

Managing the Intangible: Creating, Storing and Retrieving Digital Surrogates of Historical Materials

21st Annual NARA Preservation Conference

Monday, April 30 and Tuesday, May 1, 2007

Inn and Conference Center by Marriott
University of Maryland, University College
Adelphi, Maryland

Project Planning: Criteria for Funding Digital Programs

Digital Project Opportunities at the National Endowment for the Humanities

Monday, 30 April 2007

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Created in 1965 as an independent federal agency, the **National Endowment for the Humanities** supports learning in history, literature, philosophy, and other areas of the humanities. NEH grants enrich classroom learning, create and preserve knowledge, and bring ideas to life through public television, radio, new technologies, museum exhibitions, and programs in libraries and other community places.

Internet site: <http://www.neh.gov/>

Grants Lists and Guidelines: <http://www.neh.gov/grants/index.html>

Our Cultural Commonwealth: The Final Report of the American Council of Learned Societies Commission on Cyberinfrastructure for the Humanities & Social Sciences

(December 2006)

"Cyberinfrastructure" is more than just hardware and software, more than bigger computer boxes and wider pipes and wires connecting them. The term was coined by NSF to describe the new research environments in which high-performance computing tools are available to researchers in a shared network environment. These tools and environments are being built, and the ACLS feels it is important for the humanities and social sciences to participate in their design and construction. Of course, scholarship already has an infrastructure: that infrastructure consists of the libraries, archives, and museums that preserve information; the bibliographies, finding aids, and concordances that make that information retrievable; the journals and university presses that distribute the information; and the editors, librarians, archivists, and curators who link the operation of this structure to the scholars who use it. This infrastructure was built over centuries, with the active participation of scholars.

Cyberinfrastructure is being built much more quickly, and so it is especially important that humanists and social scientists actively engage with it, articulate what they require of it, and contribute their expertise to its development.

<http://www.acls.org/cyberinfrastructure/index.htm>

Digital Humanities Initiative

NEH has launched a new digital humanities initiative aimed at supporting projects that utilize or study the impact of digital technology. Digital technologies offer humanists new methods of conducting research, conceptualizing relationships, and presenting scholarship. NEH is interested in fostering the growth of digital humanities and lending support to a wide variety of projects, including those that deploy digital technologies and methods to enhance our understanding of a topic or issue; those that study the impact of digital technology on the humanities—exploring the ways in which it changes how we read, write, think, and learn; and those that digitize important materials thereby increasing the public's ability to search and access humanities information.

NEH Launches Five New DHI Programs

The NEH's Digital Humanities Initiative (DHI) has been moving forward with great speed. The NEH is proud to announce five new DHI-related grant programs:

Digital Humanities Start-Up Grants— NEH invites proposals for the planning or initial stages of innovative digital initiatives in all areas of the humanities.

Advancing Knowledge: The IMLS/NEH Digital Partnership— Through its new partnership with the Institute of Museum and Library Services, the NEH hopes to fund innovative collaborations among libraries, museums, archives, and universities.

Digital Humanities Challenge Grants — These special Challenge Grants can help endow digital humanities centers and other large projects.

Digital Humanities Workshops — This program is accepting proposals for workshops that offer academically rigorous professional development programs for K-12 educators seeking to use digital resources to strengthen the teaching of the humanities.

Digital Humanities Fellowships — NEH Digital Humanities Fellowships are intended to support individuals pursuing advanced research or other projects in the humanities that employ digital technology.

NEH-funded Digital Projects

NEH has been at the forefront of providing support for digital humanities projects. Notable and cutting-edge projects include:

The "[Walt Whitman Archive](#)," is an electronic research and teaching tool that makes

Whitman's vast corpus of work accessible to scholars, students, and general readers. (Collaborative Research Grant and a Challenge Grant)

The "Archives of Traditional Music at Indiana University and the Archive of World Music at Harvard University" are developing best practices and testing emerging national standards in the digital preservation of analog sound recordings. (Preservation and Access Research and Development Grant)

The "Valley of the Shadow" is a hypermedia digital archive, created with the support of the University of Virginia's Institute for Advanced Technology in the Humanities that weaves together thousands of sources about two communities—one southern, one northern—before, during, and after the Civil War (Grants for Teaching and Learning Resources)

"Explore Art" explores Himalayan art through the use of images, sounds, timelines, essays, and stories. The Web site serves as a model for the use of interactive technologies to present a museum collection and scholarship about it.

