

Information to Assist Archaeological Expedition's Applying for ARCE Sponsorship

ARCE supports the fieldwork of its member institutions by providing administrative and technical assistance to affiliated expeditions each season. In order to qualify for ARCE administrative support, an expedition must be either sponsored by an institution that is a Research Supporting Member (RSM) or an Institutional Member of ARCE.

Proposals for new expeditions submitted to ARCE must first be reviewed by ARCE's Research and Expeditions Committee, a subcommittee of the Board of Governors. [After five years, previously approved expeditions applying to ARCE will undergo a brief review of their proposal.] While new proposals are reviewed on an ongoing basis, this review period combined with the necessary lead time for ARCE paperwork and SCA processing can be long. Teams are required to submit their proposals for new projects six months in advance of desired arrival in Egypt. Paperwork required by the SCA for ongoing expeditions requesting concession renewal must be submitted to ARCE at least three months prior to the expedition's intended arrival date. If work is to be conducted in a military zone, then paperwork must arrive at least four months before start of fieldwork. Both groups should take into account delays that may occur due to any major holiday observed in Egypt or by ARCE.

Proposals to ARCE for submission to the SCA must include the following:

1. Cover letter to the SCA stating purpose of research and area of concession request.
 - a. Briefly describe work to be undertaken
 - b. Dates of the work
2. Maps
 - a. Regional map indicating site location
 - b. Four copies of scale map with 1:25,000 or 1:50,000 a Egyptian Survey Authority showing specific area of concession well marked
 - c. NOTE: Access to these maps is currently restricted by the Egyptian authorities. ARCE has established a procedure by which the SCA can obtain the relevant maps that should accompany each proposal, at the expense of the expedition.
3. Staff:
 - a. List of personnel
 - b. Identify the expertise of each staff member
 - c. CV, 2 pages for each staff member
4. Security Clearance Document*:
 - a. Security form completed and signed for each staff member
 - b. Seven passport-type photographs of each individual
 - c. Xerox of passport page from each person. NOTE: Passport must be valid for six months after the end of the project
5. List of equipment to be used to carry out the work of the expedition with photographs or accompanied by explanatory brochures.
6. Additional discussion of the archaeological project if desired.

Once an expedition's proposal and supporting documents has been received by ARCE's Cairo Office, it will be forwarded to the Office of Foreign Archaeological Missions of the SCA. The approval process has two tracks that proceed concurrently. First, the proposal itself is reviewed and is either approved, approved with conditions, or rejected by the Permanent Committee of the SCA. Second, the proposal, security forms, and list of equipment are reviewed by the security offices of the SCA and other Egyptian government departments. Approval of the Security Office is separate from the approval of the Permanent Committee, **and both are required** for an expedition to begin its work. ARCE will keep expedition leaders informed as to the application's progress and will notify the applicant when the necessary approvals have been granted or what additional information is necessary.

The SCA currently requires a formal application package so the above should be sent in hard copy, best via an express mail service, to ARCE's Cairo office. In order to speed the process, please include a CD with the project's description, staff list and CV's. This material then can easily be circulated to the Research and Expeditions Committee for their review (this material may also be submitted separately by email to the ARCE office for dissemination).

The SCA security form is available at <http://www.arce.org/expeditions/procedures>.

The SCA normally makes Antiquities passes available for a minimal charge per person, and a two day processing period in Cairo, allowing all SCA approved expedition member's entry into the most museums and archaeological sites for the duration of the project's work in Egypt and taking place during the SCA fiscal year (July 1 to June 30).

Archaeological projects and team members are also often permitted to apply for work visas for a minimal charge per team member. Such visas allow substantial discounts at major hotels and on transportation within Egypt. This visa takes four days to one week to process, but renews all one month entry visas for the duration of the project work in Egypt. A work visa allows project members to work more efficiently in remote areas where renewing a visa poses difficulty.