Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe)

MBPI Archival Services Enhancement Project: Developing Community Stewardship Opportunities

1. Statement of Need

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, also known as the Gun Lake Tribe, offers programs and services to Tribal Citizens, Tribal Government staff, Native Americans from other tribes, and household members of Tribal Citizens who reside in Allegan, Barry, Kalamazoo, Kent, and Ottawa counties of Michigan. Of the 583 enrolled Tribal Citizens, 64% reside in this five-county service area. The Gun Lake Tribe is comprised largely of Tribal Youth – nearly 44% of all enrolled Tribal Citizens are eighteen years of age and under. In contrast, nearly 16% of all enrolled Citizens are Tribal Elders fifty years of age and older. The Tribe's headquarters, along with its 1,163 acres of fee and trust land, is in Shelbyville, Michigan, a small, unincorporated community in Allegan County. Tribe's primary economic enterprise is the Gun Lake Casino.

The primary language of all enrolled Tribal Citizens is English. Pottawatomi, or Bodéwadmi, is the Tribe's traditional language. The Tribe's Language and Culture Department works to provide Bodéwadmi language and culture opportunities to the Tribal Community. However, there are currently no fluent speakers of Bodéwadmi enrolled in the Tribe. The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians is part of the historic Three Fires Confederacy, an alliance of the Pottawatomi, Ottawa, and Chippewa nations. Today, the Tribe maintains its heritage by engaging in traditional cultural activities such as harvesting *mnomen*, or wild rice, weaving black ash baskets, sugar bushing, gardening, playing *gonegenabek*, or snowsnake games, dancing, and hosting traditional ceremonies.

With a large portion of the membership under the age of eighteen, the Tribe's Language and Culture Department and Education Department have been working to implement programming to teach Tribal Youth the language, history, and culture of the Tribe. With a small, aging population of Tribal Elders and no fluent speakers of Bodéwadmi, the Gun Lake Tribal Council has determined that a, "…digital archive/Tribal records database…dedicated to the storage of physical records and Gun Lake Tribal artifacts…" is a priority in the Gun Lake Tribal Council FY2020-FY2021 Strategic Plan.

It's imperative that the Tribe develops the infrastructure necessary to capture the remaining linguistic, historical, and cultural knowledge of living Tribal Elders, along with the knowledge already gathered in existing recordings of oral histories, treaties, maps, and other physical documents and artifacts. The Gun Lake Tribal Historic Preservation Office (THPO), established in 2018 and staffed with the Tribal Historic Preservation Officer in 2019, has been focused on building the capacity of the department to complete day-to-day governmental activities. As the THPO's collection of documents and artifacts has grown, it has become especially clear that the department has a great need for archival and collections staffing, software, and physical space.

Because no other archival and collections infrastructure projects exist in the Tribe, this project is needed to support the ability of the THPO to adequately record and store the Tribe's digital and physical documents and cultural artifacts. This project will also build upon existing Language and Culture Department and Education Department programming and the developing co-curated exhibition partnership with the Chicago Field Museum. Existing activities, such as Elders' Craft Nights or the Jijak Summer Youth Camp, will be leveraged to give Tribal Citizens access to

archival and collections resources. Providing Citizens with access to the THPO's proposed archive and collections database will serve as a powerful educational tool in promoting the Tribe's language, history, and culture.