The University of Maryland constructed the "Maryland Institute for Technology in the Humanities" (MITH), a center devoted to digital humanities, electronic literature, and cyberculture. MITH is a collaboration among the University of Maryland's College of Arts and Humanities, Libraries, and Office of Information Technology. (Challenge Grant)

The "Journals of the Lewis and Clark Expedition" Web site features the full searchable text of the journals, along with related texts, images, and recorded readings.

The "Perseus Digital Library" is an evolving digital library that makes accessible and creates links between primary and secondary sources. The library began with a focus on textual and visual materials documenting ancient Greece and Rome and has expanded to include materials on the English Renaissance, the history of London, and the history of science. (Grants for Teaching and Learning Resources.)

The "*Do You Speak American?*" Web site and Web-enhanced DVD serves as a companion to *Do You Speak American?*, a documentary that aired on PBS. The Web site explores differences in and evolution of American English across the country through the use of maps, sound clips, video, essays, and other interactive features.

Digital Humanities Initiative

Program	Receipt Deadline	Projects Beginning
Cross Divisional Program (all divisions/offices)		
Digital Humanities	November 15, 2006	
Start-Up Grants	April 3, 2007	
Division of Education Programs		
Digital Humanities Workshops (Requests for Proposals)	January 17, 2007	July 2007
Division of Preservation and Access		
Advancing Knowledge: The IMLS/NEH Digital Partnership	March 27, 2007	October 2007
Documenting Endangered Languages	TBD	TBD
National Digital Newspaper Program (Request for Proposals)	November 1, 2007	July 2008
Humanities Collections and Resources	July 17, 2007	January 2008
Preservation and Access Research and Development Projects	July 3, 2007 Precis due: May 16	January 2008
Division of Research Programs		
Collaborative Research Grants	November 1, 2007	July 2008
Digital Humanities Fellowships	May 1, 2007	January 2008
Office of Challenge Grants		

Digital Humanities Start-Up Grants

New Guidelines will be available in late Summer 2007

Deadlines: November 15, 2006 & April 3, 2007

The name "Start-Up Grant" is deliberately evocative of the technology start-up--a company like an Apple Computer or a Google that took a brilliant idea and, with a small amount of seed money, was able to grow it into a new way of doing business. NEH's Digital Humanities Start-Up Grants will encourage scholars with bright new ideas and provide the funds to get their humanities projects off the ground. Some projects will be practical, others completely blue sky. Some will fail while others will succeed wildly and develop into important projects. But all will incorporate new ways of studying the humanities.

The cross-divisional nature of the Start-Up Grants is a key. Applicants don't need to be concerned with determining exactly which NEH division or program is best suited for their projects. Their job is to be innovative and the NEH's job is to provide the funding they need to be successful. NEH staff will work with potential applicants in the pre-application stages to help them craft their submissions.

NEH Digital Humanities Start-Up Grants are offered for the planning or initial stages of digital humanities initiatives in all areas of NEH concern: research, publication, preservation, access, teacher training, and dissemination in informal or formal educational settings. Applications should describe the concept or problem that is being addressed, the plan of work, the experience of the project team as it relates to the plan, and the intended outcomes of both the grant and the larger project that the grant will initiate.

Advancing Knowledge: The IMLS/NEH Digital Partnership

RECEIPT DEADLINE: March 27, 2007 (for projects beginning October 2007)

New Guidelines will be available in Fall 2007

Questions?

Contact the staff of NEH's Division of Preservation and Access at 202-606-8570 and preservation@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Program Description

The **Institute of Museum and Library Services (IMLS)** and the **National Endowment for Humanities (NEH)** invite proposals for innovative, collaborative humanities projects using the latest digital technologies for the benefit of the American public, humanities scholarship, and the nation's cultural institutions. These grants will support collaborations among libraries, museums, archives, universities, and other cultural organizations that may serve as models for the field. We encourage projects that explore new ways to share, examine, and interpret humanities collections in a digital environment and to develop new uses and audiences for existing digital resources.

Eligible projects might:

- serve as models for how libraries, museums, and archives can collaborate with other humanities organizations;
- use innovative approaches in digital technology to provide new perspectives on humanities collections, offer new interpretive contexts, and allow existing resources to be widely shared;
- have interpretive elements that can assist scholars and/or the public in gaining new understanding of ideas and questions in the humanities;
- advance the role of cultural repositories in online teaching, learning, and research;
- develop collaborative approaches involving the scholarly community and cultural repositories for the creation, management, preservation, and presentation of reusable digital collections and products; and

- examine and coordinate community-based approaches and standards for making resources available online.

