

**EXAMPLE FOR FY2013 NGGDPP GRANTS PROGRAM ANNOUNCEMENT**

**PLEASE NOTE:** *Links, etc. found in this document are for example use only.*

**ATTACHMENT A – APPLICATION FORMAT**

<b>Application summary sheet</b>	
Name of the State Geological Survey	XYZ Geological Survey
Project Title	“XYZ Geological Survey FY2013 Geologic Data Preservation Project”
Principal Investigator(s)	Phil Smith XYZ Geological Survey 6 <sup>th</sup> Ave and Kipling Street (PO Box 8585) Johnston, XYZ 80209 (303-236-5729), (303-236-8822), (phil.smith@state.gov)
Authorized Institutional Representative	Susan Anthony Your State Geological Survey – Grants Section 6 <sup>th</sup> Ave and Kipling Street (PO Box 8585) Johnston, XYZ 80209 (303-236-6666), (303-236-8822), (susan.anthony@state.gov)

**To which Grant Objectives does proposed work relate?  
(Please check all that apply and apply the prioritization criteria.)**

Check all that apply	Prioritize objectives (On a scale of 1-4, with 1 being top priority, indicate the ranking of checked Grant Objectives.)	Grant Objectives
<input checked="" type="checkbox"/>	1	#1. Inventory
<input checked="" type="checkbox"/>	2	#2. Create metadata
<input checked="" type="checkbox"/>	3	#3. Create or update digital infrastructure
<input type="checkbox"/>		#4. Rescue data

<b>Amount of Federal Financial Assistance Requested</b>						
Objective	Salaries (\$)	Fringe Benefits (\$)	Travel Expenses (\$)	Other Direct Costs (\$)	Indirect Costs (\$)	Total (\$)
1	\$4,545	\$1,646	\$0	\$0	\$2,193	\$8,385
2	\$2,851	\$1,410	\$0	\$0	\$1,508	\$5,768
3	\$9,739	\$4,563	\$0	\$76	\$5,092	\$19,470
4						
<b>TOTAL</b>	\$17,135	\$7,619	\$0	\$76	\$8,793	\$33,623

Proposed Start Date:	<b>May 31, 2013</b>	
Duration	12 months. No awards are issued for less than or more than 12 months.	
Has this application been submitted to another agency for funding?	<b>N/A</b>	
Please list information for any active NGGDPP-related grant/award.	<i>Year of Grant</i>	<i>Project title/brief description of work</i>
	2012	“XYZ Geologic Information Catalog” Includes inventory, metadata creation, and infrastructure components.

## Introduction

<p>Abstract: Project description and summary of approach</p>	<p>In response to the USGS FY2013 National Geological and Geophysical Data Preservation Program (NGGDPP) announcement, the XYZ Geological Survey is proposing a collaborative project in three internal programs that focus on goals of the State's data preservation plan. The purpose of this project is to inventory the XYZ Geological Survey Library of XYZ Mineral Surveys 1935-1970 and convert the collection to a digital format. The Library collection of out-of-print historic Biennial Reports of the Commissioners of the State Geological and Natural History Survey will also be converted to a digital format to ensure preservation. All of the documents converted to a digital format through this project will be made available to the public online.</p> <p>The unpublished map collection contains one-of-a-kind maps of a historic nature, completed open file maps, quadrangle scale compilation sheets from published statewide inventories of bedrock, surficial geology, and mines, field notes, expanded legends, reviews, cross sections, and structural plates. The collection of 34 Biennial Reports of the State Survey Commissioners chronicles the history of early Survey activities and accomplishments (1903-1971). These reports are out-of-print and not currently readily available to the public.</p> <p>Scanning will be conducted using existing equipment at the Department of Energy and Environmental Protection (DEEP), using a large document scanner Graphtec CS600. Each sheet will be scanned to a tiff format file, using a minimum of 600dpi optical resolution, 24 bit to produce the highest quality images. The scanned images will be indexed, and the Survey Library MS Access data base will be updated. The unpublished map file collection inventory record will be submitted to the National Catalog in appropriate format available through <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>. Metadata records for individual items in the collections will also be submitted to the National Catalog using the appropriate template provided through <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>.</p> <p>Together with the existing Survey publications catalog, (<a href="http://www.xyz.gov/dep/lib/dep/geology/ct_survey_publications_list.pdf">http://www.xyz.gov/dep/lib/dep/geology/ct_survey_publications_list.pdf</a>) this index will represent the status of geologic mapping in XYZ. The data base update, scanning, and primary responsibility for metadata creation will be conducted by a geoscience resource assistant. Web content design and delivery will be the primary responsibility of the Survey's web author, and environmental analyst. This project will be supervised by the XYZ State Geologist who has institutional knowledge regarding the legacy of Survey library materials, and experience authoring FGDC, USGIN, and NGGDPP format metadata.</p> <p>This project will result in a dramatically improvement in the accessibility of XYZ Geological Survey historical documents and library materials on the Web, as well as significant metadata contributions to the National Catalog from XYZ.</p>
<p>Project goals (Result or achievement toward which this effort is directed.)</p>	<p>The project goal is to preserve XYZ unpublished geologic maps, improve data availability, and access to Geological Survey Library materials through inventory and creation of a digital infrastructure for the collection. Promote use of XYZ Geological Survey materials by making them openly available through inclusion in the National Digital Catalog. Preserve the State Survey legacy by scanning the historic biennial reports of the Commissioners (1903-1971) and providing online access to the documents through the agency web site. Create metadata compatible with national</p>

