



# Major Documentation Project Information Pack for Applicants

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## Contents

What is the Endangered Languages Documentation Programme? .....	2
Major Documentation Project (MDP) .....	3
What makes a good ELDP project? .....	4
Guidance for planning your project proposal .....	6
Notes for fieldworkers going to malarial areas.....	15
Completing the application form .....	16
Checklist for ELDP grant applicants .....	17
What happens next? .....	33
Terms and conditions for Major Documentation Projects .....	34



## What is the Endangered Languages Documentation Programme?

The Endangered Languages Documentation Programme (ELDP) together with the Endangered Languages Archive (ELAR) was founded in 2002 by the Arcadia Fund. Arcadia is the charitable fund of Lisbet Rausing and Peter Baldwin. Arcadia serves humanity by preserving endangered cultural heritage and ecosystems. Because knowledge should belong to all, we also promote open access, seeking to make information available without barriers of cost or distance.€

The key objectives of ELDP are:

- to support the documentation of as many endangered languages as possible
- to encourage fieldwork on endangered languages
- to create a repository of resources for language communities, linguistics, and social sciences
- to make the documentary collections freely available

To date ELDP has awarded over €25 million Euros for the documentation of endangered languages across the world. Outlines of all funded projects can be found at:

<http://www.eldp.net/en/our+projects/projects+list/>.

The ELDP selection process for grant applications is overseen by an international panel of language documentation experts. In evaluating applications, we look at the degree of language endangerment and the urgency of documentation, the available documentary and scientific material and the qualifications of the applicant/team. We favour projects that will document social and cultural contexts as well as formal aspects of language and that are likely to enhance expertise in field linguistics for researchers and members of language communities. Interdisciplinary projects which entail the collaboration of researchers from different fields are strongly encouraged.



## Major Documentation Project (MDP)

Major Documentation Project is the name for any project over 10,000€ which is not targeted to a specific career stage. The panel welcomes modest requests. There is a cap of 300,000€; we strongly encourage you to submit value-for-money proposals that are clearly justified.

Applicants for multi-person MDPs must have a proven track record in language documentation and linguistic analysis and have demonstrated the skills to manage such a project. The panel will expect to see evidence of positive outcomes of previous grants, including accessible archived data and previous research.

Major Documentation Projects could involve a number of elements, including fieldwork, salary costs of researchers and stipend costs of graduate students (while engaged in the field and in processing work) whose doctoral research will contribute to the project as a whole. You may request support for between 6 and 36 months.

### Who can apply?

Please contact us if you have questions about eligibility. Note that all grant funds are paid to an accredited institution which administers the grant.

ELDP welcomes applications from researchers of any nationality to undertake projects in any part of the world. Applicants should be researchers with qualifications in linguistics and experience in linguistic fieldwork (including suitably qualified graduate students). Projects may be undertaken by teams or individuals. MDP applications from established principal investigators are welcome. Note that a salary for a main PI who holds an established research position is not eligible for funding. A MDP will also not provide salaries for extended post-doctoral projects.

If you have already engaged in fieldwork or documentation work your application will be evaluated with regard to your track record in the creation and preservation and sharing of documentary resources. If you have created documentary materials (e.g., audio/video recordings, transcription, translation and annotation of recordings, lexical databases or word lists) we encourage you to ensure your resources are archived and made accessible for evaluation. Contact us ([eldp@eldp.net](mailto:eldp@eldp.net)) if you would like to seek advice on archiving your materials.

For reasons of accountability, the Principal Investigator must not be a Director, owner, or similar, of the host institution. This means that directors, founders or heads of financial administration in the host institution cannot apply for grants.



## What makes a good ELDP project?

Applications are assessed according to these criteria:

- the degree of endangerment of the language(s)
- the urgency of documentation
- the nature of the project as a contribution to language documentation
- relationship to the social and cultural contexts of the language(s)
- contribution to the study of language and linguistics
- the training and preparation of the applicant(s)
- the goals of the project and whether they can realistically be achieved
- a clear methodology for project work
- a clear justification of equipment relative to methodology (refer to the guidelines for equipment)
- clear evidence of institutional support (what the institution will provide for you)
- serious attention to ethical issues
- serious attention to open access and open data

Many applications are found to be weak with regard to at least some of these criteria; the last two in particular are often not well justified or articulated. Institutional support can include: academic guidance and mentoring; access to existing research units; provision of office space, computers and equipment; provision of administrative support (if applicable).

If ELDP has already funded a project on the language(s), or if there is an existing body of documentation, clear justification should be given as to why more documentation is needed.

## Project outcomes

Outcomes of funded projects should include a collection of materials such as digital video and audio recordings, texts of various kinds.

Projects should ideally result in documentation materials that are:

- accessible to and usable by members of the language community and the wider scientific community
- as comprehensive as possible, including a range of recordings of language usage from everyday conversation to narrative, oratory, ceremonial speech and verbal art, as well as transcription, annotation and analysis of such materials
- represented and described using standard formats, conventions and theories in order to maximise access and use
- flexible and cumulative, to allow data to be annotated and supplemented
- labelled for sensitivities and access permissions, to protect the rights of the language community



- in archivable form to provide for long-term preservation of the data
- contributions to the on-going development of documentation methodology

## Institutional links

The applicant should have, or be in a position to make, a formal link with a university or comparable institution. The institution will be expected to act as a host and to administer the grant, be responsible for its proper expenditure, and submit regular and authenticated accounts of spending.

## Revitalisation projects

ELDP's objective is language documentation. Although documentation and revitalisation are linked, projects aimed only at revitalisation without significant emphasis on documentation will not be funded.

Nevertheless, applicants are strongly encouraged to create documentation in ways that assist communities to maintain and strengthen their languages. This may increase the possibilities for combining ELDP funds with revitalisation funds from other sources.



## Guidance for planning your project proposal

This section provides advice for planning your project and writing your application. Read this carefully before applying. Each of the seven categories below is important for formulating a successful application.

### 1. Background to your project

Your application should briefly describe the following, where relevant:

- the degree of endangerment of the language
- the urgency of the need for documentation
- the potential for comprehensive documentation
- the geographic location of the language community
- geographically adjacent languages
- genetic affiliation and closely related languages
- numbers of speakers, both as first-language and second-language speakers
- whether the language is being learnt by younger people, and if so, how
- language attributes amongst the community
- the language(s) of communication with neighbouring communities, and the spheres of activity in which these languages are used
- other relevant sociolinguistic information
- the current context and range of use of the language, especially for spoken communication, religious/ceremonial contexts, the media and education
- language literacy, written forms of the language and its orthography
- existing documentary, linguistic and other scientific materials

#### Previous description and research

Has the language been the subject of research and/or documentation? If so, briefly describe previous work and the relationship of your project to it.

### 2. Collaboration with the language community

ELDP supports research of the highest standards which is at all times concerned with the best interests of the language community and the individuals with whom you work. Research and its associated activities should not violate laws or the rights of others, and should show concern for fair treatment, acknowledgement of effort and intellectual property, and respect for privacy, local community standards, cultural and linguistic knowledge, and for a community's relationship to their language.



Practical aspects of ethical practice include obtaining informed consent, providing payments for language consultants, and sharing outcomes with the community. You should document intellectual property rights and any sensitivity regarding materials, and maintain relationships with communities and archives in order to ensure dissemination policies are appropriate and up to date.

ELDP has an open access policy. You should discuss open access with your consultants and the community in detail and follow ethical practice. If any material should be restricted ensure you provide clear information why it is restricted and when restrictions are released. Get in touch with ELDP to discuss any questions with regard to our open access requirement.

