

Digital Memories: Theory and Practice
CUNY Graduate Center, Spring 2025
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Project proposal

Your proposal is a work-in-progress, but it should show deep thinking, good planning, and awareness of available resources.

Remember that Nicole Cote (ncote@gradcenter.cuny.edu; [appointments](#)) is our technical advisor and can help with specific aspects of this proposal. You may also contact me via email with questions and comments. Finally, as you complete the proposal, feel free to pose questions to the group via our Group page or Group email: dmsp24@groups.commonsgc.cuny.edu

The following questions are inspired by Posner's reverse-engineering project analysis ("[How did you make that?](#)") and by some materials from Yale's [digital lab](#).

Proposal submissions

- Title your proposal document using a couple of project-descriptive words followed by the project authors' last names (e.g. *Mothers and daughters Borrachero*).
- Submit your proposal by sharing your Google Doc link with me before March 20, midnight.
- You may insert hyperlinks in this proposal (for instance, links to projects that illustrate what you would like to develop).
- You may attach to this proposal any supporting documents or any documents you would like me to review and comment.

General

1. Project title (may be provisional).
2. Identify the issue your project will address. What is the driving question? Are there any secondary questions and issues your project will address?
3. What is the state of the question? Are there any other projects addressing the same issue? How is your project different from them?
4. Are you using any specific theoretical and conceptual framework to address your project issue or topic? Is your project guided/inspired by any concept or idea we have discussed in class?
5. What general features of your project will allow you to address this issue?
6. Who is your target audience?

Sources

1. What sources will you gather?

2. Where are your sources? How do you plan to collect them? Explain your methodology to collect your sources.
3. If working with informants, what is your recruiting plan? Are you planning some Covid safety-measures?
4. Do you need IRB approval to collect your sources? If so, at what stage is your IRB application?
5. Whether you need IRB approval or not, are there any legal issues you must consider in relation to your sources? Copyright permissions, identification of personal information, use of personal documents,...
6. Whether you need IRB approval or not, do you need a consent form? Have you drafted one? I have uploaded the consent form I use to "Project resources" in our web. The CUNY IRB website provides [suggested language](#) too.
7. Do you anticipate any expenses derived from locating and gathering your sources?

Processes

1. How will you work with your sources to make them digitally available? Describe:
 - what processes you will implement,
 - what digital applications you will use to manage your project sources.
2. Data storage and preservation.
 - Explain your plan for **physically** storing and preserving your original sources.
 - Explain your plan for storing and preserving your original sources **digitally**. Where will your data be hosted?
3. Do you anticipate any expenses derived from processing, storing, and preserving your sources physically and digitally?

Presentation

1. Describe your project visitors' experience. What will they see, hear, read,...?
2. Will your presentation mode allow for interaction? Describe how your audience will interact with your sources.
3. Will your project presentation adopt a very directed and guided visitor's gaze/experience? Or will it provide various ways to approach and explore your sources?
4. Do you anticipate any expenses derived from creating your project's presentation?

Scope and timeline

List and briefly describe the developmental phases of your project. Which of them can you complete this semester? Provide approximate dates for all phases.

Dissemination

1. How do you plan to reach your target audience?
2. Do you plan to track visits and reactions from your audience? How?

Sustainability

1. Once it is completed and published, what are your plans for your project?
2. Who will be responsible for the long-term sustainability of the project site?
3. If you can, include ongoing costs of maintenance, content, and software updates, etc.