

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.smapply.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.smapply.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.

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Module 1: Project Summary

Section A: Project Description

Type of Project

MEAP offers two kinds of grants: Planning and Project. You can choose the grant type from your Preliminary Application, or a different grant type if suggested by MEAP. Choose one kind for your application:

- Planning grants: Used to evaluate collections for potential digitization project(s) and/or curation. Up to \$15,000 for up to 1 year.
- Project grants: Used to digitize (or organize already-digital assets), describe, and deliver digital assets and metadata to the UCLA Library. Up to \$50,000 for up to 2 years.

Project Title

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

Short Title (max. 100 characters)

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

Project Abstract (max. 100 words)

The answer provided in the Preliminary Application will appear here and can be edited as necessary. Reminder: the abstract should include a summary of the collection material and content as well as an explanation of why this material is significant.

If funded, I give UCLA Library permission to use this abstract on the MEAP website. (optional)

If your project is granted, the UCLA Library will use your abstract to communicate about and promote your project. You may check the box or leave it unchecked.

Describe the archival material to be surveyed or digitized (max. 100 words)

Please give a brief description of the material, including its media type(s) and why you have chosen this particular material. You may also include a link to an online catalogue or upload a finding aid at the end of the application.

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

Why is the material endangered? (max. 100 words)

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 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.

Describe the uniqueness and/or cultural significance of the materials (max. 100 words)

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

Describe the scholarly value of the material (max. 100 words)

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

Describe the value of publishing the collection(s) on an open access platform (max. 100 words)

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

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.

Have you applied for MEAP funding before this round?

Please select “yes” or “no.”

If yes, please describe what you have changed for this round’s application.

Section B: Project Team

Region of Primary Applicant

Indicate the region of your primary residence or home institution.

If other, please specify region.

How many co-applicants are included in the project?

You can enter up to 3 co-applicants. Please select a number 1 through 3. After selecting a number, new text boxes will appear to fill out the following information on each applicant:

- Project Applicant Name
- Institution
- Title or Position

- Country

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.

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.

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.

Please check this box as “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 authority for receiving funds and creating financial reports.

Please provide the following information for this contact:

- Email address
- Phone number

Website for Host Institution (optional)

Module 2 Documentation and Digitization

Section A: Materials

Are the archival materials currently housed at your institution?

Please select “yes” or “no.”

Archival Partner Name and Address

If the collection is not housed at your institution, please 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.

If the host institution does not hold the collection to be digitized, applicants must submit an Archival Partner Form with the Detailed Application.

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

Has the archival partner already agreed to participate in the project?

Please select “yes” or “no.”

Country of Archival Material

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

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

If other, please specify region of Archival Material

Describe the conditions of the archival material and how it has been preserved?

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.

Will the original material be relocated?

Please select “yes” or “no.”

If yes, where to?

Type of material

If more than one kind of material, start with the primary set of objects. What do you have the most of that you plan to digitize or organize?

- **Primary archival type** - The format of the majority of the material. The answer provided in the Preliminary Application will appear here. You can edit it here if needed.
- **Additional archival material types** - The format of the rest of the material. Select all that apply: Print materials, bound material (ie. books), newspaper, 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** - The answer provided in the Preliminary Application will appear here. You can edit it here if needed.

What language(s) and/or scripts are used in the material?

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

Material date range

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

Start Date of Material / End Date of the Material

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

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 2-3 publications or scholarly work that has cited or used the archival material. (optional)

Section B: Workplan

The following questions will appear for Project Grants only:

How many items do you expect to digitize?

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

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

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

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.

How many gigabytes (GB) of digital material do you expect to produce?

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

Describe your approach to the project

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

This is also an opportunity to explain the kind of digitization technology you will use. 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](#)

Provide a work plan 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 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).

Consider detailing phases of the project and listing objectives for each phase. This answer should reflect detailed thinking about the project.

Detail any contingent plans to continue your project in light of local or international COVID-19 related restrictions on travel, public gatherings, and workplace closures. Note if and how you have built flexibility into your planning should restrictions start and stop in the years ahead.

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 [UCLA Digital Library Metadata Template](#).

Project Grant: Describe the process to ensure the creation of accurate English metadata.

All MEAP projects must include English metadata. We encourage you to document your collection in multiple languages to create access to the digital material in local language(s), but must account for translation to English if relevant.

MEAP is committed to supporting collections that preserve local community knowledge about collections. We encourage you to work with local community leaders, indigenous groups or others to ensure that you are documenting material with rich context and preserving local knowledge.

Project Grant: Describe the project deliverables.

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

The following questions will appear for Project Grants only:

Describe how the survey will be undertaken, if applicable.

Detail how you will create an inventory of the material. Consider a timeline based on an established inventory workflow. Consider this [template for a collection level survey](#) or this [template for an item level inventory](#). You do not need to complete both. Describe which is a better fit for your project and how you will proceed.

Provide a work plan 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 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).