You should provide evidence of community awareness of and acceptance of your project. You should describe the likely involvement of community members in the project, and how their involvement will be acknowledged. Appropriate levels and types of community involvement are important to ensure accuracy, authenticity, community acceptance, and documentation of a wider range of linguistic phenomena. Acknowledgement of community members' input in research output and publication can help to raise the status of speakers and their languages, within the community and in the country or region where the language is spoken.

Include costs of supporting community involvement in your budget.

### Training members of the language community

The linguistic and technical skills used in language documentation may not be present within the community where your project takes place. If training of community members would benefit the community and your project (including through increasing community interest in or identification with the project, or through strengthening ongoing language development in the community), you are encouraged to identify suitable training and to include the costs in your budget.

### Plans for practical language materials

While ELDP mainly funds documentation, we also recognise that timely, local publication of practical language resources will increase the likelihood that documentation can play a role in supporting language maintenance. Producing practical language resources can also raise enthusiasm for project participation, and provide a context for training. The choice of materials to be published and the types of publishing will depend on the intended users, and will need to take into account the age, language abilities, literacy, and availability of those participating.

Please describe your plans for producing practical materials. A budget item for this activity can be included, up to a maximum of 2,000€.



### Applicant's commitments to the language community

Grantees have ethical obligations to the community where the documentation takes place, regardless of whether or not you are a member of the community. In your application, you must make a commitment that the language community will receive full access to the results of the project no later than the end of the documentation period. You must also make a commitment to record and respect any sensitivities expressed by language community members about any data (or any part of the data) that you collect. This is to ensure that community wishes about access to or dissemination of data can be respected.

You should also express these commitments directly to the language community.

### Archiving of the project's documentation

In addition, to ensure that the outcomes of your documentation project are potentially accessible to the language community, you should deposit materials with an appropriate local body such as an archive, library or museum. You can include reasonable costs of doing so in your budget. You may also deposit materials with your home institution. Provide a short description of the archiving institution(s).

### Open access and open data

ELDP supports an open access and open data policy and requires grantees to make the materials collected and the derivatives openly available through ELAR, the Endangered Languages Archive. Ensure that you have addressed the implications of this requirement and have conducted the required research and negotiated the access constraint.

## 3. Language documentation

Your project should focus on documenting one or more languages to provide the fullest documentation that is achievable with the resources and within the time span of your project. You should aim to collect/create video, audio, graphic and text documentation material covering the use of language in a variety of social and cultural contexts.

The priorities for collecting, recording, analysing, and archiving are:

- to create a range of high quality documentary materials for a variety of language phenomena
- to enable the recovery of knowledge of the language even if all other sources are lost
- to generate resources in support of language learning and maintenance

For further information on language documentation, see Himmelmann (1998 and 2012), Woodbury (2003, 2011 and 2014), and the ELDP website ([www.eldp.net](http://www.eldp.net)).



Projects should create materials in several types of media:

- video
- audio
- images
- written (e.g. transcription, annotation, notes, description/analysis)
- metadata (structured data about the primary and secondary materials)

Together, these will form the language documentation and may contain a range of linguistic materials, such as:

- spoken language in a variety of styles and contexts, recorded (in video and/or audio), with transcriptions, translations and notes and annotations
- written texts in a variety of styles, with transcriptions, translations and annotations
- relevant sociological and cultural information
- formal linguistic resources such as dictionary and sketch-grammar
- pedagogical materials

You should record metadata for all of the collected materials (see also below).

Note that audio and video are not usable, accessible or discoverable without accompanying textual materials such as transcription, annotation, or notes about content and participants. While you are encouraged to transcribe and annotate as much of the material as possible, we recognise that this is very time-consuming and you may not be able to do this for all recorded materials. However, you must provide some text indication of the content of all recordings. This does not have to be the linguistic content and could include, for example, description of the topics or events (e.g. names of songs), or names of participants, preferably with time alignment (indication of where they occur in the recording).

If you produce a dictionary it should be bilingual (or trilingual) with appropriate choice of target language(s). You should give the motivation for your choice of target language(s), describing how the target language can support future access to the language for both community members and researchers. You should also estimate how many entries you expect the dictionary to contain and you could potentially provide an example of an entry.

#### 4. Technical issues

You should observe good practices in creating and managing data. Creating audio and video depends on selecting good quality equipment and using it well. Most documentations consist of many computer files of various types – audio and video recordings, and texts. Good data management assists you in looking after these files, and also ensures that they can be shared with others and effectively archived. Therefore, in your application you should indicate:



- choice of equipment: indicate what equipment and software you intend to use. Give a brief explanation for your choices. List separately the equipment you are applying for funding to purchase, and any existing equipment that you plan to use.
- data files, formats and structures: describe your general strategies for managing data, such as organisation and formats of files, use of databases, spreadsheets, XML or other knowledge management methods.
- transcription issues: indicate your intended transcription methods, orthographies, and other encoding issues. If non-ASCII characters will be used in transcription, glossing or translation, describe the methods, systems and technologies you intend to use.

### Data formats

Choosing the best formats for data can be complex, and advice about formats tends to change as technologies evolve.

It is important to have a basic awareness of the following:

- character encoding: how characters are represented, e.g. Unicode, Windows/ANSI, Big5, Latin 5 (ISO 8859-9)
- data encoding: how meaningful structures in the data are marked (using, for example, XML, Toolbox, Flex, ELAN, spreadsheet columns, labels etc.)
- file encoding: how all the data is packaged into a file (e.g. plain text, PDF)
- carrier, or physical storage medium: the physical form used to store the file (e.g. hard disk, SD cards, etc.)

In many cases, there are already standard recommendations. For character encoding, wherever possible you should use Unicode, especially if your text contains non-roman or accented characters. If you use any character encoding other than Unicode or ASCII you should discuss this with ELAR and carefully document how all parts of documents are encoded.

For file encoding, it is generally best to use open, non-proprietary formats. Proprietary formats can be changed or superseded by their publishers, or may be commercial secrets, so they make poor choices for archiving. However, making the best choices may not be easy, because each practitioner has a different skills, priorities, and goals. Proprietary software tools can be more familiar or efficient tools for working with data, so they might be used to prepare data which is later exported to more standard or archivable formats; this needs careful planning and should be discussed with ELAR.

### Sound and video formats

Real-time media (audio and video) is the area where there has been the most rapid technological change. .



For audio, primary recordings should be made using quality digital audio recorders to create WAV files (see below for recorders). WAV files normally consist of uncompressed audio data in two channels at a resolution of 44.1KHz and 16 bits.

For video, the situation is in flux. Most documenters are currently using high-end consumer (also called 'Prosumer') video cameras which shoot at high resolutions and carry their data on hard drives, built-in flash memory or removable flash memory cards. These cameras typically record in manufacturer-specific versions of an emerging standard that is called in various contexts MPEG-4, H.264, or AVCHD. While these files are already compressed (meaning that no first-generation uncompressed version is ever available for archiving), they represent the best current compromise between size, quality and interoperability. In addition, the recorded files may be subsequently converted to other formats for download to a computer, or for viewing in player or annotation software. All conversions result in loss of quality, so care should be taken and, wherever possible, first generation files should be preserved locally for both archiving and editing for future video products.

### Recording equipment and storage media

Each kind of recording equipment has strengths and weaknesses in terms of usability, convenience, accuracy, cost, power requirements, and recording media and format. To choose equipment, draw on your training and experience, and consult colleagues, reviews, reputable vendors and web information sources.

In the application you should be specific about the models you have chosen and why you have chosen them to meet the goals of your documentary work. Your specifications should demonstrate your research on equipment properties and they should also reflect what is actually available to you for purchase.

Distinguish between a recording device, the carrier it uses to store data, and the format and resolution of that data. As an example for audio, a Marantz PMD 661 makes solid state recordings in archive-ready format (WAV) and its carrier is a removable SD memory card.

