Digitizing for Accessibility: The Texas Disability History Collection Project

Abstract
The Texas Disability History Collection, housed in the University of Texas at Arlington Libraries’ Special Collections, includes 40 oral history interviews with prominent Texan disability rights advocates and ordinary Texans with disabilities as well as a wide array of archival materials including personal papers, organizational records, photographs, and audio and video recordings. As a whole, the collection documents UT Arlington’s preeminent role in making higher education accessible to students with disabilities, driving the development of adapted (or disability) sports nationwide, and spurring disability rights activism in the north Texas region. It also documents how the disability rights movement has reshaped the lives of the roughly twenty percent of Texans with disabilities. The UT Arlington Libraries requests funding in the amount of $25,000 to support a digitization project that will make these materials accessible via the Internet.

Significance of the Collection
Scholars have thus far devoted limited attention to the lives of the twenty percent of Americans with disabilities: one of the largest minorities in the country. We know particularly little about disability rights activism and the lives of disabled people in the South and Southwest, as well as Latinas/Latinos with disabilities. Furthermore, scholars in the burgeoning interdisciplinary field of disability studies contend that incorporating notions of ability, disability, and “normality” sheds new light on who should have access to public life and education, what has constituted a “good” citizen or worker, how racialized ideas about ability served to justify slavery, and how disabling injuries (or their absence) have served as a marker of class, among other issues. The Digitizing for Accessibility: Texas Disability History Collection Project is significant because it showcases Texas’s central role in the disability rights movement, especially as it relates to access to higher education and disability sports, and reveals the impact of disability rights on ordinary people’s lives. Wider availability of these materials will also help students and scholars from across the state and nation to incorporate regional and racial diversity into disability history and civil rights narratives.

This project aims to increase awareness of this collection through online dissemination of 40 oral histories (some already transcribed), digitization of 1000+ pages of documents and 500 images from the UT Arlington Movin’ Mavs wheelchair basketball team collection, and conversion to digital format and online streaming of 10 videos of 1990s and early 2000s Movin’ Mavs games. The collection will also continue to grow in future years through the efforts of faculty, students, and library staff—in part via collaboration with UT Arlington’s Disability Studies Minor, which is the first such degree program in Texas, one of just two in the entire South, and the only one in the country to emphasize disability history.

Together, the oral history interviews and archival holdings at UT Arlington Libraries’ Special Collections emphasize the pioneering role played by a racially and ethnically diverse cast of Texan disability rights activists, many of whom attended or have worked at UT Arlington, in fighting for equal access to education, work, union membership, public transit, and sports. The Movin’ Mavs, Student Congress, and President Wendell Nedderman papers and associated interviews reveal how disabled students convinced university administrators to serve students with disabilities in the very early 1970s, nearly a
decade before federal mandates; how the school became a model accessible campus for universities in Texas and the greater Southwest; and how Jim Hayes helped to popularize wheelchair basketball on campus, in Texas, and nationwide. UT Arlington alumnus Sam Provence in turn founded Helping Restore Ability, a nonprofit attendant care provider that serves disabled Texans statewide and, like fellow alumna Donna Anderson, fought to establish accessible public transit in Arlington. UT Arlington professor and Paralympic medalist Abu Yilla, meanwhile, established quadriplegic “quad” rugby as a sport in the United States, while engineering graduate and Movin’ Mav alumnus William Hernandez received the first athletic scholarship for disability sports in the United States and later founded the elite sport wheelchair company Per4Max. While rightfully highlighting UT Arlington’s crucial role in driving disability rights activism in Texas and beyond, the Texas Disability History Collection Project will also showcase the contributions of earlier advocates. Joe P. Hawn and Robert Hanks Brister sought to create educational opportunities for children with disabilities at a time when public schools could legally bar them from attending, while a myriad of collections from the UT Arlington Libraries’ Texas Labor Archives document disabled workers’ efforts to gain access to paid employment and insurance benefits.

