

**Leading the Charge:
Advancing the Recruitment, Retention and Inclusion of People of Color
Within the Library and Information Science Field**

Hampton University's William R. and Norma B. Harvey Library is seeking funding in the amount of \$249,955 for a 3-year project grant entitled *Leading the Charge: Advancing the Recruitment, Retention and Inclusion of People of Color within the Library and Information Science Field*. This grant seeks to build the capacity of libraries to develop and implement sustainable and successful core practices and initiatives which change, evolve and improve the experiences of people of color (POC) working within Library and Information Science (LIS). The grant will support the IMLS category of lifelong learning through providing participants with the opportunity to engage and strategize with colleagues and experts regarding effective ways to plan and lead diversity initiatives for people of color within their organizations. Project participants will receive guidance on developing, implementing and assessing an equity, diversity and inclusion (EDI) initiative which will address the recruitment, retention and inclusion of POC within their libraries. The project results will serve as a collection of actionable initiatives which can be shared throughout the field. With guidance from an advisory board consisting of EDI experts and library leaders, the project will include an initial meeting, virtual meetings, individual site visits, assessment and a follow-up meeting to discuss participant initiatives and experiences. The period for this proposed project grant is **August 2020-July 2023**.

This grant builds upon the success of a 2017 IMLS LB21 National Forum grant awarded to Hampton University's William R. and Norma B. Harvey Library. The Hampton University Forum on Minority Recruitment and Retention in the LIS Field was held in 2018 to discuss concerns regarding the experiences of POC within LIS. The event convened librarians, leaders and experts in library science, diversity and leadership to address the continued issues of recruitment and retention of POC in the field. Through sessions and workshops, participants created actionable strategies to address the prevalent issues regarding the lack of diversity within LIS. The forum also uncovered the need for more open dialogue and discussion regarding microaggression, racism and bias. Additional follow-up activities during the initial award and extension period included webinars and a workshop in August 2019 which further explored the issues of equity, diversity and inclusion (EDI).

During the initial forum, participants engaged in a group exercise in which they were asked to brainstorm strategies to address the areas of recruitment and retention of people of color within LIS. The strategies suggested included organizations creating a stated commitment to diversity and accountability, leadership accountability regarding implementation of EDI practices, improved recruitment and promotion efforts to attract POC to the field, professional development opportunities and organizational onboarding programs to orient people of diverse backgrounds to the organization. This and other information learned during the forum and subsequent activities served as the impetus to develop this current grant proposal.

Statement of Broad Need

The American Library Association (ALA) lists equity, diversity and inclusion (EDI) as fundamental values of the association and its members; diversity is listed as one of ALA's Key Action Areas

(American Library Association, 2017). The ALA defines the concept of equity as taking difference into account to ensure a fair process and, ultimately, a fair outcome. Diversity is then defined as the sum of the ways that people are both alike and different. Inclusion is defined as an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organizations' success.

Major library organizations within the LIS field have always identified diversity as a prevalent issue and have made efforts to improve representation of POC within the field. Programs such as The ALA Spectrum Scholars specifically addresses the underrepresentation of librarians of color within the current workforce. To this end, over 1,000 students from traditionally underrepresented groups have received scholarships, leadership training, professional networking and mentoring in order to build a pool of talented and trained library leaders reflective of the populations served by all libraries (ALA, 2020). The Association of Research Libraries (ARL) Initiative to Recruit a Diverse Workforce (IRDW), funded by ARL member libraries, was established in 2000 as a member response to the low representation of racial and ethnic minorities in the professional workforce among member institutions. The program's purpose is to attract students from traditionally underrepresented groups to careers in academic and research libraries and archives. The IRDW accomplishes this through generous funding for master of library and information science (MLIS) education and a suite of related benefits (Association of Research Libraries, 2017).

Though successful in many regards, these programs have still failed to significantly increase the number of POC within the field. A 2017 report from the ALA disseminated demographic data which revealed that 13.4% of ALA members identified as a person of color (POC). A comparison between this membership report and ALA's *Diversity Counts* report shows that racial and ethnic minority recruitment to the LIS field remains stagnant, underscoring the gap between ALA's stated values and how these values have (not) been realized (Davis and Hall 2017; Kendrick, 2019).

