



## What is the Endangered Material Knowledge Programme?

The Endangered Material Knowledge Programme (EMKP) was launched in 2018 and is funded by Arcadia – a charitable fund of Lisbet Rausing and Peter Baldwin, and hosted by the Department of Africa, Oceania and the Americas at the British Museum. The programme offers grants for documentation work on material knowledge systems that are under threat and in danger of disappearing. This includes knowledge systems associated with the making, use, repair and repurposing of material objects, spaces, architecture, performances and environments. We also strongly encourage applications that include reference to and/or use of existing museum collections, including, but not restricted to, the British Museum collections. This might include use of object records and images as an elicitation device or work that connects contemporary practices and knowledge systems with museum collections. Scholars from across the world can apply for funding to spend time with communities recording practices through a range of formats that include film, audio, photographs and written records. The aim is to create as rich a record of the activities as possible, which will then be made publically available through an open access digital repository.

## Our Grants

We have two principal types of grants; small grants which are awarded for up to 1 year and with a maximum of £15,000, and large grants, which are awarded for up to 2 years and with a maximum of £70,000.

In addition, a joint grant between EMKP and the Endangered Languages Documentation Programme (ELDP) has been launched in 2019, which will provide funds for collaborative languages/material culture projects. Applicants for this grant need to complete relevant applications to BOTH programmes for each aspect of the work, AND a separate form that provides motivation for the joint application.

Applications for grants will open on the 15<sup>th</sup> October 2019 and close on the 15<sup>th</sup> January 2020.

Applications must be via our online grant system  
(<https://britishmuseum.submittable.com/submit>)

## Choosing which grant to apply for

The British  
Museum

 ARCADIA  
A charitable fund of Lisbet Rausing and Peter Baldwin

Small grants are intended for projects that are focused on a specific/individual material practice and which are limited in scope. They are also suitable for initial pilot work to establish the nature and extent of material knowledge systems where these might not be previously known, or for earlier career applicants who are building new projects. Large grants are suitable for mature projects where intensive and more diverse documentation is proposed, and a larger team is needed, multiple strands of work are happening simultaneously and/or more time is needed to complete the documentation. The granting range is for guidance only (up to £15,000 for small grants, £70,000 for large grants) and we strongly recommend you budget appropriately and don't add unnecessary items to reach the upper limit; the EMKP review panel closely examines the budget and if they feel it is excessive they will reject the application. If in doubt, please contact EMKP to discuss what size grant to apply for.

### **Resubmission**

Unsuccessful applicants from previous rounds are welcome to resubmit applications, particularly if you have been invited to by the review panel in earlier feedback. You will be asked on the application form if this is a resubmission, and to explain how in your revised application you have addressed the criticisms and comments provided by the panel in earlier feedback. Please note, it is highly unlikely that a new submission will be funded unless these issues have been addressed.

### **Eligibility**

#### **Applicant(s)**

EMKP operates a Principal Investigator (PI)/Collaborator system. It is the responsibility of the PI for overall project management and co-ordination, including reporting to EMKP. Collaborators should be closely involved in the project management and delivery, and demonstrate relevant skills and experience. EMKP cannot provide salary costs for PI's. Salaries for collaborators are only awarded in exceptional circumstances, and are restricted to collaborators based in-country, and whose collaboration (and salary) is essential to the completion of the proposed work. Please contact EMKP in advance if you wish to claim for collaborator salary. Local research assistants can be provided with a modest allowance (see budget below for further information).

There is no restriction on the nationality of the PI. S/he must however be affiliated with an appropriate academic or community institution (e.g. museum, archive, university, NGO<sup>1</sup>) who will take responsibility for administrative oversight of the project including financial reporting.

Applicants are expected to have a PhD, or show extensive and relevant experience<sup>2</sup>. If an applicant is currently enrolled in a PhD, they must provide a letter of support

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<sup>1</sup> In the case of affiliation with an NGO or community organisation the applicant must not be part of the institutions management structure. All affiliated institutions must be able to provide impartial and unbiased reporting.

<sup>2</sup> Applications from academics without PhDs/not enrolled in a doctoral programme should demonstrate equivalent research experience e.g. publications, academic appointments. Applicants from non-academic

from their supervisor, undertaking to ensure the work is carried out according to the terms of the grant. They must also explain in their application how the proposed EMKP work fits into their PhD research/programme (see website for ‘What makes a good application’). We also expect all applicants to demonstrate familiarity with the proposed field of work (e.g. language competency, prior research in the area, record of local network).

