

**Brief Grant Proposal for Continuing Projects  
Library Services and Technology Act FFY2012**

This form is available on our Web site via: <http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed the cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. Do not alter the format of this form. The deadline for receipt of this proposal is **5:00 pm on Friday, April 22, 2011.**

**General Information**

Project Title: Development and Management of Oregon's Tribal Archives, Year 2

Applicant: Oregon State University

Address: OSU Libraries, 121 The Valley Library, Corvallis, OR 97331-4501

Contact Person: Larry Landis

Phone: 541-737-0540

Email: [larry.landis@oregonstate.edu](mailto:larry.landis@oregonstate.edu)

Fiscal Agent (if different than Applicant): n/a

Authorized by:

Title:

Signature:

Date:

Project URL (if any): n/a

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:  
(Check applicable boxes)

THIS IS THE

2<sup>nd</sup> YEAR OF A

TWO YEAR GRANT PROJECT

3<sup>rd</sup> YEAR OF A

THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 1 OF THIS AGENCY'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 22, 2011. Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal to:

Library Development Services  
Oregon State Library  
250 Winter St. NE  
Salem, OR 97301-3950

*As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to [ann.reed@state.or.us](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

**Project Proposal (insert your text after each section)**

Section 1. Briefly describe the project. Indicate the overall goal and objectives of the multi-year project.

This project will address the need for in-depth archives and records management training for Oregon's nine federally recognized tribes. Establishing formal and sustainable archives and records management programs by the tribes has been difficult in part to the lack of affordable and location-accessible training opportunities for tribal members with responsibilities for records. The need for this training will be met through the planning and implementation of an intensive one-week institute that will cover the basic concepts and requirements for tribes to establish or improve their archives and records management programs. The training will be based in Oregon and will be offered at no or low cost to tribal participants.

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

In preparation for the site visits to the nine tribes' reservations, the University Archivist and Oregon Multicultural Librarian have developed a pre-site visit needs survey questionnaire for the tribes to complete electronically or by mail if preferred. The survey will be finalized in late April and implemented in early May. During the summer months, June – mid-August 2011, the University Archivist, Oregon Multicultural Librarian, and the project intern will conduct the site visits to the nine tribes to discuss the status of their current archives/records management programs. The curriculum for the institute will be based on the needs determined through these visits. The project intern, who will assist with the planning and site visit work, has been selected and will start in early June.

Section 3. Indicate the project goal for the next year. List the quantified objectives that will be used to measure whether the goal is accomplished. Describe the specific activities that will be undertaken to meet each objective.

This project will provide Oregon's nine federally recognized tribes with affordable and professional archives and records management training, customized to meet the tribes' needs, through an intensive one-week institute. The main objective of the institute is to provide the tribes with the groundwork necessary for establishing a tribal archives and records management program or for furthering the development of an existing program. Another objective is to foster collaboration and cooperation among Oregon's archival repositories by connecting with tribal repositories. The primary planning activities for year two will consist of additional planning of the curriculum for the institute and the training institute itself. Year two will include a student assistant who will help with the planning logistics of the institute. The institute will be modeled on the 2003 Western Archives Institute for tribal archives. Training will be provided by OSU Archives staff, as well as two guest instructors – Jennifer O'Neal, head archivist at the Smithsonian's National Museum of the American Indian, and David Lewis, Cultural Resources Manager for the Confederated Tribes of Grand Ronde. The institute will be held in either the spring or summer of 2012. For assessment purposes, each participant will be asked to evaluate the training institute and a follow-up survey will be conducted 6 months to a year after the training institute. This information will be analyzed and included in the project final report. Because this institute could be a model for other states and/or tribal communities, OSU Archives

staff and the guest instructors will present on this project at relevant library and archives professional meetings.

Section 4. Provide specifics about this proposed year’s project’s budget. Identify any additional resources obtained for the project.

Costs associated with this project consist mostly of travel and personnel. Most of the LSTA funds will underwrite travel and lodging/meal costs associated with two members from each tribe to participate in the institute. Participant travel costs come to \$2943, which is calculated using the round trip mileage from each tribal location to Corvallis and multiplied by the State of Oregon standard mileage reimbursement rate of .51 per mile, plus 5% to cover any increase in the rate between now and summer 2012. Instructor travel costs are \$1,150, which is mostly airfare for the lead guest instructor. Lodging and meals (6 nights) comes to \$8589 for the 18 participants and two instructors, plus meals for 3 OSU Libraries instructors. The other LSTA funds will be \$1875 for purchase of training materials for the participants and trainers.

Local in-kind funds will be OSU Libraries’ staff time and total \$8036. The Oregon Multicultural Librarian will devote 5% of her time to this project, and the University Archivist will devote 2.5% of his time. Approximately 200 student assistant hours at approximately \$9 per hour will also be utilized. Benefits for OSU staff come to \$2263. The value of the guest instructors’ time will be included as an in-kind contribution once a formal letter of commitment has been received from them. Other local in-kind are \$800 for classroom facility rental in either the new Native American Longhouse or the Memorial Union, and \$200 for incidental costs (long distance, photocopies, etc.).

Section 5. Proposed project budget summary (Use this format – do not alter it):  
*(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)*

<b>Item</b>	<b>Local Cash</b>	<b>Local In-kind</b>	<b>LSTA</b>	<b>Total</b>
Personnel		\$5,773		\$5,773
Benefits		\$2,263		\$2,263
Travel			\$12,682	\$12,682
Equipment				\$0
Supplies		\$200		\$200
Contractual		\$800		\$800
Library Materials			\$1,875	\$1,875
<b>Total Direct Charges</b>	<b>\$0</b>	<b>\$9,036</b>	<b>\$14,557</b>	<b>\$23,593</b>
<i>Indirect Charges</i>	\$0	\$0	\$873	\$873
<b>Total Budget</b>	<b>\$0</b>	<b>\$9,036</b>	<b>\$15,430</b>	<b>\$24,466</b>

Proposed third year LSTA amount: NA