images/Videos* to upload or link to any files (see more below).

If you do not have any images or videos or supporting documents, click on **REVIEW AND SUBMIT**. Review your application for the last time.

If you need to go back and edit any details, you may select any module from the menu and make the necessary revisions.

Module 9: Supporting Images/Videos (optional)

This section will allow you to upload any images or video content associated with your project. We recommend uploading a small number of images (4 - 6) to show both what is in the collection and the condition of the material.

After attaching your files or linking to relevant videos, click on **MARK AS COMPLETE** to review your Detailed Application so far and to move on to *Module 10: Supporting Documents*.

Module 10: Supporting Documents (optional)

This section will allow you to upload any additional supporting documents associated with your project. After attaching your files or linking to relevant videos, click on **MARK AS COMPLETE**.

Module 11: Referee Form

You are required to submit the name and email address of a referee who can speak to the scholarly merits of your collection and the endangerment of the materials. This referee will be asked to complete the form below online. To do so, they are required to register with Survey Monkey Apply and login to the system.

You are responsible for adding your referee's contact information into the system. This can be done at any time - you do not need to wait until the rest of your application is submitted. If you scroll to the bottom of the application tasks to "Referee" and click on "Request a Referee", you will be asked to submit their name and contact information. They will then receive an initial email inviting them to sign up for a Survey Monkey Apply account. **When communicating with your referee, please advise them to look out for an automated email.**

You can also share the questions that they will be asked, below. Furthermore, we recommend you also send the referee the Project Details section of the application before you reach out so they can respond to your application with specific details.

You are responsible for ensuring that the referee has submitted their reference on time, so please check in on your application after submission. If necessary, remind your referee to look

for their prompt email. Please reach out to us at meap@library.ucla.edu if your referee cannot submit the form online.

Referee Report

Referees are required to register with Survey Monkey and complete the following report online by a deadline communicated by MEAP. The referee will be prompted by an automated email from Survey Monkey.

- Name
- Email
- Position Held
- Affiliated Institution
- Relationship to Applicant

The following questions should be based on answers specifically from your application. Referees will have access to your online application.

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.

After Submitting a Detailed Application

Once we receive your Detailed Application, it will go through a Final Review round that includes review from your designated referee (*Module 11: Referee Form*), external reviews (designated by the MEAP staff and board), and the MEAP Board. You will receive notification by email whether or not your project was chosen for funding.

For more information on the review process or the funding process, please refer to the [MEAP Handbook for Applicants](#) or send us an email at meap@library.ucla.edu .