

PILOT PROJECT GRANT

Notes on completing the application form July 2008

General

All applications must be submitted in English. The original signed application and one copy, both of which should be unbound and single-sided, must be submitted to:

Cathy Collins
EAP Grants Administrator
Asia, Pacific and Africa Collections
The British Library
96 Euston Road
London
NW1 2DB
United Kingdom.

An electronic version of the application must also be emailed to:

endangeredarchives@bl.uk

All copies of the application and the referee report forms must arrive by the deadline set. Late or incomplete applications will not be considered.

Extracts from your project proposal may be published on the Programme website or used to promote the Programme as a whole.

Where national or state records are being copied then the Programme will need confirmation that the appropriate governmental department had been consulted. Where it is intended to remove official records from the country of origin, even temporarily for the purposes of copying or treatment, then explicit written approval for this must be obtained from the highest governmental level.

Q1 Your application must have a single principal applicant who has the main intellectual input into, and ownership of, the research. This is the person with whom the Programme will correspond about the application.

Coapplicants will be helping to manage or direct the project – if members of the team are not undertaking a managerial role they should not be listed as coapplicants but details of their roles should be outlined in the project description. A maximum of three coapplicants is permitted.

Q3 The host institution should be a university, archive or similar institution to which the grant will be awarded. The institution will be expected to administer and account for the funds, provide any facilities that may be required to complete the project and to abide by the Terms and Conditions of award.

If the principal applicant is not attached to an institution then this question should not be completed and they should apply as an Independent Researcher by completing Q4.

- Q4** This box should be checked only if the principal applicant is not attached to an institution and is applying as an Independent Researcher. This means that the funds will be awarded direct to the principal applicant who will be responsible to the British Library for accounting for all expenditure. Independent Researchers will be expected to have relevant prior experience and a track record of delivery in previous projects. Independent Researchers will be required to submit receipts with their Final Report for all items of expenditure over £100.
- Q5** The duration of the project should be stated in months.
- Q6** The start date needs only to be provisional at this stage. If the application is awarded then the start date will be confirmed prior to the issue of the award documentation. Please bear in mind when setting the project timetable that you will be informed of the outcome of your application in May and so a start date in July would be the earliest to allow for the necessary paperwork to be completed and the funds to be transferred.
- Q7** All costs throughout the application must be rounded to the nearest pound sterling. Upon award, the grant funds will be electronically transferred to the specified bank account in pounds sterling.
- Q13** All costs requested must be given in pound sterling and rounded to the nearest pound. Any ineligible costs will be removed from the application.
- a) Where costs have been converted into sterling from another currency then details should be provided of the exchange rate used. Grants will be cash-limited and not subject to supplementation.
- c) & d) Salary support. When calculating salaries, elements such as statutory insurances and taxes must be incorporated in addition to the basic salary. Details of relevant official pay scales should be provided, as a comparison with the level requested. Where incentive payments or extra-duty allowances for work beyond normal job descriptions have been included, this should be clearly shown.
- e) Please ensure that a clear breakdown of all travel and subsistence costs are clearly shown, including daily subsistence rates and rail/air fares where applicable.
- f) You should bear in mind the choice of medium to be used for submitting any surrogate material to the British Library, following the guidance in the relevant Copying Guidelines. You should budget accordingly and, if submitting material on discs, for the purchase of sufficient numbers of CDs/DVDs together with the cost of individual jewel cases – discs should not be stored where they are in contact with another surface, such as in a paper cover slip or in a disc stack.
- h) Requests for contingency and overheads are not eligible for funding and will be removed from the application. If, during the course of the project, additional funds are required for unforeseen expenses, then a special case will need to be made to the Programme as and when the occasion arises.
- If appropriate, ensure that the cost of sending the surrogate copies to the British Library by courier has been taken into account.
- Q17** These two pages detailing the applicants' curriculum vitae must be duplicated and completed for the principal applicant and each coapplicant.

Undertakings

Unless applying as an Independent Researcher, the application must be signed by an appropriate senior person in the administration of your host institution, such as the Research Grants Officer, Finance Officer or Director.