

## Grant Announcement:

### *Historical Documentary Editing Fellowships*

The following grant application information is for **Historical Documentary Editing Fellowships**.

NHPRC support begins no earlier than January 1, 2007.

- Final Deadline (postmark): October 2, 2006

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

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### *Grant Program Description*

The National Historical Publications and Records Commission (NHPRC) promotes the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The Commission seeks proposals from active NHPRC-supported publications projects. An application from a prospective host institution should demonstrate the capability to provide strong post-graduate training in documentary editing, including document collection, accessioning, and control; selection; transcription; annotation; proofreading; indexing; and project management.

Staff at the host institution will solicit applicants, select the best candidate, and arrange for their hiring by their institution. The Commission provides this funding to ensure that recent History Ph.D.s or advanced graduate students have exposure to historical editing techniques and careers. The host institution may use a limited amount of funds to cover costs of recruiting a fellow and giving the fellow limited travel and educational opportunities.

### **Award Information**

Awards are for one year grants of \$55,000 each. Depending on the quality of proposals and availability of funding, the Commission expects to fund one to two fellowship projects, each with a single fellow.

### **Cost Sharing**

The Commission requires no cost sharing for Historical Documentary Editing Fellowships.

### **Eligibility**

Projects in the first year of operation are less likely to be competitive. The following types of institutions, organizations, or agencies are eligible:

- Nonprofit organizations or institutions, including colleges and universities and other academic institutions

- State or local government agencies
- Federally-acknowledged or state-recognized Native American tribes or groups

Federal agencies are not eligible to apply.

Eligible organizations must be legally established and located within a state within the United States, the District of Columbia, the Commonwealth of Puerto Rico, or a United States territory.

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## *How to Prepare an Application*

You will need to produce three groups of documents:

1. [Project Description](#) (and [Summary](#))
2. [Project Budget](#)
3. [Supporting Documents](#)

Before beginning the process, you should decide how you will submit your application. We encourage you to submit via [Grants.gov](#), but you may also download and submit your application via email, or download the forms and mail in your final application.

- For more information on your choices, see [How to Submit Applications](#).

Applicants are encouraged to contact the [Director for Publishing](#) at the NHPRC who may:

- answer questions about what activities are eligible for support;
- advise the applicant about the review process.

The Commission urges applicants to investigate fully their institution's hiring and payment and benefits procedures prior to making an application for an institutional host grant, so that, once funded, the fellowship will run smoothly. Applicants should try to resolve in advance questions bearing on the fellow's compensation. For example, will the fellow be paid as a contractor or be placed on the payroll? Will taxes be withheld? Is it possible to assist the fellow with housing? Benefits arrangements should be decided prior to the soliciting of fellowship applicants. Like all NHPRC grant recipients, the host institution will be required to submit periodic financial and narrative reports on the project.

The basic stipend may be up to \$42,000. A 25 percent allowance for fringe benefits supplements the stipend. In addition, up to \$2,500 may be used by the institution to cover the costs of interviewing individual applicants and/or sending fellows to professional conferences or training institutes.

## **Project Description**

A Project Description should provide the purposes and goals; significance to the goals listed in this Announcement; a plan of work; projected results to be completed during the grant period; the names and contact information for the project director and key personnel.

- Answers should be no more than 20 double-spaced pages in 12-pt type with standard margins.
- You should supplement the description with resumes, examples, and illustrations, which should also be no more than 20 pages.

Address the following items in your description:

1. Describe the host documentary editing project
  - Nature of the edition being published
  - Current status of the project's work, including recent record of work accomplished
  - Staffing
2. Describe the proposed fellowship advertising and hiring criteria. In most cases, preference will be given to those fellowship applicants who hold a Ph.D. in U.S. History, but in certain circumstances, applicants who have completed all the degree requirements, except the dissertation, may be selected. If there are reasons why you think a different educational background is preferable, please explain. In your supplemental materials, please include a sample of your call for applicants.
3. Describe the training plan in detail. The Commission prefers that fellows receive training in all aspects of documentary editing including: document collection, accessioning, and control; selection; transcription; annotation; proofreading; indexing, and project management. The applicant should describe in detail what will be included and the approximate amount of time for each; if any aspects cannot be covered, please explain the omission. In addition, include any additional courses, classes, workshops, or other educational opportunities relative to the fellowship, that the institution might be able to provide.

### **Prepare Supplementary Materials**

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

- Vitae of the project director and any other staff member(s) who will contribute to the overall fellowship experience.
- Endorsements from institutional officials and scholars.
- Samples of work, including facsimiles of originals, annotations, and other materials.

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

### **Complete the Project Summary**

Prepare a three-page Project Summary that includes:

1. Purposes and goals of the project.
2. Significance and relationship to NHPRC goals and objectives.
3. Plan of work for grant period (including references to techniques).
4. Names, addresses, phone numbers, and e-mail addresses of the project director and other key personnel.

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## **Preparing the Budget**

The budget should include the project costs that will be charged to grant funds. 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.

