



# ELDP Application Instructions

## Rapid Grants

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# Overview

## Application timeline

You can apply for a rapid grant at any time. We will provide a response to the application within two months.

# Creating and managing your account

## CREATING AN ACCOUNT

To create an account, click on the **Login** button in the upper right-hand corner of the screen.



On the right-hand side, under **Create a New Account**, enter your email, enter and confirm a password, check the box that you have read and agree to the legal notice, then click **Create my account**.

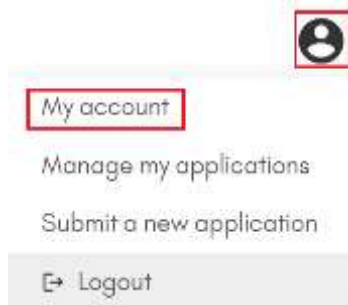
The screenshot shows the 'CREATE A NEW ACCOUNT' form. The title is 'CREATE A NEW ACCOUNT' in orange. Below it is the instruction: 'Create a user account in order to submit an application.' There are three input fields: 'Email:' with the value 'training@eldp.net', 'Password:', and 'Confirm password:'. Each field has a green checkmark on the right. Below the fields is a checkbox that is checked, with the text 'I have read and agree to the legal notice.'. At the bottom is an orange button labeled 'Create my account'.

We recommend that you use a permanent, personal email instead of an institutional email which may become inactive if you change institutions.



## MANAGING YOUR ACCOUNT

To manage your account, click on the account icon in the top right-hand corner of the screen, then click **My account**.



On this page you can manage your applications, as well as your account. The account management options can be found at the bottom of the page.



# Creating a new application

From the [home page](#), click on the **Apply** button.



HOME

APPLY

MANAGE MY PROJECTS

If you have not already started an application, click on **Submit a new application**.

If you have already started an application, click on **Continue with your application(s)**.

## APPLY

Below you will find the form(s) available for the submission of your application. Click on the "Submit an application" button to start the procedure.

### RAPID GRANTS

**Rapid Grants (RG):** up to 5,000 Euros to support initial fieldwork aimed at assessing the viability of a documentation project.

[Continue with your application\(s\)](#)



# Filling out the application form

The application form is divided into numbered sections, which can be seen on the left-hand sidebar. Click on any of the headings to jump to that section. The first section of the application consists of instructions.



There are buttons at the bottom of each screen to advance to the **Next screen**, go back to the **Previous screen**, or **Save and exit** the application.



## PROJECT TITLE AND SUMMARY

### Title of the project

Enter a short but descriptive title for the project, no longer than 20 words long.

### Long term documentation aims

Rapid grants are intended to fund exploratory work leading to full documentation projects. Describe the ultimate aim of your work in this regard.

## APPLICANT DETAILS & CV

Click on the downward pointing arrow next to each heading to show the fields.



## Personal details



### Personal details

Enter the details of the Principal Investigator who will take responsibility for coordinating the project. The Principal Investigator must be able to receive grant funds via bank transfer and manage project accounting according to the grant terms and conditions.

All correspondence about the application will be sent to this person

### Current appointment or position

Provide the title of your position and the official name of the institution that employs you. If you work at more than one institution, please enter your main place of work or the most relevant role. If you are not currently employed, give a short description of your current employment situation. Use N/A for any fields that are not applicable.

### Education and training

Please list your five most relevant education or training qualifications. If you have received specific training in language documentation or fieldwork, please select the other qualification/training option and specify the type of qualification in the following box. To add more entries, click on the button that says **+ Add education or training**. You may enter up to five entries.

### Employment

Enter the details of your employment history most relevant to the project you are proposing. To add more entries, click on the button that says **+ Add employment**. You may enter up to five entries.

### Fieldwork experience

List any fieldwork experience you have by entering location and duration of the fieldtrip.

### Publications

List any of your publications relevant to the proposed project.

### Awards

List any other awards, exhibitions, achievements, or prior grants relevant to the application.

### Language skills

Give details of the languages you speak and your proficiency level.

## PREVIOUS GRANTS, REUBMISSIONS AND OTHER FUNDING

### Previous grants

**List any other grants that you have held or projects you have worked on for this language or language group. Also include other grants/projects that are relevant to this application.**

Include the PI name, project title, funder, duration and amount awarded.

Maximum character count 3000 (approx 500 words).



### **List any previous ELDP grants that you have held**

Provide the ELAR collection handle.

Note that the status of your deposit and your track record as a documenter will be part of the evaluation of your current application. ELDP will not make an offer in case of failure to deposit deliverables from a previous grant and/or an unsatisfactory evaluation of the grant outcomes. Contact us (eldp@eldp.net) if you have any questions regarding this regulation.

Maximum character count 3000 (approx 500 words).

### **Re-submission details**

Provide a list of previous submissions and details of revisions or updates you have made. If you have received specific feedback on a previous application, provide detailed information on how you have responded to the feedback.

### **Other funding**

#### **List of other current applications for similar work**

List other grant applications for similar work that you or another member of the project team have made to other funding sources and for which the results are still pending. Include date, funding agency, title of project, duration, amount sought and any other relevant information.

If you do not have any other pending grant applications, enter 'n/a' for not applicable.

If you have applied for grants from other funding agencies, you must notify ELDP (eldp@eldp.net) as soon as you are informed about the outcome of those applications.

Maximum character count 3000 (approx 500 words).

#### **List of previous or ongoing funding**

List any previous or ongoing grants that you or other team members have for related work. Be sure to include links to any archived collections relating to these projects.

If you have not held any previous grants relating to this work, enter 'n/a' for not applicable.

Maximum character count 3000 (approx 500 words).

## **LANGUAGE(S)**

Select the number of languages that will be documented in this project and the region that best covers them.

Fill out the information for each language by clicking on the downward pointing arrow to show the fields for each subsection.

**Language details** provide identifying information for the language.

#### **Name**

Provide the name of the language as you refer to it in this application. In cases where there are



other names used for the language, please use the commentary box to provide any relevant information.

### **Glottolog code**

Give the Glottocode for the language if available, as given on [glottolog.org](http://glottolog.org).

If the variety or language is not listed there, enter n/a and provide a brief explanation in the commentary box for this language.

### **ISO code**

Give the ISO code for the language if available, as given on [ethnologue.org](http://ethnologue.org). If the variety or language is not listed there, leave blank and provide a brief explanation in the commentary box for this language.

### **Language family**

If the language family has not been identified, use the commentary box to provide further details about the classification of the language. If the language is believed to be an isolate, please enter Isolate as the language family.

### **Contact language**

What is the likely contact language.

**Estimated number of speakers** List the country(ies) and region(s) where the language is spoken and the respective speaker numbers for each country/region.

For estimated ranges of speakers, enter the lower number in the **From** column and the higher number in the **To** column. If the available estimate is a single figure, enter this in both columns.

Use the **Source** column to indicate the source of the estimate.

### **Location of the documentation work**

Enter the location(s) of the field site(s) where the proposed documentation work will take place.

#### **Country**

Select the country where the field site is located.

#### **Latitude and longitude**

Enter the approximate coordinates of the field site(s). You can look up the longitude and latitude using [www.latlong.net](http://www.latlong.net).

### **Commentary**

Use the box below to provide any further relevant information about this language.



## PROJECT DESCRIPTION

### Describe the aims and objectives of your project

These can include

- **Explore Project Feasibility:** Conduct exploratory fieldwork to evaluate the practical and logistical aspects of documenting the language, including accessibility, community interest, and available resources.
- **Establish Community Connections:** Build trust and collaborative relationships with language speakers and community stakeholders, ensuring ethical engagement and mutual benefits.
- **Assess Genealogical Status:** Investigate the language's classification and genealogical relationships to related languages or dialects, using available linguistic and ethnographic data to clarify its position within language families.

Maximum character count 3000 (approx 500 words)

### Outline how you intend to handle ethical issues

Include any available evidence of agreement of the speech community you are planning to work with.

Maximum character count 3000 (approx 500 words)

### Project plan

Describe the activities you will undertake in order to achieve the aim and objectives of the project.

This could include but is not limited to

- Initial field visits to meet with community members and local scholars.
- Collection of primary linguistic data such as audio and video recordings, word lists,
- Assessment of language vitality and genealogical assessment tools to determine the language's status and documentation priorities.
- Planning for ethical protocols and community collaboration frameworks.

Maximum project duration: six months.

Maximum character count 3000 (approx 500 words)

### Deliverables

List the materials that you plan to collect during your exploratory fieldwork and explain why they will support a future documentation project on the language.

For example, a word list would enable you to compare the language to a neighbouring language.

For each deliverable enter the name and an explanation of what it is and why it is important for your project.



## BUDGET

In this section you will enter the budget that you will require to carry out the work during your project.

### Setting up your budget

Select the number of currencies used in your project (up to a maximum of 4).

Enter the currency using its three letter code, for example Euros would be shown as EUR. You can see a list of all currencies [here](#).

Provide the exchange rate of the currency equivalent to 1 Euro. For example, if 1 Euro is worth 1.09 US Dollars then you enter 1.09.

Enter the source and the date for the exchange rate you are using. We recommend using xe.com.

If your budget uses Euros, enter EUR for the currency, and 1 as the rate.

For each budget category, you will be asked to provide an itemised list of expenses in that category, the cost of each item, and a justification for the expenses.

#### Description

Enter a short description of the expense.

#### Cost

Enter the cost.

#### Currency

Enter a currency code from the selection you defined in the previous section. Case sensitive.

**Cost in EUR** will be calculated automatically based on the conversion rates you entered in the **Project plan set up** section.

Description	Cost	Currency	Cost in EUR
Roundtrip airfare BER-LIM-BER	1,500	EUR ▼	1,500
Hotel in Lima x 3 nights	600	PEN ▼	152

#### Justification

Justify at the end of each category each expense and indicate how you estimated the cost.

### Budget categories



### **Language consultants**

Specify the total number of hours you plan to work with speakers/signers of the language in this work package. You should cost these hours of work at the appropriate hourly or daily rate for the location of the work. Indicate how you have calculated this pay rate. Include names of the consultants if known. If you compensate your language consultants by other means (e.g., gifts, food), please explain the type and the cost of the compensation.

### **Equipment**

Provide specific details of the equipment you plan to purchase and its cost.

If you have more than five items that you want to purchase, please bundle smaller items together in one row and use the justification box to provide a detailed breakdown of the items. For example, camera accessories, cables or storage media.

### **Travel and subsistence**

Provide specific details for the travel and subsistence costs.



## Referee details

Give the details of someone that could provide a reference.

Referees should be people who are familiar with you and your work, e.g. your previous supervisor or a professor/colleague you have worked with. Referees should be familiar with your proposed project, as they will be asked to provide their evaluation of the significance and importance of the project, the appropriateness and feasibility of the project, and your ability to carry out the project successfully.

Family members or project team members are not good choices. People who are applying to ELDP at the same time cannot act as referees.

We will only contact your referee if requested by the ELDP panel.



# Review & Submit

Carefully review the entire application displayed on the **Review, Invite & Send** page. Ensure that all information is complete and correct. The system will alert you to any invalid or missing information with a red link taking you back to the relevant section. When you have made any necessary changes, you can return to the **Review, Invite & Send** section of the application form.

You must fully review, correct, and finalise your application before completing the **Applicant declaration** section.

## APPLICANT DECLARATION

Complete the **Applicant declaration** at the bottom of the page. You are asked to affirm that the application is accurate and complete, that you have read and agree to the terms and conditions of the grant, and that you have read and agree to ELDP's ethics statement.

## VALIDATE AND SEND YOUR APPLICATION

1. Click the **Validate and Send** button at the bottom of the page to complete the submission.

Note that after you click the Validate and Send button, you will no longer be able to make changes to the application.

2. The system will show the following message to confirm that the application was submitted, and you will receive an email with the same information.
3. You will be notified of the result of the application within two months.