The market for video recorders is subject to rapid change, so we can provide only basic recommendations. Video cameras must have a connector for an external microphone: never use a camera's built in microphone for language documentation work. A good choice is an HD camera recording in MPEG-4/H.264/AVCHD to it's a removable memory card. Also, you will need additional software for converting and editing (many cameras come with software with very restricted functionality).

There are four main criteria for choosing a video camera:

**Format:** it should have a high-resolution output format

**Sound input:** it must have a socket for an external microphone(s).



**Manual Sound Control:** It should be possible to control the recording level of external microphone(s).

**Sound output:** there must be a headphone socket for monitoring.

The current range of available audio recorders provides excellent quality in compact sizes and at moderate prices. The most popular recorders amongst language documenters are currently for example the Zoom H4n, and Zoom H2, and there are also good recorders available from Marantz, Fostex, Sony and Olympus.

**Format:** the recorder must be capable of recording 16 bit, 44.1khz stereo (or better), in uncompressed WAV format.

**Microphone input:** it must be possible to plug in an external condenser microphone, and to control its recording level.

**Sound output:** it must be possible to plug in headphones to monitor the recording.

**Compatibility:** the recorder should have an input socket (XLR, jack or mini-jack) and sensitivity/level settings to match your microphone choice.

You should use professional condenser microphones. These minimize noise and distortion and are accurate and sensitive, preserving the full range of frequencies. There is no single microphone that will be suitable for all recording situations, so you should have a small range available to suit the variety of situations you expect to encounter. Stereo recording is particularly encouraged as the spatial information is good for human listening, for differentiating speakers and for dealing with noise.

Microphone types that are regularly used in language documentation:

**Stereo:** highly recommended, good for conversation, cultural events and performances, adds valuable spatial information

**Omni-directional:** good for recording background sounds, music from several directions, or several people talking.

**Cardioid:** basic directional microphone

**Super-cardioid:** for reducing background noise

The data storage medium on many audio and video recordings is now converging on memory ('flash') cards, such as CF and SDHC. Standard cards (rather than the latest, fastest and most expensive ones) will work quite well in most recorders. These cards have reduced in price to the level where it is no longer advisable to erase them in order to make new recordings. It is wiser to budget for as many cards as you will need for your field recordings and keep the cards with those recordings in a labelled 'card library', which then forms a valuable form of additional backup or means of sending the files to another site.

Finally, one of the most important factors in recording audio or video is the choice and use of microphones. For documentation work, the current trend is to make stereo recordings in order to capture spatial information about the location of the speakers, and to help in separation of voices



(and even background noise) when listening back to transcribe or translate. For most projects, more than one microphone is needed in order to cater for a variety of recording situations. We recommend closed back headphones for monitoring whilst recording, and for transcribing.

## 5. Archiving

As a condition of your ELDP funding, you must create language documentation materials, prepare them for archiving, and deposit them with the Endangered Languages Archive (ELAR). The process of archiving involves preparing materials so that they are as informative and explicit as possible, encoding them in the best ways to ensure long-term preservation and accessibility, and then delivering them safely.

In addition to archiving with ELAR, you should identify an institution such as a library, archive, educational institution or community centre that is accessible to members of the language community, and make arrangements for materials to be deposited with that institution.

### Importance of Metadata

Metadata is 'data about data' – structured information describing characteristics of events, participants, recordings, and details of other data files. Metadata provides the key for discovering and understanding data. Metadata is central to effective archiving and resource discovery.

ELAR requires you to create metadata using lameta ([www.lameta.org](http://www.lameta.org)). All metadata must be at least in English and the local language of wider communication. Ideally your metadata will be in English, the local language of wider communication, and the language documented.

For example: English / Spanish / Quechua or English / Navajo

### Archiving, protocol and open access

We use the term 'protocol' to refer to sensitivities, access restrictions, and intellectual property issues associated with documentation materials. ELDP requires open access to all materials. However, we do allow for graded access to materials in exceptional cases for example if the content of the materials is sensitive for personal or cultural reasons. These exceptions, however, can only constitute a small amount of material and not the majority of documentary materials to be collected. Get in touch if you have questions with regard to the open access policy of ELDP.

Your documentation metadata should fully describe all such issues, especially any sensitivities or access restrictions that apply to materials. ELAR will observe these.

## 6. Intellectual property, ownership and financial issues

In general, intellectual property (IP) rights and sensitivities do not provide reasons for not archiving materials. You should carefully collect descriptions of IP rights, sensitivities and other conditions as part of your research and include these together with the materials. ELAR will respect expressed IP rights and conditions of access, and you should satisfy yourself that any other archives that receive your materials will do the same.



Please discuss and negotiate with all relevant parties early in your project the ownership of intellectual property (IP) arising from ELDP-funded activities. Record the results of discussion, and, where relevant, the IP status of each item resulting from the research. If you do not formulate IP ownership, we will assume that it rests jointly with the depositor and the information provider (where clearly identifiable), or otherwise with the depositor.

You should discuss and negotiate with language consultants about the distribution of any royalty/income generated as a result of publishing ELDP-funded materials. An agreed formulation may be different from the formulation of IP ownership. If you do not formulate royalty/income distribution at the time of application, we assume the following: the first 10,000€ is retained by the applicant and the project team; income above 10,000€ is payable to the host institution with Arcadia also having the right to claim a proportion (the details will be specified in the Terms and Conditions document issued with each award). Applicants are encouraged to formulate an income distribution that benefits the language community.

## 7. Useful references

- Himmelmann, Nikolaus P. 1998. Documentary and Descriptive Linguistics. *Linguistics* 36, 161-195.
- Woodbury, Anthony C. 2003. Defining Documentary Linguistics. In Peter K. Austin (ed.), *Language Documentation and Description*, Volume 1, 35-51. London: SOAS.
- Woodbury, Anthony C. 2014. Archives and Audiences: Toward Making Endangered Language Documentations People Can Read, Use, Understand, and Admire. In David Nathan & Peter K. Austin (eds), *Language Documentation and Description*, vol 12: *Special Issue on Language Documentation and Archiving*, 19-36. London: SOAS.
- Seyfeddinipur, Mandana, Felix Ameka, Lissant Bolton, Jonathan Blumtritt, Brian Carpenter, Hilaria Cruz, Sebastian Drude, Patience L. Epps, Vera Ferreira, Ana Vilacy Galucio, Brigit Hellwig, Oliver Hinte, Gary Holton, Dagmar Jung, Irmgarda Kasinskaite Buddeberg, Manfred Krifka, Susan Kung, Miyuki Monroig, Ayu'nwi Ngwabe Neba, Sebastian Nordhoff, Brigitte Pakendorf, Kilu von Prince, Felix Rau, Keren Rice, Michael Riessler, Vera Szoelloesi Brenig, Nick Thieberger, Paul Trilsbeek, Hein van der Voort, & Tony Woodbury. 2019. Public access to research data in language documentation: Challenges and possible strategies. *Language Documentation & Conservation* 13: 545-563.
- Seyfeddinipur, Mandana & Felix Rau. 2020. Keeping it real: Video data in language documentation and language archiving. *Language Documentation & Conservation* 14: 503-519.

Online course on archiving linguistic data:

<https://archivingforthefuture.teachable.com/>

For more references see these free open access journals:

Language Documentation & Conservation <http://nflrc.hawaii.edu/ldc/>

Language Documentation and Description <http://www.elpublishing.org/publications/>



## Notes for fieldworkers going to malarial areas

There are three anti-malaria medications commonly offered to those working in a malarial zone:

### 1) Doxycycline

Doxycycline is an antibiotic. As such it is unsuitable for long term use. Taking an antibiotic over a long period of time may lead not only to antibiotic resistance but also to candidiasis, gut damage, skin conditions and other health issues that may continue for years afterwards.

