



Individual Postdoctoral Fellowship Information Pack for Applicants 2017

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What is the Endangered Languages Documentation Programme?

The Endangered Languages Documentation (ELDP) was founded in 2002 as part of the Hans Rausing Endangered Languages Project (HRELP), with a grant of £20 million from Arcadia (formerly the Lisbet Rausing Charitable Fund). HRELP was an umbrella for three programmes: the Endangered Languages Academic Programme (ELAP), the Endangered Languages Archive (ELAR) and ELDP. In 2010, the Endangered Languages Academic Programme (ELAP) was taken over by SOAS, University of London and in 2015 the Endangered Languages Archive (ELAR) was integrated into SOAS Library. In 2015 ELDP was extended by Arcadia for five more years with a donation of \$11,000,000, while the Hans Rausing Endangered Languages project came to an end, as the two arms ELAP and ELAR are now part of SOAS' core activities.

The key objectives of ELDP are:

- to support the documentation of as many endangered languages as possible
- to encourage fieldwork on endangered languages, especially by scholars at an early stage in their academic career with skills in language documentation
- to create a repository of language resources for linguistic, social sciences, and the language communities (ELAR, now hosted by SOAS Library)

To date ELDP has awarded over £11 million 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/>.

ELDP is administered by a team located in the Linguistics Department at the SOAS, University of London. The 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. Projects that are likely to enhance expertise in field linguists for researchers and members of language communities are also welcomed. Interdisciplinary projects which entail the collaboration of researchers from different fields are strongly encouraged.



The Individual Postdoctoral Fellowship (IPF)

IPF applications are invited from individuals seeking their own support costs for up to two years duration. The average award for a 24-month IPF in 2015 was £100,200 and the maximum award is £150,000. A typical grant award may include:

- Your own postdoctoral salary costs*
- Technical staff costs
- Consultants
- Equipment
- Travel and subsistence

*The following are not eligible: maternity and sickness pay, salaries for established academic staff where research is an integral part of their existing salaried post (other than in exceptional cases), top-up salaries for established academic staff (including funding of non-salaried vacation periods, e.g. summer salaries).

An application for an IPF is likely to be unsuccessful unless it demonstrates:

- a prior track record of documentary work, archiving and research publications by the PI
- a clear relationship to the host institution in terms of intellectual relationships, as well as academic and technical support
- a clear mentoring relationship between a staff member at the host institution and the PI
- clear strategies for both documentation and research for the period of the award.

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 is an international programme and welcomes applications from researchers of any nationality to undertake projects in any part of the world. For the IPF grants we anticipate that all postdoctoral fellowship applicants will be academically junior researchers and/or at an early stage in their academic career, with qualifications in linguistics and experience in linguistic fieldwork; will propose projects that are undertaken by teams or individuals; and will have secured their PhD no more than five years prior to the proposed start date of this fellowship. Successful applicants' dissertations must be submitted and approved by the time of the start date of the award.

IPF awardees are required to hold their fellowship at an institution other than the institution where their PhD was awarded. If an applicant chooses to hold their fellowship at the same institution where their PhD was awarded, they must provide sound and convincing reasons for this decision.



Although IPFs may fund team-based research, the primary grantee is the principal investigator; co-applicants are not allowed for IPF grants.

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.

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 corpus of materials such as digital audio and/or video 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 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. 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 at SOAS. 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).

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 other 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 collect, and appropriately 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.

Although a grammar should not be a focus of your project, a sketch grammar may be included. The form of your grammar will depend to a large extent on the amount and quality of prior documentation available for the language. Information on orthography may also be relevant, especially for shaping future literacy programs and materials development.

The documentation and terminology should be aimed at making knowledge about the language accessible to a wide audience: not only to academics, but also to community members, as well as learners and teachers.

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.

Types of media and their properties

Each type of media – text, video, audio and metadata – has its own strengths for language documentation, and so a good documentation will consist of a combination of materials in different media.