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	<p>standards to facilitate use of these Survey materials.</p> <p>In addition this project will include the preservation of two priority collections of the State Geological Survey. This includes the creation of a digital infrastructure for the unpublished maps and historic biennial reports collections of the XYZ Geological Survey Library. The digital conversion of these collections and publication of the library catalog online will both preserve and increase availability of XYZ Geological Survey materials. By including metadata for both the collections level and individual element level in the National Digital Catalog, these maps and historic reports will be eminently more discoverable by academic scholars, geoscience professionals, and public policy experts.</p> <p>An estimated 914 unpublished map sheets will be converted from paper and mylar manuscripts to digital images. Additional text, extended legends, reviews, cross-sections and supporting material, estimated at 250 pages, will also be included in the file conversion process.</p> <p>34 out-of-print Biennial Reports of the Commissioners of the State Geological and Natural History Survey will be scanned and made available on the agency web site. These historic reports chronicle the legacy and evolution of the Survey from its inception in 1903 until it was merged into the state environmental agency in 1971. These documents include 682 pages of text, 18 figures, 9 plates and 2 map sheets.</p> <p>Both collections will be inventoried, and the XYZ Survey Library database of holdings will be updated (MS Access). The scanned images will be indexed and will be accessed through the Library catalog. The Library catalog will be published online and available through the XYZ Survey area of the Dept. of Energy and Environmental Protection website.</p> <p>Both the unpublished map collection and the collection of out-of-print biennial reports of the Commissioners of the State Geological and Natural History Survey will be documented for the National Digital Catalog.</p> <p>Metadata records for both the collections as a whole and for individual elements of the collections will be submitted in CSV format using templates available from <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>.</p>
<p>How does this project address the State's long-range data-preservation plan?</p>	<p>There is an agency wide records retention initiative having overlapping State Survey concerns for data preservation issues, citizen access, transparency of government, and information dissemination. The XYZ Geological Survey's long range data preservation plan is in review for consistency with the Department of Energy and Environmental Protection's records retention schedule for specific elements of the plan.</p> <p>The XYZ Geological Survey's long range data preservation plan is pending adoption by the geological repository advisory committee. Initially established as an advisory committee for the Geological Collections Repository housing the core collection, the vision of the group has expanded to include preservation of Survey Library materials, incorporating all of the Survey collections. The advisory committee membership is composed of representatives from State government, academia, and environmental professionals who are interested in supporting data preservation and continued access to Geological Survey collections. The committee makes recommendations to the State Geologist and Collections curator on administrative matters associated with</p>