### Filmmakers

PI/Collaborators are expected to take responsibility for documentation in the field (filming, photography, note taking etc.). We realise that many applicants may not have a background in film recording etc., and so provide relevant training as part of the award (see below). We do not therefore provide funds for professional film crews in addition to the CI/Collaborator team. Experienced film makers/editors can be included in the CI/Collaborator team but are subject to the same limitations on salary as all others.

### Source Communities

We strongly encourage applications from source communities, or projects which show an emphasis on co-production and ownership of knowledge. Non-local researchers will need to demonstrate networks and/or familiarity with source communities, and wherever possible, demonstrate explicit consent/support for the proposed work at the time of application. We strongly encourage proposals that include local community members as part of the project team.

### Project Scope

Applications must focus on topics that have a strong material dimension. Applications that include aspects of intangible practice and culture (e.g. dance, music/song, performance) must link these to material acts and knowledge – e.g. musical instruments, costume, staging. Projects that seek to document ecological knowledge systems must also ensure a direct connection to material and cultural practices. We do not, for example, support applications that exclusively document food collection or production, but can support applications that document disappearing foodways in terms of food preparation, consumption and sharing, and the materials and object used in these processes. If you are unsure about the eligibility of your proposed topic please contact EMKP for clarification (see also website for examples of previously funded projects and ‘Frequently Asked Questions’).

Applications must demonstrate that the material knowledge system under study is still active and practiced by living primary informants. This can include practices that may not be currently practiced on a regular basis, but have been previously practiced by the informants in living memory.

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backgrounds should demonstrate relevant prior research experience, e.g. delivery of similar projects, community initiatives, museum/archives work.

Priority is given to applications for work in countries/regions without strong research infrastructure and/or sources of funding.

Please see the programme website for examples of the type of projects we have previously funded (<http://www.emkp.org>)

We do not fund the following:

- Revitalisations projects (using grants to revive lost or forgotten technologies, crafts etc). Projects must focus on material practices/practitioners that are still active/within living memory, even if they may be very few knowledge holders left.<sup>3</sup>
- Documentation of personal archives. We do not support projects that are primarily focused on digitisation of personal or archival records and research notes/resources. For this you may want to consider an application to the Endangered Archives Programme (<https://eap.bl.uk/>) or the Modern Endangered Archives Program (<https://www.library.ucla.edu/partnerships/modern-endangered-archives-program>).
- Projects focused on ethno-medicine or medicinal knowledge.

## Repository and Digital Assets

In order to capture the richness and contextual detail of the material knowledge systems under study we encourage you to use a range of digital media including film, audio, geospatial, 3D and photography as well as traditional forms of written documentation. These archives will be stored in the EMKP digital repository. Successful applicants will be required to format digital resources according to the EMKP standards (file format, metadata etc.) to ensure compatibility and searchability (successful applicants will be provided with specific training and formatting guidelines - see below for training). Grantees are also responsible for editing and formatting digital assets themselves, so it is essential you allocate adequate time for this work in your workplan. Successful applicants will work with the EMKP Digital Curator to plan an upload timeline, and are responsible for ensuring compliance with repository standard.

## Open Access

The EMKP repository uses a CC BY Non-Commercial Share-alike 4.0 license. This means that people can freely download, copy, edit, adapt and modify the assets, but that any resulting copies, adaptations or derivatives that contain the asset (or parts of it) have to be distributed under the same licence. The assets can also not be used for commercial purposes (i.e. make royalties) by you or anybody else.

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<sup>3</sup> We recognise that following documentation projects there may be a renewed interest in these practices, which result in a form of revitalisation and revival. However, this is not the express focus of these grants.

In certain circumstances, grantees and/or source communities may feel it is not appropriate for certain resources to be made publically accessible for ethical or cultural reasons, either permanently or on a limited-term basis. In these instances, following discussion with the EMKP digital curator, it will be possible to place access controls on the material. However, these are exceptional circumstances, and we would expect the large majority of digital content to be freely accessible.

It is a requirement of the grants that copies of digital assets be deposited in the country of research as well as with EMKP. Ideally, copies must also be held within the source community. Applicants must demonstrate their plans to accomplish this. Funds can be earmarked within the budget to fulfil this obligation. Please note, that following the terms of the CC BY NC SA 4.0 assets lodged elsewhere must also comply with the terms of the license.