Successful applicants will be expected, as one of their work products, to create a "lessons learned" white paper. This white paper should document their project, including lessons learned, so that others can benefit from their experience.

Types of projects not supported

Advancing Knowledge grant funds may not be used for:

- projects that focus primarily on digitizing existing collections;
- recurring or established conferences or professional meetings;
- creative or performing arts;
- empirical social scientific research;
- specific policy studies;
- the preparation or publication of textbooks;
- projects that focus on general pedagogical theory, research on educational methods, tests, or measurements;
- projects that focus on cognitive psychology;
- projects devoted to political, religious, commercial, or social advocacy;
- purchase of artifacts or collections;
- professional development; or
- general operations, renovation, or construction.

Challenge Grants

RECEIPT DEADLINE: May 1, 2007

RECEIPT DEADLINE: November 1, 2007

New Guidelines will be available in Fall 2007

Questions?

Contact the staff of NEH's Office of Challenge Grants at 202-606-8309 or at challenge@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Program Description

NEH challenge grants help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Awards are made to museums, public libraries, colleges, research institutions, historical societies and historic sites, public television and radio stations, universities, scholarly associations, state humanities councils, and other nonprofit entities.

Because of the matching requirements, these NEH awards also strengthen the humanities by encouraging nonfederal sources of support. Both federal and nonfederal funds must provide long-term benefits to the humanities. Challenge grant funds should not merely replace funds already being expended on the humanities, but instead should reflect careful strategic planning to strengthen and enhance the institution's activities in and commitment to the humanities.

Activities supported

Challenge grants most commonly augment or establish endowments that support humanities activities in education, public programming, scholarly research, and preservation. Institutions may use the income from invested funds to meet ongoing humanities-related costs. Examples include:

- faculty and staff positions,

- fellowships,
- lecture or exhibition series,
- visiting scholars or consultants,
- publishing subventions,
- maintenance of facilities,
- faculty and staff development,
- acquisitions, and
- preservation/conservation programs.

Where clearly related to improvements in the humanities, direct expenditures from challenge grant awards are allowable. Such expenditures, however, must be for items that have inherent longevity such as:

- materials that enhance library or museum collections,
- construction or renovation of facilities,
- equipment, and
- fund-raising costs (totaling no more than *ten* percent of grant funds).

Direct grant funds may also be used for bridging support, where the challenge grant provides for endowment income to meet the same expenses in the future. Bridging funds up to the equivalent amount of projected endowment income may be used to cover expenses during the grant period while the endowment is being established.

Activities not supported

Challenge grant funds, federal or nonfederal, may not be used for:

- direct expenditures for operations or programs,
- recovery of indirect costs,
- awards or stipends for students below the graduate level, or
- support for short-term projects eligible for grants from other NEH programs.

Request for Proposals: Digital Humanities Workshops

RECEIPT DEADLINE: January 17, 2007 (for projects beginning no earlier than July 2007)

New Guidelines will be available in Fall 2007

Questions?

Contact Barbara Ashbrook or Gary Henrickson of NEH's Division of Education Programs at 202-606-8380 and education@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Program Description

The National Endowment for the Humanities invites proposals for workshops that offer academically rigorous professional development programs for K-12 educators seeking to use digital resources to strengthen the teaching of the humanities. Workshops must have a cohesive course of study, address well-defined topics, and foster deeper and more informed engagement with the content-rich resources of the Internet, particularly the materials and lesson plans available through NEH's **EDSITEment**, a nationally recognized gateway to the best humanities materials on the World Wide Web.

Goals of the Digital Humanities Workshops are:

- to provide training and experience in the use of new technologies to strengthen the teaching of significant themes and topics in the humanities;
- to engage teachers in deepening their knowledge and understanding of the humanities through the use of online archives and other digital materials;
- to give teachers opportunities to observe and share models for effective use of digital resources in the K-12 classroom; and
- to encourage collaboration with humanities scholars who bring appropriate expertise on the topic of the project and on the use of new technologies in humanities teaching.