The lack of diversity, inclusion and representation remains one of the biggest limitations to the field. This issue substantially impacts the experiences of POC within LIS. Even when hired, POC face many challenges related to racial microaggressions. Galvan (2015) writes that when librarians of color are hired, they are alienated as "the diversity hire," erasing their skills, talents, and expertise. Librarians with visible minority status are assigned more work, as many marginalized librarians are appointed to diversity and hiring committees by default. This leads to organizational cultural "labeling" by other librarians. Instead of making diversity a positive outcome, minority librarians may feel a sense of being singled out by other co-workers. They may also be viewed as a "token" and the expert on all issues involving minorities. Instead of inclusion, there is now a feeling of exclusion from the organizational community. Kendrick (2019) notes that when looking at links between EDI and low morale for minority librarians, emotional labor is a central concern, particularly where issues of librarian perception, power dynamics, and academic culture norms are concerned.

For many in the profession, the glass ceiling or early plateauing also creates a cycle of frustration. Librarians may resent feeling that they are representatives for their race and culture. Others have voiced unfairness in salary or hiring practices. For other minorities, there are no opportunities for

cultural engagement in organizational communities. Feeling marginalized, many minorities leave the profession altogether (Acree, 2001).

This project will speak to the aforementioned areas of concern and contention regarding POC within the field. As mentioned beforehand, the number of POC in libraries remains alarmingly low, even though there have been numerous initiatives and programs to improve diversity within LIS. The research in addressing the success of diversity initiatives is also scarce. With funding for this grant, we intend to aid in addressing these issues through providing actionable EDI initiatives for library practitioners to utilize in their organizations.

Project Design

Project Goals

As previously stated, this project builds greatly upon the information learned during the Hampton University National Forum on Minority Recruitment and Retention in the LIS field. Assessment data from the forum revealed that many participants felt library administrators and other individuals with hiring responsibilities would also benefit from the information provided. Participants felt that those in leadership and administrative roles were better positioned to initiate and implement hiring practices and organizational change to improve equity, diversity and inclusion (EDI). These findings served as the impetus for this project grant proposal.

This 3 year -project grant will collectively seek to accomplish the following goals:

Goal 1	Objective
Training	Participants will be trained to construct and manage an EDI initiative for their organization.
Goal 2	Objective
Assessment	The initiatives will be assessed to gather data to monitor project goals.
Goal 3	Objective
Dissemination	Findings from the project will be collected. A white paper and subsequent monograph will be produced regarding participant initiatives and experiences to reveal lessons learned and best practices.

The goals listed serve as core components in positioning this grant as an agent in discovering solutions to improving EDI conditions. For these purposes, participants in this grant will be individuals working within library administrative capacities. Individuals within these positions, due to their job duties are better stationed to lead change efforts for their units. They will create initiatives within their organizations to address the concepts of EDI. The initiatives created will focus on either equity, diversity or inclusion. Although the concepts are often used as a collective term, focusing on one concept will allow individuals to create, implement and assess specific goals for their organizations. This will aid in increasing potential impact of goals and assist in better management of implementation activities. Individuals will receive guidance from the grant advisory board and EDI initiative consultants. Multiple assessment methods will be used throughout the grant period to collect data. The assessment data from the initiatives will be collected, published and shared to widely disseminate findings.

Project Personnel

The key groups of this project grant will include the following: 1) the ***Project Administrative Team*** which will consist of the Principle Investigator (PI), Co-Principle Investigator (Co-PI), Project Associate, Project Manager who will be hired to assist with administrative tasks and the Assessment Consultant who will create assessments and assist in the dissemination of results related to the project activities 2) ***the Advisory Board***, which will consist of library leaders, LIS faculty and EDI researchers who will assist in conference planning and facilitating virtual discussion regarding EDI and 3) ***EDI Initiative Consultants*** who are also library leaders, LIS faculty and EDI scholars who will be paired with two different participants to discuss project goals, assessments, outcomes, best practices and visit participants at their home organizations. Collectively, the project personnel of this grant consists of a diverse group of library leaders, managers, researchers and scholars. The group represents academic, public and special libraries as well as library science program faculty. This will result in a wealth of experience, knowledge and viewpoints to help reach grant activity goals.

