***NEH 2023 Sustainability Plan Template***

*The following is a suggested template created from the* [*Sustaining Digital Resources Briefing Paper*](https://sr.ithaka.org/wp-content/uploads/2015/08/BRIEFING_PAPER-for-digital-project-leaders.pdf)*, the* [*Socio-Technical Sustainability Roadmap*](https://sites.haa.pitt.edu/sustainabilityroadmap/)*, and* [*2023 NEH NOFO*](https://www.neh.gov/sites/default/files/inline-files/DHAG%202023%20.pdf)*.*

*Another option is to submit your plan in paragraph form without headings.*

*Convert to PDF and name sustainability.pdf before submission.*

***Delete text in italics.***

*This plan should discuss the project’s long-term financial needs and demonstrate how it will continue to meet its goals after the period of performance.*

*Address potential institutional support, including staff, or future funding streams necessary for the project to thrive.*

*Not all contents of this template will be applicable and will depend on the project goals and activities you plan to continue after the grant.*

1. **Goals**
   1. *Identify the long-term goals of your project.*
   2. *What additional actions will need to take place after the grant closes?*
2. **Access** 
   1. *Describe how access to your DH project, files, and metadata will continue after grant closure.*
   2. *How long will your project remain available? When/how will it be decommissioned?*
   3. *What are the associated monetary and time costs?*
3. **Backup**
   1. *Describe your backup and security plan during and post-grant.*
   2. *Do you plan to archive the project files? If so, how, and where?*
   3. *How long will files be retained?*
   4. *What are the associated monetary and time costs?*
4. **Responsibility**
   1. *Identify the person(s) who will oversee the project and perform upkeep post-grant. (This may be multiple people across institutions).*
   2. *What will happen when they are no longer able to support the project? (Decommission of project, transfer ownership, etc.)*
5. **Metadata**
   1. *What metadata standard will you use to document your files?*
   2. *Who will write and update the metadata?*
6. **File Formats**
   1. *Describe what open file formats (including metadata) you will use to ensure long-term access. (See:* [*LOC recommended file formats*](https://www.loc.gov/preservation/resources/rfs/)*).*
7. **Data Integrity** 
   1. *Describe any quality assurance and control (QA/QC) workflows during and post-grant.*
   2. *How will you document file associations/connections in the metadata?*
8. **Funding**
   1. *If any additional funding is needed, identify the source or plan to secure additional funding. Otherwise, identify the sources of ongoing funding or institutional overhead.*