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| ***Email completed form to: asm\_crm@email.arizona.edu*** |  | ***Email subject line: Burial Agreement Project Submission Update*** |
| **Section 1.** **Project Information** |
|  | a. ASM Job No.: |  |
|  | b. Date Submitted:  |  |
|  | c. Burial Agreement Number: |  |
|  | d. ASM Accession Number: |  |
|  | e. Permit Number: |  |
|  | f. Institution: |  |
|  | g. Project Name: |  |
|  | h. Project Number: |  |
|  |  |  |
| **Section 2. Final Project Submission Update. Include Initial Estimate and Final Quantity:** |
|  | Linear Inches of Documentation | *Estimated:* |  | *Final:* |  |
|  |
| **Section 3.** **Select the Project Submission Type and all Materials to be Submitted** |
| This checklist is a useful guide of common project elements. Required elements of a project submission may vary. |
|  | a. | [ ]  | *If Remains are recovered over the course of this project, provide the following materials:* |
|  |  |  | [ ]  | Report of Remains |
|  |  |  |  | Provide a copy of the Report of Remains to the Repatriation Office. Following approval, provide a digital copy to the tribe designated in the burial agreement. |
|  |  |  | [ ]  | Transfer Documentation  |
|  |  |  |  | Provide a digital and hard copy to the Repatriation Office |
|  |  |  |  | This documentation must include: |
|  |  |  |  |  | a. A detailed inventory of all human remains, funerary objects, animal burials, sacred ceremonial objects, and objects of national or tribal patrimony that were repatriated |
|  |  |  |  |  | b. A copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer |
|  |  |  | [ ]  | Final Report |
|  |  |  |  | [ ]  *For work conducted under a AAA permit:* |
|  |  |  |  |  | The project Final Report must be submitted to the ASM Permits Office for review. Following approval of the Final Report, provide a digital copy to the Repatriation Office and to the tribe designated in the burial agreement. |
|  |  |  |  | [ ]  *For work conducted solely on private property:* |
|  |  |  |  |  | The final report requirement is waived. |
|  | b. | [ ]  | *If no Remains are recovered over the course of this project, provide the following materials:* |
|  |  |  | [ ]  | Communication of no discoveries |
|  |  |  |  | Email the Repatriation Office and the tribe designated in the burial agreement communicating that the project is concluded and that no discoveries were made over the course of the project. |
|  |  |  | [ ]  | Final Report |
|  |  |  |  | [ ]  *For work conducted under a AAA permit:* |
|  |  |  |  |  | The project Final Report must be submitted to the ASM Permits Office for review. Following approval of the Final Report, provide a digital copy to the Repatriation Office and to the tribe designated in the burial agreement. |
|  |  |  |  | [ ]  *For work conducted solely on private property:* |
|  |  |  |  |  | The final report requirement is waived. |
| **Section 4. Please Note:** |
| a. Section 1a: Job/Quote Reference ID 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.b. Section 1f: Institution refers to the company, agency, or institution conducting work.c. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:1. Email completed Project Submission Update form when the project submission is ready for ASM curation to: **asm\_crm@email.arizona.edu**
2. Use this subject heading when submitting the completed form via email: **Burial Agreement Project Submission Update**
3. Once this form is received, an invoice can be issued.
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