

EMKP Application Guidelines for the Legacy Digitisation Grant

The Endangered Material Knowledge Programme

The Endangered Material Knowledge Programme offers grants for the digitisation and documentation of collections related to already concluded work on endangered material knowledge systems. The programme provides grants to digitise and document collections or archives that relate to material practice, especially in areas of the world where funding opportunities are limited. 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.

This document provides guidance for potential applicants for the EMKP Legacy Digitisation Grant. It should be read and shared with relevant stakeholders before beginning the application process.

EMKP will not fund the digitisation of collections not related to endangered material knowledge systems. Other Arcadia-funded programmes exist for these purposes, please consider the Endangered Archives Programme (EAP) (<https://eap.bl.uk/>) and the Modern Endangered Archives Programme (MEAP) (<https://www.library.ucla.edu/partnerships/modern-endangered-archives-program>)

The Legacy Digitisation Grant

The Legacy Digitisation Grant is one of three grants schemes offered by the Endangered Material Knowledge Programme. They are awarded for up to 1 year and with a maximum value of £20,000. Applications for a Legacy Digitisation Grant can be submitted simultaneously with an application for an EMKP Documentation Grant provided they relate to the same topic¹.

The Legacy Digitisation Grant funds the digitisation of 'legacy' material pertaining to endangered material knowledge. This refers to collections and research records related to already concluded work on material knowledge (e.g. fieldnotes, photographs and negatives, videos/reels, audio recordings and objects) where the material knowledge under study was at the time endangered or is now endangered.

The funding also considers the condition of the records at the time of application, and their endangered condition (e.g., poor storage threatening their condition, uncertain storage future and likely disposal/destruction, lack of digitisation to enable preservation and long-term access). The output of the Legacy Digitisation Grant will be a highly valuable creation of publicly

¹ In all other circumstances, only one EMKP grant can be held at one time. However, with the introduction of Legacy Digitisation Grants we recognise that applicants may want to link contemporary documentation of material knowledge alongside the digitisation of existing historic material.

accessible historic collections of endangered material knowledge., and thus will be significant for communities of origin and researchers.

We recognise that the nature of this grant raises complex issues pertaining to consent, permissions and access. As these records are historic, participant consent may not have been collected at the time of original research, or may not cover issues such as open access publication. EMKP therefore asks all applicants to carefully consider these issues and seek as much support and guidance from the individuals/descendants/communities who were the subject of the original research.

Eligibility

Applicant(s)

The EMKP Legacy Digitisation Grants welcome applications from:

- Individuals affiliated with a Host Institution that can provide ethical and budgetary oversight of the project. The Host Institution will be directly responsible for receiving and managing the funds and submitting the budget accounts to the EMKP team according to the reporting schedule. The Principal Applicant can be the original creator/compiler of the collection, or other individual(s) not associated with the original work.
- Host Institutions or community organisations. In this case, it will be the responsibility of the community or institution to designate an individual as the Principal Applicant who is responsible for overall project management and co-ordination, including reporting to the Host Institution/EMKP.
- In exceptional circumstances, Principal Applicants not affiliated with an institution may apply as an Independent Researcher. In such cases, the potential applicant should get in touch with the EMKP team in before submitting the application.

There is no restriction on the nationality of the Principal Applicant. If an applicant is currently enrolled for a PhD, they must provide a letter of support from their supervisor to ensure the work is carried out according to the terms of the grant. They must also explain how the proposed EMKP work fits into their PhD research/programme.

We strongly encourage applications from members of communities whose material knowledge systems are the subject of the documentation, or projects which show an emphasis on co-production and ownership of knowledge.

Scope

The material to be digitised must focus on topics that have a strong material dimension, and crucially, must be clearly endangered, either now, or at the time of original documentation.

We recognise that many types of cultural knowledge may be recorded in legacy documentation, however, endangered material knowledge must make up the majority of the collection. Legacy Digitisation Grants can also include the digitisation and documentation of objects and artefacts but please note that it is not EMKP procedure to acquire objects or to receive donations of the collection to the British Museum.

We do not fund the following:

- Documentation of personal archives with no reference to material knowledge. We do not support projects that are primarily focused on digitisation of personal records and research notes/resources. Please ensure you have clearly shown how your proposed project is focused on material knowledge and show how this knowledge is endangered.
- Projects focused on ethno-medicine or medicinal knowledge.

Repository and Digital Assets

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 properly document and record the digital surrogates according to the EMKP standards before submission, to ensure compatibility and searchability. Grantees are responsible for the metadata documentation of the digital surrogates 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 a timetable and are responsible for ensuring compliance with repository standards.

