

OSTEOPATHIC HERITAGE COLLECTION INVENTORY PROJECT (Phase 2)
Narrative

1. Statement of Need

a. **MFA Goal and Museum Mission:** The Osteopathic Heritage Collection Inventory Project (Phase 2) seeks two years of funding under the “Collection Stewardship” category of the IMLS Museums for America (MFA) program. The Museum of Osteopathic MedicineSM (MOM) and International Center for Osteopathic History (ICOH), a unit of A.T. Still University of Health Sciences (ATSU), a not-for-profit, 501(c)(3) organization, is striving to complete a project initiated in 2009 to significantly improve the overall management of museum collections records. This project is key to the Museum’s public service mission *to preserve and promote the history and tenets of osteopathy through collections and research to a global audience*. The comprehensive inventory of nearly half of the Museum’s collections (including digitization elements and online access) began in 2009 with a two-year MFA award for Phase 1 of overall records management improvements and public access to objects. One year into the Phase 1 project has resulted in 7,122 of the targeted 15,743 records being completely processed. Improvements to the Museum’s operation and efficiency from Phase 1 activities have been truly amazing. When Phase 1 funding ends August 31, 2011, it is anticipated that over 15,000 records will have been successfully processed. However, the challenge remains to process the balance of the Museum’s over 30,000 records. Two years of funding is requested for Phase 2 of the project that seeks to process the nearly 14,400 remaining records of the Osteopathic Heritage Collection Inventory (ca. early 1800s to 2001). The records, some of the oldest in the collections, will require the greatest amount of process-ing time to be added to the Museum’s new technologically advanced inventory system for worldwide access.

b. **Investment in Museum’s Capacity:** The MOM-ICOH (formally Still National Osteopathic Museum and National Center for Osteopathic History) is the only museum of its kind in the US. Osteopathic medicine, a uniquely American form of medicine, has a history that mirrors many of the social, intellectual, political, and scientific developments of the country from the mid-1800s to the present. Founded in Kansas in 1874 by Andrew Taylor Still, MD, DO (1828–1917), osteopathy was an alternative to the standard allopathic (MD) medical practices of the 19th century. Dr. Still’s philosophy of the unity of the body calls for treating the patient as a total biological unit (body, mind, and spirit). He pioneered the concept of wellness and identified the musculoskeletal system as a key element of health. Osteopathy’s whole person approach to caring for patients regards the body as an integrated whole instead of treating specific symptoms or illness. Osteopathic medicine became a profession in 1892 when Dr. Still opened the American School of Osteopathy (now the Kirksville College of Osteopathic Medicine-ATSU) in Kirksville, Missouri. Although osteopathic medicine quickly spread throughout the nation and to other countries, resistance by the allopathic medical establishment required osteopathic physicians to struggle state by state for legal and social recognition. Today, Dr. Still’s philosophy continues to shape the profession which includes 26 accredited colleges of osteopathic medicine in 34 locations in 25 states nationally that confer the doctor of osteopathic medicine (DO) degree. The MOM-ICOH is the primary repository for materials documenting the origins, growth, and practice of osteopathic medicine.

In 1934, the Museum’s collection began humbly with two glass display cases and items donated by Blanche Still Laughlin, Dr. Still’s youngest daughter, and members of her family. The current collections have grown with items from other family members and from donations by DOs and museum supporters from across the nation. Three separate collections, each with unique numbering systems, were combined in 1997 to form the more than 30,000 items in the current Museum collections. These collections are:

1) **Museum of Osteopathic MedicineSM General Collection** of over 25,400 objects beginning from 1934 and consisting of three-dimensional artifacts, photographs, rare osteopathic books, and paper documents.

2) **National Center for Osteopathic History (NCOH) Collection**, acquired in 1997 from the Kirksville College of Osteopathic Medicine, consisting of approximately 1,400 journals, original paper

documents, and photographs from the osteopathic school's beginning in 1892 to 1997. For many years, this collection served as the unofficial depository of historic materials for the College.

3) **A.T. Still Memorial Library Special Collection**, also acquired in 1997 and made up of approximately 3,200 objects, including rare osteopathic and general medical books (some dated from the early 1800s), photographs, and original manuscripts.