Side effects of short-term doxycycline use, of which fieldworkers should also be aware, include increased sensitivity to sun exposure, and thrush infections. Fieldworkers using doxycycline should consider also taking a good quality probiotic and having thrush medication available to them in the field.

### 2) Mefloquine (Lariam)

Mefloquine is an artificial form of quinine. It can have serious side effects, particularly psychiatric problems such as anxiety, depression, hallucinations, difficulty sleeping and suicidal thoughts.

It should be noted that doxycycline and mefloquine may not give complete coverage against malaria in all regions; they are most effective against cerebral (*falciparum*) malaria but may leave the person exposed to other varieties. Fieldworkers are advised to seek local advice. For example, health officials in the Solomon Islands recommend also taking chloroquine because it is still the most effective medication against the variety of malaria *vivax* present in the Solomon Islands.

### 3) Malarone

Malarone is a relatively new drug and is the most expensive antimalarial option, but is also the most reliable and has the fewest side effects.

Fieldworkers are recommended to go to a dedicated travel clinic for anti-malarial advice, as doctors may not be fully aware of all the issues relating to long term antimalaria medication.



## Completing the application form

When completing the online application form we recommend writing the text in a text editor programme and then copying and pasting it into the online form. This will prevent you from losing valuable work due to technical problems and low internet connectivity. Also when you are working online please save regularly and ensure that you are still online.

### General guidance

1. Read the Guidelines and Terms & Conditions carefully before completing and submitting your application.
2. Complete the application form in English.
3. Your host institution has to provide a statement of support for your project in Q2. If your host institution is a university your budget needs to be verified by the research office, especially the salary figures.
4. You should give the details of two referees in Q16, who will provide a reference for your project proposal. You **MUST** ask your referees if they are willing to provide a reference before putting their names down. Ensure that your referees agree to provide the reference by 5pm CEST on 31st October.
5. Before submitting your application you should save it and download it as a pdf. Carefully check the document for completeness (incomplete applications will not be considered), word counts (do not exceed), special characters and formatting. If you are happy with the document then submit your online application by clicking the submit button at the end of the online form. Note that once you have submitted the online application you will no longer be able to access it.
6. Sign the pdf either with an electronic signature or by printing, signing with a pen and scanning it. Typed names/signatures are not permitted. The host support statement also has to be signed by the person that gave it and the budget has to be verified by a relevant authority within your host institution (usually the research office if your host is a university).
7. Email the full, signed pdf to ELDP at [eldp@eldp.net](mailto:eldp@eldp.net). The online form and the scan of the signed application must be identical in content (except the signatures). Do not send any other materials. Evaluation of your proposal is based solely on the submitted online form, no other materials will be considered.
8. Submit the online application by 5pm CEST on 15th October. The signed pdf must arrive by 15th November. Late or incomplete applications will be disregarded. .

If your application is successful you may be asked to provide the following:

- evidence that the relevant permissions and visas have been secured, and any other information required by the panel after assessment
- an assurance that an indication of support from the language community will be provided once the project has begun
- evidence of institutional pay scales used to calculate salary costs



## Checklist for ELDP grant applicants

1. Read the guidance notes carefully to ensure that your proposal is eligible for an ELDP grant and that you have completed the application form correctly.
2. Make sure you are aware of the open access and open data requirements of ELDP and what that entails with regard to your project.
3. Contact your referee(s) early to ensure they can give a reference by 31st October.
4. Inform your referee(s) that they will have to complete an online evaluation of your project, and that we do not accept generic reference letters.
5. Inform your referee(s) when you will give them access to the online system so they know how much time they have to complete the online evaluation of your proposal.
6. Ensure that your referee(s) received the email with the log in information and have access to the application.
7. Ensure that the referee(s) submitted their reference in time.
8. Contact the research office of your host institution and inform them about your application and the need to confirm the budget (especially the salary/stipends)
9. Inform the host institution (usually the research office) that we do not provide overhead costs under any circumstances.
10. Contact the person who will provide the host statement and inform them about the statement you need to include in your application.
11. Download a pdf of the final application and get it signed by the person who provided the host statement and by the Research Office.
12. Sign the application yourself.
13. Submit the application through the online application system by 5pm CEST on 15th October.
14. Email the signed copy of the application form to [eldp@eldp.net](mailto:eldp@eldp.net) by 15<sup>th</sup> November.



## Q1 Applicant details

If we need to contact you during the application process, it will be via e-mail, so please ensure that your contact details remain up-to-date. Only include one email address in the given field. If your details have changed since your application was submitted, please provide updated information to [eldp@eldp.net](mailto:eldp@eldp.net).

Your application must have a single applicant and a single host institution. All correspondence will be addressed to the principal applicant. If the project is led jointly, those co-managing the project should be listed as co-applicants. Disclose any existing family relationships between you and project participants.

If you are currently employed, provide the official name of your employing institution, and the title of your current post. State how your current post is funded; for example, through the institution's own resources, or through a government or external research grant. If your post is for a fixed period, indicate the date at which your current contract will cease.

### Q1a Co-applicant(s)

If your project is led jointly, provide the details of the co-applicants. Co-applicants are individuals that are co-managing the project. Team members that are not undertaking a managerial role should not be listed as co-applicants (details of their roles should be outlined in the project description section).

A maximum of 3 co-applicants are permitted to apply. For each co-applicant provide the full name, email address, position and institute where they are employed/registered.

## Q2 Host institution

The host institution should be a university, similar accredited research institution, or non-profit organisation. The host institution will be expected to administer the grant, be responsible for its proper expenditure and submit regular and authenticated accounts.

If the project is based in more than one institution, a single host must be identified. In such cases, the host is then also responsible for the distribution of funds to partner institutions. The address of the host institution is only required if it differs from the employing institution detailed above.

For reasons of accountability, the Principal Investigator must not be a Director, owner, or similar, of the host institution. This means that directors, founders and heads of financial administration at the host institution cannot apply for grants.



If you are not an employee of the host institution, you must state what your affiliation to the institution will be. This affiliation must have been approved by the host institution prior to your submitting the application.

Please ask a representative of your host institution, e.g. the Chair or Head of Department, to complete a statement of support of no more than 500 words, demonstrating a commitment to supporting and providing facilities for the project. The supporting statement should be tailored to your specific project and its affordances in terms of e.g. intellectual, administrative, logistic and technical affordances; generic statements of support are viewed unfavourably. Note that the statement should also include information on the host institution's regulations regarding fieldwork during the global pandemic. Provide the full name of the representative, email address, signature and date of signature.

In addition, for institutions where there is a designated Research Office, please be sure to obtain their approval, especially for salary budgets, and for the fact that no overhead costs are granted. Provide the full name of the Research Office representative and their email address in the online form as well as their signature and date of signature at the end of the pdf version of application form.

### Q3 Title of project

Make this brief, no more than 20 words, and relevant. For examples of previous project titles go to: <http://www.eldp.net/en/our+projects/projects+list/>

### Q4 Duration of project

Confirm the proposed duration of the project in months. You may request support for 12 to 36 months.

### Q5 Proposed start date

This is provisional and may be changed if an offer of funding is made; it will be negotiated and confirmed with ELDP. However, you must start within 1 year of an offer of funding.

### Q6 Previous ELDP grants

If you or any participant in your project has held a grant with us before, please state the reference number and describe briefly what you and/or your project participants have deposited with ELAR. Note that if you and/or your project participants currently hold a grant with us, or have held a grant with us before, and you want to apply for further funding, you need to ensure that your and/or your project participants' documentation is deposited with ELAR. The status of your deposit will be part of the evaluation of your current application. When your application is assessed your track record as a documenter will be evaluated. ELDP will not make an offer in case of failure to deposit deliverables



from a previous grant and the satisfactory evaluation of the grant outcomes. Contact us (eldp@eldp.net) about the status of your and/or your project participants' deposit of the previous or current grant, or if you have any further questions regarding this regulation.

