The British Museum

Endangered Material Knowledge Programme

Digital Guidance for EMKP Applicants

For completing the application, we suggest you first write it in a word processor and then copy-paste the results into the form. Submit the application by **00.00 GMT on the 1st March 2019**. The closing date for referees is the **12th of April**. It is up to you to ensure that your referees submit their letter by the closing date.

It is a key funding requirement that you must make your documentation archive openly available through the EMKP digital repository, which is managed by the British Museum. In certain circumstances, grantee's and/or source communities may feel it is not appropriate for certain resources to be made publicly accessible for ethical or cultural reasons. In these instances, following discussion with the EMKP's 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 via the EMKP digital repository.

Assets produced for EMKP **must comply** with the funder Arcadia's Open Access and Preservation Policy, which can be found at:

https://www.arcadiafund.org.uk/about-peter-baldwin-lisbet-rausing/open-access-and-digital-preservation-policy/

Methods and Plan for Work

As part of your funding application, you must consider the scope, budget, equipment and practical planning your project will require in order to ensure that the data you capture will be ready for deposition in the EMKP repository. For the funding application, we ask you to provide a **Fieldwork and a Documentation Plan:**

- For the fieldwork plan please provide information on the duration of the fieldwork, data collection formats (e.g. interview, participant observation, etc.) and why these are suited for the documentation work, and the scale of the data collection (e.g. approximate number of participants). Indicate how tasks will be divided between you and your collaborators, if applicable.
- For the documentation plan you will need to provide your digital recording and documentation plans, including which formats you will use, when and why. This should include an outline of plans for post-data collection, editing, and formatting of digital assets so that they are ready for final upload onto the EMKP repository.

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.

- Digital asset summary table estimating the total volume of digital assets you expect to generate for the EMKP repository. Specify their composition: for example three hours of audio interviews, transcripts of interviews, and two hours of video of a house construction. Under motivation, state in a few words why this format is preferred. Please contact EMKP at emkp@britishmuseum.org if you require further information and/or assistance generating this.
- Please note that you do not need to specify file formats (e.g. jpeg, tiff, pdf, avi, mp4) and that we will provide additional information about specific recommended file formats for each digital data type after grants are offered.
- In the table, documentary refers to text-based documents and visual refers to image-based files such as photographs.

In the workplan table specify which tasks will be undertaken in the particular month, how many hours or days you will dedicate to that task and what the deliverable will be. Grantee's will be required to format and edit the digital resources themselves, so it is essential that time post-fieldwork is included for this. Editing of video footage can take up to several days. See the following example of how to fill in the table:

Year 1	Activity	Time needed	Outcome/Outputs
January	Fieldwork preparation	3 days	-
February	Fieldwork	29 days	Raw video, interviews, transcription, photos
March	Photo editing	17 h	Repository-ready photos

Search also online for 'Gantt chart' if you are having trouble understanding how to complete the workplan table.

Digital Asset Plan

We are asking for an approximation of data types and storage needs to be considered for a project as part of the application process, and we encourage applicants to plan for data acquisition and management as part of their application.

Depending on the type of application, we would be allocating storage space in the EMKP repository accordingly. For example, we would expect a 2-year project to produce up to 1TB of data. How much you propose should be based on your previous experience of undertaking fieldwork and your project's intentions. For example, a project might want to interview 20 individuals for approximately an hour, create textual summaries of each interview, create a video recording of a community hall construction and its use, take photos of the details, and a photogrammetric 3D model of the structure, as well as provide other relevant notes and spatial data.

A sample breakdown of the project's data could be as follows:

Photo	AV	Audio	Text	3D model
500	3 hours edited footage	20 hours	300 pages	1
34GB	312GB	12.4GB	1GB	3GB

However, we do not specify a set number of hours of footage, photos etc. The amount proposed should be specific to the project. The estimation has to be realistic and justifiable.

Budget

Costs should be given in GBP and round up to the nearest pound. For converting between currencies please use https://www.xe.com/ . Please list the cost of each item required.

When calculating research assistant salaries, please specify the number of research assistants under 'Number of items', the total cost per assistant for the duration of employment (or provide an average if different assistants will be employed for different periods of time) under 'Cost per item.' Under 'Notes/Motivation' specify how long assistants will be employed and the *per diem*. Cost the *per diem* at the appropriate daily rate for the location where work will be undertaken.

Grants can be used to purchase essential equipment, including equipment used for recording (see 'Things to consider' below) and under 'Notes/Motivation' explain what the item will be used for and how it relates to the methodology or project. This includes consumables, such as batteries, fuel, paper etc. You may want to include costs for the distribution and preservation of the digital assets in the host community and host country. Provide a breakdown of travel costs and subsistence costs.

Things to consider

When preparing an application for an EMKP grant, there are some key factors which must be considered regarding the proper planning for the acquisition and preservation of digital data. EMKP will consider a wide variety of media types to record, digitise, and make available for research endangered, material cultural practices (see grant guidelines for more information). EMKP grants support the following digital media types:

- Photographs
- Audio recordings
- Audio Visual (Video) recordings
- Geospatial
- Images
- Tabular
- Text files
- Graphics/3D files

The minimal viable kit we would suggest for data acquisition - which would need to be included in project budgets if equipment needs to be purchased - includes:

- Digital SLR (digital single lens reflex) camera with the capacity to produce files at a minimum 300dpi for photographs (any modern entry DSLR or better) and AV recordings. Many DSLR cameras are just as suitable for filming as dedicated video cameras and are as such more versatile in the field. If you plan to film with a DSLR, budget for a microphone and, if needed, a transmitter. You may also consider bringing along connected equipment for filming, such as tripods, lights, filters, and light meters.
- Digital Audio Recorder with the capacity to create .wav or .bwf files and other audio formats (.flac, .aif, .mp3) at 44.1kHz/16 bit minimum.
- GPS, with capacity of recording data (for example .shp, .obj, .kml) for the creation of geospatial files using specialist software, such as ArcGIS.
- Laptops and tablets, with minimum processer needed for editing and processing high resolution data and media files as well as recording textual, tabular, image (raster/vector), and metadata files.
- Hard-Drives for backups and other equipment for fieldwork (generators, solar panels)

Smartphones can be a versatile tool in the field and some have the capability to be a substitute for dedicated equipment, such as voice recorders. They come with significant trade-offs though. If you think that a phone is the most suitable equipment for recording, you might want to consider budgeting for additional equipment, such as microphones for voice recording and video. Please note, however, that in general, phone cameras do not produce archival-grade photos without specialist equipment and applications (.jpeg corrupts with time) and their limited optical zoom and low-light capabilities limit their usefulness for filming.

For successful grantees, we will be running training sessions covering recording methods and data standards as part of our week-long training programme. Successful grantee's will also be supplied with detailed written guidelines.