

Project type:  Pilot  Major  Area

## APPENDIX 2

# EAP DETAILED APPLICATION FORM

## 2024/25 (Round 20)

This form is for applicants who submitted a preliminary application in November 2024 and have subsequently been invited to submit a detailed application

All applicants must read and adhere to the [Guide for Applicants](#), [Grant Agreement](#) and relevant sections of [Remote Capture](#).

- All applications must be submitted by **midday** GMT on **Monday 3 February 2025**. Late or incomplete applications will not be considered.
- It is the applicant’s responsibility to ensure that all documentation is provided.
- Answers provided on this form are the sole means by which the International Advisory Panel will make funding decisions. Applications are read by academics who are not experts in your field. Please write using language that a non-specialist can understand.
- Do not send any material other than that requested, as it will not be considered by the Panel.
- If available, photographic examples of the material should be submitted; ensure captions are clear.
- You must upload the Access, Permission and Copyright form.
- Where applicable, a support letter for PhD students should be uploaded. The Host Institution’s annual report must be provided

This form is in EIGHT compulsory sections:

- A. OVERVIEW (Q1-Q7)
- B. ARCHIVAL MATERIAL (Q8-Q12)
- C. PERMISSIONS AND COPYRIGHT (Q13-Q15)
- D. PROJECT DESCRIPTION (Q16-Q20)
- E. BUDGET AND FINANCIAL DETAILS (Q21)
- F. PEOPLE (Q22)
- G. COLLABORATORS (Q23-Q24)
- H. DECLARATION

### A. OVERVIEW

#### Q1 APPLICANT(S)

*There must be one single Principal Applicant who takes responsibility for the planning and execution of the project and ownership of the research. This is the person with whom the EAP will communicate. A maximum of three Co-applicants is permitted. NB co-applicants help to manage and/or direct the project; team members who are not undertaking a supervisory role should not be listed as co-applicants. Instead, details of their roles should be provided in the project description. See note in Q22 about PhD students. In the co-applicant form, you will be asked for the contact information of all co-applicants and they will receive the request to fill in their Curriculum Vitae online.*

	Q1a Title / Salutation	Q1b First Name	Q1c Family Name
<b>Principal Applicant</b>			
<b>Co-applicant (1)</b>			
<b>Co-applicant (2)</b>			
<b>Co-applicant (3)</b>			

**Q2 TITLE OF PROJECT** (*not more than 20 words*)

**Q3 COUNTRY / COUNTRIES WHERE THE MATERIAL IS LOCATED**

**Q4 HOST INSTITUTION**

*The Host Institution should be a university, research institution, archive or similar non-commercial institution to which the grant will be awarded. The institution will administer and account for the funds, provide any facilities needed to complete the project, and abide by the terms and conditions of the award. We require the Host Institution to provide evidence of its credentials for receiving and administering grants. This should be a link to the institution's Annual Report or a recognised form of accreditation as a higher education, research, heritage or archival organisation. If no link is available, please submit a PDF.*

**Q4a Name of Host Institution**

**Q4b Address of Host institution**

**Q4c Name of representative of Host Institution**

**Q5 AMOUNT REQUESTED IN GBP (£)**

**Q6a PROPOSED START DATE**  
*(no earlier than July 2025)*

**Q6b LENGTH OF PROJECT IN MONTHS**

**Q7 SUMMARY OF PROPOSED PROJECT**

*This summary will be used on the EAP website; we reserve the right to edit the text where appropriate (150 words max).*

Please indicate which of your answers have changed in response to the feedback on the Preliminary Application, and how you have changed them.

## B. ARCHIVAL MATERIAL

### Q8 DESCRIPTION OF THE MATERIAL

If available, indicative sample photographs of the material should be submitted with your application.  
Each of these answers should be max 20 words.

<b>Q8a</b> What is the physical format of the original material?	
<b>Q8b</b> What is the time period of the material? <i>Give earliest and latest dates, estimated if necessary</i>	
<b>Q8c</b> What languages and scripts is the material written in? <i>(Languages for audio)</i>	
<b>Q8d</b> Where is the material located? What is its physical condition?	
<b>Q8e</b> What will the outcomes of the project be? <i>Survey, digitisation, both?</i>	
<b>Q8f</b> If the project is a survey, how much material do you expect to find?	
<b>Q8g</b> If the project involves digitisation, which institutions will receive copies of the digital material?	
<b>Q8h</b> Where will the original material be relocated, if applicable?	

