Contact Form to Request a Collaboration Letter or Cost Estimate from AILLA

Please complete this form if you are applying for a grant and you need a letter of collaboration and/or a cost estimate from AILLA for archiving.

If you do NOT need a letter of collaboration or a cost estimate for a grant application, but would like to deposit an existing collection of materials or data to AILLA, please complete the form for an existing collection, found at https://utexas.qualtrics.com/jfe/form/SV_cVhFf7iuYsbe0B.

Do you need a cost estimate for your grant application budget?

☐ Yes
☐ No

Do you need a letter for collaboration for your grant application?

☐ Yes
☐ No

End of Block: Collaboration letter

Start of Block: Contact Information
Surname(s) / Last Name

________________________________________________________________

Given name(s)

________________________________________________________________

Email

________________________________________________________________

Language name(s) followed by ISO code(s)

________________________________________________________________

Country(ies) where language(s) is/are spoken

________________________________________________________________

Do you have a college or university affiliation?

○ Yes

○ No

Display This Question:

   If Do you have a college or university affiliation? = 1
College or university name

__________________________________________

Display This Question:
If Do you have a college or university affiliation? = 1

Department name

__________________________________________

Do you have some other affiliation? (E.g., tribe, NGO, organization, etc.)

○ Yes

○ No

Display This Question:
If Do you have some other affiliation? (E.g., tribe, NGO, organization, etc.) = 1

Other (non-university) affiliation

__________________________________________

End of Block: Contact Information

Start of Block: Grant information for collaboration letter

Name of funding organization (e.g., National Science Foundation, National Geographic, etc.)

__________________________________________

Program area (e.g., Social Anthropology, Linguistics, Documenting Endangered Languages)

__________________________________________
Name or type of grant (e.g., Senior Research Grant, Doctoral Dissertation Research Improvement Grant, Fellowship, etc.)

______________________________________________________________________________

Please provide a link to the grant solicitation or information.

______________________________________________________________________________

Name(s) of all PIs, including yourself (PI = Principal Investigator)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Complete title of your project, as it will appear in your grant proposal

______________________________________________________________________________

Does this grant allow you to include payment for the archive in your budget?

☐ Yes

☐ No

Name of your grant administrator (This is the person in your department or organization who is responsible for managing the grant funds and accounts; if you do not know who this person is, please find out before completing the rest of this form.)

______________________________________________________________________________
In order to pay an invoice, some universities require a contract between themselves and a vendor, while others require only a W-9. **Does your university require a contract to be executed before it will pay a vendor?** (If you do not know, please ask your grant administrator before completing the rest of this form.)

- [ ] Yes
- [ ] No

End of Block: Grant information for collaboration letter

Start of Block: Digital Collection

Describe the data/files you will need to archive, specifically the data and format types (e.g., audio in .wav format, video in .mov format, scans of field notes in .pdf format, etc.).

________________________________________________________________
________________________________________________________________
________________________________________________________________

What is the anticipated **total volume in GB** of data to be deposited?

________________________________________________________________

Total anticipated number of files to be deposited.

________________________________________________________________

Email of your grant administrator named above

________________________________________________________________

________________________________________________________________

________________________________________________________________

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Total anticipated number of folders (directories) that will contain these files.

________________________________________________________________

Please estimate the percentage of files that would have to be restricted.

________________________________________________________________

Total number of anticipated participants for this project (including researchers, speakers, transcribers, translators, etc.). Please include anyone who will be a named (i.e., not anonymous) participant or collaborator.

________________________________________________________________

What is your timeline for depositing your data? Please provide as much detail as possible, e.g., when the materials will be ready for deposit, your anticipated grant start and end dates, dates of data collection, etc. Please remember that we strongly discourage you from waiting until the very end of your project to deposit all of the data.

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________________________________________________________________

End of Block: Digital Collection