This project will also shed light on the ways in which the disability rights movement has reshaped the lives of ordinary Texans with disabilities over the past fifty years, from access to public spaces and housing to education and employment. A subset of oral histories and related video files, for instance, highlights the participation of people with a wide array of disabilities—spinal cord injuries, autism spectrum disorder, connective tissue disorders, and amputations, among others—in the hardcore punk scene. These interviews explore the experiences of this racially diverse group, along with attitudes towards them, as they exhibit their disabilities and interact in public spaces: crowd-surfing and moshing in wheelchairs, stage-diving with prosthetic limbs, and performing in concerts. Another subset investigates the lives of Texan women of color with disabilities, highlighting intersections between family attitudes about race, gender, disability, and independence, as well as the personal impacts of gaining paid employment and finding community with other disabled people.

The oral histories in the Texas Disability History Collection were conducted by undergraduate minors in Disability Studies and graduate students in Public History between 2013 and 2015. Students worked under the supervision of Dr. Sarah Rose, director of the Disability Studies Minor at UT Arlington and an assistant professor of history, and Dr. Gerald Saxon, director of the Public History MA program and an associate professor of history at UT Arlington. Dr. Rose and the assistant for the minor, Trevor Engel, who will serve as a historical content provider for this project, have edited and audited the completed transcripts for accuracy and precision; additional oral histories will also be included in the materials covered by this grant. The recorded interviews and transcripts have been placed in UT Arlington Libraries’ Special Collections, where they are accessible only to students, scholars, and the general public who can travel to Arlington and navigate the archive. Digitization and online dissemination of the materials will greatly enhance their accessibility.

Nearly a dozen undergraduate students taking disability studies courses at UT Arlington have already used the interviews and archival holdings to research papers, a half-dozen of which have been presented at the university’s Annual Celebration of Excellence by Students (ACES) symposium and even at the international Society for Disability Studies conference.

**Project design**

**Delivery mechanism**

Structure and access to newly digitized materials will be provided through the University of Texas at Arlington Libraries’ website and developed by the Libraries’ Digital Creation Department. This website
will be specifically designed to address disability access issues that hinder research by people with a wide variety of impairments, including visual, hearing, and mobility impairments, as well as cognitive disabilities.

**Corpus**

Select materials will be digitized by the project team, who will capture original TIFFs and create derivative files for public exhibition on the Internet. This project will include the following materials from the Special Collections of UT Arlington Libraries:

- 40 oral history interviews and transcripts with prominent Texas disability rights advocates and ordinary Texans with disabilities;
- Fort Worth Star-Telegram photographic images pertaining to people with disabilities;
- University records from the Office of the President of the University of Texas at Arlington under Presidents Wendell Nedderman and Frank Harrison;
- Archives of the university’s wheelchair basketball team, the Movin’ Mavs, which include the papers of its founder Jim Hayes and publications of the National Wheelchair Basketball Association;
- Records from UT Arlington’s Student Congress, specifically a 52-page proposal authored by Jim Hayes in the early 1970s on how the university could accommodate students with disabilities;
- Records from the Fort Worth Trades Assembly that include the American Federation of the Physically Handicapped pamphlets and correspondence from 1954 to 1957;
- Materials from the Libraries’ Texas Labor Archives such as files from the Fort Worth Civil Liberties Union Records and the Dallas Building and Construction Trades and Council Records.

**Staff assigned to this project**

All positions exist currently except the Historical Content Provider; this position will be filled by an undergraduate research assistant.