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	<p>Survey collections, and is reviewing the long range data preservation plan.</p> <p>The Survey Library contains maps and reports dating from the inception of the Survey to present day (1903-2012). The preservation plan calls for the establishment of priority groups according to legacy value and replaceability of materials. For the library, the unpublished map file is within the highest priority group of materials along with one-of-a-kind legacy historic documents. The target timeframe for this first priority group of documents is within 3 years, 2012-2015, and includes milestones for a secure physical space, web access to the library catalog, and web access to documents. This project is directly in sync with the long-range data preservation plan, as it provides for an inventory and digital infrastructure development for most of the library materials in the highest priority preservation category.</p> <p>Although the search continues for a secure physical library space, this project will satisfy two major milestones in the first phase of the data preservation plan: web access to the Survey Library catalog and document delivery online. It will also enable continued access to many library materials should the physical library be unavailable during a relocation.</p>
<p>Anticipated results and products</p>	<p>Summary of Products: Inventory of Collections (2), includes the inventory of unpublished map collection and inventory of historic biennial reports. Records for collection inventory will be submitted to the national catalog in CSV format through the template available from <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a></p> <p>Metadata for the National Catalog: Metadata records for individual elements of both the unpublished map collection and the collection of biennial reports. These will be submitted as 2 separate files, both in CSV format according to the template format available from <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>, approximately 948 records.</p> <p>Conversion of Collections data to a digital format (2 collections; approx 948 image documents– digital preservation of Unpublished Map Collection and Historic out-of-print Biennial Reports of the Commissioners of the State Geological and Natural History Survey (1903-1971).</p> <p>Final Technical Report summarizing the project outcomes, including a comparison of project accomplishments with established goals. Discussion of any departures from the project plan impacting the outcome or projected goals.</p> <p>Updated MS Access Library database catalog for XYZ Geological Survey Unpublished Map File. Web access to XYZ Survey Library catalog. Unpublished map and Historic Biennial Reports of the Survey will be available online to citizenry resulting in increased access to library documents.</p>
<p>Estimated total number of metadata records that will be submitted under this project, if applicable</p>	<p><u>Unpublished map file collection</u> metadata records count will be based on the collection inventory-estimated to be more than <i>914 records</i>.</p> <p><u>Biennial Reports of the Survey</u>- <i>34 records</i></p> <p><i>Total Estimated number = 948 records</i></p>

**Project justification**

<p>Justification for proposed project.</p>	<p>The XYZ Geological Survey collections need preservation. Survey staff numbers and budgets continue to shrink, and the collections are becoming less accessible to</p>
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	<p>researchers and the public. Currently, the Survey collections exist in 2 physical locations, and are available to the public by appointment only. The library is housed at the Department of Energy and Environmental Protection (DEEP) headquarters at 79 Oak Street, Anyplace, XYZ. This is also the location of the State Geological Survey. The other location is in Farmington, XYZ where the Survey houses the Geological Collections Repository, a previously abandoned DEEP field office. Previous NGGDPP projects have focused on inventory and metadata creation for scientific specimens of the Collections Repository. These projects have been successful, and the information is available online through the National Catalog. The current project will focus on the digital preservation and web availability of unpublished map manuscripts on file in the Survey Library, and historic out-of-print biennial reports.</p> <p>Recent departmental reorganization and proposed plans to renovate the Survey library area for use as a conference room, has increased the need for digital conversion of library materials in the event they are put in storage or off site at the XYZ State Archives. Of particular concern are unpublished map manuscripts, especially for geographic locations where no published quadrangle information exists (table 1). These documents are invaluable for planning new mapping, field initiatives, and research. The library needs to undergo an inventory of unpublished file materials, including map manuscripts and associated documents, such as field notes, legends, and cross sections. These documents will then be incorporated into the library MS Access database catalog of holdings. Each document will be scanned at high resolution, and indexed for Web delivery.</p> <p>The Historic Biennial Reports of the State Survey (1903-1971) will also be preserved through this project. The 34 reports are out-of-print, and represent the legacy of the XYZ Survey, prior to its transfer to the public environmental agency. This earlier period of the Survey is a significant part of its evolution and is being re-examined in the context of the new mission of the Department of Energy and Environmental Protection. Preserving these documents as a collection, and disseminating these reports online will help support the modern work of the Survey as a continuum for science based environmental decisions.</p> <p>Each of the 34 Biennial Reports will be scanned, and delivered online through a hyperlinked publications catalog available through the XYZ Geological Survey area of the Department of Energy and Environmental Protection website. The <a href="#">XYZ Survey web</a> content will also provide access to the both collections and links to all available data. To promote discovery of XYZ Geological Survey materials by internal and external researchers, the collection record for the XYZ unpublished map collection and the XYZ Historic Biennial reports collection will be uploaded in a metadata compatible with the NGGDPP schema available from <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>.</p>
<p>If proposing to catalog or rescue data that might reasonably be held or cataloged by another agency (e.g., oil and gas commission) provide solid justification why it is in this proposal.</p>	<p><b>N/A</b></p>
<p>Who are the State's</p>	<p>Primary customers are environmental professionals. The Survey collection is used by</p>