While the Tribe's Leaning Center provides Tribal Citizens with library services, this project is focused on the development of the THPO's archives and collections programming. This project will result in the implementation of archives and collections software, as well as a new Archives/Collections Coordinator position – the goal of the Tribe is to eventually have an archival storage and study space with regular hours of operation that Tribal Citizens will be able to visit to view cultural artifacts and documents, obtain copies of historical documents, and check out books both physically and online. The THPO expects to partner with the Tribe's Learning Center to leverage successful library practices, as well as integrate copies of some of the THPO's books and documents for checkout through the Learning Center (*Reference: Supporting Document 2*). The THPO is currently staffed by the Tribal Historic Preservation Officer and the THPO Assistant; both are responsible for the day-to-day activities of the department. The Archives/Collections Coordinator position will be responsible for managing the Tribe's digital and physical documents and cultural artifacts. In 2016, the Tribe contracted Dr. Jeff Chivis to develop the "Strategic Preservation Plan: Identification of Short-Term and Long-Term Goals For a Tribal Historic Preservation Office." Included in this plan was an inventory of the holdings and size of the Tribe's archive and collections materials. It was determined the Tribe's collection included 587 artifacts including baskets, canoes, beadwork, quillwork, seeds, pottery, and paintings, and 3,215 archival items including books, documents, photographs, and digital assets. This inventory will serve as the foundation to develop the archives and collections database. A copy of the inventory completed by Dr. Jeff Chivis is included as an attachment (*Reference: Supporting Document 1*).

In addition to the previously described Tribal archives and collections holdings, governmental departments and Tribal Citizens have contacted the THPO about various archival and collection materials currently in their possession that they wish to transfer to the THPO. The cataloguing of these materials was estimated to begin in March 2020, but was postponed due to the COVID-19 pandemic. Based on these conversations and estimated amounts of materials, it is expected these materials will likely double governmental archives and collections size, with the largest increases being photographs, documents, and digital assets, including digital recordings.

While this project will eventually result in an expansive archive and collections program, it will address the Tribe's immediate need to implement software to establish an archives and collections database. As the THPO's collection grows, a digital database is needed to store documents and recordings, as well as catalogue cultural artifacts. Currently, the THPO is tracking the Tribe's collection of documents, recordings, and artifacts using an Excel sheet and folder system on the Tribe's shared drive. As this project will be foundational to the implementation of the THPO's archives and collections programming, the THPO has also identified that it will be important to involve the Tribal Community in the development of this project as much as possible. Tribal Citizens have expressed to the THPO a strong interest in accessing archives, photos, and other historical documents. The THPO will support this interest, as well as generate additional interest and understanding of the Tribe's archives and collections

programming, by leveraging some of the Tribe's existing events to expose Citizens to archival processes as well as cultural artifacts and historical documents.

This project will serve all Citizens enrolled in the Gun Lake Tribe. While most of the project activities involving the Community will only be available to those living within traveling distance to the Tribe, the THPO will make efforts to reach out to out-of-area Tribal Citizens by contributing regularly to the Tribe's social media platforms and addressing any requests from out-of-area Tribal Citizens to view documents using digital methods. The THPO will also implement educational activities specific to the Tribe's distinctive age groups, such as Tribal Elders and Tribal Youth.

The archive and collections database was identified as a need and priority in the Gun Lake Tribal Council's FY2020-FY2021 Strategic Plan. When the Tribal Council Strategic Plan was published in 2019, the Tribal Historic Preservation Officer worked with the Tribe's Senior Director of Operations and the Language and Culture Director to implement an archival and collections mini-task force. The group worked together to complete research for an archival storage facility. The group traveled to comparable institutions to view their archival storage facilities and built partnerships with various museums and tribal institutions. Additionally, the Tribal Historic Preservation Officer has documented many occasions when Tribal Citizens have expressed an interest in access to archives, photos, and other historical documents. The Tribal Historic Preservation Officer also regularly works with a Tribal Historic Preservation Office Advisory Committee, which is comprised entirely of Tribal Citizens who provide the Tribal Historic Preservation Officer with guidance. All committee members have expressed support for a digital archives and storage facility.

Based on the research that the THPO completed and on the feedback from the Tribal Community, the THPO has determined that implementing an archives and collections database will be an important first step in addressing the needs identified by the Tribal Community. The THPO considers this approach to be the best solution to meet the needs of the Tribal Community as it will result in an organized and phased approach to the eventual construction of an archival storage facility. The archive and collections database will allow the THPO to organize and catalogue all historical documents, photos, and cultural artifacts prior to transitioning all physical items to a permanent location. Hiring an Archives/Collections Coordinator will also allow the department to ensure that all staff are appropriately trained and experienced prior to the construction of a specialized facility. Leveraging existing activities to work closely with the Tribal Community will also allow the THPO to collect additional insight, information, and data about what Tribal Citizens want from an archival facility.