**Q9 ENDANGERMENT**

*Describe how and why the material is endangered (150 words maximum)*

**Q10 RESEARCH VALUE**

*Describe the research value of the material (150 words maximum)*

**Q11 ANTICIPATED AMOUNT OF DIGITAL MATERIAL GENERATED BY THE PROJECT**

*Where applicable*

**Q11a How many physical items do you expect to digitise?**

**Q11b How many electronic files (images, sound files) do you expect to produce?**

**Q11c How many gigabytes of material do you expect to produce?**  
*If digitising flat objects, an A4 page at 300ppi = c.30MB*

**Q12 OTHER FUNDING APPLICATIONS**

*If you have submitted any applications, current or recent, to any funding body to digitise the same material or for a similar project, please provide brief details below. Whilst the EAP will not provide duplicate funding, it may provide complementary support. If applying for complementary funding, you should outline the nature of the funding and the extent to which successful completion of the project depends on both funding sources.*

Funding body	Title of project	Duration of project	Amount sought awarded	Date of decision & outcome (if known)	How would this funding complement an EAP grant? (max 20 words)

## C. PERMISSIONS AND COPYRIGHT

### Q13 PERMISSIONS

We require signed Permission and Copyright forms with all detailed applications, to indicate that the archive owner has agreed to allow access to the material. If the material is in copyright the archive owner or rights holder must sign the longer version of the form (Parts A and B) but where the original material is out of copyright and in the public domain, we still require permission to use and distribute the material for non-commercial purposes (Part A only). The form can be downloaded from [here](#) and uploaded by the applicant when completed by the archive owner(s).

If the project involves national or state records, your application must include confirmation that the appropriate governmental department has been consulted and has given permission for the work to go ahead.

**Q13a** Have you submitted Permission and Copyright forms with this application? YES  NO

**Q13b** If yes, please list signatories. If no, please explain why you have not submitted the forms.

### Q14 COPYRIGHT

It is the applicant's responsibility to determine the copyright status of the material in the country in which it resides. If copyright exists in the original materials, applicants must seek permission from the creators and owners for materials to be published under a Creative Commons Attribution-Non Commercial 4.0 Licence (CC BY-NC). Material published under this licence can be used for research and non-commercial purposes only. Details can be found at: <https://creativecommons.org/licenses/by-nc/4.0/>.

In addition, metadata submitted to EAP as part of a project's results will be released under a CC0, Public Domain Dedication, which will be free from any copyright restrictions. Further information can be found here: <https://creativecommons.org/publicdomain/zero/1.0/>

**Q14a** Is the material in copyright? YES  NO

### Q15 DATA PROTECTION AND PRIVACY, CULTURAL AND ETHICAL CONSIDERATIONS

**Q15a** Do you anticipate any data-protection or privacy issues? YES  NO

If yes, please describe what these refer to and how you intend to deal with this.

**Q15b Do you anticipate any cultural and/or ethical issues related to making the material available online** YES  NO

*If yes, please give details, and describe how you intend to address these.*

**Q15c Please use this box to expand on any further access and re-use issues you wish to raise**

**Please upload your Permission and Copyright form**

**D. PROJECT DESCRIPTION**

**Q16 OVERVIEW**

*Summarise how you intend to achieve the objectives of your proposed project (300 words maximum).*

**Q17 WORKPLAN**

*Please provide a work plan to show the progress of the work that is planned during the project. This should be a list of activities by month or quarter showing the timescales associated with the different activities. NB. The table below is an indication of what you should cover. In the portal you will have the choice to upload a short document OR to fill in a free-text field.*

	<i>Qtr 1 (or state period covered)</i>	<i>Qtr 2 (or state period covered)</i>	<i>etc</i>	
<i>Recruit team</i>				
<i>Purchase equipment</i>				
<i>Training</i>				
<i>Digitisation</i>				
<i>Metadata creation</i>				
<i>Writing reports</i>				
<i>etc – as needed</i>				

**Q18 METHOD AND RATIONALE**

*If the project includes digitisation, describe the method to be used and rationale for your choices. Use this section to demonstrate that you have understood and applied the technical guidance provided by the EAP, including in Remote Capture.*

**Q19 METADATA**

*Describe how the preparation of the metadata will be incorporated into the workflow and provide details of how you will ensure that the metadata meets EAP standards.*