Workshops should be designed to offer a minimum of four full days of instruction, or the equivalent amount of hours spread over a longer period of time. As appropriate, workshops could, for example, be designed for one consecutive four-day session, or for a series of one-day or half-day sessions held at regular intervals over one or more months. Workshops must accommodate a minimum of 20 teachers at each session, not including any teachers served by a distance learning component. Participating teachers may be identified in the application or after the proposal is funded, as appropriate. Projects should feature humanities scholars who have expertise relevant to the workshop topic and appropriate experience in the use of new technologies in their teaching. Faculty for the workshop must be identified in the proposal, with evidence of commitments included in the application.

Projects serving 20 or more teachers from a single institution are eligible for funding up to \$30,000. Projects serving a cluster of institutions and a larger number of teachers are eligible for funding up to \$100,000. These larger projects also should explore distance education delivery through video, web-conferencing, and/or digital platforms. NEH expects that all programs would be held at locations that offer suitable technological infrastructure to support the proposed activities. Funds may be used to pay for visiting scholars, books and other materials, logistical support, and appropriate release time for project staff. Participants who complete the workshop will receive a stipend.

Proposals to provide workshops for teachers with limited access to professional development in the humanities are encouraged. These workshops may include classroom teachers in public, private, parochial, and charter schools, as well as home schooling parents. Project directors are encouraged to make arrangements with the appropriate state agency for participants to receive continuing education units (CEUs) or in-service credit.

Projects must have a plan for appropriate evaluation that will provide firm evidence of increased knowledge and skills on the part of the participants. Workshops must produce evidence of each participating teacher's new knowledge and increased skills, such as new lesson plans, course materials, or a research project. Master teachers may be involved to assist participants in carrying out individual projects or construction of new learning resources.

Digital Humanities Fellowships

On Line Applications accepted through Grants.gov from March 1 to May 1, 2007

Beginning March 1, 2007, NEH will accept applications for Digital Humanities Fellowships online at: Grants.gov. These guidelines describe the programs and how to prepare an online application.

New Guidelines will be available in Fall 2007

Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or fellowships@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Program Description

NEH Digital Humanities Fellowships are intended to support individuals pursuing advanced research or other projects in the humanities that explore the relationship between technologies and the humanities; or produce digital products such as electronic publications, digital archives, or databases, advanced digital representations of extant data using graphical displays such as geographic information systems (GIS) or other digital media, or digital analytical tools that further humanistic research.

Fellowships support full-time work on a humanities project for a period of six to twelve months. Applicants may be faculty or staff members of colleges, universities, or they may be independent scholars or writers.

Applicants for Digital Humanities Fellowships are not permitted to apply to the May 1, 2007, deadline for NEH Fellowships or Faculty Research Awards.

NEH Partners and Initiatives

- **Library of Congress**
Research projects in the humanities or social sciences that draw on the collections of the Library of Congress (LOC) are eligible for support by LOC. Only applicants who qualify as junior scholars are eligible for support. A junior scholar is one who has received a terminal advanced degree in the humanities, social sciences or a professional field (such as architecture or law) within the past seven years. Exceptions may be made

for individuals without continuous academic careers. Interested applicants planning to work with LOC's holdings should apply directly to LOC's Kluge Fellowships Program (www.loc.gov/loc/kluge/).

- **Japan-United States Friendship Commission**
Research projects in the social sciences on subjects such as the modern Japanese political economy, international relations and society, and United States-Japan relations are eligible for joint support from NEH and the Japan-US Friendship Commission (JUSFC) through the NEH Fellowships Program. Applicants are also eligible to apply to the [Advanced Social Science Research on Japan Fellowships Program](#), which is supported by JUSFC and administered by NEH. Applicants may also wish to consult the [JUSFC Web site](#).
- **Digital Humanities Initiative**
NEH has recently launched a Digital Humanities Initiative, of which the Digital Humanities Fellowships is one facet. As part of the initiative, NEH is interested in receiving applications for projects that use or study the impact of digital technology. Digital technologies offer humanists new methods of conducting research, conceptualizing relationships, and presenting scholarship. NEH is interested in fostering the growth of digital humanities and lending support to a wide variety of projects, including those that employ digital technologies and methods to enhance our understanding of a topic or issue; those that study the impact of digital technology on the humanities—exploring the ways in which it changes how we read, write, think, and learn; and those that digitize important materials thereby increasing the public's ability to search and access humanities information.