2. Project Design
The Tribe has selected the IMLS Strategic Plan goal of "Increase Public Access" and will focus on the objective of "tools, technology, and training enabling discovery and use of collections and resources by all." The Tribal Historic Preservation Officer, who will serve as the Project Director, has selected this IMLS goal and objective because it will best address the needs identified by the Tribe. This project will fall into the category of "Digital Services," as the activities in this project are primarily dedicated to the establishment of archival and collections software.

Project Goal: Develop the foundations of an archives and collections program to preserve the language, culture, and history of the Gun Lake Tribe for future generations.

Objective 1: Develop and implement infrastructure to establish an archives and collections database digitally accessible by Tribal Citizens.
- **Activity 1:** Hire an Archives/Collections Coordinator to implement and manage the Tribe's archive and collections database.
  - Performance Measures(s): A qualified Archives/Collections Coordinator is hired.
  - Roles of Partner(s): The Gun Lake Tribe's Human Resources Department will lead the hiring process.
- **Activity 2:** Develop a Preservation Needs Assessment to determine the Tribe's needs for archives programming, digital archive components, and a future archival storage facility. The Assessment will also be used to identify overall preservation goals and priorities for a repository, identify potential hazards to the Tribe's current and future collections, prioritize areas of the collections for preservation action, distinguish between artifacts and informational or limited-lifespan materials, and identify the preservation actions required to keep collections in the best condition possible for the longest time possible.
  - Performance Measure(s): A Preservation Needs Assessment is developed.
  - Role of Partner(s): The THPO will reach out to external partners, including the Field Museum and other local tribes and museums in Michigan for advice when developing the Preservation Needs Assessment.
- **Activity 3:** The Project Director receives training and technical assistance in preservation methods from the Chicago Field Museum. The technical assistance will aid the THPO in developing the Preservation Needs Assessment, the Preservation and Collections Management Plan, and successfully implementing archival and collections programming. The Tribe will use it's own funding to cover all travel costs related to Chicago Field Museum training and technical assistance.
  - Performance Measure(s): Number of hours of technical assistance completed.
  - Role of Partner(s): The Field Museum has agreed to provide the Tribe with technical assistance and support in this project (*Reference: Supporting Document 2*).
- **Activity 4:** Conduct final research and create a mock-up to select collections management software that includes a digital archives component. The THPO and Gun Lake Tribal IT Department will work together based on previously completed research to select the collections management software that will best address the needs identified in this project.
  - Performance Measure(s): A minimum of three (3) quotes are obtained. The collections management software and/or digital archives/collections platform is identified.
  - Role of Partner(s): The Gun Lake Tribal IT Department will provide the THPO with insight in the best software that will work with the Tribe's systems and technology policies (*Reference: Supporting Document 2*).
- **Activity 5:** Develop and finalize policies and standard operating procedures (SOPs) that guide the use of the collections management software.
  - Performance Measure(s): Number of polices and SOPs created and approved.
  - Role of Partner(s): The IT Director will provide the Project Director with guidance on the policies and SOPs that will be needed for the collections

management software. The Project Director will meet with the Tribe's Senior Director of Operations, the THPO Advisory Committee, and consult with the Tribe's lawyer to review the policies together before finalizing.

