

Suggestions for data management in GBS grant applications

Projects supported by the GBS are advised to archive any audio/video recordings produced during the project in a language archive and make them publicly available as freely as possible. We encourage you to deposit these recordings together with metadata as well as transcription, translation, and annotation in an established language archive focusing on endangered languages. The following archives or any other DELAMAN archive (<http://www.delaman.org/members/>) are appropriate institutions:

- The Language Archive (TLA) at the Max Planck Institute for Psycholinguistics (<http://tla.mpi.nl/>)
- ELAR (<http://www.elar-archive.org/>)
- PARADISEC (<http://www.paradisec.org.au/>)

Archives might charge you for depositing data to cover the occurring costs. You should include the amount in the budget of your application. Alternatively, you can approach the Language Archive Cologne (<http://lac.uni-koeln.de>). This archive offers free of charge archiving for GBS awardees.

Including a statement of one of these archives confirming the agreement on archiving your data at this institution will substantially increase the chances of your application.

The different archives have different requirements for the formats of data and metadata. Especially for technical aspects, we recommend that you follow the guidelines of the archive in which you intend to deposit your data. If no technical guideline is provided by the archive, you should follow general best practices: The recordings should be in the best possible and practical quality. The best format for audio data is uncompressed linear PCM as WAV 48 kHz/16bits (or 44.1 kHz/16bits), stored as Wave-files (file extension: .wav). Video recordings are best supplied in the form of MPEG-4 video files (file extension .mp4 or .m4v) with the video encoded as h.264 and the audio track encoded as AAC, if an additional uncompressed audio file is provided. Alternative, a MOV-file (file extension: .mov) with the video encoded as h.264 and the audio track encoded as linear PCM is an appropriate format to preserve video recordings.

We also recommend that you document the consent of the recorded individuals, either in written form or by recording it in audio and/or video.

If you need any further guidance with the data management plan or if you have any questions about technical or practical aspects of data management please contact us before you submit your application: GBS@uni-koeln.de.