- **Principal Investigators:**
  - Ramona Holmes, Department Head, UT Arlington Libraries Digital Creation: 21 hours
  - Brenda McClurkin, Department Head, UT Arlington Libraries Special Collections: 21 hours
- **Project Manager:** Jeff Downing, UT Arlington Libraries Digital Projects Librarian: 416 hours
- **Faculty Project Advisor:** Sarah Rose, UT Arlington Department of History Assistant Professor and Director of the Disability Studies Minor: 104 hours
- **Metadata Supervisor:** 21 hours
- **Library Assistant for Photographs:** 42 hours
- **Archivist:** 42 hours
- **Library Metadata Specialist:** 104 hours
- **Historical Content Provider:** 350 hours
- **Digital Production Specialist:** 208 hours
- **Web Designer:** 42 hours
- **Web Developer:** 42 hours

**Digitization Process and Technical Details**

The digitization component of this project will be organized and overseen by the project coordinator, a full-time employee responsible for supervising the day-to-day logistics of the project. These processes will be carried out by the Digital Creation Department, using established and documented processes for
managing all aspects of this digital project from selection through uploading content to the website for access. The first step in digitizing the materials involves coordinating with Special Collections to pull selected materials for scanning. The condition of all materials will be examined to determine whether the materials can be handled and digitized without affecting their current physical condition.

Once materials are determined to be safe for scanning, Special Collections staff will transfer the materials to a digital production specialist who will scan them and create digital files using an Epson Expression 11000XL-Photo Scanner that will be purchased with funds from this grant. All materials will be scanned in color at a minimum of 600 dpi resolution (depending on format) and saved as uncompressed TIFF files. After scanning, metadata will be created by one or more metadata specialists from the Libraries’ Access & Discovery Department. Quality control of the scans will be conducted by the library assistant for photographs in Special Collections. For materials that do not pass quality control, rescanning or refreshed metadata will be performed. If all scans prove acceptable, the materials will be returned to Special Collections for reshelving.

The master TIFF files will be used to create several derivatives. First, versions of all the master images will be generated. Once created, the JPG versions will undergo minimal post-processing such as deskewing and cropping. The average size of one of these derivative JPG files is 5–10 MB. These full-size access copies will then be used as the basis for creating PDF access files for text-based documents or smaller JPG files for image-based documents. All derivative files will be saved on the same shared network space located on a library server or deposited into a dark archive with the Texas Digital Library, where the UT Arlington Libraries holds an annual subscription.

Single-page materials such as papers will be digitized on the Libraries’ current scanner, which is a Canon image FORMULA DR-7090C. This scanner allows for the digitization of materials up to 12” x 17” on the scanner’s flat bed. It scans at preservation quality (600 optical dpi) and saves files in uncompressed formats for higher quality scans.

To facilitate greater discoverability and widespread usage of the materials, PDFs of printed text-based documents will be converted with OmniPage OCR software, which serves two purposes: 1) it makes text materials accessible by people using screen readers, and 2) it enables full-text searching and indexing of the materials. These documents will then be proofed and corrected for quality control. PDFs of handwritten text-based documents will be manually proofed by one or more transcribers, and then quality control will be conducted by a Special Collections archivist. Additionally, select video and audio files will be described through alternate means to make them accessible to people who have vision or hearing impairments.

Creation and inclusion of historical content will take place in consultation with the faculty project advisor. The historical content provider will upload digital materials into the project database, provide transcription and metadata as needed, and develop related historical content in tandem with Digital Creation and the faculty project advisor.

**Metadata Creation Process**

All materials in this project will be enhanced with rich metadata. Metadata specialists will use the Qualified Dublin Core (QDC) metadata standard to describe images, audiovisual materials, and documents within the collection. Furthermore, MARC metadata will be used for records added to WorldCat. The project coordinator and Special Collections archivist are responsible for quality control of all metadata created for the project. The metadata manager will assign content for metadata creation and tracking to a library metadata assistant, who will be responsible for producing enhanced metadata.
as well as applying controlled vocabularies to the digital content, thus providing a rich search and browsing experience for the user. The metadata will then be exported for upload into a MySQL database that drives the project’s website. Below is a brief overview of the metadata being created for this project:

- Item metadata – All items scanned as part of the project will have item-level metadata. This includes descriptive metadata (such as title, author, controlled vocabulary, etc.). The descriptive metadata adheres to QDC standards. When possible, item-level metadata will be collected from existing MARC catalog records that are stored in the Libraries’ online catalog. This metadata will be supplemented with additional descriptive information gathered from the finding aids and other files from UT Arlington Libraries’ Special Collections holdings.

