

## What is the Endangered Material Knowledge Programme?

EMKP 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 re-purposing of material objects, spaces, architecture, performances and environments. Small and large grants are offered annually to knowledge holders, practitioners, and scholars irrespective of nationality. Selected projects will be expected to produce a digital record of the material practices under study, which will be deposited and curated in the EMKP repository at the British Museum, and made freely available to all.

EMKP was launched in 2018 and is funded by Arcadia – a charitable fund of Lisbet Rausing and Peter Baldwin, and is hosted by the Department of Africa, Oceania and the Americas at the British Museum.

### 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.

Applications for grants will open on the 15<sup>th</sup> October 2020 and close on the 31<sup>st</sup> January 2021.

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

### Choosing which grant to apply for

Small grants are intended for projects that are focused on a specific/individual material practices 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. Please note however, if you, or your project, have been unsuccessful in consecutive rounds you are not able to apply for a third time.<sup>1</sup>

For applicants invited to resubmit you will be asked to explain how the proposal has changed, and how 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>2</sup>) who will take responsibility for administrative oversight of the project including financial reporting.

Applicants should show extensive and relevant experience and will preferably have a PhD.<sup>3</sup> If an applicant is currently enrolled in a PhD, they must provide a letter of support 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

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<sup>1</sup> This applies to Principal Applicants who cannot apply for a third consecutive application, even if the topic of the application has changed, and also to projects where the topic or the team composition and/or institutional affiliation have changed, even if the named PI may have changed.

<sup>2</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>3</sup> Applicants from non-academic backgrounds should demonstrate relevant prior research experience, e.g. delivery of similar projects, community initiatives, museum/archives work. Applications from academics without PhDs/not enrolled in a doctoral programme should demonstrate equivalent research experience e.g. publications, academic appointments.



EMKP work fits into their PhD research/programme (see website for '[Tips for your 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).

### 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.

### 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.

### 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 active or performed on a regular basis, but have been previously practiced by the informants in living memory.

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>4</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.

Applications in 2020 and Covid-19

EMKP places the highest priority on the safety and health of our grantees and research teams, and the communities of knowledge-holders. We will not allow projects that jeopardise or threaten the wider community to begin/continue. As a means to assess the viability of projects with regards to the impact of their work on Covid-19 transmission applicants for the 2020/2021 round of grants should be prepared to provide details of the situation in their research area at the time of application and demonstrate the feasibility of the proposed work within this situation. They should also be prepared to provide details of any Covid-19 related restrictions imposed by their host institution with regards to fieldwork, and if they are not living within the area of study, what other travel restrictions they may be subject to. In addition, applicants should provide details of contingency measures they would put in place if their application was successful, but the Covid-19 situation deteriorated in their area of research. These measures are inevitably speculative, but might include new methods to collect data remotely, re-aligning responsibilities within the team to ensure team-members in the area of research take a more active documentation role, and initiatives to enable knowledge holders on locale to collect data more extensively.

As a risk mitigation measure, all successful applicants would also need to provide EMKP with proof of ethical approval from their host institution, with an explicit statement of consent to carry out the work as related to Covid-related threats, before the grant will be released and work can commence.

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<sup>4</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.



EMKP is committed to working with successful grantees to ensure their projects are completed in a socially and ethically responsible manner. We recognise that working environments can change rapidly, and have a range of measures to help support grantees who are faced with changing situations, and specifically as they relate to the global Covid-19 pandemic.

## 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.

In certain circumstances, grantees and/or source communities may feel it is not appropriate for certain resources to be made publicly 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. Under normal circumstances, training takes c1 week ( $\pm$  for travel) in London and is offered in early September of the year of award (i.e. September 2021). Uncertainty over future travel because of Covid-19 at the time of writing means that this training may have to be offered remotely; this will be discussed with successful candidates following the grant offers in mid-2021. Assuming on-site training in London is possible applicants should consider this in their planning and timetable. 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)

In 2020/2021 we will seek proof of ethical clearance from the host institution, including a statement of project feasibility in relation to Covid-19 before we release any grants or allow field work to commence.

## 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. For 2020/2021 this includes evidence that the project has accommodated issues and challenges related to Covid-19
- 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 31<sup>st</sup> January 2021. 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>5</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 relevant expertise/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 2021. Successful applicants are expected to commence research after all documentation has been finalised between the applicant/EMKP (Terms and Conditions;

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<sup>5</sup> Two nominated reviewers are required for small grants, three for large grants



budget; digital management plan). Please note, the finalisation of these documents can take some time. Subject to Covid-19 related conditions, EMKP training is offered in September, and we strongly recommend successful applicants only start their work after this date.<sup>6</sup> Successful projects must be commenced by 1<sup>st</sup> March 2022 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.

This timetable may change depending on the global Covid-19 situation and risk assessments will be made by the EMKP team in collaboration with the British Museum and Arcadia. We will communicate any changes to successful grantees in a timely manner, and will work proactively with any successful project that has its timetable interrupted by external factors, including, but not limited to, Covid-19. However, for the purposes of application, please assume this timetable applies.

