

EMKP Application Guidelines for Documentation Grants

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. 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 which, will be deposited and curated in the EMKP repository at the British Museum and made publicly available.

EMKP was launched in 2018 and is funded by Arcadia, a charitable foundation that works to protect nature, preserve cultural heritage, and promote open access to knowledge, and is hosted by the Department of Africa, Oceania and the Americas at the British Museum.

Documentation Grants

EMKP documentation grants provide funding to document living material knowledge systems and practices in danger of disappearing.

EMKP offers two documentation grants; small grants which are awarded for up to 1 year and with a maximum value of £20,000 and large grants, which are awarded for up to 2 years and with a maximum value of £100,000.

Applications for grants will open on the **5th of November 2024 and close at midnight GMT on the 19th of January 2025.**

Applications must be submitted via our online grant management system:

<https://emkp.flexigrant.com>

Choosing which grant to apply for

Small grants are intended for projects that are focused on a specific/individual material practice and which are limited in scope. They are also suitable for initial 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, 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, and we strongly recommend you budget appropriately and don't add unnecessary items to reach the upper limit as this will be seen negatively by the EMKP review panel. If in doubt, please contact EMKP to discuss what size of grant to apply for.

Resubmission

Unsuccessful applicants from previous rounds are welcome to resubmit applications, particularly if you have been invited to resubmit by the review panel in earlier feedback. Please note, however, if you, or your project, have been unsuccessful in two 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 Applicant (PA)/Co-Applicant (CA) system. It is the responsibility of the PA the overall project management and co-ordination, including reporting to EMKP. Co-Applicants should be closely involved in the project management and delivery and demonstrate relevant skills and experience. Research Assistants can assist on specific tasks of the project (e.g. metadata processing and translation), however they are not involved in the project management.

Principal Applicants who lead other EMKP grants are not allowed to apply for another grant until completion of the first grant. Co-Applicants involved in other EMKP projects are eligible to apply if these projects are up to date with their reporting.

There is no restriction on the nationality of the Principal Applicant or Co-Applicants. They, or one of the CA's, must however be affiliated with an appropriate academic or community institution (e.g., museum, archive, university, NGO) who will take responsibility for administrative oversight of the project including financial reporting.

If a PA is currently enrolled as a student, 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 university programme/research (see website for section 'Application Process' on the Frequently Asked Questions page (<https://www.emkp.org/faqs/>)).

Choosing a Host Institution

It is very important you choose your Host Institution (HI) with care. Host institutions are responsible for oversight of your project budget and financial reporting to EMKP as well as

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 not changed, even if the named PA may have changed.

ethics (see below). Please note, EMKP does not cover overhead costs *per se*, however, specific costs related to project delivery and administration are eligible (for example, costs for accountancy services within the HI). These costs need to be explained and properly justified in the budget section within the application (see budget below for further information).

It is essential that you discuss your proposal with the Host Institution ahead of your application and ensure they are happy to proceed. You will be asked to provide a signed and headed letter of support from your HI outlining their responsibilities in the application. You will also need to identify a responsible staff member at the HI 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 HI 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 Principal Applicant and Co-Applicant(s) should not be involved in the Host Institution's management of the project. If your Host Institution is an NGO or community association, or small university/museum/library without a dedicated research office, you should ensure that neither the PA nor any CA's 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 Institution's 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. All successful applicants will be asked to provide EMKP with a copy of the ethical guidelines of their Host Institution.

Please note that you can only have one Host Institution.

Knowledge Holders and Communities

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

Filmmakers

PA/Co-A(s) 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 and other related methods, so EMKP provides relevant training as part of the award (see below). We do not therefore provide funds for professional film crews in addition to the PA/Co-A(s) team. Experienced film makers/editors can be included in the Co-Applicant team but are subject to the same limitations on salary as all others.

Project Scope

Applications for EMKP documentation grants 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 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 at (emkp@britishmuseum.org) (see also website for examples of current and completed projects (<https://www.emkp.org/ongoing-projects/>) (<https://www.emkp.org/emkp-completed-projects/>) and 'Frequently Asked Questions' (<https://www.emkp.org/faqs/>)).

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

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

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

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.²
- Projects focused on ethno-medicine or medicinal knowledge.

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

² 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.

change rapidly and have a range of measures to help support grantees who are faced with changing situations.

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, sketches, fieldwork notes etc.

Documentation submitted to the repository has to have been created during the course of fieldwork funded by EMKP, between the start and end date of the project. If you intend to digitise legacy materials (i.e. documentation that already exists please have a look at EMKP Legacy Digitisation grant).

