

Dr Birgit Embaló
Instituto Nacional de Estudos e Pesquisa/INEP
Bairro da Ajuda II
Complexo Escolar 14 de Novembro
Caixa Posta 112
Bissau
Guinea-Bissau

8 August 2011

Dear Dr Embaló

MAJOR RESEARCH PROJECT AWARD

Reference no: EAP430 “History of Bolama, the first capital of Portuguese Guinea (1879-1941), as reflected in the Guinean National Historical Archives – major project”

Further to our recent correspondence, I am pleased to inform you that Arcadia, through the Endangered Archives Programme, has agreed to offer the Instituto Nacional de Estudos e Pesquisa a grant of up to £40,317 over 24 months for the project entitled: *“History of Bolama, the first capital of Portuguese Guinea (1879-1941), as reflected in the Guinean National Historical Archives – major project”*, under your direction.

Details of the award are provided at Annex A to this letter. The award must be used for the purposes of financing emoluments and proper costs of identified research posts, not for the purpose of augmenting the general funds of your host institution.

Please note that supplementation of the award will not normally be granted. Your institution will ensure that the award is spent in the appropriate amounts for the purposes specified within the budget. Expenditure on the grant must take place between the specified start and end dates of the grant – costs incurred outside this time period will not be covered by the grant.

The terms and conditions of this award are attached at Annex B to this letter. I would be grateful if you could read the document and let me have your acceptance

of the award in accordance with Annex B by signing and returning the enclosed form at Annex C. Where relevant, you must also obtain an appropriate institutional signature to confirm acceptance of these terms and conditions. Your institution will also need to complete Annex D, providing details of the bank account into which the funds will be transferred.

The first instalment of the award, representing funds for a period of nine months, will be released once the award has been formally accepted and prior to the start date of the project. All subsequent instalments will be released subject to the receipt and approval of satisfactory six-monthly reports as detailed at Annex B. In the event of any problems arising, or if circumstances change substantially within the six month period, an interim report must be submitted at the earliest opportunity. The final grant instalment, normally released after satisfactory submission of the Final Report and surrogate material, will be adjusted to take account of actual expenditure on the grant, as reported within the Final Report. All financial reporting on the grant must be made in GBP.

Annex C also details the provisional start and end date of the project. You should notify the EAP Grants Administrator of any proposed amendment to this date. Whilst the start and end dates may shift, it is not anticipated that the duration of the project will alter from that approved by the Programme.

As soon as you start creating copies of the material, and certainly within three months of the start of the grant, samples of the copies and sample lists should be sent to the EAP office at the British Library to ensure that they are being produced in accordance with the EAP Guidelines and best practice.

Please remember to quote the reference number at the top of this letter in all future correspondence.

I wish you well in your research and offer congratulations on receiving this award. If you have any queries, please do not hesitate to contact me.

Yours sincerely

Cathy Collins
EAP Grants Administrator
British Library

Email: catherine.collins@bl.uk