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primary customers?	Survey Staff, students, volunteers, cooperators, and visiting professors. It is also used by other Department of Energy and Environmental Protection staff, consultants, and educators.
How often are the collections being accessed by those customers?	The Survey Library unpublished map collection is accessed on a daily basis by Survey staff and cooperators. It is also accessed by environmental consultants, students and others by arrangement with Survey staff. The Collections Repository is accessed less often. It is used periodically by environmental consultants, and more frequently by researchers during academic recesses and summer. Educational workshops are also conducted from time-to-time at the Collections Repository.
What are the societal benefits derived from the preserved data. Please be specific and include type of data and how it is used, cost savings, lives saved, etc.	Development of understanding of the Earth and its Environment must be built on previous scientific work, continuing to progress with new tools and techniques of inquiry, and an expanding knowledge base gleaned from new discoveries. Preserving representative scientific samples, records of field observations, mapping, and interpretive reports chronicles both the status of the Earth and knowledge of the day, serving to maintain the solid foundation of the science. Like buried treasure, properly archived collections represent a well of knowledge that can be revisited to explore new environmental and societal issues, new scientific interpretations, and new analytical techniques. Invariably before new geological investigations are initiated, a library search of existing mapping, reports, and materials are consulted as a basis for planning new work. This has been the case for any geological investigation within the State of XYZ, including graduate research, remediation projects, and construction planning for large scale public works projects such as the \$1.63 billion Anyplace area Municipal District Commission (MDC) Clean Water Project. Unpublished geologic mapping from Survey files is being used by the MDC to help plan subsurface drilling for pipeline construction under the city, separating storm drainage from wastewater.

<b>Preliminary results and prior work – This will help panel members understand how the current proposal relates to previous work. Do not assume review panel is familiar with prior work and accomplishments.</b>				
<i>NGGDPP Collection ID</i>	<i>Brief Collection Name</i>	<i>Number of collection inventories or metadata records uploaded to the National Digital Catalog in previous years</i>	<i>Year uploaded</i>	<i>Progress Summary (Did work include digital infrastructure or rescuing data at risk?)</i>
2369695	State Core Collection	149	2009	Archive and document the State Core Collection. A valuable record of XYZ subsurface geology. Includes 7,500' of core from borings throughout XYZ. <a href="http://www.XYZ.goc/dep/cwp/view.asp">http://www.XYZ.goc/dep/cwp/view.asp</a> Record loaded as part of file import XYZmetadataCSV.csv on Feb. 10, 2009. Project completed
2203971	Collection of Rock Cuttings from XYZ	1	2010	Archive and document rock cuttings collection from the 5557' Dreamy Deep Borehole. Derived from survey of State Geological Survey organizations conducted under NGGDPP. Final harvest from State inventory on Fri., Nov. 19, 2010. Project completed.
4777842	Educational Hand Sample	239	2011	Archive and properly document hand sample collection associated with XYZ State Bedrock

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	Collection			Map. Collection preserved for enhanced scientific and educational use. <a href="http://www.XYZ.gov/dep/cwp/view.asp?a=27-01">http://www.XYZ.gov/dep/cwp/view.asp?a=27-01</a>
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<b>Grant Objective 1</b>	<b>Inventory collections of geological or geophysical data</b>	<b>PRIORITY <u>1</u></b>
<i>XYZ Geological Survey Library Unpublished Map Collection</i>	Approximately 914 unpublished quadrangle map manuscripts; quadrangle compilation sheets for statewide inventories of bedrock and surficial geology; mining inventories; field notes; reviewers comments; structural overlays; supplemental plates; cross sections.	
<i>XYZ Geological Survey Historic Biennial Reports</i>	34 out-of-print Biennial Reports of the Commissioners of the State Geological and Natural History Survey (1903-1971) includes 682 pages with figures, plates, and maps.	

