|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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. | | | | | | | | | | | | |