- 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). For Historical Documentary Editing Fellowships, no cost sharing is required.

### ***Budget Categories***

In preparing the budget, please follow the suggestions below in each of the categories:

*Salaries:* List each staff position and the full salary for that position.

- Show the percentage of time each staff member will devote to the project.
- Indicate which positions are to be filled for the proposed project and which personnel are already on the staff of the applicant institution.
- Grant funds may be used only to pay the salaries of individuals actually working on the project.
- You may count the time provided by advisory board members as cost sharing.
- You may use a daily rate comparable to the allowable maximum for Commission-funded consultants (\$400) when board member contributions will be fifteen days or less per year.
- Board member contributions to the grant must be allocable to the specific project for which they are requested.

Grant funds may not substitute for or supplement salaries of regular, full-time staff members. (For example, a faculty member with a 12-month, full-time appointment, whose salary for that appointment is paid in full by an applicant university, should not request supplemental salary support for summer work.) Grant funds may be used to pay existing full-time personnel working on a project only if the institution uses its own funds to hire substitute staff for their regular duties during the grant period.

*Fringe Benefits:* If you use a daily rate or honoraria no separate benefits should be included.

- For other staff indicate the percentage basis for each amount. The Commission encourages the provision of benefits comparable to those accorded for a similar non-grant-funded position within the given institution.

*Consultant Fees:* Include payments for consultant services and honoraria.

- Include consultant travel expenses in the "Travel" category.
- The Commission needs justification for a daily consulting fee above \$400.

*Travel:* List the destination for each trip and the basis for individual trip costs and transportation rates (airfare, mileage, and taxis).

- In the case of projected meetings use the cost based on the actual mileage of those involved or on an established average cost for the board. Per diem (food and lodging) rates should be the applicant institution's standard rate. If the institution has no standard rate of its own, please use standard Federal rates, which you may obtain by calling the Commission office. Please note that the NHPRC does not fund staff travel to professional meetings unless the travel is essential to accomplish the goals of the project.

*Supplies and Materials:* Itemize the estimated cost of specialized materials and supplies. Justify them in the proposal narrative or a narrative budget supplement.

- Note that the "Supplies and Materials" category of the budget also includes expenditures for equipment costing less than \$5,000 per unit. You may request grant funds for purchasing permanent equipment when you can demonstrate that purchasing will be less expensive than renting.
- The Commission does not provide grant funds for the acquisition of routine equipment such as office furnishings, shelving, and file cabinets, but will provide grant support for the purchase of technical equipment, such as computers and peripherals essential for a project, if those costs are divided evenly between grant funds and cost sharing. This applies both to expendable equipment included in the "Supplies and Materials" category and to permanent equipment included in the "Other Costs" category of the budget.

*Services:* Include the cost of duplication and printing, long-distance telephone, equipment leasing, postage, and other services that you are not including under other budget categories or as indirect-cost expenses.

- Note that, except for conferences and SHRAB meetings, the NHPRC does not provide grant funds for rental space.

*Other costs:* Cash awards or other subgrants should be listed here.

## *Application Review*

The NHPRC staff will acknowledge receipt of the application soon after we receive it. We then begin the evaluation process:

### 1. *Commission Staff*

Upon receipt of the proposal, the Commission staff may send a "questions" letter asking applicants to expand on the material provided in the application, clear up any misconceptions, and generally strengthen the proposal before the Commission meeting. Staff make overall recommendations to the Commission based on the appropriateness of the project in meeting the Commission's goals, the proposal's completeness, conformity to application requirements and overall eligibility, and answers to the questions letter.

### 2. *The Commission*

After reviewing proposals and evaluations by the Commission staff, Commission members deliberate on proposals and make funding recommendations to the Archivist of the United States who has final statutory authority. Throughout this process, all members of the

Commission and its staff follow conflict-of-interest rules to assure fair and equal treatment of every application.

## Possible Commission Actions on the Proposal

In making its decision on proposals, the Commission may decide to do the following:

1. Approve the proposal as submitted.
2. Approve the proposal with an offer of fewer funds than requested.
3. Approve the proposal, subject to the applicant satisfying particular conditions.
4. Approve the proposal contingent on availability of Commission funds.
5. Reject the proposal.

## Application Cycle

This is cycle applies to this program only:

1. October 2 – Deadline - Final proposal postmarked by this date to the NHPRC.
2. November – Commission meets.
3. January-June 2007 – Host institution advertises for, and hires, fellow
4. April-September 2007 – *Fellow begins work at host institution*

## Notification

- Successful grant applicants are notified informally by telephone or e-mail within 2 days after the Commission meeting.
- Unsuccessful applicants are notified within 2 weeks.

A [press release](#) listing the grants recommended is issued and posted on our web site as soon as possible after the Commission meeting.

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## Grant Administration

For more information on how to comply with Federal regulations, see our [Administering a Grant](#) section.

\* Please see our [Privacy Statement](#)

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Page URL: <http://www.archives.gov/nhprc/announcement/editing.html>

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