<b>Grant Objective 2</b>	<b>Create metadata for individual items in inventoried data collections</b>	<b>PRIORITY <u>2</u></b>			
<i>NGGDPP collection ID</i>	<i>Brief collection name</i>	<i>Total # of items in collection</i>	<i>Number of data elements uploaded to the National Digital Catalog in previous years</i>	<i>Number of data elements being prepared for uploaded to National Digital Catalog in FY 2013</i>	<i>% of total items that are in the Catalog</i>
To be assigned	Unpublished map collection and associated documents	914 (est.#)	0	914	0%
To be assigned	XYZ Survey Biennial Reports	34	0	34	0%

<b>For applications to create metadata, please provide the following:</b>	
Summary of process by which the metadata will be submitted to the catalog	Metadata creation and completion of the appropriate program template will be the responsibility of the Geoscience Resource Assistant and the Environmental Analyst. The CSV template will be downloaded from <a href="http://datapreservation.usgs.gov/docs/collectionMetadataExample.csv">http://datapreservation.usgs.gov/docs/collectionMetadataExample.csv</a> and records will be populated with relevant information as the collection inventory proceeds. A separate CSV file will be downloaded to document entities of the historic Biennial Reports collection. The field value for the URL of the resource will remain blank until the scanned images of individual elements of the collections are available online. When the metadata records are completed and reviewed by the project director, they will be uploaded to the National Catalog according to NGGDDP provisions.
Quality assurance processes used to check the data before submission to the catalog	The XYZ State Survey project director will review the metadata for consistency in format and content prior to uploading it to the NGGDPP program website. Data Table summaries and queries will be used to check for consistency in keyword language, and cell formatting. These queries will be designed to expose any database field entries outside the expected range of values, or inconsistencies in data type for specific field definitions. Special attention will be given to errors and omissions. Sample records will also be verified prior to uploading the data to the National Catalog.

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Summary of the State's plan for integrating periodic catalog updates into business processes	The State Survey is responsible for maintenance of all its digital geologic data in coordination with the GIS office of the Department of Geology (DG), Office of Information Management (OIM). The National Catalog geologic data/metadata will become part of the Survey's digital geologic data publications list. This designation and National Catalog inclusion in the Survey's Annual work plan insure its position within the DG/OIM business processes.
Summary of technical plan for how new or modified records in the catalog will be identified and updated	In the proposed project year, all of the metadata records created will be new, and uploaded to the National Catalog using a CSV format data template from <a href="http://ndc.sciencebase.gov">http://ndc.sciencebase.gov</a> . In subsequent years, an annual review of XYZ Geological Survey collection records will be conducted. Should updates be necessary, due to error identification, changes in resource URL, or additions to the collection, a new CSV file for the collection metadata table will be uploaded to replace the existing information in the National Catalog.

