



General Procedure and Conditions

Metamorfoze Study

1. General stipulations

1.1 Definitions

In this procedure, the following terms have the following meanings:

Applicant: independent researcher/educational institute/other type of organisation that submits a project application – where relevant, on behalf of one or more other institutions.

Metamorfoze Study Advisory Committee: the committee of external and independent experts appointed by the chairperson of the National Library's General Executive Board, which assesses the content of the project applications made to Metamorfoze Study and issues advice about them to the National Library's Director General.

Bureau Metamorfoze: the National Library department that provides applicants with information and advice and supports the Metamorfoze Study Advisory Committee.

1.2 Aim

Metamorfoze is the national programme for the preservation of the Netherlands' paper heritage. The name 'Metamorfoze' is derived from the term for transformation. In the framework of the programme, the National Library provides funding for scientific research into paper conservation.

1.3 Powers and responsibilities

The parties involved in an application have the following powers and responsibilities:

General Executive Board of the National Library: appoints the members of the Metamorfoze Study Advisory Committee.

Director General of the National Library: determines the funding ceiling and decides on the allocation and, where relevant, termination and repayment of project funding.

Applicant: is responsible for the content and quality of the application, the preparation and progress of the project, the overall project management and the accounts to Bureau Metamorfoze.

Metamorfoze Study Advisory Committee: assesses the content of the project applications and advises the National Library's Director General about the funding of the applications.

Bureau Metamorfoze: provides information and advice to (potential) applicants, supports and advises the Study Advisory Committee, decides on the basis of the preconditions whether an application complies with the conditions of Metamorfoze Study (see 1.5) in order for it to be considered as a research proposal, monitors the progress of the projects and reports on this to the National Library's Director General, collects and analyses empirical data and key indicators about the projects and shares these insights with the Study Advisory Committee and the heritage field.

1.4 Available budget

- 1.4.1** Every year, the National Library's Director General sets a funding ceiling for the two six-monthly rounds of applications. The result is announced on the Metamorfoze website (www.metamorfoze.nl).
- 1.4.2** A decision to increase or decrease the amount to be spent annually is taken on the basis of changes in the allocation of monies earmarked for the programme and/or changes in the other obligations of the programme.

1.5 Conditions to be satisfied by applicant

- 1.5.1** The proposal must relate to research into objects or (parts of) collections that preferably:
- consist mainly of paper or are inextricably linked to it;
 - originate from before 1950;
 - involve written, drawn and/or printed material;
 - are subject to (accelerated) autonomous and other material decay;
 - are of national interest.
- 1.5.2** The proposal must originate from a Dutch party.
- 1.5.3** The applicant agrees with the publication of the study results by means of publications, symposiums and the websites/newsletters of Bureau Metamorfoze, the University of Amsterdam and/or a channel to be designated by the applicant.

2 Application procedure

2.1 Form 1: Research proposal

- 2.1.1** Applicants who are thinking about submitting a project application must research whether they (and any managers that are involved) satisfy all the conditions defined by Metamorfoze or can satisfy them before the project is completed (see 1.5).
- 2.1.2** The applicant must report on the research proposal in a format defined by Bureau Metamorfoze and published on the www.metamorfoze.nl website, *Form 1: Research proposal*.
- 2.1.3** The Metamorfoze Study Advisory Committee will decide whether the proposal satisfies the conditions or can satisfy them on time. This decision is binding: in the event of a negative assessment, the applicant cannot continue with the application procedure.

2.2 Form 2: Project application

The applicant must draw up a project application in a format determined by Bureau Metamorfoze. The project application should provide an insight into the following:

- 2.2.1** The background, problem definition and importance of the proposed study.
- 2.2.2** The importance of the proposed study and its possible contribution to science.
- 2.2.3** The aim of the proposed study and the research approach used to achieve that aim.
- 2.2.4** The expertise of the researcher(s)/supervisor and the reasons for the composition of the research team. The inclusion of the relevant CV or CVs.
- 2.2.5** The work schedule and organisational structure of the proposed study.
- 2.2.6** The budget for the proposed study.
- 2.2.7** The knowledge and results of the proposed study and the way the results are distributed, used and valorised.

2.3 Deadlines for submitting and processing project applications

- 2.3.1** Results of *Form 1: Research proposals* can be submitted to Bureau Metamorfoze on a continuous basis. Applicants will receive an assessment of their proposals within six weeks.

