

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 for EAP website	
9. Return preliminary questionnaire	
10. Provide sample metadata	
11. Provide sample content (within three months, or ASAP after starting digitisation)	
12. Interim report 1 (and 2, 3) with content and metadata	

End of project

13. Send final content. Label the hard drive with EAP project reference!	
14. Send final metadata	
15. Send final report	
16. Write a blog for EAP web site	