Grant Announcement:

Research in Historical Records Issues

The deadline for this announcement has passed. The guidelines below can be used for reference, but should NOT be used to prepare an application.

The National Historical Publications and Records Commission supports projects that promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The following grant application information is for **Research in Historical Records Issues.**

NHPRC support begins no earlier than January 1, 2008.

- Draft (optional) Deadline: August 1, 2007
- Final Deadline: October 1, 2007

See the Application Cycle for additional information.

Grant Program Description

The National Historical Publications and Records Commission seeks proposals from researchers to investigate how the public, including genealogists, historians, and other scholars, gains access to and uses historical records through on-site archival research, print editions, and online collections.

The goal of the research is to measure the ways and means of public access to archives and historical records. The scope of work should include, but not be limited to, projects supported by the NHPRC. The researchers could conduct user surveys, audit bibliographic references, and use other methodologies to assess public access to and use of primary source materials in archives, print and digital documentary editions, online collections, and other historical documentary collections.

Applications must:

- Describe the research and development methodology and techniques, the size of the representative sample of projects and users, and the scope of the expected outcome.
- Demonstrate the skills, educational background, and experience appropriate to the project, or name others, including consultants, they wish to engage.
- Include a plan of work as a time-line and a detailed description of each of the proposed steps, with cost and time estimates.
- Document their processes, including changes in variables.

Proposed projects should have outside expert advisors and must submit the results of their work to these advisors for evaluation and comment.

Award Information

The Commission established this program in 2007 so there are no previous awards. The Commission expects to make one grant up to $150,000.

Because these grants are designed to encourage the development of methods that will benefit many institutions, the NHPRC will provide 75% of the project costs and expect the applicant to provide 25% in cost sharing.

Eligibility

- Individuals
- Nonprofit organizations and institutions
- Colleges, universities, and other academic institutions
- State or local government agencies
- Federally-acknowledged or state-recognized Native American tribes or groups

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How to Prepare an Application

Applicants must use the Grants.gov application process. See How to Apply.

Applicants are encouraged to contact the program staff at the NHPRC who may:

- advise the applicant about the review process;
- answer questions about what activities are eligible for support;
- supply samples of successful applications; and
- read and comment on a preliminary draft. Applicants should submit a draft at least 2 months before the deadline.

Completing the Application

A complete application includes a *Project Narrative, Summary, Supplementary Materials*, and *Budget*.

Before beginning the process, applicants should review the rules and regulations governing NHPRC grants under the Administering an NHPRC Grant section.

Project Narrative

The Project Narrative is a description of the proposal. It should be no more than 20 double-spaced pages in 12-pt type with standard margins. Address the requirements listed above, as well as following questions in your narrative:

Question 1: What is the purpose of the project and what are its goals?
Summarize your organization's ability to carry out the research by citing examples of similar types of user surveys and your familiarity with the issues involved in archives and historical documentary publishing. Characterize the scope of your survey and your proposed research methods on the public discovery and use of historical records.

Question 2: What is the plan of work for the grant period?
Provide evidence of your preliminary planning and convey that you have a realistic grasp of the scope of the project. Describe in detail the type of activities (planning, research, surveys, data analysis, final reporting) you intend to engage in and the relationships between them. Also,

outline each stage of the planned work and include the costs for each major stage (costs include both applicant contributions and grant funds). Include in the supplementary materials charts that identify the people and resources needed for each stage.

Question 3: *What products will be produced during the grant period?*
Describe the products you plan to produce for the completed project. This may include, for example, software and documentation; surveys; bibliographic search mechanisms; papers and articles; and final research report.

Question 4: *What are the qualifications of the personnel?*
Please provide a narrative explanation of the qualifications of the staff named in the project budget, both for those already on staff and for those to be hired. Explain any special training planned for personnel. In the supplementary materials, provide a résumé or vitae of not more than three pages per person for all staff named in the project budget. For those staff or consultants to be hired for the project, provide position descriptions or call for consultants.

Question 5: *What are your performance objectives?*
List four to six objectives by which we can measure your performance. For example, the number and kind of public users to be surveyed and the projected response rate. Focus in this section on quantifying what you intend to accomplish and complete.

At the end of your narrative, describe how you are going to assess public use of the products created through your project.