Tina Rollins, Library Director at the William R. and Norma B. Harvey Library at Hampton University, will serve as PI for this grant. **Raeshawn McGuffie**, Assistant Director for Technical Services at the William R. and Norma B. Harvey Library at Hampton University, will serve as Co-PI. **Amy Bondy**, Reference Librarian at the Jamestown Campus of Guilford Technical Community College, Jamestown, NC, will serve as Assessment Coordinator. **Dana Evans** Cataloging Librarian at the William R. and Norma B. Harvey Library, will provide administrative support through serving as Project Associate. The Program Assistant will be hired during the first year of the grant. Additional information including resumes and job descriptions of the project administrative team is listed in the supporting documents of this proposal.

The grant advisory board will consist of the following members: **Pauletta Brown Bracy**-North Carolina Central University, **Rebecca Hankins**-Texas A&M University, **Jason Alston**- University of Missouri, **Sonia Antoine**-Newport News Public Library, **Rebecca Davis**-Simmons College, **Moises Orozco Villicana**-University of Illinois, **Shannon Jones**-Medical University of South Carolina, **Tamika Barnes**-Georgia State University, **Sammie Johnson**-Texas A&M University, Central Texas and **Jeffrey Discala**-Old Dominion University.

The EDI Initiative Consultants will include the following: **Jamar Rahming**- Wilmington Library (DE), **Jamillah Scott-Branch**- North Carolina Central University, **Ana Ndumu**- University of Maryland-College Park, **LaTisha Lankford**, Virginia State University, **Rodney Freeman**-Tennessee State University, **Jay Gaidmore**, College of William and Mary, **Miguel Juarez**-University of Texas at El Paso, **Tamyka Miles**- Multnomah County Public Library (Oregon), and **Joslyn Dixon**-Prince William County Public Library (Virginia) and **Tiwanna Nevels**, Saint Augustine's University (North Carolina). A comprehensive list and resumes of the project administrative team, advisory board members and EDI initiative consultants can be found in the supporting documents.

Sequence of Activities

The project design will focus on a timeline of approximately 3 years from **August 2020-July 2023**. There will be 8 different work phases to include the following:

Planning	Virtual and in person planning and information gathering sessions
Outreach	Webinar and list serves
Participant Selection	Application solicitation and notification
Meeting #1	Hampton University August 2-3, 2021
Initiative Activities	Planning, Implementation and Assessment
Meeting #2	Hampton University March 10, 2023
Debriefing-	Report, White Paper and Monograph Planning
Dissemination	Publication of findings and Best Practices

Phase Activities

Phase 1: Planning

August 2020-December 2020

Upon funding, the project administrative team and advisory board will begin to meet virtually through Zoom video conferencing to discuss grant goals and activities. Monthly meetings will help to plan agendas for virtual discussions with participants as well as initial conference planning. A Project Manager will be hired during this time.

Phase 2: Outreach

January 2021-April 2021

During this phase, outreach to potential participants will begin. Email solicitation regarding the conference will be sent to a variety of Listservs, and social media. Outreach will be made to libraries, LIS programs, local, regional and national library organizations and EDI library organizations and roundtables. The initial information provided will include an overview of the project grant and serve as call for participation. A webinar will also be hosted which will further discuss grant goals and activities with prospective participants. There will be a website created for the project which will contain relevant information and the participant application.

Phase 3: Participant Selection and Logistics

May 2021-July 2021

The project seeks participants who have an expressed interest and institutional support to improve EDI conditions within their libraries. Individuals selected for participation in this project grant must hold leadership and management positions within their organizations. The positions do not have to be classified as “librarian” positions, but they must hold management duties. Outside of librarianship this may also include human resources, information technology or other management positions within libraries. The participants will represent an array of libraries in regard to size, type and organizational structure. Participants will also represent geographic diversity in order to ensure that different views are represented from across the country. Interested parties will be required to submit an application for participation in the project.