- **Activity 6:** Hold two (2) emergency planning meetings with the GLT Emergency/Safety Manager to identify the potential threats to the Tribe's current collection.
    - Performance Measure(s): Number of emergency planning meetings held. Number of hazards and mitigation strategies identified.
    - Role of Partner(s): The Emergency/Safety Manager will assist the Project Director in identifying threats to the Tribe's archival collections, such as infestation, fire, flood, and pandemics, and developing mitigation strategies to address the identified threats.
- **Activity 7:** Finalize a Preservation and Collections Management Plan that will serve as the guide for the preservation and development of the Tribe's collections. The Preservation and Collections Management Plan will include the results of the Preservation Needs Assessment, the policies and SOPs developed by the department, and hazard mitigation strategies recommended by the Emergency/Safety Manager.
    - Performance Measure(s): The Preservation and Collections Management Plan is finalized and approved by Tribal Council.
    - Role of Partner(s): The THPO Advisory Committee and the Gun Lake Tribal Council will review, provide the Project Director with feedback, and approve the Preservation and Collections Management Plan.
- **Activity 8:** Purchase and launch the MBPI Digital Archives Platform.
    - Performance Measure(s): The MBPI Digital Archives Platform is successfully launched.
    - Role of Partner(s): The IT Department will assist the THPO in implementing the platform and identifying, and correcting, any identified issues with the software.
- **Activity 9:** Complete IMLS-directed travel in each year of the project. As required by IMLS, the Project Director will complete and take part in the IMLS-directed travel in each year of the project.
    - Performance Measure(s): Number of IMLS-directed trips taken.
    - Role of Partner(s): None.

Objective 2: Leverage existing Gun Lake Tribal events and activities to increase the Tribal Community's awareness and access to the archives and collections, including the database and related initiatives and programming.

- **Activity 1:** Develop and implement Community Scan Night events to promote the Tribe's archives and collections program as well as introduce the Community to the archives/collections database. The Archives/Collections Coordinator will work with Tribal Citizens to review, scan, and upload documents provided by attendees into the archives/collections database.
    - Performance Measure(s): Number of documents scanned to the database. Number of Community Scan Night events. Number of attendees.
    - Role of Partner(s): None.
- **Activity 2:** Hold planning meetings with the Elder's Services, Education, and Language and Culture departments to discuss and identify future archival and collections educational programming.

- • Performance Measure(s): Number of meetings held. Number of attendees.
- • Role of Partner(s): None.
- **Activity 3:** Promote this project and the Tribe's collections by providing presentations and pop-up exhibits at the Tribe's existing events. The Archives/Collections Coordinator will be present at events such as the Tribe's Annual Membership Meeting, Back to School Event, and the annual *Wishpemishkos Gises*, or the Sweet Grass Moon Powwow, to engage with the public and raise the Tribal Community's awareness of the Tribe's archival and collections programming.
  - • Performance Measure(s): Number of events the Archives/Collections Coordinator attends. Number of presentations and pop-up exhibits. Number of attendees.
  - • Role of Partner(s): None
- **Activity 4:** Distribute regular surveys to the Tribal Community to gain feedback on their knowledge of the archives and collections programming and identify any gaps in service.
  - • Performance Measure(s): Number of surveys completed.
  - • Role of Partner(s): None.
- **Activity 5:** The Project Director and Archives/Collections Coordinator publish quarterly articles to the Tribal Tribune monthly newsletter and the Tribe's other social media platforms. The articles will include project updates, educational information on the Tribe's archives and collections, calls for feedback on the project, and highlights of various historical documents and cultural artifacts that are in the Tribe's collection. The Project Director will adhere to the IMLS Grantee Communications Kit guidelines in all public posts related to this project.[1]
  - • Performance Measure(s): Number of articles submitted to the Tribal Tribune. Number of Facebook, myGLTapp, and Tribal website posts.
  - • Role of Partner(s): The Tribal Historic Preservation Office will work with the Gun Lake Tribal Communications Department to disseminate and post information related to this project to the Tribal Community.

The Gun Lake Tribal Council identified a need to establish a digital and physical archive in their FY2020 – FY2021 Strategic Plan. When the Strategic Plan was published, the Tribal Historic Preservation Office worked with the Tribe's IT Department to identify possible software that could be implemented to meet Tribal Council's updated mandates. As previously stated, the Project Director also worked with the Tribe's Senior Director of Operations and the Language and Culture Director to implement an archival and collections mini-task force. The group traveled to museums and other tribes to view their archival storage facilities and learn about their programming, operations, and infrastructure. The THPO's preliminary research, visits to other archives and collections, and feedback from the Tribal Community has informed the design of this project.

