

### Humanities Mission and Record of Contribution

This project is a collaborative effort of the Avenir Museum of Design and Merchandising and Colorado State University (CSU) Libraries. Both of these entities engage with campus and community stakeholders in learning environments beyond the classroom through the preservation of and access to historic artifacts and archives through public programming, exhibitions, and digital engagement platforms. The project brings together our strengths to provide meaningful humanities content to the public, and contributes to CSU's mission and commitment to excellence in setting the standard for public research universities.

The Avenir Museum is CSU's historic apparel and textiles collection. We weave scholarly appreciation of the material culture of dress and textiles as a vital strand in the fabric of our communities. The museum is committed to participating in and reflecting the values of CSU in our community-facing role, as evidenced in our fall 2019 exhibition and programming schedule. During fall 2019, the museum's exhibition, *Walking in Beauty: Designs by Orlando Dugi*, featured a retrospective of work by a Santa Fe-based women's eveningwear designer whose Diné (Navajo) heritage informs his design aesthetic. The museum partnered with the CSU Department of Design and Merchandising, Native American Cultural Center, and Pride Resource Center to support programming during a week-long visit by Dugi to campus where he engaged with students during classes and in informal conversational meetings, and with community members for free artist gallery talks, a free public lecture, and a ticketed fundraising event that supported the purchase of one of his original designs for the museum's collection.

CSU Libraries furthers the university community's discovery, communication, and use of knowledge by providing information and services to support instruction, research, and scholarship. The library has expertise in digitization, providing access to unique content, and web design, with strategic information technology goals of digital repository curation and the creation of digital exhibits. The library also supports CSU's land-grant mission through external engagement such as partnering with Colorado Humanities, the State Historical Fund, the Center of the American West, and others to develop the *Colorado Encyclopedia*, an online compendium of reliable, authoritative information useful to humanities researchers, teachers, businesspeople, journalists, legislators, and anyone seeking knowledge about the state.

### Proposed Activities and Audience

This project leverages university resources to fund existing positions for humanities workers involved in the development and realization of the virtual exhibition, *Threads of our Community: A History of the Avenir*, and to prevent disruption of this project due to possible extended public closure of the museum. This exhibition was under development prior to the pandemic and was planned for fall 2020 physical installation. Due to the ever-changing effects of the pandemic, it is unknown when in-person visitation will resume. The museum does not have infrastructure or equipment to produce a virtual exhibition but has a project under development; the library has the capacity to provide digital preservation and access services to generate a virtual exhibition using the museum's developed content. By combining existing

campus resources, this collaborative team is able to direct our funding request toward supporting the staff positions needed to complete the project.

The primary digital humanities product is the virtual exhibition, *Threads of our Community*, which traces the growth of the Avenir Museum from its beginnings as a small teaching collection in the 1950s to its current form as a state-of-the-art museum facility with a collection of approximately 25,000 historic clothing and textile artifacts. This project services a global public audience in a dynamic digital environment that incorporates universal design principles into a multimedia experience to include: original narrative text; photographs of clothing and textiles in the museum's collection; historic photographs of collections staff, students, and public programming events; digitized paper ephemera such as previous exhibition posters, museum newsletters, and programming announcements; audio interviews with current and former staff, students, donors, and volunteers; audience participation through contributing personal memories about the museum; audience participation and evaluative data gathering through contributing requests for future museum activities.

This project alleviates disruption of the relationship the museum and the library have with public audiences seeking humanities content while engaging the public in learning about the importance of university collections not only for students, but also for fostering meaningful connections between campus and community. The team is approaching this project with diversity, equity, accessibility, and inclusion in mind. From its beginnings, the museum's collection has been driven by women in higher education and community philanthropy seeking to preserve and share cultural knowledge. The collection was started in the 1950s by Dagmar Gustafson, a faculty member in what was then the Department of Home Economics, who sought early donations from local women's clubs. Objects from the museum's collection that will be featured in the exhibition demonstrate the diversity of world textile making and use, as well as commonalities of culture that unite humanity. The team will work to create a digital experience that incorporates universal design with particular attention to accessibility, including details such as additional metadata entry for alternative text and optical character recognition of scanned archival and photographic materials, transcriptions of audio files, and color and size consideration of elements on the site. The participatory elements demonstrate that people are at the heart of growing and sustaining this university collection while helping the museum to build our institutional knowledge, to produce visitor-driven content, and to share our past and our future with stakeholders. The French word for future, after all, is *avenir*.

### Jobs and Personnel

This project supports portions of ten (10) humanities staff positions at CSU, including all four (4) full-time staff at the museum and six (6) full-time staff at the library. We are seeking funding to support the percentage of their time spent on this project. All of these positions have potential to be affected by budget cuts up to 20% of the total budget for the university for FY 2021. Furloughs and lay-offs are being considered in current scenario planning described below. **From the Avenir Museum**, four (4) employees will participate in the project: Dr. Katie Knowles, Curator and Assistant Professor (Project Director, PI); Heather Gottschalk, Visitor Services and Venue Coordinator; Megan Osborne, Assistant Curator and Collections Manager; Doreen Beard, Director of Operations and Engagement. Knowles's contribution to this project is curation of

the virtual exhibition, including original content creation, object and asset selection, and interactive concept development. Gottschalk will collaborate with library staff on generating graphic design elements for the virtual experience, marketing and promotion of the exhibition, and maintenance of online submissions post-launch. Osborne will coordinate with library staff for access to museum collections and original archival assets for digitizing to include transport between facilities following preservation standards and best practices, advisement regarding metadata entry for digitized assets, and editing of narrative and visual content. Beard's contribution is coordination with university and community partners to promote the project, digestion of evaluative data gathered from online submissions, and editing of narrative and visual content. **From the CSU Libraries**, six (6) employees will participate in the project: Mark Shelstad, Associate Professor and Coordinator for Digital and Archive Services (co-PI); Helen Baer, Digital Repository Unit Head; Dawn Paschal, Associate Dean for Research, Digital Library, and Data Services; Trista Barker, Digital Technician; Yongli Zhou, Digital Repository Librarian; Jenna Allen, Educational Technologist and Media Developer. Shelstad's contributions include coordination of digital scanning and metadata, online access, and selection of the web delivery platform. Paschal's contribution to the project is coordinating publicity, evaluating the exhibit platform, and providing feedback on the exhibit display. Baer and Barker, in coordination with Osborne, will be responsible for student supervision, quality control on scanning and metadata, and ingest into a public-facing interface. Allen and Zhou's contribution will be identifying an exhibit platform, and collaborating with Gottschalk for the web exhibition's theme, display, and adherence to usability best practices.

#### Institutional Capacity

Like all other higher education institutions, Colorado State University is experiencing significant revenue loss in this crisis. CSU expects at least \$37 million in losses for FY 2020, and projects a shortfall between \$90.5 and \$200 million for FY 2021. Personnel costs are the largest expenditure of the university. Current budget scenario planning includes, but is not limited to: retirement incentives for staff; attrition and replacement only for critical positions; across the board salary reductions; no raises; furloughs; curricular and operations restructuring. No specific decisions were made by the deadline for this grant application.

It is very important to know that the university is using a multi-scenario, dynamic approach to planning. Despite current challenges, the university is committed to long-term sustainability including maintaining the infrastructure necessary to provide continuity to engagement and extension activities such as this public humanities project. CSU's Office of Sponsored Programs has remained fully functional while operating remotely during the pandemic and administers over \$400M in research projects each year. They are fully capable of administering this award as part of CSU's grant portfolio. If awarded this grant, the project team is fully committed to realizing this project in the event of budget challenges. The combined operating costs of the Libraries and the Avenir Museum for the past three fiscal years: 2019=\$16,979,510; 2018=\$16,330,240; and 2017=\$15,733,750.

**Budget narrative:**

Key Personnel:

Avenir Staff

Katie Knowles, Curator of the Avenir Museum and Assistant Professor, will act as PI/Project Director and will be responsible for project oversight and management. She will assist with all aspects of the project as needed. She will devote 2 months effort to the project.

Heather Gottschalk, Avenir Museum Visitor Services and Venue Coordinator, will assist with refining visual content/exhibition design; selection of platform for web exhibit; building and testing virtual exhibition; coordination with university communications partners; establishing and carrying out procedures for reviewing and posting virtual visitor contributions to the site. She will devote 1.5 months effort to the project.

Doreen Beard, Avenir Museum Director of Operations and Engagement, will assist with refining visual content/exhibition design; coordination with university communications partners; and establishing procedures for posting virtual visitor contributions and maintenance of evaluative data. She will devote .75 months effort to the project.

Megan Osborne, Assistant Curator and Collections Manager of the Avenir Museum, will assist with refining visual content/exhibition design; digitization and metadata creation; selection of platform for web exhibit; and building and testing virtual exhibition. She will devote .75 months effort to the project.

Library Staff:

Mark Shelstad, Library Coordinator for Digital and Archive Services, will act as Co-PI; coordinate digitization and metadata creation; selection of platform for web exhibit; building and testing virtual exhibition; establishing procedures for posting virtual visitor contributions and adding additional content as needed. He will devote .2 months effort to the project.

Helen Baer, Library Digital Repository Unit Head, will coordinate and assist with digitization and metadata creation; building and testing virtual exhibition; and adding additional content as needed. She will devote .4 months effort to the project.

Dawn Paschal, Associate Dean for Research, Digital Library and Data Services, will coordinate library staff; assist with selection of platform for web exhibit; building and testing virtual exhibition; and coordination with university communications partners. She will devote .13 months effort to the project.

**Digital technicians:**

Jenna Allen, Library Educational Technologist/Media Developer, will assist with refining visual content/exhibition design; selection of platform for web exhibit; and building and testing virtual exhibition. She will devote .33 months effort to the project.

Yongli Zhou, Library Digital Repository Librarian, will assist with refining visual content/exhibition design, selection of platform for web exhibit; and building and testing virtual exhibition. She will devote .33 months effort to the project.

Trista Barker, Library technician, will assist with digitization and metadata creation; and building and testing virtual exhibition. She will devote .4 months effort to the project.

**Fringe benefits** will be charged at the rate in effect when salaries are expended. They are currently budgeted at 28.7% for faculty/staff and 43.1% for Barker, a state-classified employee.

**Indirect costs** are budgeted at the CSU other activities rate of 34% MTDC. For this budget, no costs are exempt from the indirect cost base calculation.

RESEARCH & RELATED BUDGET - Budget Period 1

ORGANIZATIONAL DUNS: (b) (4)

Enter name of Organization: Colorado State University

Budget Type:  Project  Subaward/Consortium

Budget Period: 1 Start Date: 06/15/2020 End Date: 12/31/2020

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
	Katie		Knowles	Ph.D.	(b) (6)	2.01			(b) (6)	(b) (6)	(b) (6)
Project Role: PD/PI											
	Heather		Gottschalk		(b) (6)	1.50			(b) (6)	(b) (6)	(b) (6)
Project Role: Visitor Services Coordinator											
	Megan		Osborne		(b) (6)	0.75			(b) (6)	(b) (6)	(b) (6)
Project Role: Collections Manager											
	Doreen		Beard		(b) (6)	0.75			(b) (6)	(b) (6)	(b) (6)
Project Role: Project coordinator - Museum											
	Mark		Shelstad		(b) (6)	0.20			(b) (6)	(b) (6)	(b) (6)
Project Role: Digital and Archive Coordinator											
	Helen		Baer		(b) (6)	0.40			(b) (6)	(b) (6)	(b) (6)
Project Role: Digital collections manager											
	Dawn		Paschal		(b) (6)	0.13			(b) (6)	(b) (6)	(b) (6)
Project Role: Project coordinator - library											

Additional Senior Key Persons:

Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person (b) (6)

## B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
		Cal.	Acad.	Sum.				
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="3"/>	Digital technicians	1.06	<input type="text"/>	<input type="text"/>	(b) (6)	(b) (6)	(b) (6)	
<input type="text" value="3"/>	<b>Total Number Other Personnel</b>					<b>Total Other Personnel</b>	(b) (6)	
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>								56,190.00

## C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text"/>	<input type="text"/>
Additional Equipment: <input type="text"/>	<input type="text"/>
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
Total funds requested for all equipment listed in the attached file	
Total Equipment	

## D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
<b>Total Travel Cost</b>	<input type="text"/>

## E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	<input type="text"/>
<b>Total Participant/Trainee Support Costs</b>	<input type="text"/>

**F. Other Direct Costs****Funds Requested (\$)**

1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. <input type="text"/>	
9. <input type="text"/>	
10. <input type="text"/>	
<b>Total Other Direct Costs</b>	

**G. Direct Costs****Funds Requested (\$)****Total Direct Costs (A thru F)** 56,190.00**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
MTDC	34.00	56,190.00	19,105.00
<b>Total Indirect Costs</b>			19,105.00

**Cognizant Federal Agency**

(Agency Name, POC Name, and POC Phone Number)

DHHS, Arif Karim, (415) 437-7820

**I. Total Direct and Indirect Costs****Funds Requested (\$)****Total Direct and Indirect Institutional Costs (G + H)** 75,295.00**J. Fee****Funds Requested (\$)****K. Total Costs and Fee****Funds Requested (\$)****Total Costs and Fee (I + J)** 75,295.00**L. Budget Justification**

(Only attach one file.)

1234-Budget narrative CSU.pdf

Add Attachment

Delete Attachment

View Attachment



**RESEARCH & RELATED BUDGET - Cumulative Budget**

**Totals (\$)**

<b>Section A, Senior/Key Person</b>		(b) (6)
<b>Section B, Other Personnel</b>		(b) (6)
Total Number Other Personnel	3	
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>		56,190.00
<b>Section C, Equipment</b>		
<b>Section D, Travel</b>		
1. Domestic		
2. Foreign		
<b>Section E, Participant/Trainee Support Costs</b>		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
<b>Section F, Other Direct Costs</b>		
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
<b>Section G, Direct Costs (A thru F)</b>		56,190.00
<b>Section H, Indirect Costs</b>		19,105.00
<b>Section I, Total Direct and Indirect Costs (G + H)</b>		75,295.00
<b>Section J, Fee</b>		
<b>Section K, Total Costs and Fee (I + J)</b>		75,295.00