Project Summary
The Project Summary should be no more than 3 double-spaced pages in 12-pt type with standard margins and should include these sections:

- Purposes and Goals of the Project
- Plan of Work for the Grant Period
- Products and/or Publications to be completed during the Grant Period
- Names, Phone Numbers, and E-Mail Address of the Project Director and Key Personnel
- Performance Objectives

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

- Résumés of named staff members (required)
- Examples of position descriptions for staff to be hired with grant funds (required, if applicable)
- Detailed work plan charts to supplement the Narrative (required)
- Your institution's user survey and data collection achievements
- Statements of commitment to the project by partners, if any

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

Project Budget

Introduction

A three-column NARA/NEH budget form has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Federal funds and those that will be cost shared. However, only the third column, **Total**, is used in determining total project costs. All of the items listed in the project budget, 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.** Applicants should review the appropriate Office of Management and Budget circulars on cost principles.

Commission grants are for a portion of total project costs. The ratio of grant funds to the total project cost is indicated in the Award Information in this Grant Announcement. The balance is the cost sharing and is the responsibility of successful applicants. Cost sharing may include in-kind contributions (including volunteer labor and indirect costs), non-Federal third-party contributions, and any income earned directly by the project, but may not include other Federal grants.

General Instructions

- Use the NARA/NEH budget form found in the Grants.gov application package. Note that the form itself contains additional instructions.
- You may include with your application a narrative budget supplement; for example, to explain the specifications of employees' duties or equipment, the requirements and costs of consultants, or the need for travel 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.
- For some projects, you may request funding for up to 3 years. If the project will take 18 months or longer, you must provide a budget for each project year or fraction thereof.
- Provide specific budget figures, rounding to the nearest dollar.

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 to be charged to the project and 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 include the time provided to the project by advisory board members and volunteers.

Fringe Benefits: Include employee benefits using your organization's standard rates. No separate benefits should be included for positions that are computed at a daily rate or using honoraria.

Consultant Fees: Include payments for consultant services and honoraria.

- Provide justification for large or unusual consultant fees.
- Include consultant travel expenses in the "Travel" category.

Travel: Include transportation, lodging, and per diem expenses. 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: Include routine office supplies and supplies ordinarily used in professional practices. Justify the cost of specialized materials and supplies in a supplemental budget narrative.

Services: Include the cost of duplication and printing, long-distance telephone, equipment leasing, postage, contracts with third parties, and other services that you are not including under other budget categories or as indirect-cost expenses. The costs of project activities to be undertaken by each third-party contractor should be included in this category as a single line item charge. Include a complete itemization of the costs in a supplemental budget narrative.

Other costs: Include costs for necessary equipment above $5,000, stipends for participants in projects, and other items not included in previous grant categories.

- The NHPRC does not provide grant funds for the acquisition of routine equipment such as office furnishings and file cabinets, but we may allow for the purchase of archival equipment, such as shelving units, and technical equipment, such as computers and peripherals, essential for a project.
- Include specifications for equipment over $5,000 in a supplemental budget narrative.

Indirect costs: Include reasonable or negotiated "overhead" costs. See the Budget Form instructions to determine how to calculate indirect costs.

- You should not include indirect costs that exceed your cost sharing obligation.
- You may waive indirect costs and instead include specific overhead costs in the appropriate budget categories.

Application Review

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

1. *Peer Reviewers*
   We may ask 5 to 10 external peer reviewers to evaluate the proposal.

2. *Commission Staff*
   Approximately 2 months after the submission deadline, the Project Director receives blind copies of reviewers' comments and questions from the Commission staff. Applicants have an opportunity to expand on the material provided, clear up any misconceptions, and generally strengthen the proposal before the Commission meeting. Staff make overall recommendations to the Commission based on reviewers' comments, 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.

3. *The Commission*
   After reviewing proposals, the comments of peer reviewers, the applicants' responses to the reviews, and evaluations by the Commission staff, Commission members deliberate on proposals and make funding recommendations to the Archivist of the United States who, as Commission Chairman, 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.

Application Cycle

- August 1 - Submit draft to the NHPRC.
- October 1 - Deadline - Final proposal due.

- November - Commission meets.
- January 1, 2008 - Earliest possible starting date for project.

Notification

Grants are contingent upon available appropriated funds. In some cases, the Commission will adjust grant amounts depending upon the number of recommended proposals and total budget. The Commission may recommend to the Archivist to approve the proposal and extend an offer of a grant with applicable terms and conditions, or it may recommend rejection of the proposal.

Grant applicants will be notified within 2 weeks after the Archivist's decision.

Grant Administration

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

* Please see our [Privacy Statement](#)