Video captures the multimodal nature of situated language use and provides a rich documentary record. Video recordings ease the transcription process and allow for interdisciplinary analyses of e.g. the interplay of speech and gesture or conversational practices. Video is also often of particular interest to endangered language communities, and can be produced independently in communities without assistance from researchers. At the same time video requires careful practical, technical and ethical considerations.

Although audio does not capture visual information, its relative simplicity and unobtrusiveness can result in a good linguistic record. Digital audio files are easy to work with, and there is a range of common and easy-to-use software for editing and presenting sound. Well recorded stereo sound, together with good metadata (including images) can provide a very good record of linguistic events. Text – traditionally the main method of presenting linguistic material – is compact, stable and easy to store, access, index, and reuse. Representing language as text always involves some kind of abstraction and analysis, which may provide new resources and generalisations, but at the same time loses information that was in the original event or recording. Therefore, text resources that retain their connections to an original audio or video recording provide much stronger forms of language documentation.

Metadata is ‘data about data’ – structured information describing characteristics of events, participants, recordings, and details of other data files. Metadata provides the keys for understanding data. While metadata is central to effective archiving and resource discovery, it is important to understand that good metadata content and structure is essential for any well-planned project, and is an essential part of your documentation activity, independently of your archiving plans.

Although metadata is usually in the form of text, it can be considered an independent type of resource because it is usually obtained, structured and used differently from other resource types, being more structured and possibly conforming to some formal specifications. Metadata could also be in the form of audio or images (photographs, diagrams, maps etc). Various functional categories of metadata include:

- cataloguing (title, speakers, collectors, time and place of recording, information about the situation and event, language name etc.)



- descriptive (about content)
- structural (data structures and relationships between units)
- technical (formats, quality, preservation information etc.)
- administrative (work log, responsibilities, access permissions, notes etc.)

Which of these metadata you create depends on the provenance and type of materials, the usages and audiences that the materials are likely to have, and any formal specifications you adopt. Access permissions and other sensitivities about recordings and data are an important type of metadata and must not be overlooked.

There are several tools for creating and editing metadata. For web resources, see:

- <http://emeld.org/school/index.html>
- <http://www.language-archives.org/>
- <http://www.clarin.eu/node/3219>
- <http://www.lat-mpi.eu/tools/arbil/>
- <http://linguistlist.org/tools/index.cfm>
- <http://www.sil.org/LINGUISTICS/computing.html>

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, MSWord tables, spreadsheet columns, labels etc.)
- file encoding: how all the data is packaged into a file (e.g. plain text, MSWord, PDF)
- carrier, or physical storage medium: the physical form used to store the file (e.g. hard disk, compact flash cards, CD, 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 data encoding, you can structure data using databases, spreadsheets and software such as Toolbox or Flex. XML, a modern mark-up format, allows you to flexibly encode more complex structures, and is a more robust archiving format.

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.

For further information, see Bird and Simons (2003) and the following websites:

- <http://www.unicode.org/>
- <http://www.cs.tut.fi/~jkorpela/chars/index.html>
- <http://www.lat-mpi.eu/tools/>

Sound and video formats

Real-time media (audio and video) is the area where there has been the most rapid technological change. For audio, there are now a wide range of compact and affordable solid state recorders, and just a small number of formats to choose from. Video is undergoing rapid change and presents the most uncertainty about selection of equipment and formats, and difficulty for long-term preservation.

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.

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 (also known as CD or 'Red Book' encoding standard). While the latest audio archiving standards favour 48 KHz, 24 bit resolution, this can currently present problems for various computers and software. Please consult ELDP and ELAR before using voice recorders, minidisc (MD), cassettes, or recording in compressed formats such as MP3 or WMA.

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), but its carrier is a removable SDHC 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 its built-in flash memory, removable memory card or hard drive. Also, you will need additional software for converting and editing (many cameras come with software with very restricted functionality).