## Training

EMKP will offer training opportunities to successful applicants to help them prepare for their fieldwork, and particularly planning for digital content development and preservation. Training takes c1 week ( $\pm$  for travel) in London and is offered in early September (dates to be confirmed with successful applicants), so applicants should consider this in their planning. Costs associated with attending the training course are provided separately by EMKP so there is no need to include these in your budget. Attendance at the EMKP training course is a condition of acceptance for successful applications, and can only be excused in exceptional circumstances. If your application is successful and you think you are unable to attend the course you should contact EMKP in the first instance.

## Museum collections

Applications that seek to link documentation work with existing museum collections/objects are particularly welcomed, although this is not an essential criterion. These proposals should indicate which collection(s) will be consulted, the planned work with the relevant museum/custodian and any collections based outcomes expected (e.g. augmenting catalogue records).

## Ethics

Successful applicants are required to adhere to the ethical guidelines of their host institution and act in an ethical and responsible manner at all times. If you are unsure of your institutions ethics policy, or your institution does not currently have a policy, you may want to consult the Association of Social Anthropology's 'Ethical Guidelines for Good Practice' document available at

[https://www.theasa.org/downloads/ethics/Ethical\\_guidelines.pdf](https://www.theasa.org/downloads/ethics/Ethical_guidelines.pdf)

## Budget

Eligible costs include: travel (local and international; visa costs), local subsistence and accommodation, research assistant allowances, equipment for documentation (including software), insurance, translation & transcription costs, costs associated with deposition in local repository, and costs associated with community collaborations.

We do not fund: institutional overhead costs/ administrative costs, salaries/salary replacement costs for PI's and only in exceptional circumstances for Collaborators, costs associated with publications (unless these are modest costs associated with community collaboration and dissemination)

Funding will be released in instalments with 60% of the annual budget released immediately, 30% on completion of the 6 month report, and the final 10% on completion of the final reporting . Please budget accordingly.

## Criteria for Assessment

Applications will be assessed on the following criteria

- Degree of endangerment of the material knowledge in question, and evidence to support this argument
- Viability of the field work proposed with regards to appropriate methodology, budget and team composition
- Attention to digital content and curation, and evidence of planning for this aspect of the work
- Evidence of existing networks in the area/with the source communities and familiarity with the research environment
- Defined plan to ensure appropriate collaboration/dissemination with/to source community
- Significance of the work to the broader research community and quality of the proposal

## Grant application process and timeline

The deadline for grant applications is midnight GMT on the 15<sup>th</sup> January 2020. All applications must be submitted online before that time in order to be considered.

(<https://britishmuseum.submittable.com/submit>)

All applications will be subject to peer/external review, and you will be asked to provide the names and contact details of two/three potential reviewers who are

specialists in your field<sup>4</sup>. Please note, these are not personal referees, and you should avoid nominating colleagues or close-collaborators that may not be in a position to offer an unbiased view. EMKP reserves the right to approach other reviewers if they are not satisfied with those you nominate and their impartiality. All applications and external reports are reviewed by the EMKP expert advisory panel, where final selection takes place. The outcome of applications should be expected in May 2020. Successful applicants are expected to commence research after all documentation has been finalised between the applicant/EMKP (Terms and Conditions; budget; digital management plan). Please note, the finalisation of these documents can take some time. EMKP training is offered in September, and we strongly recommend successful applicants only start their work after this date<sup>5</sup>. Successful projects must be commenced by 1<sup>st</sup> March 2021 and completed within 12/24 months depending on whether you are awarded a small/large grant. EMKP allows up to 6 further months following the completion of the grant for digital upload to be completed. Applicants must complete a series of biannual/annual reports according to the reporting templates provided by EMKP.

### Completing the application form

All applications must be done online (<https://britishmuseum.submittable.com/submit>)<sup>6</sup>. You will need to register in order to submit an application. Registration must be done in the name of the PI. You will be asked to choose whether you are submitting an application for a small grant, large grant or joint grant with ELDP. All applicants must complete EITHER the small grant form OR the large grant form. Those applying for a joint grant with ELDP must ALSO complete the additional joint grant form in collaboration with their ELDP collaborator

### Small & Large Grant Forms

Please indicate what type of grant you are applying for and provide a budget summary (a more detailed budget needs to be provided towards the end of the application). Please also indicate if this is a resubmission, and if so, what steps have been taken to answer panel and reviewer comments on the initial application.

#### *Personal Information*

Please provide details of personal information (name, title, contact details, employment and education history, selected publications).