Components of the application package will include a resume, statement of interest, two professional references, a letter of support from the home organization and submission of at least three areas regarding EDI and possible initiative ideas which the prospective participant would like to improve within their home organization. The applicant may also identify an additional individual from their

organization who will participate in helping to achieve initiative goals. This additional participant must be able to contribute to the main participant's project and must work at the same organization. Funding will only be available for the main participant. The additional participant may assist in all aspects of the project but will be responsible for their own expenses. A total of twenty participants will be selected. This number does not include the additional allowed participant.

After the application deadline, the PI, Co-PI and Project Manager will evaluate applications for completion. Completed applications will then be forwarded to the advisory board for review. The advisory board will utilize application criteria for applicant selection. Preliminary evaluation criteria will include the following: strength of statement of interest, home institution support and work/leadership experience. Additional applicant criteria will be added and/or revised by the advisory board. Participants selected will be paired by the project administrative team with EDI initiative consultants. Consultant expertise and participant interests will be reviewed to create effective partnerships. The participant application as well as preliminary evaluation criteria can be found in the supporting documents section of this grant application. During this grant phase logistics concerning travel, funding and preparation for Meeting # 1 will also be completed.

Phase 4: Meeting #1
August 2-3, 2021

The initial project meeting will be tentatively scheduled for August 2-3, 2021. During this meeting, participants will hear from leaders and practitioners in the field who will discuss topics and concepts of diversity, inclusion and leadership. They will be paired with an EDI initiative consultant who will assist and mentor them throughout the project. Additionally, there will be sessions on assessment and project management. This will allow participants to receive information on all aspects of the project to better shape their initiative work plans.

The featured speakers for the meeting include leaders and scholars of EDI within the LIS field. These individuals include **Loida Garcia-Febo**- Past President of the American Library Association and **Nicole Cooke**- Augusta Baker Endowed Chair and Associate Professor, University of South Carolina School of Library and Information Science. Pending confirmation, another speaker presentation will also be added to the initial meeting. Workshops will be presented by **Amy Bondy**- Assessment Consultant and **Paula Bazemore**-Virginia Center for Inclusive Communities. A project management workshop will also be presented with the speaker to be determined. Additional information regarding speaker and presenter commitment can be found in the supporting documents.

During day 2 of the initial meeting, participants will meet with their EDI Initiative Consultants. The meetings will serve to allow participants the opportunity to discuss the potential initiatives identified in their application. During this discussion, participants will identify the initiative they would like to implement into their organization. Participants will be asked to share information about their initiative to meeting attendees. They will then submit their initiative draft to the Program Manager. The following is a tentative schedule for Meeting #1.

Day 1 Tentative Meeting Schedule

Time	Event
9:00 am- 9:45 am	Welcome (Breakfast) and Registration
9:45 am – 10:15 am	Opening Speaker (Loida Garcia-Febo)
10:15 am – 10:45 am	Morning Break
10:45 am – 11:45 am	Review of Conference Purpose
11:45 am – 12:30 pm	Lunch Speaker (TBD)
12:30 pm – 12:45 pm	Break
12:45pm-1:15pm	Evening Speaker (Nicole Cooke)
1:15pm-3:30 pm	Initiative Consultants/Introductions and Connections
3:30pm- 4:30pm	EDI Initiatives Planning Workshop (Paula Bazemore) Virginia Center for Inclusive Communities

Day 2 Tentative Meeting Schedule

Time	Event
9:00 am- 10:00 am	Breakfast and Project Management Workshop (TBD)
10:00 am -11:00 am	Initiative Assessment Workshop (Amy Bondy) Assessment Consultant
11:00 am – 11:30 am	Morning Break
11:30 am – 1:00 pm	Initiative Planning Workshop and Lunch
1:00 pm – 2:30 pm	Report Out
2:30 pm – 3:00 pm	Closing

Phase 5: Initiatives Planning, Implementation and Assessment
September 2021-February 2023

Each participant will be visited in-person at their home institution by an EDI Initiative Consultant or a member of the project administrative team during this phase of the project period. EDI Initiative Consultants and participants will be required to meet virtually via Zoom at least once a month. This will serve as an opportunity for mutual engagement and learning regarding the project goals. Project management tools such as Slack will be utilized to schedule and track these meetings as a means to monitor participation. Participation in these activities will be monitored by the Program Manager. The project Assessment Consultant will conduct assessments of participant and implementation progress throughout this project phase.