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 the Zoom H4n, Zoom H2, and the Edirol R-09HR, and there are also good recorders available from Marantz, Fostex, Sony and Olympus. For reviews of some recommended recorders see <http://www.elar-archive.org/index.php> (go to Documenting languages > Reviews).

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.

For information about microphones, see

- <http://www.elar-archive.org/documenting/equipment/microphones.php>
- <http://transom.org/>
- <http://recordinghacks.com/microphones>



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). Archiving is for the benefit of depositors, the language community, and other researchers or interested people in the future. It provides you with security for your materials. 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.

ELAR is a digital archive; all materials are stored electronically. This enables us to hold all forms of media and in addition to provide integration and navigation amongst them. The extent to which materials can be searched and navigated depends largely on how you prepare your data and metadata. As described above, preparing materials involves much more than handing over data files. We encourage you to produce rich, structured documentations that exploit the capabilities of the digital medium. Layers of linguistic and others information can be added in order to label and give structure to data, and to make links between items. It is recommended to make as much linkage as possible across the data: for example, between transcriptions and audio/video (e.g. as time-aligned annotation, showing the relationship between the text and the time offset in the corresponding audio/video); between analysed text and lexical /grammatical resources; or between text and images. All deposits must be accompanied by metadata describing the sources and other characteristics of recordings and data files (see discussion of metadata above).

Preparation of material for digital archiving may be new to some researchers. During your project, you can discuss with ELAR about your data and archiving. Where possible, ELAR will offer advice and assistance with data management and preparation for archiving.

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 potentially endangers speakers or violate the local knowledge systems. 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. ELAR and the World Wide Web

ELAR publishes its catalogue of language documentations on the Web at <http://elar.soas.ac.uk>.

You, your host institution, or a community-local organisation can also publish ELDP-funded materials on the Web, under these conditions:

- observe any expressed community wishes in relation to Web publishing
- provide acknowledgement of funding by ELDP and Arcadia and a link to the ELDP website (www.eldp.net). Contact ELDP directly (eldp@soas.ac.uk) for the forms of acknowledgement.
- all materials collected with the ELDP grant have to be deposited with ELAR

Note that publishing documentary materials on the Web is not the same as archiving. Archived materials are typically of higher quality than found on Web pages; e.g. materials are quality-checked by archive staff, and archives hold higher media resolutions while Web favours fast-downloading low resolution. Archives also hold and manage closed and restricted materials, and are committed to long term preservation of their whole collection, while placing materials on a Web server provides little guarantee of preservation.

Materials held at ELAR may also be linked to or made available from other trusted language archives and data portals.

7. 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.



8. Useful references

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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.



Completing the application form

When completing the online application form we recommend saving your work in a text document before inserting in the online form. This will prevent you from losing valuable work due to technical problems. Also please save regularly and ensure that you are still online. If you encounter problems working online please contact the ELDP office (eldp@soas.ac.uk) to request the appropriate file package.

General guidance

1. Read the Guidelines and Terms & Conditions carefully before completing and submitting your application.
2. The application form must be completed 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 should 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 GMT on 31st January 2017.
5. You cannot submit any additional information or attachments. However, if you are successful you may be asked to provide evidence or documentation to support your application such as:
 - 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

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@soas.ac.uk.

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.

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/>

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.

Your link with the host institution

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. 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 ensure to obtain their approval especially for salary budgets and the fact that no overhead costs are granted. Provide the full name of the Research Office representative, email address, signature and date of signature at the end of the printed version of application form.



Q4 Duration of project

Confirm the proposed duration of the project in months. You may request support for between 12 and 24 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 one 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 in the process of being deposited or has been deposited with our archive, ELAR. The status of your deposit will be part of the evaluation of your current application. A completed collection or ongoing depositing process will be of advantage in the evaluation. ELDP will not make a formal offer until other projects supported by us have been completed or are in the process of completion. Contact us (eldp@soas.ac.uk) 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@soas.ac.uk) as soon as you are informed about the outcome of those applications.