These collections of art, documents, photographs, osteopathic artifacts, osteopathic journals, books, and textiles with national and international significance (bulk 1870-1940) relay the unique story of osteopathy, an American form of medicine. Located on the ATSU campus in rural northeast Missouri, the Museum includes two historic buildings (A.T. Still's 1820s log cabin birthplace and the two-room frame school building that housed the original school from 1892-1894). The Museum offers a school discovery program series initiated in 1998 that aligns with requirements of the Missouri Department of Elementary and Secondary Education and the National Association for the Education of Young Children. Since 2000, the Museum has hosted *Your Healer Within*®, a traveling health exhibit with 34 interactive stations centering on the osteopathic ideas and principles. This exhibit has reached over 2.5 million visitors in major US science centers and in 2003 was featured at the Smithsonian Arts and Industry Museum. To support lifelong learning in health and science, in 2006 the Museum released a comprehensive curriculum initiative for K-12 students, *The Healer Within You*®, for 43 Missouri school districts with funding from a 2004 Institute of Museum and Library Services award.

Over several decades and following multiple relocations of facilities, turnover in paid and volunteer staff, the 1996 merger into the A.T. Still University, and absorption of two major collections in 1997, the **Museum struggled to form one complete and uniform inventory of collection items**. Records were a mixture of four different unlinked systems: early handwritten cards and forms (prepared before principles of sound collections management were in place), two incomplete computerized records systems, and partially digitized records. The four systems were unlinked and not uniform. The records for older items contained multiple numbering systems, incomplete or no longer valid information, had limited or no electronic searching capabilities, and resulted in an extremely cumbersome retrieval process. Limited staff and limited resources made it difficult to modernize the older inventory records and make the Museum's entire collection accessible for its full potential in educating the public and meeting the needs of researchers/scholars. *PastPerfect*, the collections management software, was implemented in 2003. Workload of existing museum staff at that time limited full collections management standards to new accessions and deaccessions.

The Museum's goal of a complete and uniform inventory system is finally within reach and was initiated in 2009 with a two-year MFA award. To accomplish the entire Osteopathic Heritage Inventory Collections Project, the seemingly mountainous task was divided into two phases. **Phase 1** is targeting 15,743 records and is well underway toward completion. This proposal seeks funding for **Phase 2** of the project and targets the nearly 14,400 remaining records of the full inventory.

The Museum's long-term goals are to **achieve full intellectual control, improve accessibility for patrons, and expand utilization of the collections now and well into the future**. As **Phase 1** of the project has advanced to its second and final year, progress is strong and on target for processing over 15,000 items with updated records, digitized/scanned images, and online access. A total of 7,122 records have been fully processed in one year under Phase 1. This includes 5,237 records from the 1997 acquisitions (i.e., the NCOH Collection and the A.T. Still Memorial Library Special Collections) of which 1,231 were deaccessioned, 547 of the targeted original *PastPerfect* records to be updated, and 1,338 records of the General Museum Collections. Additional records of the General Collection are in various stages pending full processing. **All of these records have been processed during the same time the Museum accomplished a significant and labor-intensive relocation of the entire collections to newly renovated facilities**. Worldwide catalogue access of nearly 25 percent of the entire inventory has been facilitated through *PastPerfect-Online*, and the Museum's capabilities in collection stewardship is being significantly improved. The web link to the Phase 1 records completed to date is <http://snom.pastperfect-online.com/>. When Phase 1 ends on August 31, 2011, over one-half of the Osteopathic Heritage Collection Inventory is anticipated to be under full records control.