- Administrative/preservation metadata – This metadata is created by the Digital Creation staff or other staff at the point of scanning, when the digital masters in TIFF format are captured. Metadata collected includes the following:
  - Rights management information
  - Digital file format and size
  - Color or black & white image
  - Date created
  - Original format and size (if applicable)
  - Original call number/access number (if applicable)
  - Item description from the container (collection, etc.)
  - Author

Metadata harvesting will be available through Open Archives Initiative for Protocol Metadata Harvesting (OAI-PMH) for inclusion in the Texas Digital Library, the Portal to Texas History, the Digital Public Library of America and any future portal created by the Disability History/Archives Consortium. MARC records will be contributed to WorldCat as warranted by the project. UT Arlington Libraries is committed to providing resources for sustainability of the project’s digital files by funding storage, preservation, and migration needs.

**Delivery Date of Outcome(s)**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Delivery Date</th>
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<tbody>
<tr>
<td>Preselected materials will be pulled by Special Collections staff.</td>
<td>Sep 2015</td>
</tr>
<tr>
<td>Preservation guidelines will be established.</td>
<td>Sep–Oct 2015</td>
</tr>
<tr>
<td>Database will be built using MySQL/PHP to store images, documents, audiovisual materials, and metadata.</td>
<td>Sep–Nov 2015</td>
</tr>
<tr>
<td>Metadata input rules will be determined and documented.</td>
<td>Oct 2015</td>
</tr>
<tr>
<td>Scanning and audiovisual technicians will be hired (student workers).</td>
<td>Oct 2015</td>
</tr>
<tr>
<td>Scanning technicians will create digital images and capture metadata to store on a local fileserver and add to the project database.</td>
<td>Nov 2015–April 2016</td>
</tr>
<tr>
<td>Scanning technicians will digitize and OCR documents and store on a local fileserver.</td>
<td>Nov 2015–April 2016</td>
</tr>
<tr>
<td>Materials from student projects will be uploaded to the database and historical content will be provided.</td>
<td>Dec 2015–Jan 2016</td>
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</table>
A website with accessibility as a priority will be designed and developed. | Dec 2015–Apr 2016
---|---
Any new records from this project will be cataloged using MARC metadata and added to WorldCat. | Feb 2016–Mar 2016
The website will undergo usability testing. | Apr 2016
The website will be revised. | May 2016
Metadata will be pushed to the Digital Public Library of America Service Hub at the University of North Texas, and derivatives of the images will be added to UTA’s digital institutional repository within the Texas Digital Library. | Jun–Jul 2016
Project evaluation, debriefing of local team, and final report will be written (outcomes from 3 months of Google Analytics to be included). | Jul–Aug 2016

Copyright Statement

Materials included in the Digitizing for Accessibility grant project come from a variety of sources, each with a unique copyright status. The bulk of these materials are oral histories, UT Arlington records and publications, the Jim Hayes/Movin’ Mavs Collection, and the Fort Worth Star-Telegram photographs. All individuals participating in the oral history interviews have signed a release granting copyright to the UT Arlington Libraries and authorizing digitization of the interview. Most UT Arlington publications fall in the public domain; permission will be obtained to digitize any copyrighted publications. The National Wheelchair Basketball Association has granted permission to digitize the extensive number of NWBA publications in the Movin’ Mavs collection. Copyright for Fort Worth Star-Telegram photographic images has been transferred to UT Arlington Libraries. As other materials are selected for digitization, careful consideration will be given not only to copyright but privacy issues. Permission from copyright holders will be obtained when necessary.