### Q7 Is this a re-submission?

State whether you are re-submitting an application which was previously unsuccessful or withdrawn; if possible list the reference number given by ELDP, grant type and date of submission.

### Q8 Other funding applications

Please list other applications for similar work. If you have applied for grants from other funding agencies, you must notify ELDP (eldp@eldp.net) as soon as you are informed about the outcome of those applications.

### Q9 Project Team

Describe the overall structure of the project team, including outside researchers and community members whose participation is crucial to the project's success. Language consultants who will have a significant and sustained role during the project should also be listed here. If the identity of the individuals who will be assigned to major roles on the project has not yet been determined, please list them using a descriptive identifier (e.g., "Language Consultant 1"). Indicate whether these individuals will be directly supported with ELDP funds and how much time they are expected to spend working on the project and briefly describe their responsibilities. For projects involving a team with more than a small number of key individuals or where a significant amount of the work will be managed remotely, also describe how the work of the team will be coordinated and how documentary materials will be curated and collected for archival deposit.

### Q10 Summary of proposed project

We will publish descriptions of the funded projects on the ELDP website. Provide a clear, 100 word description of your project suitable for the website. Please include details of the language community, the country and region, and an estimate of number of speakers.



### Q10a Language

#### Language name

Give the name of the language(s) you will be documenting as you will be referring to them in this application. Where there are variations of the name, please use the box at the end of the section to provide any relevant commentary.

#### ISO-639 code

Give the ISO code for the language if available, as given on [www.ethnologue.com](http://www.ethnologue.com). If the variety or language is not listed there, leave blank and provide a brief explanation in the commentary field at the end of Q10.

#### Number of speakers

Please provide information from existing sources on the estimated size of the speaker population of the target language. This should include information available in general references sources (such as the Ethnologue, the UNESCO Atlas of the World's Languages in Danger, the Endangered Languages Catalogue) as well as any figures available from other sources such as national censuses or from the researcher's own estimates. Address the available figures for the language/s and evaluate the estimates in the commentary field.

### Q10b Geographical reference

Provide the geographical coordinates as latitude and longitude in decimal format. For example, Persepolis has the following coordinates:

Latitude: 29.934444

Longitude: 52.891389

Use link below to determine coordinates:

- <https://www.latlong.net/>,

### Q10c Language family

If possible, list the language family. If not possible leave blank and use the commentary field at the end of Q10 to provide further details about the classificatory status of the language.

### Q10d Country/countries where language is spoken

List the country or countries where the language is spoken.



### Q10e Country/countries where the language will be documented

If the country where the language is spoken is not identical to where you are documenting the language, e.g. if you are working with a refugee community in the country where the community has taken refuge, list that country. If you work in more than one country, please list the countries where the language is to be documented.

### Commentary

Only use this field to provide explanatory information for questions under Q10. Do not use the field for other types of information that are not related to Q10.

### Q11 Specific outcomes of the documentation project

Please consider the following points in your response, and limit this to 750 words:

- Rich data set documenting language use and socio-cultural practices
- Usefulness of project outcomes for future research and language support
- Media products as a primary output
- Outputs as a contribution to furthering understanding of language documentation and support for endangered languages
- Extent and/or quality of material to be annotated and deposited in the Archive (e.g. number of hours of recordings)

### Q12 Detailed description of the project

The Selection Panel takes account of a variety of criteria which are outlined below. The relevance of particular criteria will vary with the specific nature of the project. Applicants should therefore not assume that every proposal has to contain detailed information relating to all the categories listed below.

Note that part of the evaluation process relates to the qualification of the applicant to carry out the proposed project. The application provides an opportunity for you to demonstrate these qualifications. Ensure that you report if you have already carried out a documentation project and most importantly provide the information where the documentation collection can be accessed (e.g. URL). If you plan to prepare teaching materials and have relevant teaching qualifications report these.

Note that the **impact** and the **innovation** of the project will also be taken into account in the evaluation process. Consider the following points in the relevant sections in making your case why the documentation of this specific language is of utmost importance for e.g., the social sciences, linguistics, and the community

Why is it especially important to study this language?



- What is unusual about the language in terms of its typology, cultural embedding and/or genealogical position for example?
- What analytic steps have been/will be undertaken to cope with specific features the language presents?
- In what ways do you see your project as enhancing the standards of language documentation, e.g. bringing new perspectives into language documentation

The maximum word count across the four headings is 3000. This doesn't include the references section.

### Language context

- Degree of endangerment of the language(s) under study and urgency of documentation
- Uniqueness of the language and the culture within which it is spoken
- Typological interest of the language and the research project
- Experience and qualifications of the researcher in the context of the particular language(s) to be documented
- the involvement of and collaboration with participants from the language community
- the team structure and roles of members

### Documentation methods

- Familiarity with documentation theory and practice
- How the project is shaped by factors specific to the language and community (i.e. the degree to which the project is tailor-made rather than being generic)
- Type of equipment used and demonstrated expertise in using the equipment well
- Ratio of time spent in the field and annotating the materials in relation to overall project time
- Sensitivity to issues of data structuring and handling, metadata and archiving
- Willingness to innovate and explore possibilities and the boundaries of documentation

### Community contexts

- Demonstrated links to communities and relevant organizations and researchers
- Skills transfer from the researcher to students and community members
- Team-based approach with active contribution from speaker community
- Demonstrated familiarity with principles of ethical research
- Appropriate levels of budget for engaging and training the community
- Demonstrated familiarity with open access to the data and community history in that regard



### Intellectual merit and research outcomes

- The descriptive, theoretical and methodological aspects of your research
- The place of your research in a wider research context
- Collaborative work with other linguists (if any)
- New areas of inquiry that your work might reveal
- The relationship between your research work and the documentary project proposed
- Clarify how the research outcomes are related to the documentation goals

### References

Provide a reference list for work on the language and include links to existing materials, such as collections or corpora, if applicable (does not count towards word count). **Do not include general references about language documentation like Himmelmann 1998.**

- Papers
- Grammars
- Dictionaries
- Teaching materials
- Collections or corpora (with links to materials or archive where deposited)
- Online materials on the language

### Q13 Ethical aspects of the project

Outline how you intend to handle ethical issues (see above: Collaboration with the language community).

ELDP requires the materials collected and deposited with ELAR to be open access to registered users of ELAR. Outline your plans with regard to handling the open access requirements and provide any available evidence of agreement of the speech community you are planning to work with.

You must ensure that in situ fieldwork is ethically advisable and safe. If your project is not conducted remotely, please provide an account of the COVID-19 situation in the country of documentation. Give a detailed statement on which measures you will implement to protect your local collaborators in the community and yourself.

### Q14 Project work plan

Provide a work plan covering all project activities. List all relevant activities you will undertake for your project (e.g., data collection, data management, description and analysis, data archiving, reporting, etc.) and fill in if the activity will result in deliverables (e.g., X hours recordings of rituals, Y hour transcription in ELAN) to be deposited in ELAR.