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 (<https://www.arcadiahfund.org.uk/open-access-digital-preservation-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 EMKP repository uses a CC BY Non-Commercial Share-alike 4.0 license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>) 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., generate 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 majority of digital content to be freely accessible.

Ideally, we ask that copies of the digitised records be deposited in the country of research as well as with EMKP. Ideally, copies must also be held within the source community. Appropriate 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 online training opportunities to successful applicants to help them prepare for their project, and particularly planning for digital content development and preservation.

Ethics

Host Institutions will be responsible for ethical oversight of all successful applications, and to ensure applicants follow the Host Institutions ethics review policy. In the event a Host Institution does not have an established ethics process, or the application is from an independent researcher, you will be asked to follow relevant ethics protocols, such as the Association of Social Anthropology's 'Ethical Guidelines for Good Practice' document (https://www.theasa.org/downloads/ethics/Ethical_guidelines.pdf) and the code of ethics of the Archives & Records Association of the UK and Ireland (https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082c97ac1fa88333ca028b1/1619183995112/Code_of_Ethics_February_2020_final.pdf), or *UNESCO Fundamental Principles of Digitization for documentary heritage* (https://icom-czech.mini.icom.museum/wp-content/uploads/sites/34/2020/05/Digitization_guidelines_for_web_EN-1.pdf).

Given the specific nature of the Legacy Digitisation Grant, applications must clearly show how consent will be gained from the custodians of the collections and the communities represented. Applications may also need to show retrospective consent will be gained if there are no consent records from the original work are available and/or the nature of consent has changed (e.g., lack of explicit consent to digital publication). In circumstances where consent cannot be gained by key individuals such as subjects, or relatives of the subjects, every effort must be made to involve and inform the community of origin that their material knowledge from a certain period is now being digitised.

Budget

Eligible costs for the Legacy digitisation grant include:

- Equipment and materials needed for the digitisation process
- The cost of cataloguing and digitising material and re-locating and installing the material in an archive. This can also include the cost of basic preservation measures for the original material, and storage cost. This does not include overhead or maintenance costs for archives.
- Travel and subsistence directly related to the digitisation work for team members. Fees and salaries. EMKP does not cover salaries or salary replacement costs. In exceptional circumstances we may consider salary costs for key team members (who may not be in an otherwise salaried position). Such costs are restricted to in-country salaries at a commensurate local rate. Please contact EMKP if you want to discuss this.

EMKP does NOT cover the costs of institutional overheads, except where there the case is made for direct costs linked to the administration of the project (e.g., accountancy costs) and where the applicants can demonstrate such resources are not already available to the Host Institution.

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. For Digitisation grants applicants need to demonstrate the endangerment of the material knowledge at the time of original documentation, or now. Applicants can also be assessed against the physical threats to the collection in its current state, and the need to digitise it now to prevent loss of the original collection
- Whether material knowledge systems make up most of the collection to be digitised.
- Consideration of ethics and issues around consent to digitise the collections
- Viability of the work proposed with regards to appropriate access, 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.
- Significance of the work to the broader research community and quality of the proposal.

CHOOSING EQUIPMENT

Equipment costs can be included in the budget. Bear in mind however that your equipment may differ from the ones listed here and that you will need to select equipment that fits your project goals. The costs may seem high but remember that you may not need to buy all the equipment new— for example you could use your own laptop, or in many cases you may be able to borrow equipment from your host institution if applicable.

Please consult the Digitisation and Cataloguing Guidelines of the Endangered Archives Programme for further information about the suggested equipment and digitisation techniques (<https://eap.bl.uk/digitisation-and-cataloguing#digi%20guidelines>)

The EAP guidelines for photographing and scanning digital material (<https://eap.bl.uk/sites/default/files/Guidelines%20for%20photographing%20and%20scanning%20archival%20material%20%202017.pdf>)

Grant application process and timeline

The deadline for grant applications is midnight GMT on the 30th of January 2023. All applications must be submitted online before that time to be considered (<https://emkp.flexigrant.com/>).

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. 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 then reviewed by the EMKP expert advisory panel, where final selection takes place. The outcome of applications should be expected in May/June 2023. Not all applicants will be notified at the same time, with successful applicants notified first.

Successful applicants are expected to commence their projects within 6 months of award and complete them within 12 months. 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 6-month report according to the reporting templates provided by EMKP before the final submission.

Contracts

Successful projects can be commenced after all agreements has been finalised between the applicant, EMKP and the host institution if relevant (Terms and Conditions; budget; digital management plan; ethical review). It is the responsibility of the grantee to ensure that the grant agreement is signed within 6 months after the award. Please note, the finalisation of these documents can take some time, so make sure you start processing them as soon as possible.