Availability

In collaboration with the Libraries’ Access & Discovery Department, items will have standardized, rich metadata supplied to the project website, surrogate records created in WorldCat, and a preservation deposit onto local servers or into the Texas Digital Library dark archive as warranted. UTA Libraries Marketing and Communications Department will design a marketing plan for this project. The plan will include outreach to the disability studies scholarly community, disability rights organizations, and disability advocacy groups as well as to the citizens of Texas so that this unique deep dive into this topic can be used by a wide and diverse audience. Additionally, discoverability of the collection will be enhanced by providing project metadata to the Texas Service Hub of the Digital Public Library of America at the University of North Texas. Metadata will be standardized for harvest by the digital portal being developed by the newly created Disability History/Archives Consortium.

A web designer and web developer from Digital Creation will produce this website from the ground up to be fully accessible to people with a wide variety of disabilities. The website will be created using open source tools, specifically MySQL and PHP. Open APIs will be evaluated for this site and used as needed to enhance the user experience. For example, to engage users with the collection, crowdsourcing metadata or transcription may be option. UT Arlington Libraries has committed to open access when possible so that users can (re)use our products, with attribution, to heighten awareness of this distinct collection.

UT Arlington Libraries is committed to the sustainability of this project on our local servers. With the continued influx of projects from undergraduate students in Disability Studies, graduate students in
Public History, and History and Disability Studies faculty, this digital collection will continue to grow in the coming years.

Cost-effectiveness

Hardware
To effectively and efficiently complete digitization activities, UT Arlington Libraries will need to purchase the following supplies with funds from this grant:

- Epson Expression 11000XL Photo Scanner: $3,200.00
- A/V conversion hardware: $1,333.00
- Computer and high-resolution monitor for use with the scanner and A/V conversion hardware: $2,000.00

We have had long-term successful experience with an Epson 10000XL Photo Scanner, the predecessor to the Epson 11000XL Photo Scanner requested through the grant, and are confident that this is the proper scanning equipment for our project. Given the scale of this project, a hardware supplies budget of $6,533.00 is reasonable and adequate.

Staffing
With a combined 28 years of professional library technical services and archives experience between them, Ramona Holmes and Brenda McClurkin will serve as project codirectors, overseeing grant management and reporting activities. Digital Projects Librarian Jeff Downing will serve as the day-to-day project coordinator, organizing all activities of the technical services, metadata, and archives staff members. Assistant Professor Sarah Rose will lend her subject matter expertise to the detailed selection of materials for digitization and written content for the project website.

Salaries and wages of all UT Arlington staff and student workers for grant-related activities will be partially funded by the TexTreasures grant funds. In addition, UT Arlington will be paying a substantial portion through cost sharing.

Evaluation
Quantifiable outputs of the Texas Disability History Collection Project are digital files (audio, video, text, and image), rich metadata, a database, and a website designed specifically to be accessible to people with various disabilities. The impact of the project will be extended by scholars using materials from the collection in scholarly conference presentations and publications, by students in Disability Studies studying the collection for research projects, and by librarians and archivists giving technical presentations about the process used to create the project. Qualitative measures of the project include increased study and analysis of the users’ experience, a better understanding of the impact of this project, and an enhanced awareness of the availability of UT Arlington’s resources on the subject of Disability Studies.

Successful completion of the project will entail the following:

- audio, video, text, and image files have been made available on the project website that were previously unavailable outside of the physical space of Special Collections;
- audio, video, text, and image files have been saved in preservation formats for long-term storage according to current best practices;
- public access to these materials becomes possible for the citizens of Texas and beyond, with purposeful development/design to address disability access issues that hinder research by people with a wide variety of impairments;
• full-level MARC records created for certain parts of the collection and made available via WorldCat and in the UT Arlington Libraries’ online catalog;
• the project database has been fully populated with all the metadata necessary to completely describe and provide access to project materials and to preserve the project’s digital files;
• the project has been publicized and promoted by means of announcements on email lists and in professional and subject-interest newsletters in disability studies, disability history, Texas history, and archives, and by presentations at professional conferences.

Visits to the project website will be tabulated for purposes of gauging user interest; Google Analytics will be used for this process. Usage of the original materials in the project will be quantified primarily by tracking the number of researchers requesting them and the number of project items served onsite at UT Arlington.