Consider detailing phases of the project and listing objectives for each phase. This answer should reflect detailed thinking about the project.

Detail any contingent plans to continue your project in light of local or international COVID-19 related restrictions on travel, public gatherings, and workplace closures. Note if and how you have built flexibility into your planning should restrictions start and stop in the years ahead.

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 anticipated outcomes of the project.

For example, a written survey report, a detailed finding aid, a sample set of digitized objects, etc.

Planning Grant: Describe the process to ensure the creation of accurate English metadata and/or other final products.

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.

Test digitization should allow your team to test our work flows and equipment in anticipation of a digitization project. Please note here if you plan to procure equipment to test out possible work flows. Other possibilities include borrowing or renting equipment to test digitization on a small subset of the collection, outsourcing digitization of video or audio materials, using available equipment (like a cell phone camera) to test or train team members without creating preservation quality images.

Module 3: Budget Form

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 Advisory Panel. 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 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*

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.

Budget Summary

You will not be able to edit this summary budget table. Figures will be populated based on computation of your itemized budget in the following sections.

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

Section A: Salaries + Benefits

Team Salaries

***Please Note:** When calculating salaries please include elements such as health insurances, taxes and other local benefits to the basic salary. Provide details of relevant official pay scales so that we can compare these with the amount of money you have requested. 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 restrictions due to COVID-19, we recommend planning for all international participation to take place remotely. Travel expenses can be used to ensure that local project staff can safely access the work site. If you include international travel expenses, please note any contingent planning should international travel be restricted.

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. Please consider virtual training plans for the 2021 year and beyond should travel remain limited due to COVID-19 or other concerns. We encourage you to compensate trainers even when workshops are held virtually.

Section E: Other costs

Itemized expenditure

To help calculate other costs in the budget, please read Chapter 1 of [Remote Capture](#). Pages [37-39](#) are essential reading; they cover 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.

Note: Due to Covid-19, you may consider including the cost for necessary Personal Protective Equipment here. This may include gloves, masks, portable hand washing equipment, plexiglass protective shields or more.

	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

Please include both successful and unsuccessful applications for funding here and use this section of the application to indicate if other regular funding has been recently cut. MEAP seeks to support projects where other funds are not available.

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. A full rights assessment will be conducted after funding recommendations are made by the MEAP board. 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>

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. Answer questions if they apply.*

Section A: Copyright Status of Material

Who was the creator of the material?

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

Where was the material created?

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

When was the material created?

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

Who is the copyright owner of the material?

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

Share with us the name or contact information of the copyright holder. (optional)

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

If available, share additional copyright related evidence. (optional)

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

Has the material been published and/or distributed to the public?

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

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?

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. (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 to **Module 6: Archival Partner Form**, if needed. If your project does not have an archival partner, please move on to **Module 7: Grant of Permission**.

Module 6: 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, Word, 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 [Arabic](#), [English](#), [French](#), [Hindi](#), [Portuguese](#), and [Spanish](#). 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 7: Grant of Permission.

Module 7: Grant of Permission

Upload a [Grant of Permission form](#), other form of copyright documentation, or proof of public domain. Forms should be uploaded as PDF, Word, or JPG files.

The Grant of Permission Form is required for all Project Grants. Planning Grants may use this form to show support from collection owners and stewards. This form confirms that the copyright owner grants permission for the materials to be digitized and made freely available online by the UCLA Library. It does not transfer copyright to UCLA. If your project involves more than one set of archival materials, each owner must complete a form.

Copyright owners might also choose to license the materials using a Creative Commons Attribution-Non Commercial 4.0 License (CC_BY_NC). Material published under this license can

be used for research and non-commercial purposes only. Details can be found at: <http://creativecommons.org/licenses/by-nc/4.0/>.

A Creative Commons license is recommended, but not required. Permission to publish online is required. If materials are out-of-copyright or in the public domain, please describe in the rights section of the application. In these cases, a Grant of Permission form is not required.

The Grant of Permission form is available in [Arabic](#), [English](#), [French](#), [Hindi](#), [Portuguese](#), and [Spanish](#). Contact meap@library.ucla.edu to request permission forms in additional languages.

Completing Module 7

After you have completed **Module 7: Grant of Permission**, click on **MARK AS COMPLETE** to review your Detailed Application so far. Please verify all of the information, and then move onto **Module 8: 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.

If everything is satisfactory, please have your selected referee complete **Module 10: Referee Form**. After Module 10 is complete, click on **SUBMIT YOUR APPLICATION** for an official submission. You will be able to edit the application after submission up until the application deadline.

Module 8: Supporting Images/Videos (optional)

This section will allow you to upload any images or video content associated with your project. We suggest you submit snapshots or mobile phone videos that document the state of the material. These images allow us to better assess the condition of your 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 9: Supporting Documents**.

Module 9: 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 10: 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 can add your referee's contact information into the system at any time. 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 10: 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 Program Guidelines](#) or send us an email at meap@library.ucla.edu .