Phase 2 of the Inventory Project is needed to process approximately 14,400 records remaining in the original General Museum Collections. Phase 2 is estimated to take two full years to complete as the bulk of the remaining objects will require more processing time due to the poor condition and missing data on the original inventory records. Phase 2 funding is needed to continue the services of two inventory processing technicians for activities to achieve the long-term goal of a complete, up-to-date collection inventory system.

c. **Museum's Strategic Plan:** In 1997, through an IMLS Conservation Assessment Program (CAP) award, two external museum professionals (one in paper conservation and one in architecture) conducted a comprehensive Museum assessment and survey. The assessment report led to the development of a seven-year Strategic Plan. Key components of the original Strategic Plan were successfully achieved (e.g., development of the staff manual, correction of lighting problems, improvement of pest control procedures, elevation of the quality of specific educational exhibits, upgrading of security equipment/procedures, etc.). Major facility renovation recommendations no longer applied when the Museum relocated to newer facilities.

Elements of the original plan are ongoing (e.g., expanding education outreach activities, seeking external funding in support of goals and objectives, and operating under formalized care and handling procedures, etc.). Since the 1997 assessment, the collections have significantly increased, resulting in expansion of physical space within three facilities on the ATSU campus. Due to the growth of the collections and facilities, the Museum has prepared a second CAP proposal with planned submission in the 2011 cycle to seek updated professional assessments. The Museum's Strategic Plan is an evolving work that was last amended in 2010 when the museum director (with staff input) set the annual priorities. The plan is currently under major review for further updating in 2011 and review and reapproval by the University's president and Institutional Advancement and Development teams. (The last full administrative review was in June 2007.) ATSU is a private, non-profit university, governed by a 20-member board of trustees with local and national representation. Key elements of the Museum's long-term goals are addressed by this project as highlighted in the current Strategic Plan Summary (required attachment). Specifically, this project will assist in formalizing and preserving an outstanding collection related to osteopathic medicine; address deficiencies in staffing needs; increase the Museum's impact in the community, state, nation, and world; and serve the Museum's mission.

d. **Intended Audience (Demographics) and How Served:** The Museum is located on ATSU's Missouri Campus in Kirksville, a community of nearly 20,000 residents. Exhibits are designed to educate visitors of differing interest levels, from the casual browser to the serious student of medical history. Exhibits range in topic from early frontier life and the life of Dr. A.T. Still (osteopathy's founder) to the early years of the osteopathic medical profession and the subsequent development throughout the late 19th and 20th centuries. Interior exhibits are open to the public, free of charge, six days a week. In the 2009-2010 fiscal year, the Museum hosted 6,111 on-site visitors; 25,415 website visits; reached 981 international osteopaths from New Zealand and Russia through outreach programs; hosted 21,995 off-site visitors through the *Your Healer Within* traveling exhibit; conducted 198 adult and student programs serving 6,345 guests; provided outreach programs and lesson plans for approximately 7,000 K-8th grade students in four surrounding counties; and responded to 2,346 research requests and assisted 25 thesis writers from around the world.

The records completed thus far under Phase 1 of the Osteopathic Heritage Collection Inventory Project are benefitting the Museum's patrons by improving access to these elements of the collections through an online catalogue system, improving the efficiency of staff with greater intellectual control over these collections, and making it possible to significantly improve the response time for assisting researchers, academic scholars, genealogists, and students from around the world. By continuing the success of this effort through Phase 2 and with the continued use of the *PastPerfect-Online* system, the number of patrons accessing museum collections is anticipated to greatly increase.

2. **Project Design:** (The successful model utilized under Phase 1 will be continued under Phase 2.)

a. **Project Activities and Goals:** Over a two-year period, the Osteopathic Heritage Collection Inventory Project (Phase 2) will continue development of the efficient and comprehensive inventory of the remaining nearly 50 percent of the Museum's entire collections, with digitization records and online access. Activities will significantly improve the intellectual control, stewardship, and accessibility of the remaining collections. Under Phase 2, the following will occur:

- Approximately 14,400 items in storage, on exhibit, and not yet placed into the *PastPerfect* database will be targeted for processing.
- Objects will be thoroughly examined and processed for needed inventory information, assigned unique numbers under the *PastPerfect* system, and general condition noted.
- The physical location of all processed items will be verified and documented.
- Processed objects in specific museum locations will be listed by name and unique accession number on entry record forms to facilitate and expedite retrievals.
- New data entry records for all items will be prepared by comparing gathered information and existing older catalogue and accession records.
- A digital image(s) or scan(s) will be created for each targeted data entry record.
- Unnumbered objects or unknown donor objects will be tagged for further assessment/research by the curator and curatorial assistant, who will also be responsible for the inventory of all new donations received after initiation of the inventory project.
- Updated catalog records and digital images will be made available to the public through the Museum website and linkage to the *PastPerfect-Online* catalog system.