Q9 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.

Q9a Language ISO-639 code

Give the ISO code for the language if available as given on 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.

Q9b Geographical reference

Provide the geographical coordinates as latitude and longitude in decimal format. For example, the School of Oriental and African Studies in London has the following coordinates:

Latitude: 51.52217576130714

Longitude: -0.12874603271484375

Use links below to determine coordinates:

- <http://www.itouchmap.com/latlong.html>
- <http://universimmedia.pagesperso-orange.fr/geo/loc.htm>
- <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>

Q9c 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.

Q9d Country/countries where language is spoken

List the country or countries where the language is spoken.

Q9e Country/countries where 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.

Q10 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 (as opposed to only grammar or only linguistics)
- 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)

Q11 Detailed description of the project

The project description should address the following points where relevant:

- background to the proposed project
- its role in ongoing research/documentation
- the urgency of the project with regard to the relevant language
- the general techniques and research methods to be employed
- the involvement of and collaboration with participants from the language community
- the team structure and roles of members
- the significance of the project
- the means by which the results will be archived and disseminated

The Review Panel takes account of a variety of criteria which are outlined below. The relevance of particular criteria will obviously vary with the specific nature of the project involved. 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. For example, report if you have already carried out a documentation project and provide the information where the documentary materials can be accessed (e.g. URL), or if you plan to prepare teaching materials and have relevant teaching qualifications report these.



Language context

- Degree of endangerment of the language(s) under study
- 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

Documentation methods

Please note that projects exclusively devoted to the compilation of grammars and/or dictionaries will not be given high priority.

- Familiarity with the documentation theory and practice
- How the project is shaped by specific factors of 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 corpus 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 or 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 of 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 corpora if applicable (does not count towards word count). Do not include general references about language documentation.

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

Q12 Ethical aspects of the project

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

Q13 Project work plan

Provide a monthly work plan covering all project activities. You should cover all the activities for your project: data collection, data management, description and analysis, data archiving, reporting, etc. This should be organized into the anticipated data collection activities and the resulting processing/management activities. You should also include here information about the number of hours to be recorded/transcribed/annotated/etc. Some management activities will not have associated data collection, for example report writing.

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 IPF grant will have one or two work packages. Work packages must not overlap or have breaks between them, so if work package one ends in December 2016, work package two will start in January 2017. At the end of each work package you will need to prepare a progress report and deposit your data with ELAR – include time to do this in your plan. The finance section of the report is then finalized with your host institution and submitted in the first month of the subsequent period or one month after the end of the project.



We are aware that fieldwork can be unpredictable so that the plan may change over the course of the project and the final deposit may well look a bit different from the planned deposit. Therefore, what is required at this stage is a reasonable and realistic idea of your plan. For funded projects, 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, taking into account any unforeseen problems that could not reasonably have been overcome.

Guide to the columns in the table
Month - the period during which you will carry out the work.
Location - the place where you will be when you carry out the work
Anticipated data collection - the kind of data you will collect (if any)
Data processing and management activities - the steps of work you will do with the data
Other activities - any other activities you have planned – community events, report writing, etc.

Expected material to be deposited at ELAR

For guidance on calculating the amount of data to be deposited, please see the spreadsheet “01b Application_Guidance_Calculating file sizes”.



Project Plan - Example

Work package 1: June 2015 to May 2016

Month	Location	Anticipated data collection	Data processing and management activities	Other activities
Jun 2015	London	n/a	-	- Preparation for fieldwork – purchasing equipment, tickets, etc
Jul 2015	London	n/a	- working with legacy material: add metadata, define access, add annotation	-
Aug 15	Lagos	informed consent: video recordings of 10 sessions with 10 families (1h each)	- video-record informed consent sessions - add metadata, define access, backup recordings	-
Sep 15	Lagos	story telling sessions: video and parallel audio recordings in 10 families (2h each)	- video-record story telling sessions - add metadata, define access, backup recordings - convert and compress video recordings in preparation for annotation in ELAN - transcribe and translate 2h of recordings in collaboration with community members	-
Etc	Etc	Etc	- Etc	- Etc
Apr-May 2016	London	n/a	- deposit first batch of data with ELAR	- prepare final report for ELDP.
Jun 2016	London	n/a	-	- Finalise and submit final report for ELDP.

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

The example plan above will result in a total of 30h of video and 20h of audio. This is then entered into the data table below:

* This includes the original footage, the compressed and converted working files that you are using for your ELAN annotation, and the extracted wav files that make annotation easier.

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



Q14 Financial details of support requested

General information

All costs must be given in GBP; only eligible costs will be accepted. Round all sums to the nearest pound. 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 may not be included.

In each budget table we ask you to provide the same financial information: local currency code, total (local currency) and total GBP. For the local currency code insert the three-letter code for the currency you will be spending (e.g. Euro=EUR). For total (local currency): insert the total expenditure in the local currency (if a return flight Berlin-London costs 199.75 Euros, insert 200). For total GBP, just convert the total expenditure into GBP (200 EUR=175 GBP).

Travel and subsistence	Local currency code	Total (local currency)	Total (GBP)	Update	Delete
1 Return flight Berlin-London	EUR	200	£ 175 .00	update	delete
					Total: £175.00

Salary costs

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

1. postdoctoral salary
2. technical staff
3. language consultants

Salary levels quoted in categories 1-2 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 relevant institutional pay scales to the application. You may be asked to provide evidence of the relevant pay scale(s) or hourly rate(s) used. 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:

- maternity 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).

14a Postdoctoral salary costs

You may apply for your own post-doctoral salary costs (see Salary Costs notes above) which must be for 100% time commitment to the project. You may be asked to provide evidence of the relevant pay scale(s) if awarded.

14b 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) if awarded. 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.

14c 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. gifts, food), please explain the type and the cost of the compensation.

14d 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.

14e 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, duration of trip per annum. Show clearly how the amounts requested relate to the project.



14f 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 space in the field.

14g 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.

Q15 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 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 GMT on 31st January 2017. Note that this is two weeks after the deadline for submission of the application.

In the email field only provide one email address and ensure that the email is valid and in use (otherwise your referees 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 each of your referees and send an email with their login information. Ensure that your referees have received the ELDP email with the login information. Once logged in they may download your application and complete the referee forms online in support of your application. You will receive an email notification when your referees have submitted their references. If you do not receive this email notifying you that your referees have submitted their references, get in touch with your referees to check back and also get in touch with ELDP.

Q16 Curriculum Vitae

Using this template, provide a CV for the applicant and 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. Include all CVs as part of the overall application form; do not submit them separately, you can append additional CV forms (Click on 'add CV' button).

Declaration

Please print and sign the form. 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 hard copies.

How to submit the application

1. Carefully check your application for completeness (incomplete applications will not be considered), word counts (do not exceed), special characters and formatting.
2. Print the application.
3. 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 GMT on 15th January 2017.**
4. Sign the paper copy and get the appropriate signatures from your host institution.
5. Scanned the signed paper copy and email it to ELDP (eldp@soas.ac.uk). 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: 5pm GMT on 15th February 2017.**



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 (no longer prescribed in the UK) 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. Some UK doctors may be reluctant to prescribe malarone for long term use because it has not yet been tested over long periods.

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.



What happens next?

Assessment & outcomes

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

Closing date for applicants	5pm GMT, 15th January 2017
Closing date for referees	5pm GMT, 31st January 2017
Panel assessment	February – May 2017
Notification	15th June 2017

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 the material you have collected under the ELDP grant with ELAR (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.