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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Email completed form to: asm\_crm@email.arizona.edu*** | | | | | | | | | |  | ***Email subject line: Project Submission Update*** | | |
| **Section 1. Client and Project Information** | | | | | | | | | | | | | |
|  | | a. ASM Job No.: | | | |  | | | | | | | |
|  | | b. Date submitted: | | | |  | | | | | | | |
|  | | c. Institution: | | | |  | | | | | | | |
|  | | c. Contact name: | | | |  | | | | | | | |
|  | | d. Contact email: | | | |  | | | | | | | |
|  | | e. Project name: | | | |  | | | | | | | |
|  | | f. Project number: | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| **Section 2. Final Project Submission Update. Include Initial Estimates and Final Quantities:** | | | | | | | | | | | | | |
|  | | | | | | | *Estimated* | *Final* |  | | | *Estimated* | *Final* |
| a. Linear inches of documentation, excepting Report of Remains | | | | | | |  |  | e. Half-boxes of artifacts | | |  |  |
| b. ASM Site Cards | | | | | | |  |  | f. Cataloged objects | | |  |  |
| c. ASM Site Card Updates | | | | | | |  |  | g. Linear inches of documentation, Report of Remains | | |  |  |
| d. Digital Images | | | | | | |  |  |  | | |  |  |
|  | | | | | | | | | | | | | |
| **Section 3. Select the Project Submission Type and all Materials to be Submitted. (\*indicates required element)** | | | | | | | | | | | | | |
| This checklist is a useful guide of common project elements. Required elements of a project submission may vary. Please refer to the *Submission Procedures and Checklists Guide* for detailed submission instructions. | | | | | | | | | | | | | |
|  | | a. *Collection survey, monitoring, testing/excavation project, artifacts not curated at ASM* | | | | | | | | | | | |
|  | |  | Project Submission Inventory (check all that apply): | | | | | | | | | | |
|  | |  |  | Digital Project Registration Form\* | | | | | | ASM New Site Card or Entry Module | | | |
|  | |  |  | One digital copy of the final project report\* | | | | | | ASM Site Card Update\* or Entry Module | | | |
|  | |  |  | Two hard copies of the final project report\* | | | | | | Shapefiles of project and site boundaries | | | |
| *If a Burial Discovery Agreement was issued or human remains were encountered, also complete section “d” below* | | | | | | | | | | | | | |
|  | | b. *Non-collection Survey, curated at ASM* | | | | | | | | | | | |
|  | |  | Project Submission Inventory (check all that apply): | | | | | | | | | | |
|  | |  |  | Digital Project Registration Form\* | | | | | | Hard copy field notes | | | |
|  | |  |  | One digital copy of the final project report\* | | | | | | ASM New Site Card or Entry Module | | | |
|  | |  |  | Two hard copies of the final project report\* | | | | | | ASM Site Card Update or Entry Module | | | |
|  | |  |  | Digital image(s)\* | | | | | | Shapefiles of project and site boundaries | | | |
|  | |  |  | Digital Image Data Sheet\* | | | | | |  | | | |
|  | | c. *Collection survey, monitoring, testing/excavation project to be curated at ASM* | | | | | | | | | | | |
|  | |  | 1. Forms (check all that apply): | | | | | | | | | | |
|  | |  |  | Digital Project Registration Form\* | | | | | | Collections Released for Analysis Forms | | | |
|  | |  |  | Summary Inventory Form\* | | | | | | Deed of Gift (if collection from private land) | | | |
|  | |  |  | Catalog specimen and bulk inventory forms\* | | | | | | Certificate of Collections Review Compliance (if remains are encountered within collections, also complete section “d” or “e” below). | | | |
|  | |  |  | Digital Image Data Sheet\* | | | | | |
|  | |  | 2. Project Submission Inventory (check all that apply): | | | | | | | | | | |
|  | |  |  | *Digital and Paper Documents* | | | | | | | | | |
|  | |  |  | Digital database inventory | | | | | | Digital images\* | | | |
|  | |  |  | One digital copy of the final project report\* | | | | | | Field or analysis maps\* | | | |
|  | |  |  | Three hard copies of the final project report\* | | | | | | Laboratory or analysis records | | | |
|  | |  |  | ASM New Site Card or Entry Module | | | | | | Hard copy field notes\* | | | |
|  | |  |  | ASM Site Card Update\* or Entry Module | | | | | | Shapefiles of project and site boundaries | | | |