b. **Project Management:** Curator Debra Loguda-Summers will serve as project director, and she will contribute 30 percent of full-time equivalent (FTE) effort over the two-year project as in-kind. She will supervise the two full-time inventory processing technicians (IPTs) and assist in any inventory or housing solutions for objects, in procedures for the management and storage of the digital object photos/scans, and in problem resolutions. New records completed by the IPTs will be reviewed weekly by her to ensure accuracy and improve efficiency in the process as warranted. Loguda-Summers will be responsible for tracking and reporting on the Phase 2 progress to Museum Director Jason Haxton. She will provide oversight in the preparation of press releases, articles, and website announcements regarding the project and the official release of the completed Phase 2 inventory. In addition, Loguda-Summers will prepare the performance and final reports for project analysis. She reports directly to the museum director who has ultimate responsibility for all financial and administrative aspects of Museum operation. (See organizational chart attachment.)

Museum Director Jason Haxton will serve as the project's key quarterly evaluator and will provide administrative and fiscal oversight of the project's ongoing progress. He will coordinate how the project relates to other aspects of the Museum's ongoing operations. His in-kind contribution will be a 10 percent FTE.

Museum Registrar Kevin Allred will contribute 20 percent of FTE effort as a project in-kind. He will be responsible for uploading all files into *PastPerfect-Online* and will coordinate system maintenance activities with PastPerfect Software, Inc. Allred will also assist in training IPTs, demonstrating various procedures, and providing general assistance, technical support, and follow-up of activities as needed. He will supervise the project's Truman State University (TSU) Scholarship student and volunteers.

A total of 5 percent FTE effort will be contributed as an in-kind by Curatorial Assistant Barbara Magers. She will provide general assistance and technical support to the project during the absences of the curator or museum registrar.

c. **Evaluation Process:** The project management team will be responsible for evaluating performance and progress regularly and making adjustments as necessary. The curator will monitor the weekly progress of the IPTs. Progress will be measured by the quality of the catalogue records, the number of items inventoried, the time it takes to process individual items, and whether the targeted number of items is being achieved. The museum registrar will evaluate the work of the TSU student and volunteers assigned to assist the IPTs. The museum director will oversee the project's formal evaluation process. On a minimum of a quarterly basis, Director Haxton will meet with the curator to review the status of the project, assess whether the project is meeting the projected Schedule of Completion (see required attachment), and whether the quality of inventory records is consistent with project guidelines and in accordance with museum standards for collections management.

d. **Reaching Intended Audiences:** As the comprehensive Phase 1 inventory information has been entered into the *PastPerfect-Online* software system, utilization of the collections in exhibitions and educational programs has increased. As the Phase 2 processing involves items from the older collections which have not previously been available online, interest in the collections is anticipated to increase significantly. By placing the inventory on the Museum's website with the assistance of PastPerfect Software, Inc., an expansion in access by national and international patrons and researchers is fully anticipated. The Museum's collections will be available online to students at all education levels, particularly at a time when many school programs have significantly reduced or eliminated travel funding for educational class outings.

e. **Scholarly/Community Involvement:** The Museum's current *PastPerfect* software system is managing 11,189 objects and 10,868 images which is increasingly beneficial in addressing scholarly inquiries to the Museum. Through the Osteopathic Heritage Collection Inventory Project (Phase 2), a scholarship student from Truman State University's History Program will be recruited to work with the museum registrar. The student will gain valuable insight into the workings of a local museum with national/international patrons and will assist the IPTs in the inventory work (e.g., retrieving and returning objects, entering data, etc.).