<b>Grant Objective 3</b>	<b>Create or update digital infrastructure</b>	<b>PRIORITY 3</b>																												
Paper → Digital conversion	<p>List the type and amount of <u>paper</u> records to be scanned/digitized:</p> <table border="1" data-bbox="394 772 1206 1394"> <tr> <td><i>Bedrock geology quadrangle compilation sheets (paper)</i></td> <td style="text-align: right;">164</td> </tr> <tr> <td><i>Bedrock geology quadrangle compilation sheets (mylar)</i></td> <td style="text-align: right;">114</td> </tr> <tr> <td><i>Regional Bedrock Compilations (1:50K;1:250K)</i></td> <td style="text-align: right;">11</td> </tr> <tr> <td><i>Surficial &amp; Quaternary geology quadrangle compilation sheets</i></td> <td style="text-align: right;">114</td> </tr> <tr> <td><i>Quadrangle mining inventory (bedrock mines and quarries)</i></td> <td style="text-align: right;">119</td> </tr> <tr> <td><i>XYZ Survey Open File Bedrock Maps</i></td> <td style="text-align: right;">78</td> </tr> <tr> <td><i>XYZ Survey Open File Surficial Maps</i></td> <td style="text-align: right;">55</td> </tr> <tr> <td><i>XYZ Survey partial quadrangle compilations-bedrock</i></td> <td style="text-align: right;">135</td> </tr> <tr> <td><i>XYZ Survey partial quadrangle compilations-surficial</i></td> <td style="text-align: right;">66</td> </tr> <tr> <td><i>Other file maps &amp; compilations (various scales)</i></td> <td style="text-align: right;">58</td> </tr> <tr> <td style="text-align: right;"><b>Subtotal (map file sheets)</b></td> <td style="text-align: right;"><b>914 sheets</b></td> </tr> <tr> <td><i>Unpublished Map files-additional text and supporting materials</i></td> <td style="text-align: right;">250 pages</td> </tr> <tr> <td><i>34 Biennial Reports of the Commissioners of the State Geological and Natural History Survey(1903-1971)</i></td> <td style="text-align: right;">682 pages 18 figs 9 plates 2 map sheets</td> </tr> <tr> <td style="text-align: right;"><b>Total Estimated Inventory of paper records to scan</b></td> <td style="text-align: right;"><b>1875 items (est.)</b></td> </tr> </table>	<i>Bedrock geology quadrangle compilation sheets (paper)</i>	164	<i>Bedrock geology quadrangle compilation sheets (mylar)</i>	114	<i>Regional Bedrock Compilations (1:50K;1:250K)</i>	11	<i>Surficial &amp; Quaternary geology quadrangle compilation sheets</i>	114	<i>Quadrangle mining inventory (bedrock mines and quarries)</i>	119	<i>XYZ Survey Open File Bedrock Maps</i>	78	<i>XYZ Survey Open File Surficial Maps</i>	55	<i>XYZ Survey partial quadrangle compilations-bedrock</i>	135	<i>XYZ Survey partial quadrangle compilations-surficial</i>	66	<i>Other file maps &amp; compilations (various scales)</i>	58	<b>Subtotal (map file sheets)</b>	<b>914 sheets</b>	<i>Unpublished Map files-additional text and supporting materials</i>	250 pages	<i>34 Biennial Reports of the Commissioners of the State Geological and Natural History Survey(1903-1971)</i>	682 pages 18 figs 9 plates 2 map sheets	<b>Total Estimated Inventory of paper records to scan</b>	<b>1875 items (est.)</b>	
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<b>Total Estimated Inventory of paper records to scan</b>	<b>1875 items (est.)</b>																													
Summary of plan for producing metadata, for each item converted to add to the National Digital Catalog	<p>Both the Unpublished Map File Collection and the collection of Historic Biennial Reports will be documented, and formalized as collection records in the National Catalog. Metadata records for individual elements of each collection will also be prepared once the documents are scanned. The metadata creation will be conducted by the Geoscience Resource Assistant and the Environmental Analyst on the project. It will be created as a CSV format spreadsheet, with field definitions as provided by the NGGDPP program template form available from <a href="http://ndc.sciencebase.gov/">http://ndc.sciencebase.gov/</a>. To ensure each element of the unpublished map collection is represented, the metadata records will be populated by quadrangle as relevant documents are scanned. For the historic Biennial Reports, the metadata will be recorded upon completion of the publication scanning. These will be documented as a separate collection.</p> <p>The XYZ Survey project director will review the metadata for consistency in format and content prior to uploading it to the NGGDPP program website. Final updates to the metadata records, to include the web address of the resource, will be performed once</p>																													

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	the collections are available online through the XYZ Survey content area of the Dept. of Energy and Environmental Protection website.
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<b>Grant Objective 4</b>	<b>Rescue data at risk – N/A</b>	<b>PRIORITY</b> _____
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EXAMPLE

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### Detailed Budget

The total budget proposed must show, at least, a 1:1 Federal/State match. If requesting funds for more than one grant objective, prepare and submit a separate detailed budget for each objective. Submit a total detailed budget that combines all objective totals into one budget as well as separate detailed budgets (for each Objective) when submitting for two or more objectives. See Grant Proposal Examples and ReadMe files at [http://datapreservation.usgs.gov/fin\\_ast\\_prq.shtml](http://datapreservation.usgs.gov/fin_ast_prq.shtml), if further instructions or examples are needed.

