

Grant Announcement:

Electronic Records Projects

The following grant application information is for **Electronic Records Projects**.

- See also [Archival and Records Projects](#) grants.

NHPRC support begins no earlier than December 1, 2006.

- Draft Deadline: April 1, 2006
- Final Deadline (postmark): June 1, 2006

See the [Application Cycle](#) for additional information.

Grant Program Description

The Commission seeks ways to ensure that records created today will be usable with tomorrow's technology. As society moves recordkeeping from paper to electronic records, it is essential that electronic records retain their authenticity and are preserved. The NHPRC supports efforts by archivists and other records managers to meet the challenges of a proliferation of electronic records.

The NHPRC especially welcomes projects that build institutional capacity, promote professional development and education in the field, and help create and support consortia and other cooperative programs.

Eligible Activities Include:

- Projects to establish sustainable electronic records programs within archival institutions.
- Projects to establish and expand electronic records programs by cooperative efforts.
- Electronic records-related professional education.
- Conferences, consultancies, and similar efforts.
- Research, development, and analysis projects.
- Projects that attempt to establish policies, best practices, and tools for long-term preservation of, and access to, electronic records.

Grants for Electronic Records Projects cannot be used to:

- Digitize records originally produced in analog media, including paper, microfilm, sound recordings, or motion pictures.

Award Information

Awards normally are for one, two, or three years and have ranged widely in amount depending on the nature of the project. In recent years, Electronic Records project awards have been in these ranges:

Question 6: *What are your performance objectives?*

A list of Performance Objectives — measurable outcomes of your Federally-funded work — should also be included in the proposal. List four to seven quantifiable objectives in the proposal by which the project can be evaluated following the submission of the final report and the closing of the grant.

Prepare Supplementary Materials

Please attach up to 20 pages of Supplementary Materials to your Narrative, such as:

- Endorsements from institutional officials and scholars
- Long-term budget projections, beyond the grant period's term
- Appendices

If these materials are available on a web site, please provide a URL.

Preparing the Budget

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or non-Federal third-party cash and in-kind contributions. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

- You must submit a budget on NA Form 17001. (You may use an exact replica.) Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories not otherwise explained in the project narrative.
- You may request funding for up to 3 years, but if the project will take 18 months or longer, you must fill out a separate budget form for each project year or fraction thereof.
- Provide specific budget figures, rounding off figures to the nearest dollar.

We strongly suggest that applicants consult the Federal grant administration rules and regulations governing grants from the NHPRC listed in the [Administering an NHPRC Grant](#) section. You should also review the appropriate [Office of Management and Budget](#) circulars on cost principles.

Definitions

In preparing the budget section of the application, please be aware of the following definitions:

Direct costs – expenses attributable directly to the cost of a project, such as salaries, project supplies, travel expenses, and equipment rented or purchased.

Indirect costs – costs incurred for common or joint objectives and therefore not attributable to a specific project or activity. Typically, indirect costs include items such as overhead for facilities maintenance and accounting services. NHPRC prefers not to provide grant funds for indirect costs.

Cost sharing – the financial contribution the applicant pledges to the cost of a project. Cost sharing can include both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project (e.g., registration fees).