Completing the application form

All applications must be done online via EMKP application portal (<https://emkp.flexigrant.com/>).²

You will need to register in order to submit an application. Registration must be done by the Principal Applicant. Once registered and after logging in, you will be able to select which grant you are applying for.

The application form has 8 different pages: 1. Personal Information, 2. Project Information, 3. Project Details, 4. Methods and Plan of Work, 5. Budget, 6. Nominated Reviewers and 7. Applicant Declaration. Please start completing your application by the first page on '**Personal Information**' then answer the rest of the sections in any order you like. At any stage you can save your work and return to it later. Questions marked with an asterisk are mandatory. Once you have completed all the sections the **Submit Application** button will appear.

When you click the **Submit Application** button you will be asked again to confirm that you want to submit your application. Once submitted, you can log in at any time to view your application, but you won't be able to add to or change it.

To print a copy of your application, click on the '**Print Form**' or '**Download as pdf**' buttons available within each of the application pages. If you have any queries, please email the EMKP team at emkp@britishmuseum.org

Small & Large Grant Forms

Page 1. Personal Information

- *Personal Information for Principal Applicant and Co-Applicant(s)*
Principal Applicant name and contact details will be recorded when you sign in the system.
- *Application Category*
Select whether this application will be submitted by an individual researcher, an individual researcher associated with a Host Institution, an institution, or a community.
- *Supervisory Letter*
If you are enrolled as a student at the time of application, please provide a letter from your supervisor to indicate their support.
- *Employment History*

² Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.

Please provide details of your employment history over the last 5 years following the indicated format.

- *University qualifications*
Please provide details of your university qualifications following the indicated format.
- *Other relevant experience*
Please provide any other experience that you think will be relevant to your qualification to carry out the proposed project. This can include fieldwork and research experience.
- *Details of Co-Applicants*
Please provide the names of up to 3 Co-Applicants with whom you will work on this project. You will also be asked to provide a summary of relevant skills and experience following the same format as with the PA and information about the role that they will play in the project.
- *Details of Host Institution (if relevant)*
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. Letters can be uploaded in MS word or PDF format.

Page 2 Project Information

On this page you will be asked to provide key information about your project and any previous applications.

- *Previous/ ongoing applications*
Please indicate if any applicants have previously applied for a grant from EMKP or have a pending application for a Documentation Grant. Please indicate the details of the application and the status.
- *Resubmission*
Please indicate if your application is a resubmission, and if so, what steps have been taken to answer panel and reviewer comments on the initial application.
- *Previous support*

Please indicate if you have been previously funded by other Arcadia-supported grant programmes. If this is the case, we may consult our colleagues to confirm satisfactory completion of this work or adequate progress.

- **Project Information**
Please provide summary information about your proposed project, including region/location of research and start/end dates.

Page 3 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 Title*
Please provide a title for your project.
- *Project summary*
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.
- *Keywords*
Provide between 3 and 5 keywords that describe your proposed project.
- *Location of the collection to be digitised and condition*
Please provide details of where the collection is physically stored, and any information on where it was previously stored. What physical condition is the collection in, and what, if any, threats are there to its preservation.
- *Collection description*
Please describe the collection to be digitised. Please include details of how the collection was created (where, by whom, when) and the content and focus of the records (subject of the original research, size of the collection, types of records/artefacts included). Explain how this collection relates to material knowledge, and how much of the collection directly focuses on this aspect.
- *Endangerment*
Please provide a case for the endangerment of the collection and why it needs to be digitised now. Eligible projects need to demonstrate that the material knowledge documented in the collection was endangered at the time of initial recording or is endangered now.
- *Collection Significance*

Please explain why this collection holds significance (e.g., for communities and original knowledge holders, for wider scholarship). Who will benefit from the digitisation of this collection?

- *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.)
- *Supporting Materials*
If you want, please share supporting records that may assist the panel in understanding the nature of this collection (e.g., pictures, videos, digitised records). You may also want to include bibliographic references here as well as links to completed digitisation projects the team has been involved with that show your familiarity with this process.
- *Bibliography*
Please use this space if needed. You may also want to include bibliographic references here as well as links to completed digitisation projects the team has been involved with that show your familiarity with this process.

Page 4 Permissions and Access

In this page you are required to provide information and records of any consent that you have obtained or will need to obtain to carry out this work.