Digital Humanities Fellowships may not be used for:

- studying teaching methods or theories;
- surveying courses and programs;
- preparing institutional curricula;
- works in the creative and performing arts, i.e., painting, writing fiction or poetry, dance performance, etc.;
- projects that seek to promote a particular political, philosophical, religious, or ideological point of view;
- projects that advocate a particular program of social action; or
- doctoral dissertations or theses.

Digital Collection Resources

CoOL: Conservation On Line (Stanford) <http://palimpsest.stanford.edu/>

CLIR: Council on Library and Information Resources
<http://www.clir.org/pubs/reports/tools.html>

DigiNews, a bimonthly electronic newsletter on digital issues
http://www.rlg.org/en/page.php?Page_ID=12081

A Framework of Guidance for Building Good Digital Collections, 2nd ed. NISO Framework Advisory Group. Bethesda, MD: National Information Standards Organization. 2004.
<http://www.niso.org/framework/framework2.html>

Digital Resources for Cultural Heritage: A Strategic Assessment Workshop on Current Status and Future Needs. Angela Spinazzé, Nancy Allen, and Liz Bishoff. Washington, DC: IMLS. June 8, 2004.
<http://www.ims.gov/pubs/pdf/LibraryBrochure.pdf>

Report of the Workshop on Opportunities for Research on the Creation, Management, Preservation and Use of Digital Content. Priscilla Caplan, Bill Barnett, Liz Bishoff, Christine Borgman, Ken Hamma, Clifford Lynch. Washington, DC: IMLS. September 2003.
<http://www.ims.gov/pubs/pdf/digitalopp.pdf>

Status of Technology and Digitization in the Nation's Museums and Libraries. IMLS. Washington, DC: IMLS. May 10, 2002.
<http://www.ims.gov/reports/techreports/intro02.htm>

Funding Sources: URLs

NEH <http://www.neh.gov/>

<http://www.neh.gov/grants/guidelines/>

IMLS <http://www.ims.gov>

<http://www.ims.gov/digitalcorner/>

COMMON ERRORS/FAILURES IN PREPARING NEH GRANT APPLICATIONS

- Lack of consultation with a Program Officer and/or following advice
- Not writing for the appropriate reviewers/audience (specialists and non-specialists)
- Failure to state explicitly the nature of the request in the title page narrative and one-page description of the project and its significance
- Failure to follow the current guidelines
 - Missing required components
 - Lack of a collection assessment
 - Lack of user statistics/data
- Failure to quantify the types or kinds of formats and numbers of items in the collection
- No or inadequate discussion of repositories holding similar collections
- No or inadequate explanation of the acquisition and legal ownership of the collection
- No or inadequate discussion of intellectual property rights
- Poorly organized or disjointed application
- Poorly written application (typos, spelling, and grammar)
- Incomplete or inadequate discussion of significance to the **humanities**
- The assumption that the project's significance will be evident to readers
- Lack of **detail** in the Plan of Work
- Environmental and storage conditions of the original materials and surrogates
- Disposition of the original materials after reformatting
- Failure to include sample finding aids or catalog records as an appendix
- No or inadequate discussion of the functions of advisors, consultants or board of directors
- No letters of commitment from consultants
- Letters of Support
 - No letters of support included
 - Inadequate letters of support (too general or vague)
- Staff qualifications do not match the tasks outlined in the Plan of Work
- Staff resumes
 - Missing
 - Exceed two-page limit
- Budget errors
 - Incorrect arithmetic/mathematics
 - Confusion of outright funds, matching funds, and cost sharing
 - Inadequate cost sharing
 - Inclusion of ineligible items (such as food, refreshments, entertainment)
 - Unallowable costs are included in the budget, for example, replacement costs instead of released time for the project participants
 - Subcontract/subgrant costs are mixed in with the applicant's costs instead of being set out separately under Services; no itemization is given for subcontracts/subgrants

- Incorrect fringe benefit or indirect cost rates are used, or correct rates are applied against incorrect bases
- Costs that will be charged to gift funds and/or matching funds are omitted from the budget, even though the applicant intends to try to raise the gifts to release the NEH matching funds
- The budget demonstrates a lack of understanding of what constitutes a matchable gift, for example, matching funds are requested from the Endowment but the budget contains only in-kind or institutional cost sharing.
- Insufficient detail is provided and/or lack of a budget narrative to explain any costs that are not clearly related to the project or detail on the methods of cost computation when space on the budget form is insufficient.