### **Completing the application form**

All applications must be done online (<https://britishmuseum.submittable.com/submit>).<sup>7</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 or large grant.

### **Small & Large Grant Forms**

Please provide a title for your project.

#### *Personal Information*

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

#### *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

#### *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. The letter should also state the

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<sup>6</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>7</sup> Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.





process the institution will follow to determine if ethical approval can be given for the project to commence due to the threat posed by Covid-19. Letters can be uploaded in MS word or PDF format. If you are a PhD student, please provide a letter of support from your supervisor.

### *Project Summary*

Please provide summary information about your proposed project, including 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. Complete the 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.

### *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.

- Describe the material knowledge system(s) you will be documenting  
Provide details on the particular system(s) of material knowledge you will be documenting, and which aspects you will be focusing on. Indicate what materials/processes/techniques/uses/modifications you will document and how they connect to larger knowledge networks.
- 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 of this work to scholarship, what its contribution will be to larger debates, and how it will help the development of ideas.

### *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. These can be photo or video.

### *Completed Documentation Projects*

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. For 2020/2021 please also provide details of the current situation regarding Covid-19 at the time of application, and mitigation plans if the situation deteriorates post-application.

- Current Covid-19 related restrictions & situation  
Please outline what the current Covid-19 related situation is within your proposed area of work (at the time of application), and any restrictions that apply to travel and working in the area. Please also outline any Covid-19 related restrictions imposed by your institution or country/region of origin if this is different to your area of research.
- Prior experience in this area/field  
Please provide a brief summary of your prior research experience in this area/with this community, your local networks, and any other relevant experience that demonstrates your ability to carry out the proposed work.
- 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. The methods should take into account Covid-19 related restrictions at the time of application.



- **Knowledge Restrictions**  
Describe any social obstacles that may affect your ability to document the practice(s). This might include restrictions on knowledge based on age, gender, membership of specific social/political/technological sets, and access to secret or culturally protected information. Please provide explanations of how you might mitigate these restraints (e.g. ensuring gender balance in team), or how you would go about collecting this information in a sensitive and culturally appropriate manner.
- **Language competence and plans**  
Please provide a brief summary of your competence in the relevant local/research language. If relevant, comment on your Collaborator(s) language competence as well. Indicate the importance of the local language to the documentation of the material knowledge and how you will include it as part of your analysis. This might include how you plan to translate records, and transcription plans.
- **Covid-19 contingencies**  
Describe what mitigation measures you will put in place to ensure the continued work and success of the project if stricter Covid-19 restrictions are introduced post-application. How will you manage the changing circumstances that Covid-19 could bring? You may want to consider fieldwork plans, timetable, changing roles for team members, and what safety measures you would put in place.
- **Data Management Plan**  
In this section please provide an outline of plans for managing collected records while in the field and for post-data collection editing and formatting of digital assets ready for final upload to the EMKP repository. It is the responsibility of the grantees 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.

- **Digital Assets Plan**  
Complete the Digital Assets plan table estimating the types of formats and the total volume of digital assets you expect to generate for the EMKP repository. Specify the amount of material you will submit in the specific media format under 'Duration in h/Amount'. Provide the approximate size in gigabytes under 'Approximate size in GB' and under 'Composition' specify what will be recorded.

The different media formats will take up approximately this much space:

Audio-visual (h.264): 1h = 13.5GB

Audio (.wav): 1h = 0.7GB

Textual (.pdf): < 1GB



Photo (.tiff): 1 photo = 40-70MB

Annotation: < 1GB

3D: very much dependent on resolution and file format

Here is an example:

Type	Duration in h/Amount	Approximate size in GB	Composition
Audio-visual	30h	405	5h of key informant interviews 15 h of making object X and Y 3h of ceremonies
Audio	5h	3.5	3h key informant interviews 2h ceremonial chants
Textual	100 documents	<1 GB	Field notes Sketches Interview transcripts
Photo	400	28 GB	200 photos of details of object X and Y 100 photos of ceremonies 100 photos of resources and landscape
Annotation	10 files	<1 GB	Annotation of key informant interviews Annotation of object making
3D			
Other	20 files geospatial	<1 GB	10 general maps of area 5 polygons describing Z 5 maps of routes

- Workplan

Please provide a workplan for the duration of the project indicating timelines for different activities and who is involved. The workplan should combine all the information provided in the 'Method and Plan' section.





- **Permits/Permission**  
Please describe what permits/permission 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.

Here is an example:

Year 1 budget items	Number of items	Cost per item	Description/Notes	Amount covered from EMKP funds (in GBP)	Amount covered by other funds (in GBP)	Total
Return flights	3	700	Return flights for PI and collaborator London-Nairobi	2100	0	2100
DSLR camera	1	1700	Video-specialised DSLR camera	1000	700	1700

### *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.

If you are experiencing difficulties with the online system, please consult the FAQs on the EMKP website in the first instance.