- 2.3.2 Results of *Form 2: Project applications* must be submitted to Bureau Metamorfoze at least six weeks before the assessment round. The Metamorfoze Study Advisory Committee meets for an assessment round twice a year. The dates are announced on www.metamorfoze.nl
- 2.3.3 The National Library's Director General decides on the allocation of funding. The applicants receive the decision about their project applications a maximum of four weeks after the Metamorfoze Study Advisory Committee has processed the application.

2.4 Assessing applications and allocating funding

- 2.4.1 Bureau Metamorfoze submits applications that comply with the conditions (see 1.5) to the Metamorfoze Study Advisory Committee.
- 2.4.2 The Metamorfoze Study Advisory Committee assesses the content of the applications and provides them with the recommendation 'Approve' or the advice 'Don't approve'. If the funding ceiling (see Art. 1.4.1) is too low to fund all the approved applications, the Advisory Committee will prioritise the applications that are eligible for funding, stating reasons.
- 2.4.3 The National Library's Director General distributes the available budget in the prioritisation sequence, where funding is allocated until the funding ceiling has been reached. The applicants for whom money is available receive a provisional decision in writing from the National Library's Director General about the amount to be made available for the project. They also receive a deadline within which a project plan must be completed; see 2.5. The remaining applications are rejected, stating the reason(s).
- 2.4.4 If a project application is rejected on substantive grounds and then re-submitted in a subsequent round of applications, it is rejected out of hand unless the applicant explicitly presents new information and/or changed circumstances.
- 2.4.5 An application that cannot be allocated funding because the funding ceiling has been reached (see Art. 2.4.3) may be submitted unchanged in the next round of applications.

2.5 Form 3: Project plan

- 2.5.1 Based on the format defined by Bureau Metamorfoze, the applicant draws up a project plan for the preparation and implementation of the project, including the budget, and submits it to Bureau Metamorfoze with a cover letter in which the applicant commits to the funding scheme. The submission deadline for *Form 3: Project Plan* is specified in the provisional decision of the National Library's Director General, see 2.4.3.
- 2.5.2 Bureau Metamorfoze decides whether the project plan should be approved.
- 2.5.3 The project plan and the budget are rejected and the applicant referred back to the Metamorfoze Study Advisory Committee for a new project application if:
- the deadline for drawing up the project plan is exceeded;
 - new data becomes available about the project that casts a new light on the substantive value of the project application;
 - the budget proposed in *Form 2: Project application* has been exceeded.
- 2.5.4 After Bureau Metamorfoze has approved the project plan, the applicant receives, in writing, the definitive decision of the National Library's Director General about the allocation of funding and advance payments for the project.

3 Implementation

3.1 Interim reports

- 3.1.1 The Regulation for Formulating Instructions for granting (financial) contributions stipulates that an interim report may be requested once a year for financial contributions of over

25,000 euros and/or if implementation of the promoted activities takes longer than 12 months.

- 3.1.2 The applicant must also submit interim reports in the event of a delay or other deviations from the agreements made in the kick-off meeting. In such cases, the applicant has a reporting obligation.
- 3.1.3 If it is found that the applicant is not acting according to the project plan and/or the requirements, and/or that the applicant has not reported deviations on time, Bureau Metamorfoze advises the National Library's Director General about the explicability and the admissibility of the deviations.

4 Accounts

4.1 Final report

- 4.1.1 On completion of the project, the applicant must submit a report in a format that Bureau Metamorfoze has defined for a substantive and financial final report about how the project was realised.
- 4.1.2 If the funding provided by the National Library is more than € 25,000, the applicant must submit an audit report on the financial accounts of the project.

4.2 Final audit and determining the funding amount

- 4.2.2 Based on the substantive and financial final report, Bureau Metamorfoze advises the National Library's Director General about paying the final part of the funding. The definitive funding is determined on the basis of the financial accounts.
- 4.2.3 In case of unexplainable and/or inadmissible deviations, the National Library's Director General takes decisions on issues such as the termination, reduction and/or repayment of the funding.
- 4.2.4 If the total realised costs end up lower than the budgeted amount, the funding is likewise reduced.
- 4.2.5 Budget overruns are payable by the applicant.

5 Final provisions

5.1 Exception

In cases not covered by this regulation, the National Library's Director General will decide the course of action.