**Q20 DISSEMINATION, KNOWLEDGE TRANSFER AND CAPACITY BUILDING**

*Provide details of plans for dissemination etc. For Pilot projects indicate how this might develop into a Major project.*

**E. BUDGET AND FINANCIAL DETAILS**

**Q21 BUDGET**

*Refer to section 5 of the Guide for Applicants for more information on how to build the budget. Bear in mind when costing the project that the final payment is made only after the outcomes from the project have been submitted and signed off by the Advisory Panel.*

*Payment profiles are as follows:*

- For grants of 13-24 months: 40% in month 0 (June before project start date), 25% in month 6, 25% in month 12, 10% three months after project ends*
- For grants of 7-12 months: 65% in month 0, 25% in month 6, 10% three months after project ends*
- For shorter grants: 80% in month 0, 20% three months after project ends*

*All costs must be given in GBP and only eligible costs will be accepted. The EAP office will remove any ineligible costs from the application. Note that grants are fixed at the time of award.*

**Q21a Currency and exchange rate used**

£1.00 =

**Q21b Summary of budget**

*The figures you present here must agree with the detailed breakdown of costs you provide in Q21c to Q21g.*

	<b>TOTAL (£)</b>
Fees and salaries (Q21c)	
Equipment (Q21d)	
Travel & subsistence (Q21e)	
Training costs (Q21f)	
Other costs (Q21g)	
<b>GRAND TOTAL</b> <i>(this figure should match the answer to Q5)</i>	

**Q21c Itemised fees and salaries with details of the duties each member of the team will be carrying out**

*Please provide name if known and state whether the amount is for project management, research assistant, technical staff, other. Provide an estimate of the time they will be working on the project.*

**Q21d Itemised equipment and consumables**

*Please provide a full justification for each item of equipment listed and include all relevant import/export/shipping costs. Refer to Remote Capture and appendices for current list of appropriate equipment and consumables.*

**Q21e Itemised travel and subsistence**

*Please provide a line-by-line justification for each of your travel and subsistence costs listed below. Bear in mind that EAP encourages as much local participation as possible.*



**Q21f Itemised training costs**

*Please provide details of all training costs: who will deliver the training, to whom, and how long it is expected to last. Justify the request line by line.*

**Q21g Other costs. Itemised expenditure**

*Include the cost of sending the digital copies to the British Library by courier. Justify each item requested.*

**F. PEOPLE**

**Q22 CURRICULUM VITAE OF PRINCIPAL APPLICANT**

*Any co-applicant must be nominated in the Co-Applicant form and they must submit their CV before the Principal Applicant can submit. PhD students must provide a letter of support from their supervisor. NB The co-applicant form is identical to this section of the Detailed Application form.*

**Q22a Title of current post**

**Q22b Date of appointment**

**Q22c Employer**

**Q22d Previous posts held** (*most recent first*)

**Q22e Education/training: Date of award, Degree, Subject, University/Institution**

**Please upload letter of support for PhD students**

**Q22f Summary of career to date, including key research outputs, grants awarded** (*300 words maximum*)

**Q22g Publications: list up to five principal publications relevant to this project in chronological order with the most recent first**

**Q22h Research grants awarded. Please include awarding body, title of project, start and end dates, amount of award, and proportion of time spent on the project (for current projects)**

Host Institution, Archival partner(s) and any Co-applicants must fill in a separate form (Appendix 5)

## G. COLLABORATORS

### Q23 REFEREE / RECOMMENDATION

Name of referee

### Q24 ARCHIVAL PARTNERS

Q24a How many Archival Partners do you have?

Q24b Name(s) of Archival Partner(s)

[HOST INSTITUTION DETAILS CAN BE FOUND ON THE PORTAL]

## H. DECLARATION

I confirm that:

- I have read the Guide for Applicants, the Digitisation and Cataloguing Guidelines and the Grant Agreement Template and, if a grant is made, I agree to abide by these.
- To the best of my knowledge, the information provided in this application is accurate and complete.
- I have requested a review of the proposal from the nominated referee to be returned no later than the deadline for the submission of applications.

Name:

## UPLOADS AND OPTIONAL IMAGES

*Applicants may submit with the application a maximum of three images, maximum size of 1MB each, that demonstrate the need for the project. Please name the files appropriately.*