

EMKP Application Guidelines

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 £20,000 and large grants, which are awarded for up to 2 years and with a maximum of £100,000.

Applications for grants will open on the 15th October 2021 and close on the 17th January 2022.

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 £20,000 for small grants, £100,000 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.¹

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 contact EMKP if you want feedback ahead of a new application. 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, NGO²) 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.³ 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 EMKP work fits into their PhD research/programme (see website for '[Tips for your application](#)'). We also expect all applicants

¹ 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.

² In the case of affiliation with an NGO or community organisation the applicant must not be part of the institution's management structure. All affiliated institutions must be able to provide impartial and unbiased reporting.

³ 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.

to demonstrate familiarity with the proposed field of work (e.g., language competency, prior research in the area, record of local network).

Choosing a Host Institution

It is very important you choose your Host Institution with care. Host institutions are responsible for oversight of your project budget and financial reporting to EMKP as well as your ethics (see below). Please remember that EMKP does not cover overhead costs, including administrative costs borne by the host institution to administer the grant. It is therefore essential that you discuss this with the host institution ahead of your application and ensure they are happy to proceed. As proof of support for the project you will be asked to provide a letter of support from your host institution outlining their responsibilities in the application. You will also need to identify a responsible staff member at the host institution to act as the contact in case of need.

Host Institutions can be universities, museums, galleries, libraries or relevant NGO's and community organisations. The panel will review the appropriateness of the host institution and assess its experience and ability to manage this specific type of grant (e.g. to check that there is sufficient experience managing grants, in the cultural sector etc).

The PI and Collaborators should not be involved in the Host Institutions management of the project. If your Host Institution is an NGO or community association, or small university/museum/library you should ensure that neither the PI nor any Collaborators are part of its management or operational leadership. It is essential that the Host Institution provides independent oversight of the project budget and ethics.

You should also try and familiarise yourself with your Host Institutions specific policies with regards to finance and ethics, and ensure your application and plans conform with these as well as with EMKP's requirements. In the past for example we have encountered cases where the host institution will not accept a particular budget cost whereas EMKP does.

Source Communities and Knowledge Holders

We strongly encourage applications from source communities and/or knowledge holders, 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.

As per the vision for Arcadia, priority is given to applications for work outside Europe and North America where there is less funding available (<https://www.arcadiahund.org.uk/preserving-endangered-culture>)

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:

- Revitalisation 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.⁴
- Projects focused on ethno-medicine or medicinal knowledge.

⁴ 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.

Applications in 2021/2 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 Covid-19 applicants for the 2021/2022 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 will 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.

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

EMKP encourages the use of a varied range of digital media to capture the richness and contextual detail of the material knowledge systems under study. This may include film, audio, geospatial data, 3D modelling and photography as well as traditional forms of written documentation (e.g., fieldwork notes).

The final outputs of the projects will be published and made available in the British Museum digital open access repository (<https://drs.britishmuseum.org/EMKP>). For this, EMKP grantees will be required to format the digital assets according to the EMKP standards before submission, to ensure compatibility and searchability. Grantees are 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.

Main requirements regarding data formats and metadata collection are further explained in the [Digital Guidelines](#) and successful applicants will be provided with specific training – see below for training.

Open Access

EMKP follows [Arcadia's Open Access policy](#), which promotes open access to information and requires all materials resulting from EMKP grants to be made publicly available online under a Creative Commons license. The digital assets resulting from EMKP grants will be managed in accordance with [FAIR](#) and [CARE](#) principles.

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 (± for travel) in London and is offered in early September of the year of award (i.e. September 2022). 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. 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

In 2021/2022 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 2021/2022 this includes evidence that the project has accommodated issues and challenges related to Covid-19
- Attention to digital content and management, and evidence of a robust plan 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 16th January 2022. 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 potential reviewers who are specialists in your field.⁵ 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. Applications and external reports are reviewed by EMKP and the expert advisory panel, where final selection takes place. The outcome of applications should be expected in May/June 2022. Not all applicants will be notified at the same time, with successful applicants notified first.

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. 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.⁶ Successful projects must be commenced within 6 months of the training being completed (by 1st March 2023) and completed within 12/24 months depending on whether you are awarded a small/large grant. EMKP allows up to 6 further months grace period 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.

⁵ Two nominated reviewers are required for small grants, three for large grants

⁶ 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.

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>).⁷

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

Title

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 contact person, with their position and details, 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 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,

⁷ Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.

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.
- Environmental Sustainability
Please provide details on how you are incorporating measures to minimize the impact of your proposed project on the environment (e.g. reducing the number of flights when possible, reducing waste or using recyclables on field trips, preferencing local research assistants and collaborators, etc...). See [Arcadia's Environmental sustainability policy](#) and the [British Museum policy on sustainable development](#) for further reference.
- Current Covid-19 related restrictions & situation
Please outline what the current Covid 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 related restrictions imposed by your institution or country/region of origin if this is different to your area of research. Additionally, please describe what mitigation measures you will put in place to ensure

the continued work and success of the project. You may want to consider fieldwork plans, timetables, changing roles for team members, and what safety measures you would put in place.

- **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.

- **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.
- **Data Management Plan**
In this section, please provide an outline of plans for managing records collected while in the field (e.g., daily recording of metadata, backing up, translation & transcription work) and during post-fieldwork editing and data sorting and formatting of digital assets for submission. It is the responsibility of the grantees to select and edit the assets, and applicants are strongly advised to allocate sufficient time to complete this work.

Key issues to consider are:

1. Identify the data to be collected and formats required
2. Identify who will take responsibility for different work packages.
3. Describe how the data will be collected, organised, and documented
4. Design a data storage and preservation strategy including data backups

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

- **Digital Asset Plan**
Complete the Digital Asset 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. See the [Digital guidelines](#) for further guidance on the digital asset plan and the formats required.
- **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.