The Tribal Historic Preservation Office will adhere to procedures that align with accepted practices. The Gun Lake Tribe has many policies and procedures in regards to the use and acquisition of technology and resources; the THPO will not deviate from these established procedures and policies. Through the Tribe's site visits and partnership with Michigan tribes through MACPRA, fellow Tribal Nations have shared their Collection Management Plans and

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[1] https://www.imls.gov/grants/grant-recipients/grantee-communications-kit

SOPs with the Tribe. The THPO has current baseline drafts to guide archival and collections material intake and preservation. These drafts still need to be enhanced to meet all internal policy requirements and drafted into a collections management plan to be reviewed and approved by the THPO Advisory Committee and Tribal Council.

3. Impact
The goal of this project is to "Develop the foundations of an archives and collections program to preserve the language, culture, and history of the Gun Lake Tribe for future generations." The Tribal Historic Preservation Office hopes that this project will act as a first step in successfully implementing programming that will preserve the language, culture, and history of the Gun Lake Tribe. By the end of the project period, the THPO hopes to (1) develop and implement infrastructure to establish an archives and collections database and (2) increase the Tribal Community's awareness and access to the Tribe's archives and collections.

The intended outcome for the participants in this project, the Tribal Community, is that they have a greater understanding and interest in the Tribe's archives and collections programming. The project will benefit the Tribal Community by providing them with access to a digital database that will allow them to engage with historical photos, documents, and other records. Tribal Citizens will gain a better understanding not only of the history and culture of the Tribe, but their own personal histories. Many Tribal Citizens don't know much about their ancestors – the database will give them access to documents and other cultural materials that will allow them to bridge the gap between the past and the present.

As included in the Project Design, the Project Director will use specific performance measures to track the progress of each activity. This progress will be tracked internally using a Gantt Chart and will reported to IMLS in the required annual performance report, as well as to the THPO Advisory Committee in monthly meetings. The THPO will distribute surveys at the beginning and at near the end of the project period to judge the impact of the project on the Tribal Community. The THPO will compare the Tribal Community's knowledge and identified needs related to the Tribe's archives and collections at the beginning and end of the project to gauge the success of community outreach.

4. Communications Plan
The Gun Lake Tribe's Communications Department has the capability to reach all members of the Gun Lake Tribe. The Tribe can communicate information through the Tribe's Facebook page, the UNITY Facebook page, the monthly Tribal Tribune newsletter, the monthly Tribal Youth newsletter, the myGLTapp, through physical mailings, and the Tribe's website. The THPO will plan to disseminate information about this project through the Tribe's diverse communications platforms. The THPO will also reach Tribal Elders with limited access to technology by attending and presenting at Elder's Committee meetings at least twice a year. The THPO will adhere to the IMLS Grantee Communications Kit guidelines when creating and distributing communication related to this project.

The Tribal Historic Preservation Office engages in the Tribe's annual action planning and in long-term strategic planning every five years. These plans are derived from the feedback of the THPO stakeholders, which includes the Gun Lake Tribal Council, Tribal Elders, and members of

the THPO Advisory Committee, which is comprised of Tribal Citizens. All stakeholders can provide the THPO with feedback during the annual action planning and five-year strategic planning processes. The THPO Advisory Committee meets with the THPO on a regular basis and provides the department with advice and guidance. Their feedback informs additional planning and program development. Throughout the project lifecycle, the Project Director will also disseminate surveys both in-person and online to Tribal Citizens to engage the Community on their knowledge and needs related to archival and collections programming.