- *Custodianship*
Please explain the relationship of the current custodian to the collection (e.g. Librarian responsible for archive collection, researcher who created the archive) and, if known, how they came to hold the collection.
- *Custodian consent*
Has the owner/custodian given consent for this digitisation work to be carried out and for the material to be made available online using a CC BY-NC-SA 4.0 license? If so, please provide records of this consent. If not, please explain what plans are in place to ensure consent.
- *Knowledge holders consent*
Please explain what consent and permissions were given by the knowledge holders and subjects of the original research at the time the work was carried out. If records are available, they should be digitised with the rest of the collection. If no consent records are available and/or the nature of the original consent does not cover the current project (e.g. it does not address consent to make records available online using a CC BY-NC-SA 4.0 license) please explain what steps, if any, might be available for you to gain

retrospective consent from the community/communities and knowledge holders involved in the original documentation if required.

- *Further permissions*
Please explain What other permissions you will need to obtain to digitise the collection (e.g. research permits from national governments, agreements from custodians of the collections, ethics review). Please explain how you propose to obtain each permission required.
- *Community involvement*
Please explain what contact you have had with the community/communities represented in the collection if any.
- *Sensitive information*
Please explain whether this collection contains any sensitive information that may affect its ability or appropriateness to be made public online. Please identify the types of sensitive information and what portion of the collection is likely to be affected. Please explain how you propose to mitigate the risk(s) for each type of sensitive information involved, and if there are any factors or circumstances that would mitigate the risk in each case. Sensitive information might include reference to personal data or representations of a person's likeness which are protected by the General Data Protection Regulation (GDPR). Other sensitive material might include adult nudity, underage nudity, culturally sensitive objects, records of sensitive or protected knowledge (e.g., restricted by age, gender, membership of community groups/specialists), harmful knowledge (e.g., sensitive topics/experiences) and visible human remains.

Page 5: 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.

- *Collection size and digital submission*
Please explain the size and composition of the collection and the portion of it to be digitised. Download the Digital Submission plan template and upload it to the application. Complete the table estimating the total volume/number of digital assets you expect to generate for the EMKP repository, Delete or add rows as necessary.

Please see an example of the Digital submission plan template below.

Type of Documentation	Quantity (approx.)	Content	Digitised format	Approximate size in GB
Notebooks	5, 100 pages each	Fieldwork notes	PDF	2 GB

Photographs	350 (4 x 6")	Photos of the making process and the community	TIFF	30 GB
Letters	16 double sided	Correspondence between researcher and community members	PDF	<1GB
Cassette	10 (30 mins per side)	Sounds of the village	WAV	4 GB

- *Digitisation Methods*
Please explain and motivate the different approaches. If the collection is in a poor physical condition, please explain what steps and measures you will take to reduce further damage.
- *Workplan*
Please outline the timetable of work planned.
- *Digital Asset/ Data Management Plan*
Please provide an outline of how you will manage the digital assets. (e.g. backing up, data sorting and formatting).

Page 6: Budget

- *Budget*
Please complete the budget table listing all your costs in Pounds Sterling. The table is populated with example items under each budget heading. You can remove unused rows using the remove item button or add additional items using the **Add a new Item** button.

Budget heading		Year 1	Year 2	Total
1. Travel				
<input checked="" type="checkbox"/> Item 1	Cost	£0.00	£0.00	£0.00
1. Travel Total	Cost	£0.00	£0.00	£0.00
2. Equipment				
<input checked="" type="checkbox"/> Item 1	Cost	£0.00	£0.00	£0.00
<input checked="" type="checkbox"/> Item 2	Cost	£0.00	£0.00	£0.00
2. Equipment Total	Cost	£0.00	£0.00	£0.00
3. Subsistence				
<input checked="" type="checkbox"/> Item 1	Cost	£0.00	£0.00	£0.00
3. Subsistence Total	Cost	£0.00	£0.00	£0.00
4. Allowances				
<input checked="" type="checkbox"/> Item 1	Cost	£0.00	£0.00	£0.00
4. Allowances Total	Cost	£0.00	£0.00	£0.00
5. Other				
<input checked="" type="checkbox"/> Item 1	Cost	£0.00	£0.00	£0.00
5. Other Total	Cost	£0.00	£0.00	£0.00
Grand Total	Cost	£0.00	£0.00	£0.00

- **Funding Justification**
Please provide the relevant explanation and justification for each of the budget items in the following section of the form following the given format (budget heading, item, amount, reason).
- **Additional Funding**
Please indicate if you have applied/are planning to apply for any other funding sources relating to this project. If so, please specify the requested funds and when you expect to hear the outcomes.

Page 6 Nominated Reviewers

- **External 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.

Page 7 Applicant Declaration

On this page you will be required to confirm your commitment to the project and that the details provided in your application are a fair and accurate representation of the proposed project.

- *Submission*
You can save the application as you work by pressing the 'save progress' 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 Frequently Asked Questions section (<https://www.emkp.org/faqs/>) on the EMKP website in the first instance.