Online access to the Museum's full comprehensive inventory is expected to have a dramatic impact on osteopathic research. Currently, if a patron has a request and is unable to travel to the Museum, it is not possible to show the patron what is totally available in the way of research tools or objects. Completion of the project's Phase 2 will increase access by scholars and researchers to many rare and one-of-a-kind osteopathic objects. With the inventory entered into *PastPerfect-Online*, the potential for future collections expansion is easily addressed. Under Phase 2, additional hosting modules will be purchased from *PastPerfect-Online* to allow for needed expansion of online catalogue access. Increasing public access to all of the collections is strongly in line with the Museum's mission to share osteopathic history to a global audience.

3. Project Resources: Time, Personnel, Budget

a. **Time Allocated to Project:** The project term is two years beginning September 1, 2011. (See the Schedule of Completion in required attachments.) The timeline is based on the processing experience of museum staff and the project team under the Phase 1 project. On average, two items can be entered into the *PastPerfect* software per hour. This allows time for processing digital/scanned images, donor and accession records research, and keying of information into *PastPerfect*. Extra time has been allotted to accommodate the older objects that may have questionable or incomplete information. Any items added to the collections after the Phase 2 project will become the responsibility of the full-time curator and museum registrar to finalize with volunteer or TSU scholarship student contributions on an ongoing basis under normal Museum procedures.

The time commitments of permanent museum staff are a significant portion of the in-kind match of the Museum for this project. The commitments will not create vacancies for the routine duties of these individuals

as the full compilation of the comprehensive inventory of all collections is a major goal and high priority of the Museum and is fully supported by the University president (see ATSU letter of support in the attachments).

b. **Key Staff/Qualifications and Commitments:** The curator and museum registrar will work with the two IPTs, volunteers, and the TSU scholarship student throughout the two-year project. IPTs currently working under the Phase 1 Project are anticipated to be available for the Phase 2 Project. These individuals are trained in the four existing inventory systems and usage of the computers, digital camera, scanner, and the photo editing software. The project team will continue to work together using successful procedures established under the Phase 1 project and the *PastPerfect* software program.

Debra Loguda-Summers, project director, has been MOM-ICOH curator since 2003. She has been employed with the Museum for nine years, beginning as a curatorial assistant in 2001. Her professional affiliations include the American Association of Museums, the American Association for State and Local History, the Public History Alliance of Missouri (Secretary, 2005-2008), and the Missouri Association for Museums and Archives (Representative, 2008 and President, 2009-2012). She is a contributing writer/editor of *Now and Then*, the Museum's newsletter. Her resume is in the required attachments.

Jason Haxton became director of the Museum and coordinator for *The Healer Within*® traveling exhibit in 2000. Mr. Haxton is a graduate of the University of North Texas and Truman State University. His affiliations include American Association of Museums, American Association for State and Local History, and National Association of Student Personnel Administrators. See required attachments for his detailed resume.

Kevin Allred joined the Museum in 2009 as museum registrar. Over the past year and a half he has attended several workshops and webinars on museum practices, including conservation, care of paper-based collections, and maintaining archival materials. His resume is attached as required.

Barbara Magers rejoined the Museum in 2008 as curatorial assistant. From 1990 to 1997, she was the University's reference/interlibrary loan and special collections assistant. She is experienced in training and supervising staff in preservation procedures; collecting and processing gifts; cataloging and microfilming; and conducting historical research for publications of books, papers, and brochures nationally and internationally. Her resume is also included in the required attachments.

Project management will supervise the two full-time IPTs, Lauren Rieke, BA, and Erich Noack, BA, (resumes attached), one part-time TSU scholarship student, and two part-time volunteers for the project team. The experienced IPTs will be responsible for comparing existing collection records for Phase 2 objects and integrating the old paper and computer records with newly gathered information. The IPTs will enter catalog data, and perform the digital photography and scanning into *PastPerfect*. (See required attachments for the IPT job description.) The part-time student and volunteers will be utilized for appropriate basic duties in support of the IPTs' activities under the direction of the museum registrar. For greater efficiency and to achieve the number of outcome records, two IPT workstations with professional level computers and scanners have been created within existing museum facilities to run simultaneously to expedite the Phase 2 process.

c. **Budget Allocations and Cost Share:** This application seeks funding to:

- 1) Employ two full-time, inventory processing technicians (IPTs) for two years to process Phase 2 records for the comprehensive inventory system. Annual salaries of \$20,979 are requested in Year 1 with a 3 percent increase projected for Year 2. Total salary requested for two years is \$85,174. Total fringe benefits of \$48,806 is requested over two years.
- 2) Purchase of a Nikon D90 SLR Camera body and two Nikon Nikkor lenses at a total cost of \$2,550. (See optional attachment for quotations.)
- 3) Purchase *PastPerfect-Online* annual hosting fees for an additional 20,000 records for two years at \$1,292. (See optional attachment for quotation.)
- 4) Purchase *PastPerfect* Annual Support (Network User) for two years at \$848. (See optional attachment for quotation.)

- 5) Purchase one-half of HP SB X1600 6 TB Disk Storage at \$4,106. The balance will be provided as match. See quote in optional attachments.

The budget justification shows that the 1:1 project match will be from nonfederal sources. Annual workshop or webinar training for IPTs, workstations, computers, scanners, office furnishings, and supplies will be in-kind.

4. Impact

a. **Project Benefits and Intended Products:** Achieving the goal of a complete and comprehensive inventory of the collections is anticipated to significantly benefit the osteopathic profession and the general public served by the Museum. Access to many rare and unique “one-of-a-kind” osteopathic items will be available worldwide for the first time through the *PastPerfect-Online* catalogues initiated under Phase 1 and continued under Phase 2. Staff will be able to prepare educational exhibits and assist researchers and students of all ages with greater efficiency. While current economic times have increasingly reduced travel funds, the wealth of the Museum’s full collections can be broadly shared through the project’s digitized online records. The University’s Communications and Marketing Department staff will assist with press releases and articles for various University publications including e-newsletters and the University’s magazine which have national distribution to “spread the word” of the new access opportunities. The financial assistance of IMLS will be fully acknowledged in all publications and online products resulting from the project.

PastPerfect-Online will allow the Museum to continue to upload collection records and images to the Internet hosting site from the link on the Museum’s website. The link directs visitors to the *PastPerfect-Online* hosting site on the *PastPerfect* web server. The site has easy-to-use search features for collections navigation. Online users can search by multiple options (i.e., keyword searches, random images, and customizable advanced search features). The online inventory records catalogue is facilitating worldwide access.

b. **Measureable Results and Evaluating/Reporting Process:** The IPTs’ work under Phase 2 will be assessed weekly by the curator and museum registrar to ensure the accuracy of the project activities and consistency with museum standards. The curator will meet minimally on a quarterly basis with the museum director to formally assess the project’s overall progress in keeping with the established timeline. Corrective actions will be taken if needed. The curator will be responsible for documenting project expenses, monitoring monthly project budgets, and completing all required project progress reports and final reporting. The museum director will be responsible for extensive project evaluation and its overall application to general operations.

c. **Sustainability and Long-term Impact after IMLS Funding Ends:** *PastPerfect* allows for a substantial amount of information to be entered for an artifact/document or photograph, which allows those records to be cross-referenced with information on related individuals and exhibits. The potential for future growth for the catalogues is excellent. The Museum’s operating budget will assume annual hosting fees for the *PastPerfect-Online* system following grant funding. Security for the Museum’s collections records will significantly increase. The computerized information and digital format records will be automatically backed up nightly by the University’s Information Technology Services Department and stored in a remote location. A fully computerized inventory system will provide the Museum with a method of records preservation that has not been available under the older systems. By eliminating the backlog of objects needing computerized inventory records, it is fully anticipated that Museum staff will be able to satisfactorily maintain the ongoing additions and changes to the online system. Phase 2 of the comprehensive online inventory of the collections will advance the Museum’s goal to achieve intellectual control over all collections and assure national and international access to many historically significant osteopathic collections.

