

**Project Title:**

Please fill out the template below, adding and /or subtracting rows as needed.

| Item                                           | Item description                                                                                                        | Total Cost     | Amount Cost Share | Amount Requested from BUCH |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|----------------------------|
| Transportation                                 | Round trip flight between Boston and Chicago (funded by CAS EL FGF)                                                     | \$300          | \$300             | \$0                        |
| Accomodations                                  | Two nights in Chicago economy hotel (funded by CAS EL FGF)                                                              | \$250          | \$250             | \$0                        |
| Archival Access                                | Newberry Library archival access fee                                                                                    | \$400          | \$0               | \$400                      |
| Digital Scans                                  | Fee for Newberry Library archival staff to scan approx. 10 items                                                        | \$25           | \$0               | \$25                       |
| External SSD (1TB) for capture & working files | batches between workstations prior to repository ingest (partially funded by CAS EL FGF)                                | \$200          | \$100             | \$100                      |
| Cloud backup (6 months)                        | Short-term off-site redundancy for born-digital masters and OCR outputs while awaiting institutional repository ingest. | \$42           |                   | \$42                       |
| Stipend                                        | Modest stipends for the 2 student team members recognizing 10–15 hours of focused digitization/metadata/QC work         | \$316          |                   | \$316                      |
| <b>Project totals:</b>                         |                                                                                                                         | <b>\$1,533</b> | <b>\$650</b>      | <b>\$883</b>               |