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. Please be aware that this part of the project involves substantial work during and after the data collection. Successful applicants will work with the EMKP Digital Team to plan an upload timeline and are responsible for ensuring compliance with repository standards.

Requirements regarding data formats and metadata collection are further explained in the Digital Guidelines (https://www.emkp.org/wp-content/uploads/2024/11/EMKP-Guidelines_Digital-2024-2025-Final.pdf?x27149) 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 digital assets resulting from EMKP grants will also be managed in accordance with FAIR (<https://www.go-fair.org/fair-principles/>) and CARE (<https://www.gida-global.org/care>) principles.

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., make royalties) by you or anybody else.

In certain circumstances, grantees and/or knowledge holders 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 EMKPTeam, 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 documentation as well as with EMKP. Ideally, copies must also be held within the source community. Applicants must demonstrate their plans to accomplish this. 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 2025). 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. However, we ask successful applicants to bring along cameras and laptops for training, and you may wish to consider getting insurance to cover property theft or damage. Attendance to the EMKP training course is a condition for 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. One member of each team is expected to attend this training, it can either be the PA or CA(s).

Community Engagement

If desired, as part of the project, you can include a proposal for community engagement activities. These activities are meant to invite community participation and awareness about the project and the materials generated. Some examples might include community meetings and workshops, including planning meetings, workshops to get feedback on work already carried out, and meetings to disseminate the project results. Other activities might include displays/exhibitions for the community and community directed outputs such as books/booklets. Please note, this funding cannot be used for general dissemination, e.g., conference presentations.

Museum collections

Applications that seek to link documentation work with existing museum collections/objects are 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 always adhere to the ethical guidelines of their Host Institution and act in an ethical and responsible manner. If your institution does not currently have a policy, you may want to follow the Association of Social Anthropology's 'Ethical Guidelines for Good Practice' document available at : https://www.theasa.org/downloads/ethics/Ethical_guidelines.pdf.

Budget

EMKP grants cannot cover salary costs or teaching replacement costs for the Principal Applicant. Salaries for Principal Applicant or Co-Applicants can be considered as an exception and are restricted to the PA/CA's salaries based in the country of research, and whose involvement is essential to the completion of the proposed work. Please contact EMKP at (emkp@britishmuseum.org) in advance if you wish to claim for PA/CA salary. Local research assistants can be provided with a modest allowance (see budget section for further information).

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 digital deposition in local repository, and costs associated with community collaborations. Community engagement costs can be up to £1000 for a Small Grant, and up to £2000 for a Large Grant. Costs that link documentation of endangered material knowledge with existing museum collections can be up to £1000 for a Small Grant, and up to £2000 for a Large Grant. Costs associated with the administration of grants by your HI can also be accommodated but must be specifically defined and justified. We do not fund institutional overhead costs or salaries/salary replacement costs for PA's.

Additional funding is welcome, but you should be able to carry out the work and achieve the project goals stated in your application within the budget and timeline you have specified. If you are applying for additional funds, please ensure other organisations involved adhere to the same Open Access and Take Down policies as the EMKP.

Your budget should be realistic and reflect costs and prices in your country of research, taking into consideration inflation, exchange rates, costs of transferring currencies and any other logistical details.

Please be aware that funding will be released in instalments.

For Large Grants, 60% of the first-year budget will be released after the agreement is signed by all parties, 30% of the first-year budget upon successful completion of the 6-month report, final 10% of the first year and 60% of the second-year budget will be released upon successful completion of the 12-month report. 30% of the second-year budget will be released upon successful completion of the 18-month report and the last 10% of the second-year budget will be released upon successful completion of the final report and upload to the repository.

For Small Grants, 60% of the total budget will be released after the agreement is signed by all parties, 30% upon successful completion of the 6-month report, and the final 10% upon successful completion of the final report and upload to the repository. 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, workplan and team composition.
- 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 knowledge holders and local communities, and familiarity with the research environment
- Defined plan to ensure appropriate collaboration/dissemination with/to local community.
- Significance of the work to local community/ies, broader research community and quality of the proposal.

Grant application process and timeline

The deadline for grant applications is **midnight GMT on the 19th of January 2025**. All applications must be submitted online before that time to be considered.

Selected applications will be subject to peer/external review, and you are asked to provide the names and contact details of 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 will be reviewed by the EMKP expert advisory panel, where final selection takes place. The outcome of applications should be expected in June 2025. Not all applicants will be notified at the same time, successful applicants will be notified first.