<b>Grant Objective <u>TOTAL</u></b>								
Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
Felicia Gomez	State Geologist, Project supervision; grant reporting, subject matter expert	86	No	\$43.10	63%	\$6,042	\$3,018	\$3,023
Josie Peters	Collections Curator, Physically maintains all State archives and collections	175	No	\$27.00	40%	\$6,615	\$3,307	\$3,308
Jane McCoy	Geoscience Resource Assistant, Scanning docs; update MS Access catalog; data management	784	No	\$14.50	46%	\$16,597	\$8,298	\$8,300
Sally Dyson	Environmental Analyst, Web publication support	235	No	\$35.64	63%	\$13,652	\$6,825	\$6,827
Hourly Employee	Technician, Project Assistant	610	Yes	\$10.00	8.4%	\$6,612	\$3,306	\$3,307
				Travel Expense:				
				Other Direct Costs:				
					Supplies	\$153.83	\$76	\$77
					Equipment			
					Other			
				Total Direct Costs		\$49,672	\$24,830	\$24,842
				Indirect Cost (35.41%)		\$17,589	\$8,792	\$8,797
				<b>GRAND TOTAL</b>		<b>\$67,261</b>	<b>\$33,622</b>	<b>\$33,639</b>

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<b>Grant Objective <u>1</u></b>								
Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
Felicia Gomez	State Geologist, Project supervision; grant reporting, subject matter expert	20	No	\$43.10	63%	\$1,405	\$700	\$705
Josie Peters	Collections Curator, Physically maintains all State archives and collections	175	No	\$27.00	40%	\$6,615	\$3,307	\$3,308
Jane McCoy	Geoscience Resource Assistant, Scanning docs; update MS Access catalog; data management	104	No	\$14.50	46%	\$2,202	\$1,101	\$1,101
Hourly Employee	Technician, Project assistant	200	Yes	\$10.00	8.4%	\$2,168	\$1,084	\$1,084
					Travel Expense:	\$0	\$0	\$0
					Other Direct Costs:	\$0	\$0	\$0
					Total Direct Costs	\$12,390	\$6,192	\$6,198
					Indirect Cost (35.41%)	\$4,387	\$2,193	\$2,195
					<b>GRAND TOTAL</b>	<b>\$16,777</b>	<b>\$8,385</b>	<b>\$8,393</b>

NATIONAL GEOLOGICAL AND GEOPHYSICAL DATA PRESERVATION PROGRAM (NGGDPP)  
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<b>Grant Objective <u>2</u></b>								
Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
Felicia Gomez	State Geologist, Project supervision; grant reporting, subject matter expert	33	No	\$43.10	63%	\$2,318	\$1,159	\$1,159
Jane McCoy	Geoscience Resource Assistant, Scanning docs; update MS Access catalog; data management	180	No	\$14.50	46%	\$3,811	\$1,905	\$1,906
Sally Dyson	Environmental Analyst, Web publication support	30	No	\$35.64	63%	\$1,743	\$871	\$872
Hourly Employee	Technician, Project assistant	60	Yes	\$10.00	8.4%	\$650	\$325	\$326
				Travel Expense:		\$0	\$0	\$0
				Other Direct Costs:				
					Supplies			
					Equipment			
					Other			
				Total Direct Costs		\$8,522	\$4,260	\$4,262
				Indirect Cost (35.41%)		\$3,018	\$1,508	\$5,771
				<b>GRAND TOTAL</b>		<b>\$11,540</b>	<b>\$5,768</b>	<b>\$5,771</b>

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<b>Grant Objective <u>3</u></b>								
Name	Position/ Role	Time (in hours)	Student? Yes/No	Current Pay rate (\$/hr)	Current Fringe Benefit Rates (%)	Total Cost	Federal funds	State funds
Felicia Gomez	State Geologist, Project supervision; grant reporting, subject matter expert	33	No	\$43.10	63%	\$2,318	\$1,159	\$1,159
Jane McCoy	Geoscience Resource Assistant, Scanning docs; update MS Access catalog; data management	500	No	\$14.50	46%	\$10,585	\$5,292	\$5,293
Sally Dyson	Environmental Analyst, Web publication support	205	No	\$35.64	63%	\$11,909	\$5,954	5,955
Hourly Employee	Technician, Project assistant	350	Yes	\$10.00	8.4%	\$3,794	\$1,897	\$1,897
					Travel Expense:	\$0	\$0	\$0
					Other Direct Costs:			
					Supplies	\$153.83	\$76	\$77
					Equipment			
					Other			
					Total Direct Costs	\$28,760	\$14,378	\$14,381
					Indirect Cost (35.41%)	\$10,184	\$5,092	\$5,092
					<b>GRAND TOTAL</b>	<b>\$38,944</b>	<b>\$19,470</b>	<b>\$19,473</b>

## EXAMPLE FOR FY2013 NNGDPP GRANTS PROGRAM ANNOUNCEMENT

PLEASE NOTE: *Links, etc. found in this document are for example use only.*

### Budget Justification

#### Travel

Purpose of trip(s)	N/A
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#### Supplies

Item	Cost
Portable Hard Drive (32G) used for scanned documents data transfer & back-up	\$153.83

#### Equipment

Item	Cost	Detailed justification to show how specific software and/or hardware are unique to NNGDPP and are not duplicated or already exists in the State. Attach vendor quotes for equipment. (Vendor quotes do not count against page limit.)
N/A		

#### Contractual Services

Task or problem for which services will be used.	Estimated billable time	Rate of compensation to contractor	Job title(s) of contractors
N/A			

#### Project Personnel Justification and Expertise

*(Include all personnel including supervisory/oversight and management personnel who are in proposed budget. This section replaces the need for resumes or CVs and will not be counted against page limit.)*

Name	Role and Responsibility	Description of expertise relevant to their proposed role and responsibility listed on subsequent budget worksheet.
Felicia Gomez	Principal Investigator  Responsibilities- supervise the project, hire and train staff, schedule and direct activities, product development, grant reporting	Dr. Gomez has been coordinating programs of the XYZ Geological Survey since 2006. Dr. Gomez has decades of institutional knowledge involving XYZ Survey collections, publications, and legacy documents. Dr. Gomez has experience with metadata creation (FGDC; XML) and will provide guidance on relevancy of specific library materials to the data preservation effort.
Jane McCoy	Geoscience Resource Assistant  Responsibilities- scanning documents, updating the MS Access database catalog of library holdings, producing an index of scanned images, managing Survey library resources, assist with metadata creation.	Ms. McCoy has a master's degree in Environmental Earth Science from Western XYZ State University, and has been working part-time with the XYZ Survey on geological publications. Ms. McCoy will be responsible for daily activities of the project, and will prepare periodic updates to the PI, summary materials for the web, and metadata creation.
Sally Dyson	Environmental Analyst  Responsibilities- design and publish project informational materials to the web; provide web interface for unpublished	Ms. Dyson provides part-time web publication support for the XYZ Geological Survey. Ms. Dyson has an MS degree in Geology, and experience in the classroom. Ms. Dyson coordinates the DEEP Greenways program and has a keen interest in geoscience data preservation.

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	map file catalog and images; provide web interface for Survey Biennial Reports; assist with metadata authoring.	
Josie Peters	Collection Curator  Responsibilities – curatorial support for the State’s Collections. Manager over part time help (2 person staff) as well as the person who is physically in charge of all State Collections.	Ms. Peters is in charge of all Metadata creation and management as well as collection QA/QC. Ms. Peters has a BA in Library Services and has experience working at the State Museum of Science. Ms. Peters will provide oversight to students working on inventory.
Hourly employee	Project assistant, Technician	This individual will assist Ms. Peters in the inventory of the 914 unpublished map manuscripts, quadrangle compilation sheets, mining inventories, field notes, reviewer comments, structural overlays, supplemental plates, and cross sections. This individual will also assist Ms. Peters in the inventory of the 34 out-of-print Biennial Reports. In addition this individual will help with scanning of these previously mentioned documents and the metadata creation for these documents. This individual will provide an extra hand wherever needed. They will be properly trained in areas out of their level of knowledge or skills.

<b>Other Information</b>	

<b>Indirect Costs</b>	
	<i>Please include copy of indirect negotiated cost agreement with Federal Government. This document does not count against page limit.</i>
See attachment	FY 2013 Indirect Cost Agreement.pdf

<b>Fringe Benefits</b>	
	<i>Please include copy of negotiated rate agreement or internal memo supporting proposed rates. This document does not count against page limit.</i>
See attachments	FY 13 Fringe Rate DEEP Memo.pdf FY 13 OSC Fringe Rate Memorandum.pdf