The work plan should be broken down into work packages that last approximately one year. You can vary the length from nine to fifteen months to suit your fieldwork pattern. Therefore, an MDP grant will have two or three work packages. Work packages must not overlap or have breaks between them, so if work package 1 ends in December, work package 2 will start in January. At the end of each work



package period you will need to prepare a progress report and deposit your data with ELAR – include time to do this in your plan. The work plan will form part of the grant agreement and the ELDP Panel will reference this agreement when reviewing your annual reports and deposited materials. ELDP understands that fieldwork can be unpredictable so that the plan may change over the course of the project. See below an example of such a work plan



## Work Plan - Example

Work package 1: June 2022 to May 2023

### Deliverables: Expected total amounts and types of data to be archived with ELAR this period

<i>Month</i>	<i>Location</i>	<i>Activities</i>	<i>Resulting Deliverables</i>
<i>Jun 2022</i>	<i>London</i>	- <i>Preparation for fieldwork – purchasing equipment, tickets, etc</i>	-
<i>Jul 2022</i>	<i>London</i>	- <i>working with legacy material: add metadata, define access, add annotation</i>	-
<i>Aug 2022</i>	<i>Lagos</i>	- <i>video-record informed consent sessions</i> - <i>add metadata, define access, backup recordings</i>	- <i>15 hours video</i> - <i>IMDI metadata</i>
<i>Sep 2022</i>	<i>Lagos</i>	- <i>video-record story telling sessions</i> - <i>add metadata, define access, backup recordings</i> - <i>convert and compress video recordings in preparation for annotation in ELAN</i> - <i>transcribe and translate 2h of recordings in collaboration with community members</i>	- <i>15 hours video</i> - <i>20 hours audio</i> - <i>2 hours ELAN</i>
<i>Etc</i>	<i>Etc</i>	- <i>Etc</i>	- <i>Etc</i>
<i>Apr-May 2023</i>	<i>London</i>	- <i>deposit first batch of data with ELAR</i>	
<i>Jun 2023</i>	<i>London</i>	<i>Finalise and submit final report for ELDP.</i>	

The example work plan above will result in a total of 30h video and 20h audio as deliverables. You need to enter this into the Deliverables table and provide format, duration and size. The actual outcomes you provide in your report are evaluated against these estimates. See an example below:

Type	Format	Duration	Approximate size in GB or TB
Audio	WAV	20h	13.8GB
Video	MP4	30h	595.8GB *
Metadata	IMDI	one IMDI file per bundle	<1GB
Annotation	EAF	20 files	<1GB
<b>TOTAL</b>			<b>611.6GB</b>



## Q15 Financial details of support requested

### General Information

All costs must be given in EUR; only eligible costs will be accepted. Round all sums to the nearest Euro. Use <http://www.xe.com> to find the currency code (e.g. Euro=EUR) and to list your exchange rate for the currency. Provide the date on which you calculated the rate.

Grants awarded will be cash-limited and not subject to further supplementation. You are permitted to include a reasonable estimate for annual inflation salary increases if applicable. The annual percentage increases should be listed. Inflation estimates for non-salary items are ineligible and must not be included.

In each budget table we ask you to provide the same financial information: local currency code, total (local currency) and total EUR. For the local currency code insert the three-letter code for the currency you will be spending (e.g. Nigerian Naira=NGN). For total (local currency): insert the total expenditure in the local currency (if a return flight London-Berlin costs 199.75 Pounds, insert 200). For total EUR, just convert the total expenditure into EUR (200 GBP=210 EUR).

Travel and subsistence	Local currency code	Total (local currency)	Total (EUR)	Update	Delete
1 Return flight London-Berlin	GBP	200	€ 210.00	update	delete
Total: €210.00					

### Salary costs

There are four possible types of salary costs which may be sought and for which you may include estimates for inflation:

1. replacement teaching
2. research staff
3. technical staff
4. language consultants
- 5.

Salary levels quoted in categories 1-3 above should relate to the institution's standard pay scales or standard hourly/daily rates of pay. Where you are seeking salaries, you must base these on the institutional pay scales relevant to the application. When calculating salaries, you should incorporate statutory insurances, taxes and benefits, in addition to the basic salary and increments. We will not provide supplements for items omitted from the original budget.

Please note that the following staff costs are not eligible:

- parental and sickness pay
- salaries for established academic staff where research is an integral part of their existing salaried post (except where a justified exceptional case has been made).



- top-up salaries for established academic staff (including funding of non-salaried vacation periods)

### 15a Replacement teaching costs

You may seek replacement teaching costs for yourself and/or those co-applicants who are in established posts and where such support is necessary to enable you to undertake extended periods of fieldwork. You need to detail and justify claims made for such support.

### 15b Research staff costs

In this section you should include details of all research staff whose salaries are to be funded directly (in whole or part) through this grant. It is anticipated that all research staff will have postdoctoral status by their proposed employment date.

Funding can be sought for the following types of research staff costs:

- the salaries of principal applicants who currently hold an untenured or non-established post within an institution and where a salary (full or pro rata) is required in order to enable them to commit substantial amounts of time to the proposed research
- the salaries of research assistants/fellows who will form part of the project team

In exceptional cases, the principal applicant and/or co-applicants may request funds to cover a proportion of their own direct salary costs. This is only possible if academics occupy established posts where salaries normally have to be supplemented by dual employment and if, without supplementation, it would not be possible to commit enough time to the project.

Specify the total number of hours you plan to work with your research staff. You should cost these hours of work at the appropriate hourly or daily rate for the location where the staff will work. Include names, where known. You may be asked to provide evidence of the relevant pay scale(s) or hourly rate(s) used. Summarise here the duties of each of the research staff listed, their roles, responsibilities, and why they are necessary for your project.

### 15c Technical staff

Please specify here the total number of hours you plan to work with your technical staff. You should cost these hours of work at the appropriate hourly or daily rate for the location where the staff will work. You may be asked to provide evidence of the relevant pay scale(s) or hourly rate(s) used. Where an individual has not yet been identified, use the label 'unnamed'. If your application is successful, you will need to send us a copy of the technician's CV, once appointed. Justify why a technical assistant is needed and what tasks will be accomplished through this support.



### 15d Student stipend costs

The stipend is to cover living costs of students at the host institution. You may request funding for up to two graduate students who will be engaged full-time on the project as part of the team. Funding is available to cover living costs (stipend) for up to three years per student. The stipend should be set at the normal level for the host institution.

Ineligible categories of costs are: salary costs for the employment of graduate students, student/tuition fees, other administrative costs at the host institution, overhead costs, and extra income to cover income tax.

Funding will not be provided for any students in their first year of postgraduate study. At the time the ELDP-funded studentship is due to commence, at least one year of postgraduate study must have been completed successfully.

Provide the details of each graduate student to be funded, and attach a CV (click 'add CV' button). If an individual has not yet been identified, use the label 'unnamed'. If your application is successful, you will need to send us a copy of the student's CV, once appointed. In addition, see guidance notes for Q16 Graduate student details.

### 15e Language consultants

Specify here the total number of hours you plan to work with language speaker consultants. You should cost these hours of work at the appropriate hourly or daily rate for the location where you will be doing your research. Indicate how you have calculated this pay rate. Include names of the consultants, if known. Where an individual has not yet been identified, use the label 'unnamed'. If you compensate your language consultants by other means (e.g. by providing gifts and/or other items), please provide an explanation of the costs of those means.

### 15f Equipment

You may request funding for essential fieldwork items. Equipment other than fieldwork items will not be funded. You should list the cost of each item required per annum with a brief specification (see above: Technical issues). List other equipment you will be using on the project, which is not included in your budget proposal in the justification section. When you justify the equipment items you will be using and/or you would like to purchase, do not just reiterate the equipment items. Justify clearly why and how you will be using this particular piece of equipment and how it relates to your methodology.

### 15g Travel and subsistence costs

Provide a breakdown of the fieldwork costs (for travel and subsistence). List in detail destinations, travel costs, quantity and daily subsistence rates, and duration of trip per annum. Show clearly how the amounts requested relate to the project.



### 15h Consumables

You may apply for the cost of consumables (e.g. recording media, telephone, internet, paper, batteries, fuel for vehicles and generators) directly associated with the project. List the range of items covered and provide an annual total cost. Note that we do not support the following costs: overheads, direct central administration, indirect costs or renting office accommodation in the field.

### 15i Other costs

You may apply for other costs not covered by the categories above. These include supplementary training costs for field researchers and local consultants, workshops or colloquia. Publication costs are in general not supported; however, costs for electronic distribution of material may be included in the budget. Under no circumstances will the costs of central administration/overheads be supported.

## Q16 Graduate studentship details

If you wish to include graduate students as part of the team, you may claim the living costs for a maximum of 2 students for between 1 and 3 years of study each. Funding will not be provided for any students in their first year of postgraduate study. At the time the ELDP-funded studentship is due to commence, at least one year of postgraduate study must have been completed successfully.

The graduate student(s) must work full-time on the project in order to be funded. The stipend should be set at the normal level for the host institution. Salary costs for the employment of graduate students, and student fees, are not eligible for funding.

Provide the details of each graduate student to be funded, and add a CV (click on 'add CV' button). If an individual has not yet been identified, use the label 'unnamed'. If your application is successful, you will need to send us a copy of the student's CV, once appointed.

## Q17 Details of your referees

Referees should be persons who are familiar with you and your work, e.g. your previous/current supervisor or a professor or colleague with whom you have worked (family members or project members are not good choices). Persons who are applying to ELDP themselves in the same grant round cannot be referees. Get in touch with your referees immediately, inform them about your application and the timeline, and ensure they agree to serve as referees for you.

Provide full contact details for **two** referees. You must ensure that your referees are able to complete and submit the references by 5pm CEST on 31st October. Note that this is two weeks after the deadline for submission of the application.



In the email field provide only **one** email address and ensure that the email address is valid and in use (otherwise your referee will not receive their account information). Once you have completed the application click the 'send referee login information' buttons. This will create an account for your referee and send them an email with the login information. Ensure that your referee has received the ELDP email with the login information. Once logged in they may download your entire application and complete the reference form online in support of your application. Please note that your referee will be able to view your entire application including personal information. You will receive an email notification when your referee has submitted the references. If you do not receive this email notifying you that your referee has submitted the reference, get in touch with your referee to check, and also get in touch with ELDP.

## Q18 Curriculum Vitae

Provide a CV for the applicant and for every person in the budget, with the exception of language consultants. Please include details of other qualifications (e.g. teaching qualifications; URL of deposited language documentations) if relevant to your documentation project.

You can add additional CV forms by clicking the 'add CV' button.

## Declaration

Please download a pdf of the application form and sign it. Ensure that a representative of the host institution has provided a supporting statement and signed Q2. In the PDF form you will find an extra section below your signature field. This section should be completed by a representative of the research/finance office of your host institution.

Ensure that your host institution is aware that ELDP does not provide any overhead payments and that the host institution will accept the grant under this condition.

In signing, the institutional representative and the applicant confirm that if successful, the host institution and applicant will adhere to ELDP's terms and conditions, and that data will be deposited at ELAR. Signatures are not required on the online version, but are required on the pdf which is emailed to ELDP.

## How to submit the application

1. Download a pdf of your application.
2. Carefully check your application for completeness (incomplete applications will not be considered), word counts (do not exceed), special characters and formatting.



3. If changes are needed, make them in the online application system and then download the pdf again so that you have the final version.
4. Submit your online application by clicking the submit button at the end of the online form. Note that once you have submitted the online application you will no longer be able to access it. **DEADLINE: 5pm CEST on 15th October.**
5. Sign the pdf copy and get the appropriate signatures from your host institution. You can add an e-signature to the document or you can print, sign it with a pen and then scan it. Typed names/signatures are not permitted.
6. Email the signed copy to ELDP (eldp@eldp.net). The online form and the scanned copy of the application must be identical in content (except the signatures). Do not send any other materials. Evaluation of your proposal is based solely on the submitted online form; no other materials will be considered. **DEADLINE: on 15th November.**



## What happens next?

### Assessment & outcomes

The timetable for the assessment, approval and notification of results is as follows:

Closing date for applicants	5pm CEST, 15th October
Closing date for referees	31st October
Panel assessment	November – March
Notification	15th April

### Receiving your grant

If you are successful we will send you an offer letter with the terms and conditions of the grant and a reporting and payments schedule. We require your host institute to accept the offer and provide bank details before processing any payments.

ELDP will release the first payment up to one month before the project begins. Grants are paid annually in advance, except for the final year of the project when ELDP will retain the greater of 10% of the payment or 1,000€, pending satisfactory completion of a final report and depositing.

### Reporting and archiving

By accepting the grant and completing the project, the key data and documents you will need to complete and submit are:

- ELDP report(s) — you need to outline your activities and progress and account for actual costs against the agreed budget you have received in the reporting period.
- Depositing openly accessible data on an annual basis — a condition of the grant is that you deposit with ELAR the material you have collected under the ELDP grant (see guidance section above) together with your ELDP report.
- If you need to vary your activities or expenditure during the project you should notify ELDP prior to making changes, and provide any information required to ELDP in order to agree variations. These must be in accordance with the terms and conditions of the grant.



## Terms and conditions for Major Documentation Projects

1. The award-holder (grantee) and the host institution are required to comply with the terms and conditions set out in this document. All grants are awarded to the host institution, not to the grantee.
2. The grantee and the host institution are invited to read the terms and conditions carefully. They should sign and return the acceptance form (Annex C) only if they are prepared to adhere to these terms and conditions. Please note that in the event these terms and conditions are not met, ELDP reserves the right to suspend and/or terminate the award.
3. The host institution is responsible for the practical and financial administration of the award. The host institution is expected to provide those facilities required for the documentation project which do not form part of ELDP's contribution. Both the grantee and the host institution are responsible for the ethical conduct of the project.

### The Award

4. ELDP will notify the grantee of the total amount of the grant. This amount will be fixed for the duration of the project and will not normally be subject to supplementation.

### Payments and liabilities

5. Payments will be made directly to the host institution annually in advance and in Euros (EUR).
6. The first instalment is payable either on the project's start date («Start\_date») or as soon as the executed contract is received by ELDP, whichever is later. The grantee is requested to inform ELDP immediately of any delay in the project's start.
7. Subsequent payments are made when the report and deposit from the previous year are approved by ELDP.
8. The host must cover the project's expenses in the period between report and deposit submission and the next payment being made.
9. In the final year ELDP will retain 10% or 1,000€ of the grant (whichever is higher). The retained funds will be paid only when the final progress report and deposit have been submitted and approved by ELDP (see 'Reporting requirements').



10. During the final year the host must make the full budget available to the grantee. This is the amount detailed in Annex A, Budget rather than the amount that is received at the start of the final year.
11. In the event that the funds awarded are not used in full, ELDP will reclaim the outstanding balance.

## Liabilities

12. ELDP accepts no responsibility, financial or otherwise, for:
  - a. Expenditure or liabilities arising out of the documentation project it funds, other than those specifically covered by the conditions of the award and which have been incurred during the period it covers.
  - b. Any commitment incurred before the award is formally announced.
  - c. Any expenditure in excess of the approved award.
  - d. Any redundancy, severance or compensation payments, for which the institution may become liable as an employer.
  - e. Parental pay and sickness pay.
  - f. Any overheads or other ineligible costs as described in the guidance notes.
13. Neither Party may limit its liability for personal injury or death caused by negligence, fraud or fraudulent representation.
  - a. Notwithstanding the above, ELDP does not accept any liability to the grantee or to any third Party for any costs, claims, damage or losses however they are incurred.
  - b. The grantee agrees to indemnify the ELDP for any costs, claims, damage or losses which arise as a result of negligence by the grantee or out of any breach by the grantee of any terms of this Letter Agreement.

## Start dates

14. Once an award has been announced, grantees are required to make every effort to start the project on the date indicated in the approved application. However, it is recognised that this is not always possible. ELDP should be notified at the earliest opportunity of any likely delay and, once the project period has commenced, given confirmation as to the actual start date.
15. All projects must commence within 12 months of the award announcement.



## Changes to the project

16. The grantee may encounter circumstances that require the programme of work to be modified. In such cases, prior written approval must be obtained from ELDP, and a revised programme of work submitted.

## Transfers

17. ELDP normally allows transfers of up to 1,000€ per annum between most of the budget items (excluding salaries and student stipends) without its prior approval. For all transfers in excess of 1,000€ per annum, prior written approval must be obtained from ELDP. ELDP will not permit transfers to cover the cost of items/activities which it has previously declined to support.
18. Transfers into or out of salary items will only be considered in exceptional circumstances. In all cases (regardless of the level of funds involved) prior written approval must be obtained from ELDP.
19. In all cases, the grantee must ensure that these transferred funds are employed both effectively and economically and are used for admissible items only. Overall the grantee must ensure that the prime objectives of the documentation project are not put at risk.
20. The grantee is required to send details of all transfers to ELDP and also address both the reasons for the change and the overall impact on the project in the progress report(s). Please note that transfers to purchase equipment may not normally be made in the final six months of an award
21. ELDP reserves the right to restrict or amend a grantee's right to make financial transfers as it considers appropriate.

## Appointment of Researchers/Replacement Lecturers

22. Appointments should not be confirmed, and payments not commence, until ELDP has been sent CVs and the proposed starting salaries (in EUR), and approved the appointments. Such details should normally be included in the original application, and therefore approved at the time of award. If this is not the case, approval must be sought from ELDP.
23. Replacement lecturers may be recruited without further reference to ELDP



## Equipment

24. Purchase of equipment for specific use in the field is permitted by ELDP. It is assumed that unless stated otherwise, all such equipment belongs to the host institution from the date of purchase for the duration of the grant. At the completion of the project, subject to local tax laws, the grantee, with the agreement of the host institution, may choose to contribute the equipment to the community whose language has been documented. If this is not done, the equipment will remain the property of the host institution.
25. Any proposal to transfer ownership of the equipment during the lifetime of the award must be referred to ELDP for approval.
26. In the final report the grantee is required to provide a list of all equipment which has been purchased and indicate where it is located, and who has custody over it.

## Training

27. Grantees are required to attend an ELDP training course where a training need has been identified in assessment of your application. The costs of this will be met directly by ELDP. In exceptional circumstances, an alternative member of the project team may attend either in place of, or in addition to, the grantee. Any such requests must be made in writing to ELDP

## Transfer of awards

28. Transfer of the award to another host institution requires the prior written approval of ELDP. If circumstances arise that require this, the grantee is asked to notify ELDP as soon as possible. An outline as to the degree of transfer, with particular focus on the arrangements for any project employees, must be provided. All such requests must be supported by written agreements from the current and proposed host institutions. Any additional costs arising from a transfer will not be covered by ELDP.

## Extensions to awards

29. Extensions to awards will not normally be granted. In exceptional circumstances, requests to extend the duration of the award by no more than six months, without additional funding, may be considered. In all cases, prior written consent from ELDP for the extension must be secured at least three months before the original end date.



## Accounting

30. The relevant books, records and financial procedures of the host institution shall be open to inspection by ELDP or any other body or individual engaged by ELDP for the purposes of such an inspection.
31. The host institution will, if requested, provide accounts for the award to be examined by a qualified auditor, to certify that the expenditure of the grant has been in accordance with the agreed terms and conditions.
32. ELDP accounting is done in Euros (EUR). The budget is set in Euros (EUR) and payments are made in Euros (EUR) according to the budget. Where the host institution uses another currency the project expenditure should be reported in EUR using the currency conversion rate on the date of transfer. For multi-year projects each year should be calculated separately and added up in the final report.

## Right to terminate

33. ELDP, reserves the right to:
  - a. Revise or amend at any time the conditions of the award.
  - b. To suspend or terminate the award at any time.
34. In reserving these rights, ELDP will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the host institution and grantee. In appropriate cases, ELDP will consider paying such final instalments as may be necessary to cover outstanding and unavoidable commitments.

## Project progression and reporting requirements

35. No later than one month after the end of each reporting period a progress report written on the current ELDP template (downloaded from eldp.net) must be submitted and all materials collected under ELDP funding must be deposited with ELAR for archiving.
36. No later than two months after the end of the project a final report written on the current ELDP template (downloaded from eldp.net) must be submitted and all materials collected under ELDP funding must be deposited with ELAR for archiving.
1. All reports must be submitted via e-mail. A pdf version of each report should be signed by an appropriate person with institutional authority (for example Head of Research or Financial Officer).



37. Where the reports and the deposit are considered to be satisfactory, the next funding instalment will be released. There will be a time gap between the submission of the annual report and the data deposit, ELDP's assessment of both and the release of the subsequent instalment. During this period, the host institution is required to bridge any gap in funding to ensure that the project can continue. However, where a report a) fails to provide the necessary information, b) indicates that the project has failed to conduct the research as agreed and/or address the aims and objectives originally stated, or c) a deposit is not satisfactory the grant will be suspended until sufficient information and/or data have been received.
38. Failure to comply with the reporting requirements can result in the early termination of the award by ELDP.
39. In the event that the project proves to be no longer viable, ELDP will terminate the award. In the event that lack of viability is due to a breach of financial regulations, ELDP will seek to recover all or part of the grant.

### Depositing outcome and public output

40. ELDP requires that due acknowledgement of the support it provides should be made in any printed or electronic publication. All distributed materials must include appropriate acknowledgement and must include the ELDP logos. Get in touch with ELDP for details and appropriate logos by writing to [eldp@eldp.net](mailto:eldp@eldp.net).
41. Grantees are required to deposit the collection of documentation, publications, corpus, and other materials resulting from their project with the Endangered Languages Archive (ELAR) on an annual basis. Note that grantees are also expected to make materials available at a repository local to the language community, wherever possible.
42. The outcomes of a project that are deposited with ELAR must reflect those that are described in the programme of work.
43. Grantees are required make the materials collected under ELDP funding Openly Accessible in our archive ELAR. Any access restrictions must be agreed by ELDP.
44. Should the outcomes of the project as described in Annex D of the Grant Agreement (project plan) not be deposited with ELAR within six months of their due date according to Annex A (report and deposit submission schedule), ELDP will reserve the right to reclaim the funding from the host institution and to not consider any future application for funding from the grantee, any member of the grantee's team, or the grantee's host institution.



## Other requirements

45. All press releases must be approved by ELDP in advance. In any press release it must be made explicit that the grant is awarded to the institution rather than the grantee, and that all the projects are described as being undertaken by the actual investigator – and not by or for ELDP.
46. Information about projects may be disseminated by ELDP or ELAR by any means.

## Ethics

47. The host institution and the grantee are responsible for ensuring that the ethical procedures outlined in the approved application, and also general good practice, are adhered to.
48. Variations to the agreed ethical procedures will only be permitted in highly exceptional circumstances. Any such request must be submitted in advance and in writing to ELDP.

## Intellectual Property Rights

49. The ownership of intellectual property arising from an award should be clear from the outset. ELDP will assume that this will rest jointly with the language community and with the host institution receiving the award, unless stated to the contrary.
50. Whoever holds the intellectual property, it should be clear from the outset what the distribution of any income from royalties will be. ELDP will make the following assumptions unless stated otherwise:
  - a. The first 10,000€ of income – will rest with the grantee and the research team. Applicants should formulate an income distribution that benefits the language community.
  - b. Income above 10,001€ – the major part will accrue to the institution.

ELDP reserves the right to claim one third of all resulting income (over and above the first 10,000€) up to the maximum value of its original award.