|  | |  |  | *Objects to be Curated* | | | | | | | | | |
|  | |  |  | Boxes of bulk artifacts (less than 40 pounds) | | | | | | Boxes of catalog artifacts (less than 40 pounds) | | | |
|  | |  |  | Oversized objects | | | | | |  | | | |
|  | |  |  | Traditional photographic format and log, including negatives and contact prints | | | | | | | | | |
|  | | d. *Reporting of Human Remains covered under a Burial Discovery Agreement* | | | | | | | | | | | |
|  |  | | 1. If Remains are recovered over the course of this project, provide the following materials: | | | | | | | | | | |
|  |  | |  | | Report of Remains\* | | | | | | | | |
|  |  | |  | | Provide a digital and hard copy of the Report of Remains to the Repatriation Office. Following final approval, provide a digital copy to the tribe designated in the burial agreement. Please see *Report of Remains Requirements* checklist for more details. | | | | | | | | |
|  |  | |  | | Transfer Documentation\* | | | | | | | | |
|  |  | |  | | Provide a digital and hard copy of the repatriation transfer documentation to the Repatriation Office. This documentation must include:   1. A detailed inventory of all human remains, funerary belongings, animal burials, sacred ceremonial objects, and objects of national or tribal patrimony that were repatriated. 2. A copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer. | | | | | | | | |
|  |  | | 1. If no Remains are recovered over the course of this project, provide the following materials: | | | | | | | | | | |

|  |  |  |  |
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|  |  |  | Communication of no discoveries\* |
|  |  |  | Email the Repatriation Office and the tribe designated in the burial agreement communicating that the project is concluded and no disturbances of human remains occurred over the course of the project. If materials will be submitted for curation at ASM, then a *Certificate of Collections Review Compliance* must also be submitted. |

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|  | | e. *Reporting of Human Remains* ***not*** *covered under a Burial Discovery Agreement* | | |
|  |  | | 1. If Remains are recovered over the course of this project, provide the following materials: | |
|  |  | |  | Report of Remains\* |
|  |  | |  | Provide a digital and hard copy of the Report of Remains to the Repatriation Office. Following final approval, provide a digital copy to the tribe designated in the burial agreement. Please see *Report of Remains Requirements* checklist for more details. |
|  |  | |  | Transfer Documentation\* |
|  |  | |  | Provide a digital and hard copy of the repatriation transfer documentation to the Repatriation Office. This documentation must include:   1. A detailed inventory of all human remains, funerary belongings, animal burials, sacred ceremonial objects, and objects of national or tribal patrimony that were repatriated. 2. A copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer. |
|  | | | | |
| **Section 4. Please Note:** | | | | |
| 1. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions: 2. Email completed Project Submission Update form when the project submission is ready for ASM curation to: **asm\_crm@email.arizona.edu** | | | | |
| **Section 4, cont.** | | | | |
| 1. Use this subject heading when submitting the completed form via email: **Project Submission Update** 2. Once this form is received, Invoice 2 can be issued. 3. Section 1a: ASM Job No. refers to the tracking number given at the time the quote is requested from the ASM Request Quote for Services website. It is also called the Job/Quote Reference ID. 4. Section 1c: Institution refers to the company, agency, or institution conducting work. 5. Section 3c.1: A Summary of Project Inventory Form is no longer required for ASM Repository project submissions.   If collections with objects from Private land are submitted for curation at ASM, a signed hard copy of the Deed of Gift must be submitted from each landowner during collections intake. If a Deed of Gift is not submitted from each landowner at this time, the collection cannot be received by the ASM Repository. | | | | |
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