#### *Details of Host Institution*

Please provide information about your host institution, your status there and upload a signed letter from the responsible person at your host institution (e.g. research officer, Head of Department) indicating their support for this application and willingness to oversee the work included financial reporting. Letters can be uploaded

<sup>4</sup> Two nominated reviewers are required for small grants, three for large grants

<sup>5</sup> In certain circumstances, it may be impossible to delay start until after September. In these cases, please contact EMKP as soon as possible to discuss plans.

<sup>6</sup> Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.

in MS word or PDF format. If you are a PhD student, please provide a letter of support from your supervisor.

#### *Details of Collaborators*

Please provide the names of up to 3 collaborators with whom you will work on this project, a brief summary of relevant skills and experience and what role they will play in the project

#### *Project Summary*

Please provide summary information about your proposed project, including title, keywords, region/location of research and start/end dates. In addition, please provide a short summary of your project. This should be written in simple language that can be understood by the public, and can be used on the programme website to describe your project in the event of a successful application.

#### *Project Details*

This is the largest part of the application form, and requires you to provide background details, project goals and motivation for the work.

- Project Goals  
Please provide details of the specific goals of the proposed work
- Background to project and research history  
Please provide a brief review of previous research that has taken place in the area/within the source community/on the material practices, and summarise the current state of knowledge. Please provide details of the specific knowledge systems to be documented (i.e. do not provide a vague description of material practices)
- Endangerment  
Please provide details of the specific threat(s) that endanger these material practices and knowledge systems
- Museum and collections work  
Please indicate which museum collections you will work with, what contact you have had with the custodians, and the relevance of your proposed work to a renewed understanding of the collection(s). Please note, museum work is not compulsory.
- Significance of the work to scholarship/knowledge  
Please explain the significance and importance of this work to scholarship and the advancement of knowledge. Please focus on the contribution to larger debates and the development of ideas, NOT on how this knowledge is endangered (this is covered by the earlier question)

#### *Bibliography*

Please provide a list of cited works and/or relevant literature for your application.

### *Supporting Images and Videos*

You can upload up to 5 files in support of your application.

### *Completed Documentation Works*

Please provide information on any similar documentation projects you have completed, and links to the assets. This will allow the review panel to assess the quality of your prior work if available. It is not necessary to have completed such projects before, and a lack of previous project delivery will not be held against applicants.

### *Methods and Plan of Work*

In this section please provide details of the methods and timeline of work. This includes a summary of your prior experience in this area/field and your/your collaborator's linguistic competence in relevant languages.

- **Fieldwork and Documentation Plan**

Please provide a detailed outline of your planned fieldwork and methods, including documentation plans. This should include a description of methodologies (e.g. interviews, participant observation) and recording strategies (film, audio, 3D etc.) and motivation for your choices. Please also clearly indicate roles of different team members in this plan and how responsibilities are allocated.

- **Data Management Plan**

In this section please provide an outline of plans for post-data collection editing and formatting of digital assets ready for final upload to the EMKP repository. It is the responsibility of the grantee's to select and edit the assets, and applicants are strongly advised to allocated sufficient time to complete this work.

Please provide information on where you will lodge your data locally (within country, community etc.) and what provisions have been made.

Please also complete the data management plan table estimating the total volume of digital assets you expect to generate for the EMKP repository. Please contact EMKP if you require further information and/or assistance generating this.

- **Workplan**

Please provide a workplan for the duration of the project indicating timelines for different activities and who is involved

- **Permits/Permission**

Please describe what permits/permission that will be required to do this work (e.g. research permits from national government, consent from community leadership) and state your plans to secure these (if you do not already hold them)

### *Budget*

Please complete the budget table listing all your costs on an annual basis in Pounds Sterling. This includes space for description of the cost as well as motivation where necessary.

### *Additional Funding*

Please indicate if you have applied/are planning to apply for any other funding sources relating to this project, the requested funds and when you expect to hear the outcomes.

### *Reviewers*

Please provide contact information for two/three nominated external reviewers. They will be contacted independently and asked to comment on your proposal. Please provide motivation for why they have been nominated (expert in the region, expert in specific material practice) and what, if any, relationship they have to you. Small grant applicants need to provide 2 referees and large grant applicants 3 referees

### *Submission*

You can save the application as you work by pressing the ‘save draft’ button at the bottom of the form. When you are ready to submit, you must press the ‘Apply’ button.