Locally, Disability Studies students and history majors will use materials from this project for an annual research course on disability history. These materials will also serve as a model for graduate Public History students taking a biennial oral history methodology class. These students as well as Disability Studies minors will then contribute additional oral histories to the collection. As part of the Disability Studies internship program, students will continue adding to the University Archives and digital exhibits.
Appendix A: UT Arlington Indirect Cost Rate Agreement

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 1756600121A1

DATE: 08/08/2011

FILING REF.: The preceding agreement was dated 10/29/2007

ORGANIZATION:
University of Texas at Arlington The University of Texas System
Office of Accounting & Business Svcs
P.O. Box 19136
Arlington, TX 76019-0136

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

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<th>TYPE</th>
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<td>49.50</td>
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<tr>
<td>PROV.</td>
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<td>&quot;Use same rates and conditions as cited for FYE 8/31/15.&quot;</td>
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Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of $25,000.
ORGANIZATION: University of Texas at Arlington

THE UNIVERSITY OF TEXAS SYSTEM

AGREEMENT DATE: 09/08/2011

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:
The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES
Vacation, holiday, sick leave, pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment Definition:
Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

FRINGE BENEFITS:

FTCA
Retirement
Disability Insurance
Worker’s Compensation
Life Insurance
Unemployment Insurance
Health Insurance
Vision Care
Dental Insurance
ORGANIZATION: University of Texas at Arlington
The University of Texas System

AGREEMENT DATE: 08/08/2011

SECTION III: GENERAL

A. LIMITATIONS

The rates in this agreement are subject to any statutory or administrative limitations and apply to a given year, contract or other agreement, to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization are included in the facilities and administrative cost pool as finally accepted by the agency; (2) the rates are subject to review at any time and may be revised if necessary; (3) if the rates are not collected, they will be charged to the rate payments in the following year(s); and (4) the information provided by the organization which was used to calculate the rates is not later found to be materially incorrect or incomplete by the Federal Government. In such situations the rate would be subject to renegotiation or the disallowance of the Federal Government.

B. ACCOUNTING POLICIES

This agreement is based on the accounting system prescribed by the organization to be in effect during the agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of overhead, facilities and administrative costs to direct. Failure to obtain approval may result in cost disallowance.

C. FIXED RATES

If a fixed rate is to be charged, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an amendment will be made to the rate of a future year(s) to compensate for the difference between the rate used to establish the fixed rate and actual costs.

D. USE OF OTHER FEDERAL FUNDS

The rates in this agreement were approved in accordance with the authority in Office of Management and Budget Circular A-110 (February), and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in the above. The organization must provide copies of the agreement to other Federal Agencies to give them early notification of the agreement.

E. OTHER

If a Federal agreement, grant or other agreement, is subgranting facilities and administrative costs by a name other than the approved entity in this agreement, the organization should (1) credit the costs to the affected programs, and (2) apply the approved rates to the appropriate base to identify the proper amount of facilities and administrative costs allowable in these programs.

By the Institution:

[Signature]

Kelly Davis, CPA
Vice President for Business Affairs & Controller
U.T. Arlington

On behalf of the Federal Government:

[Signature]

[Title]

Shan Turner

Page 4 of 4
August 8, 2011

Ms. Kelly Davis
Vice President – Business Affairs & Controller
University of Texas at Arlington
Office of Accounting & Business Services
P.O. Box 19136
Arlington, TX 76019-0136

Dear Ms. Davis:

A copy of an Indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the original signed by an authorized representative of your organization and fax it to me, retaining the copy for your files. Our fax number is (214) 767-3264. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

The Office of Management and Budget (OMB) has requested that we reach an agreement with each institution on components for the published F&A cost rates. The attached form(s) are provided for that purpose. Please sign the form(s) and return them with the agreement.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 9/30/14 is due in our office by 2/28/15.

Sincerely,

Art Heflin
Director, Central States Field Office
Division of Cost Allocation

Endorsements

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT