

Title

**Head of the mission**

Dates

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA**  
**MINISTRY OF YOUTH, SPORT, AND CULTURE**

**AUTHORITY FOR RESEARCH AND CONSERVATION OF**  
**CULTURAL HERITAGE**

**APPLICATION TO PERFORM FIELD RESEARCH**  
**in**  
**PALAEONTOLOGY, PREHISTORIC AND HISTORICAL**  
**ARCHAEOLOGY, ETHNOARCHAEOLOGY, and SOCIAL**  
**ANTHROPOLOGY**

This application must be completed in full and submitted to the Authority for Research and Conservation of Cultural Heritage (ARCCH) three months before the intended date of arrival of the research team. It may be accompanied by relevant grant applications but such applications may not be substituted for this official ARCCH form.

**I. BACKGROUND**

To insure productive research and high-quality fieldwork involving Ethiopian antiquities, the ARCCH requires all applicants and research team members listed below to submit current curriculum vitae with this application.

A. Name and specialties of applicants ["head(s) of mission"]. When project leadership is multiple, a maximum of one applicant is accepted for each field of research listed in E below. These applicants, the project leaders, assume full responsibility for the quality of research performed and for the collection, curation, and storage of all antiquities recovered during fieldwork in their respective field of research.

<b>Name</b>	<b>Specialty</b>	<b>Institution</b>
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B. Name and address of three referees

C. Title of project

D. Proposed dates of fieldwork

E. Field(s) of research -- check relevant lines

PALAEOLOGY

GEOLOGY

PREHISTORIC ARCHAEOLOGY

HISTORICAL ARCHAEOLOGY

OTHER ( SPECIFY ) \_\_\_\_\_

F. Describe the past field experience of the applicant(s) listed above that qualifies them to lead the proposed fieldwork.

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G. List all proposed field team members, including students, by specialty, institution, and earned degree. Both foreign and Ethiopian scholars should appear. The ARCCH reserves the right to reject any listed researcher without prejudicing the remainder of the application.

Name	Specialty	Institution	Degree
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H. Attach CV, recommendation letter, and copies of degrees.

## II. STUDY AREA

The ARCCH understands that different types of research require different area sizes. The Authority will therefore carefully review the requested study area size with regard to the research procedure outlined in the application on an annual basis. However, the size of the requested study area must not exceed 100 square kilometers.

A map delineating the proposed study area must accompany all applications for field research.

A. Name of proposed study area or ethnic group

B. Administrative region(s) of proposed study area

C. Size of proposed study area in square meters or kilometers

### **III. METHODOLOGY**

To manage the antiquities resources of Ethiopia effectively, the ARCCH requires all field researchers to describe the procedure to be employed in their field research.

A. Describe the major research problem to be addressed by the fieldwork for each field of research listed in I-E above:

B. Justify the requested study area dimension in light of these research problems (be specific)

C. Describe the survey methodology to be employed for each field of research listed in I-E.

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D. Describe the excavation methodology to be employed for each field of research listed in I-E above.

E. Describe the collection methodology to be employed for each field of research listed in I-E above.

### **IV. CURATION AND STORAGE**

Recognizing the importance of Ethiopian antiquities for national and international research, the ARCCH requires proper curation and storage of all antiquities collected by field researchers. The ARCCH requires that all applicants make provisions for curation and storage. Failure to provide adequate facilities for past and/or future collections will result in the withholding of research permits.

A. Based on past experience, carefully estimate the quantity, especially volume, of materials projected to be recovered during this and succeeding field seasons for each field of research in I-E above. Failure to realistically predict these totals may result in denial of future research permits.

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B. Describe the storage facilities already available to accommodate your projected collections. If such facilities are not available, describe the steps that the proposed research project is taking to insure adequate curation and storage of all antiquities that it recovers during fieldwork.

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## V. FUNDING

The ARCCH realizes that some funding may not be available until a permit for field research has been granted. However, to insure that all fieldwork has adequate financial backing for its success, the ARCCH requires the following information from all applicants.

A. List all granting agencies funding the fieldwork, indicating the amount of funding and whether the funds are guaranteed (in hand) or anticipated.

Agency	Amount (US Dollars)	Funding in Hand (Yes or No)
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Total Funding Projected:

Total Funding in Hand:

Other Explanations: \_\_\_\_\_

B. The ARCCH requires the payment of a research fee on grants received by all foreign-based field research projects. This fee will go directly to the unit of the ARCCH most closely associated with the fieldwork. The fee will be used for training, research, curation, and storage. This research fee amounts to 10% (ten percent) of the combined annual non-overhead grant totals received to support the field research. The research fee should be calculated according to supporting documentation from each granting agency, and shall be paid before the fieldwork commences.

C. To enhance the development of national research and management capabilities, the ARCCH encourages the donation of all project vehicles and research equipment to the same. Such donation may occur during or at the termination of the field project. Please indicate the proposed project's intentions regarding donation of vehicles and equipment.

## VI. TRAINING AND DEVELOPMENT

In addition to insuring material contributions to national research and conservation capabilities, the ARCCH encourages the training of Ethiopians in the field(s) of research listed in I-E above.

A. Describe the proposed project's plans to train local scholars. Specify the type, date, and duration of training. The ARCCH actively encourages such training to correspond to the needs of the Authority.

## VII. DOCUMENTS AND PUBLICATIONS

To enhance the research capability of all scientists, the ARCCH requires the following:

A. All researchers who have previously undertaken fieldwork on Ethiopian

antiquities or their context are required to submit three copies of all publications, including Ph.D. theses, to the ARCCH.

B. A register of all Antiquities collected during fieldwork in Ethiopia must be filed with the ARCCH before the departure of the applicants from Ethiopia.

C. A copy of all field catalogs, air photo locations, maps, excavation profiles, field notes and plots must be filed with the ARCCH after completion of annual field research.

D. Digital or film photographs or other recordings of all major discoveries must be filed with the ARCCH after completion of the annual field research.

E. Researchers having completed previous fieldwork in Ethiopia are requested to provide the ARCCH with the documents described above if they have not already done so.

F. Five copies of all project publications (books or articles) resulting from field research shall be sent to the ARCCH, as soon as they are published.

G. All press releases concerning ARCCH-related research and discoveries in Ethiopia will be, by priority, first submitted to the Ethiopian press through the medium of the ARCCH.

H. All project lectures in Ethiopia must be submitted to the attention of the ARCCH prior to delivery.

#### **VIII. REPORT ON FIELDWORK**

To assess the field research for which it is ultimately responsible, the ARCCH requires three copies of a full report on the annual field activities and discoveries of applicants and their research team. This report must be filed within two months after the end of the fieldwork.

#### **IX. FURTHER REGULATIONS**

A. The head of the research team must ask his/her embassy to address a letter of introduction and presentation to the ARCCH with the initial project application. It is understood that this does not imply diplomatic immunity.

B. This "request for authorization" or application to perform field researches should be renewed each year, if research work is to continue.

C. Wherever the site may be, the research team shall in and return to Addis Ababa at the end of each research mission. It is forbidden to go straight to the site from any point outside the Ethiopian border.

D. The traveling expenses of required the ARCCH representative shall be entirely paid by the head of the mission. The per diem allowance will be 100.00 Ethiopian Birr (one hundred Ethiopian Birr).

E. The head (s) of the mission should, as far as possible, use local employees.

F. Twenty-four hour personal accident and natural illness endorsement insurance for the ARCCH and regional cultural bureau representatives shall be taken in charge and paid by the head of the mission.

#### **X. AGREEMENT**

The applicants agree to follow all regulations and directives governing antiquities research in Ethiopia. Furthermore, the applicants guarantee that all statements and facts presented in this application are accurate and truthful. The applicants agree to inform the ARCCH in advance regarding any change in the personnel, study area, methodology, collected materials, or funding specified in this application.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

*We certify that all the terms enumerated above have been fulfilled by the Applicants to the satisfaction of the ARCCH and accordingly the authorization to undertake research is hereby granted.*

\_\_\_\_\_  
*Authorizing Official*

\_\_\_\_\_  
*Date*

#### **Notes**

- Applications must be accompanied by a processing fee of \$20 (U.S. dollars) in the form of an international money order payable to the ARCCH.
- We do not accept application forms by fax.
- This form is invalid without the official seal of the ARCCH.