

Project reference no:

ENDANGERED ARCHIVES PROGRAMME

CHECKLIST FOR GRANT HOLDERS

Use this checklist as a reminder of what needs to be done at each stage of the project. Tick the boxes on the right when the task is complete.

Before

1. Check host institution agrees to contract details	
2. Send application form and referee report	
3. Send Grant of Permission forms	
4. Accept offer and give start date	
5. Send signed contract	
6. Send bank details	

During

7. File signed contract	
8. Send publicity photos (and optional video) for EAP website	
9. Return Preliminary Metadata Questionnaire	
10. Provide sample metadata	
11. Provide sample content (within three months, or ASAP after starting digitisation)	
12. Interim Report 1 (and 2, 3). Send samples before submitting each report.	

End of project

13. Complete Project Submission Form via the portal	
14. Post final content and metadata. Include hard copy of Project Submission Form	
15. Send Final Report	
16. Write a blog for EAP web site	