Successful applicants are expected to commence their projects within 6 months of the training being completed. The Start Date of the project should therefore be after the September training and before the end of March 2026, unless there is a fieldwork-related reason for the project to begin later (e.g. seasonality, festival dates), which needs to be articulated in the workplan. The 'End Date' is scheduled 12 months from the Start Date for a Small Grant, and 24 months from the Start Date of a 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 interim and final reports according to the EMKP 6-month reporting cycle, using templates provided by EMKP.

Contracts

Grant Agreements are available on-line in the EMKP website for reference (<https://www.emkp.org/wp-content/uploads/2023/09/EMKP-Grant-Agreement-Template-V2-For-reference-only.pdf?x42618>) and are not subject to modification. It is strongly suggested that you make your Host Institution aware of the terms of the agreement early in the process, so they are familiar with the terms before agreeing to support the application. Successful projects can only start once the grant agreement has been signed by the applicant, EMKP and the host institution (Terms and Conditions; budget; digital management plan; ethical review). It is the responsibility of the grantee to ensure that the grant agreement between EMKP and the host institution is signed within 6 months after the award (i.e., November 2024). 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 the EMKP application portal (<https://emkp.flexigrant.com/>).³

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 whether you are submitting an application for a Small, Large or Legacy Grant. Please see the registration guidelines for further information (https://www.emkp.org/wp-content/uploads/2023/10/EMKP-Guidelines_Application-portal-Registration-2023-2024.v.1.pdf?x42618)

The application form has 7 different pages: 1. Personal Information, 2. Project Information, 3. Project Details, 4. Methods and Plan of Work, 5. Budget, 6. Nominated Reviewers and 7.

³ Please contact EMKP if there are extenuating circumstances why you cannot complete the application form online.

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 Documentation Grant Application Forms

Page 1. Personal Information

On this page you will be asked to provide details of personal information (name, title, contact details, employment and education history, selected publications). As the Principal Applicant, you are responsible for submitting the form and will be responsible for submitting the required reporting shall the application be successful. Questions marked with an asterisk are mandatory and must be answered.

- *Project Title*
Please provide a title for your project.
- *Personal Information for Principal Applicant.*
Principal Applicant name and contact details will be recorded when you sign in the system, but you must still provide details for your Co-Applicant(s).
- *Title*
Please provide the title that you would like to be addressed by.
- *Role in the project*
Please briefly explain your role in the project
- *Employment History and other Relevant Experience*
Please provide details of your employment history over the last 5 years following the indicated format, and any other experience that you think will be relevant to your qualification to carry out the proposed project. This can include fieldwork, research, documentation or community engagement experience.
- *University qualifications*

Please provide details of your university qualifications following the indicated format.

- *Student Status and 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.
- *Publications and Outputs*
Please provide up to 5 publications or other outputs you have produced relevant to your application.
- *Details of Co-Applicant/s*
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 their contact details, a summary of their roles in the project, and their 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 Research Assistant/s*
Please provide the names of *Research Assistant/s* with whom you will work on this project. Up to three research assistants can be included in a Large Documentation Grant, and up to 2 Research Assistants in Small Documentation and Legacy Digitisation Grants. Please provide their contact details, a summary of their roles in the project, and their 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*
Please provide information about your Host Institution, the contact person, 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. Please note, none of the applicants can be part of the Host Institution's management or operational leadership.

Page 2 Project Information

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

- *Previous applications*
Please indicate if any applicants have previously applied for a grant from EMKP. If successful please indicate if the project has now been completed and if not, why not.
- *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. Please note, EMKP will not offer funds for projects led by applicants who have a concurrent unfinished grant from other Arcadia programmes.

- *Project Information*

Please provide summary information about your proposed project, including region/location of research and start/end dates. Please bear in mind that the 'End Date' should be 12 months from the 'Start Date' for Small Documentation Grants, and 24 months from the 'Start Date' for Large Documentation Grants. Please make sure the date you put here is reflected in the workplan.

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 (repeated)*

Please provide a title for your project again.

- *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.

- *Material knowledge system(s) and project goals.*

Please 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. Please explain the specific goals of the proposed work.

- *Endangerment.*

Please provide details of the specific threat(s) that endanger these material practices and knowledge systems.

- *Previous work and significance to scholarship*

Please indicate and review any prior documentation that has been carried out in the field, acknowledging EMKP projects where relevant. Please explain the significance of your project to wider research and knowledge, and explain how it will help the development of ideas. (Please do not repeat its endangerment status as proof of significance)

- *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, and the project should focus on material knowledge documentation in situ and local contexts.

- *Supporting Materials*

You can upload up to 5 files in support of your application. These can include photos, videos, maps etc. Please name these files with your surname, captions, and credits before uploading so they can be identified.