SCHEDULE OF COMPLETION

| MAJOR ACTIVITIES (PERSON(S) RESPONSIBLE) | Pre-Grant | Yr 01 Sep.- Nov. | Yr 01 Dec.- Feb. | Yr 01 Mar.- May | Yr 01 June - Aug. | Yr 02 Sept.- Nov. | Yr 02 Dec.- Feb. | Yr 02 Mar.- May | Yr 02 June- Aug. | Post Grant |
|--|-----------|------------------------|------------------------|-----------------------|-------------------------|-------------------------|------------------------|-----------------------|------------------------|---------------|
| Activity One: Implementation | | | | | | | | | | |
| ▪ Activate/mobilize project management team (Loguda-Summers/Haxton/Allred) | X----- | ----- | | | | | | | | |
| ▪ Prepare award press release (Loguda-Summers/Haxton) | | X----- | | | | | | | | |
| ▪ Recruit scholarship student and volunteers (Loguda-Summers/Allred) | | X----- | ----- | ----- | | ----- | ----- | ----- | | |
| Activity Two: Technology and Staff Training | | | | | | | | | | |
| ▪ Purchase Digital Camera and two lenses, 6 TB Disk Storage, and PastPerfect-Online Hosting and Support (Loguda-Summers) | | X----- | | | | X----- | | | | |
| ▪ Train new project team members as required (Loguda-Summers/Allred/Magers/scholarship student/volunteers) | | X----- | ----- | | | | | | | |
| ▪ Workshop and Webinar Training (Allred/Magers/Rieke/Noack) | | | | X | | | | X | | |
| Activity Three: Inventory of Collections (Phase 2 Targets) | | | | | | | | | | |
| ▪ Process approximately 14,400 targeted inventory records from the Museum's General Collection (Entire Project Team) | | X----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| ▪ Prepare digital or scan images of inventory records (Rieke/Noack) | | X----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| ▪ Upload new inventory records into PastPerfect-Online (Allred) | | X--- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| Activity Four: Evaluation | | | | | | | | | | |
| ▪ Weekly meetings with IPTs (Loguda-Summers/Allred) | | X----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| ▪ Quarterly evaluation meetings with curator and director (Loguda-Summers/Haxton) | | X | X | X | X | X | X | X | X | |
| Activity Five: Reports and Marketing | | | | | | | | | | |
| ▪ Reports to MFA/IMLS (Loguda-Summers/Haxton) | | | | | X | | | | | X |
| ▪ Press releases to osteopathic journals, newspapers, and University publications (Loguda-Summers/Haxton) | | | | | | | | X----- | ----- | ----→ |

BUDGET FORM: Section B, Summary Budget

| | \$ IMLS | \$ Cost Share | \$ TOTAL COSTS |
|--|---------------------|---------------------|---------------------|
| 1. Salaries and Wages | \$85,174.00 | \$47,711.00 | \$132,885.00 |
| 2. Fringe Benefits | \$48,806.00 | \$17,627.00 | \$66,433.00 |
| 3. Consultant Fees | \$0.00 | \$0.00 | \$0.00 |
| 4. Travel | \$0.00 | \$250.00 | \$250.00 |
| 5. Supplies and Materials | \$8,796.00 | \$5,004.00 | \$13,800.00 |
| 6. Services | \$0.00 | \$0.00 | \$0.00 |
| 7. Student Support | | | |
| 8. Other Costs | \$0.00 | \$200.00 | \$200.00 |
| TOTAL DIRECT COSTS (1-8) | \$142,776.00 | \$70,792.00 | \$213,568.00 |
| 9. Indirect Costs | \$0.00 | \$72,030.00 | \$72,030.00 |
| TOTAL COSTS (Direct and Indirect) | \$142,776.00 | \$142,882.00 | \$285,598.00 |

Project Funding for the Entire Grant Period

| | |
|---|---------------------|
| 1. Grant Funds Requested from IMLS | \$142,776.00 |
| 2. Cost Sharing: | |
| a. Applicant's Contribution | \$0.00 |
| b. Kind Contribution | \$142,822.00 |
| c. Other Federal Agencies* | \$0.00 |
| d. TOTAL COST SHARING | \$142,822.00 |
| 3. TOTAL PROJECT FUNDING (1+2d) | \$285,598.00 |
| Percentage of total project costs requested from IMLS | 50 % |

*If funding has been requested from another federal agency, indicate the agency's name: