



Institutional Grant Program (IGP)

Project Time Guidelines

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**If you have questions about the
Institutional Grant Program or your
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Time Guidelines

Different project types are identified and broken down into a range of estimates based on the level of difficulty. You must justify your time estimates, particularly if they are high or low. Special circumstances must be noted and a rationale provided. Not all projects will require all tasks. Do not add time for work that is not necessary. Archival collections are always unique and the recommendations in this document should be considered as starting points only.

Project Administration

IGP funds cannot be used for administrative costs, but may be eligible in grants that will be combined with the IGP. In this case, administration may not exceed 15% of the total project and cannot include IGP funding.

Scanning Projects

This assumes that all scans can be done in one pass with no digital manipulation. For other cases complete a small sample to determine reliable time estimates.

- *No Selection or Re-Housing*: 45-55 Images/Day
- *Selection but No Re-Housing*: 25-35 Images/Day
- *Selection and Re-Housing*: 20-30 Images/Day
- *Description and Other Tasks*: Follow guidelines in this document in addition to scanning timelines.

Indexing Projects

- *New Subject Authorities, Preparation/Development*: 40-50 Subjects/Day
 - It would be expected to take 20% of the total project time.
- *Transcribing Names, Developing Authority Policies*: 75-100 Names/Day
 - It would be expected to take 5% of the total project time.

Thematic Guides

- *Locating/Reviewing Materials, Describing at File/Item Level*: 20% of Project Time
- *Location, Review, Description of Files*: 10-20 Files/Day
- *Location, Review, Description of Images/Graphic*: 30-40 Items/Day

Re-Description Projects

- *Fonds/Series Level, Basic*: 8-12 Descriptions/Day
- *Fonds/Series Level, Detailed*: 2-4 Descriptions/Day

Arrangement and Description - Background Research

- 5 Days/Project
 - If more than one fonds or collection is involved there are three options:
 - Submit each as separate projects.
 - Complete all in 5 days.
 - If the work is of a re-description nature, submit as such.

Arrangement and Description - Textual

Appraisal

- *No Order, Needs Significant Reduction: 0.5 Metre/Day*
- *Minimal Order, Needs Reduction: 1.0 Metre/Day*
- *Mostly Ordered, Minimal Reduction: 1.5 Metre/Day*
- *Ordered, No Reduction, or Ledgers/Minute Books/etc.: 3.0 Metre/Day*

Arrangement

- *No Order, Need Significant Work: 1.0 Metre/Day*
- *Minimal Order, Needs Some Hierarchy Work: 1.0 Metre/Day*
- *Mostly Ordered, Minimal Hierarchy Work: 1.5 Metre/Day*
- *Ordered, Verification Work Only: 3.0 Metre/Day*

Description

- *No Descriptions Exist: 0.5 Metre/Day*
- *Minimal Descriptions, Needs Significant Work: 1.0 Metre/Day*
- *Mostly Described or Information Readily Available: 1.5 Metre/Day*
- *Described, Minor Work Needed: 3 Metre/Day*

Physical Processing

- *Significant Work Needed: 1 Metre/Day*
 - Widespread flattening, remove staples, replace/add folders/boxes.
- *Some Work Needed: 1.5 Metre/Day*
 - Re-folding/re-boxing, some need to remove of staples.
- *Minimal Work Needed: 3.0 Metre/Day*

Arrangement and Description - Photographic

- *Appraisal & Selection: 200 Images/Day*
- *Arrangement: 50 Images/Day*
- *Description: 50 Images/Day*
- *Physical Processing: 100 Images/Day*

Arrangement and Description - Sound and Moving Images

- *Appraisal & Selection: 1x Running Time*
- *Arrangement: 1x Running Time*
- *Description: 1x Running Time*
- *Physical Processing: 1x Running Time*

Arrangement and Description - Architectural and Cartographic

- *Appraisal & Selection: 25 Items/Day*
- *Arrangement: 50 Items/Day*
- *Description: 20 Items/Day*
- *Physical Processing: 20 Items/Day*