- *Completed Documentation Projects and/or Bibliography.*

Please provide information on any similar documentation projects you have completed. This can be used as a means to demonstrate successful delivery of similar projects in the past. It is not necessary to have completed such projects before, and a lack of previous project delivery will not be held against applicants.

You can also provide a list of cited works and/or relevant references for your application, although this is not a requirement.

Page 4 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 you/your Co-Applicant's linguistic competence in relevant languages.

- *How was this project conceived and developed?*

Please describe how this project was conceived and the individuals who contributed to its development. Which community/communities or knowledge holders were involved and what input did they have in preparation for this grant? How did they inform the project's goals and workplan?

- *Community Engagement Plans*

Please outline how community members and knowledge holders will be involved in the different stages of your project, what engagement activities or methods you plan to include, when they will take place and how the community and project will benefit from

them. Please bear in mind that you can allocated £1,000 for Small Grants and £2,000 for Small Grants for this category within your budget.

- *Formal permissions*
Please specify if formal permissions are required to carry out the proposed work and, if so, whether those permissions have already been granted or when you expect to receive them.
- *Knowledge Restrictions*
Describe any knowledge restrictions or socio-cultural obstacles that may affect your ability to document or publish material 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.

Fieldwork and Documentation plan

- *Field Methods*
Please outline and motivate your planned fieldwork and methods. This should include a description of methodologies (e.g., interviews, participant observation, group discussion, mapping) and the scale of work (e.g., how many informants you will work with and for how long). Clearly indicate the roles of the different team members and how responsibilities are shared.
- *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 (including digital waste), using recyclables on field trips, preferencing local research assistants and collaborators etc.
- *Documentation and data management plan*
Please outline and motivate the documentation methods that you intend to use, indicating the data formats to be collected (e.g., audio-visual, 3D, drawing, photography), the team responsibilities for the different work packages and your plans for managing records collected while in the field (e.g., daily recording of metadata, data backups and post-fieldwork data editing including translation and transcription).
- *Digital Assets 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/number'. Provide the approximate size in gigabytes under 'Approximate size in GB'

and under 'Content' specify what will be recorded. Please see the Digital Guidelines for further guidance on the digital asset plan and the formats required.

- *Local Deposition of Data*

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

- *Language competence and plans*

Please provide a brief summary of the team's competence in the relevant local/research language. Indicate how you will manage any issues associated with language and translation.

- *Workplan*

Please provide a workplan for the duration of the project (2 years for large grants/ 1 year for small grants) indicating timelines for different activities and who is involved. The workplan should combine all the information provided in the 'Method and Plan' section. See an example workplan below. Please name your file before uploading it.

EMKP Large Grant workplan template			
Large Grant Year 1			
Date	Location	Activity	Team members
01-10-2023 – 15-10-2023	Madrid	Pre-fieldwork - Finish Contract Agreement and signatures	John Smith
15-10-2023 – 30-11-2023	Madrid	Pre-fieldwork - process Ethical Review approval by Host Institution	John Smith
01-12-2023 – 18-12-2023	Valladolid, Yucatán, México	Fieldwork - 5 Key informant interviews – Interview recordings and metadata.	Jane Doe
019-12-2023 – 25-12-2023	Valladolid, Yucatán, México	Fieldwork - Mapping resources – raw spatial data	Jane Doe
09-1-2024 – 30-1-2024	Valladolid, Yucatán, México	Fieldwork - Documenting wood working – 20 hours of raw footage.	John Smith and Jane Doe
Large Grant Year 2			
Date	Location	Activity	Team Members
January 2024	Madrid	Post Fieldwork – Video editing	John Smith and Jane Doe
February 2024	Madrid	Post Fieldwork – Annotation, Transcription and Translation	John Smith and Jane Doe
March 2024	Madrid	Post Fieldwork – Metadata recording	John Smith and Jane Doe

Page 5 Budget

- Budget**

Please complete the budget table listing all your costs on an annual basis 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				
Item 1	Cost	£0.00	£0.00	£0.00
1. Travel Total	Cost	£0.00	£0.00	£0.00
2. Equipment				
Item 1	Cost	£0.00	£0.00	£0.00
Item 2	Cost	£0.00	£0.00	£0.00
2. Equipment Total	Cost	£0.00	£0.00	£0.00
3. Subsistence				
Item 1	Cost	£0.00	£0.00	£0.00
3. Subsistence Total	Cost	£0.00	£0.00	£0.00
4. Allowances				
Item 1	Cost	£0.00	£0.00	£0.00
4. Allowances Total	Cost	£0.00	£0.00	£0.00
5. Other				
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 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.