The Project Director will be responsible for outreach, promotion, and the dissemination of information related to this project. The Communications Department will be responsible for advertising events, creating promotional materials, and making social media posts. The Project Director will be responsible for submitting publication requests to the Communications Department and providing Communications Department staff with guidance on the design and creation of the communications materials. When possible, the Project Director will also engage in in-person outreach and promotion while attending Tribal events and working with Tribal Citizens.

As previously stated, the THPO plans to create a Preservation and Collections Management Plan that will include supporting documentation for the MBPI Digital Archives Platform. This supporting documentation will include all policies, SOPs, trouble-shooting guidance, and instructions related to accessing the digital archives.

5. Sustainability
The THPO Department will continue to use the archives and collections software purchased through this grant following the end of the project period. The Tribe has also committed to supporting the Archives/Collections Coordinator position beyond the duration of the grant. The THPO also plans to continue Tribal Community activities and programming developed through this project following the end of the project period; based on the outcomes and data collected through the grant, the THPO will adjust the activities as necessary to ensure their success and relevance. As previously stated, all activities proposed in this grant will serve as the first steps in establishing a permanent archival storage facility.

This project will result in a systemic change by allowing the THPO to gain the infrastructure it needs to preserve the Tribe's history, language, and cultural heritage. While the project will not result in an immediate systemic change to the Tribe's THPO programming, it will lay the foundation for future projects and learning opportunities for Tribal Citizens.

The Tribe's IT Department will assist with the technical aspects of the proposed software. If any updates are needed, the THPO will work with the IT Department to make necessary changes to the software to ensure that the department is using the most effective and sustainable technology possible. The THPO will also continue to support the training of staff to effectively use the software. By the end of the two-year project, THPO staff will be able to use the software with little to no need for technical assistance.

Schedule of Completion: Year 1

September 1, 2020 – August 31, 2021

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Obj. 1 Activity 1	X	X	X	X								
Obj. 1 Activity 2			X	X	X	X	X					
Obj. 1 Activity 3								X	X			
Obj. 1 Activity 4									X	X	X	
Obj. 1 Activity 5											X	X
Obj. 1 Activity 6								X				
Obj. 1 Activity 7						X	X	X	X	X	X	X
Obj. 1 Activity 8											X	X
Obj. 1 Activity 9			X									
Obj. 2 Activity 1			X			X			X			X
Obj. 2 Activity 2	X									X	X	
Obj. 2 Activity 3			X			X				X		
Obj. 2 Activity 4			X						X			
Obj. 2 Activity 5			X			X			X			X

Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe)

Schedule of Completion: Year 2

September 1, 2021 – August 31, 2022

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Obj. 1 Activity 1												
Obj. 1 Activity 2												
Obj. 1 Activity 3		X	X									
Obj. 1 Activity 4												
Obj. 1 Activity 5	X	X	X	X								
Obj. 1 Activity 6		X										
Obj. 1 Activity 7	X	X	X	X	X	X	X	X	X			
Obj. 1 Activity 8	X	X	X	X								
Obj. 1 Activity 9			X									
Obj. 2 Activity 1		X				X		X			X	
Obj. 2 Activity 2										X	X	
Obj. 2 Activity 3	X		X			X					X	
Obj. 2 Activity 4			X						X			
Obj. 2 Activity 5			X			X			X			X

DIGITAL PRODUCT FORM

INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS.** Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

> ### SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS
> Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

> ### SECTION III: SOFTWARE
> Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

> ### SECTION IV: RESEARCH DATA
> Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS

A.1 We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

A.3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

A.2 List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

D.2. Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

SECTION III: SOFTWARE

General Information

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

Technical Information

B.1 List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s), URL(s), and/or code repository locations for examples of any previous software your organization has created.

Access and Use

C.1 Describe how you will make the software and source code available to the public and/or its intended users.

C.2 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

A.1 Identify the type(s) of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

A.2 Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

A.3 Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

A.4 What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

A.5 What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

A.6 What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

A.7 Identify where you will deposit the data:

Name of repository:

URL:

A.8 When and how frequently will you review this data management plan? How will the implementation be monitored?