Phase 6: Meeting #2
March 10, 2023

Participants will return to Hampton University to participate in a final one-day project meeting tentatively scheduled for **March 10, 2023**. Participants will share their results and discuss best practices. Advisory board members and EDI Initiative Consultants will also participate either in-person or virtually. A tentative schedule for Meeting #2 is listed below.

Tentative Schedule

Time	Event
9:00 am- 10:00 am	Welcome and Conference Goals
10:00 am 12:00 pm	Initiative Presentations
12: 15 pm-12:30 pm	Break
12:30pm- 2:00 pm	Overall Findings from Assessments Amy Bondy (Lunch)
2:00 pm- 2:15 pm	Break
2:15pm-3:00 pm	Final Report Working Session
3:00pm-3:30 pm	Closing Remarks

Phase 7: Debriefing

April 2023 – May 2023

A webinar will be conducted after the meeting to discuss project sustainability, lessons learned and best practices. Participants, advisory board members and EDI Initiative Consultants will communicate virtually to begin planning and drafting the white paper and monograph. Participants will be required to submit information regarding their project and EDI Initiative Consultants will also be asked to contribute. Advisory board members may also contribute to the white paper and will assist in editing.

Phase 8: Dissemination of Information

June 2023-July 2023

The information learned during this grant will be disseminated and published before the end of the grant period. A white paper will be created and available on the grant website. Additionally, a monograph will be produced which will discuss the initiatives and assessment data derived from the project grant. All information will be widely shared through a variety of outreach methods.

Risks and Challenges

A potential risk of the project could include a lack of participation, which is addressed in the work plan by outreach to various list serves. Additionally, time constraints could be a challenge. This is addressed through a timeline which allows ample time for planning the conference and participant needs. Success of the project will be defined through implementation of EDI initiatives at the participant’s home organization. Assessment throughout the grant period will also allow a better understanding of best practices of grant activities and initiative implementation.

Project Budget

The proposed budget of \$249,955 will request \$20,000 per year for three years for the salary of a part-time program manager, \$24,655 in travel costs, \$48,750 in consultant fees and \$11,025 for office supplies, printing, copying, advertising/marketing and other supplies. Funding in the amount of \$8,500 will be used for conference meals and \$9,649 will be utilized for equipment. The remaining funding requested will support university indirect costs for project.

Diversity Plan

The overall focus of the project seeks to improve efforts of diversity by libraries regarding POC. The speakers, advisory board and participants will represent various types of libraries throughout the country. This will allow different ideas and views to be presented throughout the project to ensure a

well-rounded discussion and input regarding strategies to improve diverse representation in the field. The initiatives as a whole create a base of knowledge to inform libraries on best practices to improve EDI conditions within their organizations. Additionally, the research conducted through assessment will serve as empirical data regarding the implementation of equity, diversity and inclusion decisions in LIS organizations. The information collected during the project period will contribute to filling the gap in research regarding assessment of diversity programs and initiatives. Through dissemination, the findings will also produce strategies which can be adaptable to a variety of organizations and institutions for promotion of EDI best practices.

Broad Impact

The purpose of this LB 21 project grant will be to not only view presentations and hear rhetoric on a persistent topic of discussion within the LIS field but also to provide an opportunity for leaders to learn best practices to implement EDI initiatives within their organizations. The attendees selected will be individuals who have displayed a focused and active interest in promoting diversity in the LIS field. The relatively small number of attendees differs from other conferences where attendees simply listen to presentations or visit vendors. The individuals selected to attend will focus on the shared goal of creating strategies for results. This will be achieved in a variety of interactive engaging methods for participants and will continue through collaboration, engagement and assessment for all grant stakeholders.

The initiatives will be widely disseminated and discussed in subsequent conferences, publications and workshops. The project impact is far reaching and has the capacity to re-shape the way EDI efforts are implemented into organizations. From this effort, other projects may be modeled and a paradigm shift may occur in helping to recruit and retain librarians of color in the field. This shift has the potential to allow the field to move forward from rhetoric and toward a concerted effort to implement initiatives to provide true models of equity, diversity and inclusion.



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?