

## Grant Announcement:

### *Publishing Historical Records-Founding Era*

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 following grant application information is for **Publishing Historical Records-Founding Era**.

- See also [Publishing Historical Records](#) grants and [Publication Subvention](#) grants.

NHPRC support begins no earlier than December 1, 2007.

- Draft Deadline (optional): April 1, 2007
  - Final Deadline: June 1, 2007
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### *Grant Program Description*

The Commission supports ongoing projects to publish the records of the Founding Era of the United States. These grants are available only to those projects currently funded for work on the papers of George Washington, John Adams, Thomas Jefferson, James Madison, Benjamin Franklin, and the documentary histories of the Ratification of the Constitution, and the First Federal Congress.

All other publishing projects should see our separate announcement for [Publishing Historical Records](#).

Grants are awarded for collecting, describing, preserving, compiling, editing, and publishing documentary source materials.

The NHPRC does not fund proposals to purchase historical records.

*Eligible Activities Include:*

- Scholarly documentary editions in printed and bound volumes.
- Scholarly documentary editions in online, compact disc, and other formats.
- Image editions in online, compact disc, microfilm, and other formats.
- Conversion of existing print and microfilm editions to electronic publications.
- Combinations of the above.

*Founding Era projects* may apply for a grant for a new or subsequent stage of their project. These proposals will be judged by the same criteria as others in the grant competition. Each year the proposals must be substantially updated, including a description of new activities and a justification for a new budget. The applicant must also describe how the project met the goals of its most recent grant period.

## Award Information

Awards normally are for one, two, or three years and have ranged between \$100,000 and \$250,000. Founding Era projects are also eligible for [Publication Subventions](#).

## Cost Sharing

Cost sharing is the financial contribution the applicant pledges to the cost of a project, which can include both direct and indirect expenses. For Founding Era publishing projects, the Commission will supply up to 50 percent of the total project costs. The applicant's share can consist of in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project.

## Eligibility

Only currently funded organizations undertaking Founding Era projects are eligible to apply in this category.

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## How to Prepare an Application

You should read and understand this Grant Announcement and the Grants.gov application package and instructions in order to prepare your application.

- Follow the [Completing the Application](#) instructions below to prepare a Project Narrative, Summary, and Budget.
- See the separate [Application Instructions](#) for information on how to fill out the application forms.

Applicants are encouraged to contact the [Director for Publication Projects](#) 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, submitted approximately 2 months before the deadline.
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## Completing the Application

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

- We strongly suggest that before beginning the process, applicants consult the Federal grant administration rules and regulations governing grants from the NHPRC listed in the [Administering an NHPRC Grant](#) section.

## The Project Narrative

The Project Narrative is a description of the proposal. Be sure to address the requirements under each project area as well as the following questions in your narrative:

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

**Question 1:** *What is the purpose of the project and what are its goals?*

Begin by making the case for the significance of the documentary source materials you wish to publish. Show how their publication will increase public understanding of history, culture, and the national experience.

**Question 2:** *What is the significance of the project in relation to the NHPRC's programs and goals?*

Explain how the project relates to the Commission's overall mission, vision, and goals, particularly the Commission's goals. Describe the historical importance of individuals, events, developments, organizations, and places whose history would be documented by the project.

**Question 3:** *What is the plan of work for the grant period?*

Please provide ample evidence of preliminary planning. Applicants should have a realistic idea of the scope of work over the proposed time period. Please describe which part(s) of the process for which you seek funding, e.g., document collection, selection and arrangement, transcription, annotation, indexing, and publication.

Outline each stage of the planned work within the grant period, and clarify complex work plans with a time chart identifying anticipated activities.

The Commission supports projects that adhere to generally accepted professional standards and procedures. For example, if the project involves electronic publication, please identify the technical standards you will use. Specify the methods you will use for document collection, selection and arrangement, transcription, annotation, and indexing.

The Commission expects documentary publishing projects, including electronic versions, to be maintained in their entirety in a non-software-dependent format for long-term access. Explain how the project will comply with archival preservation requirements.

**Question 4:** *What publications will be produced during the grant period?*

Describe the total number of volumes or other products you plan to produce for both the grant period and the completed project; indicate the project's anticipated year of completion; and explain any changes in previous projections in these areas.

In accordance with Federal regulations, the Commission reserves, for Federal Government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

The Commission requires that you acknowledge NHPRC grant assistance in all publications and other projects that result from grant support.

**Question 5:** *What are the qualifications of the personnel?*

Please provide vitae of not more than two pages per person for all staff named in the project budget. For those staff to be hired for the project, provide job descriptions, specify the qualifications that will be sought in candidates for vacant positions, and describe the roles to be played by all project staff, consultants, and contractors. Explain any special training planned for personnel.

The Commission encourages using advisory boards as a source of special expertise. If you have an advisory board, identify the members and give their qualifications, and share copies of the grant application with them.

**Question 6:** *What are your performance objectives?*

List four to seven quantifiable objectives in the proposal by which the project can be evaluated.

## The Project Summary

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

- Purposes and Goals of the Project
- Significance and Relationship to NHPRC Goals and Objectives
- Summary of Plan of Work for the Grant Period
- Products and Publications to be completed during the Grant Period
- Names, Titles, Institutions, Phone Numbers, and E-Mail Addresses of the Project Director and Key Personnel
- Performance Objectives

## Supplementary Materials

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

- Resumes of named staff members (required)
- Position descriptions for staff to be hired with grant funds (required, if applicable)
- Detailed work plan charts that supplement the Narrative
- Statements of commitment to the project by partners, including records creators
- Your institution's mission, goals, and objective statements
- Your institution's pertinent policies on collections development, processing, and preservation.

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

## The Project Budget

Applicants will be asked to compute the project costs to be charged to grant funds as well as those that will be supported by applicant through cost sharing, which include both direct and in-direct expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. 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. Applicants should review the appropriate [Office of Management and Budget](#) circulars on cost principles.

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 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 budget categories not otherwise explained in the project narrative.
- For some projects, you may request funding for up to 3 years, but 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 instructions on the NARA/NEH Budget form on Grants.gov. You may also

use a supplemental budget narrative to give further details, for example, on the specifications of employee's duties or equipment, the requirements and costs of consultants, or the need for travel funds:

*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 to pay the salaries of only those individuals actually working on the project.
- You may count the time provided to the project by advisory board members.

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

*Consultant Fees:* Include payments for consultant services and honoraria, but list consultant travel expenses in the "Travel" category.

*Travel:* 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:* 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, and other services that you are not including under other budget categories or as indirect-cost expenses.

*Other costs:* The NHPRC does not provide grant funds for the acquisition of routine equipment such as office furnishings, shelving, and file cabinets, but we may provide grant support for the purchase of technical equipment, such as computers and peripherals, essential for a project.

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## 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.

## Possible Commission Actions on the Proposal

Grants are contingent upon available appropriated funds. The Commission may recommend to the Archivist:

- Approval of the proposal as submitted and extend an offer of a grant.
- Approval of the proposal with an offer of fewer funds than requested.
- Approval of the proposal, subject to the applicant satisfying particular conditions.
- Rejection of the proposal.

## Application Cycle

This is a general guide to the Application Cycle and deadlines:

1. April 1 – Submit draft to the NHPRC (optional).
2. June 1 – Deadline - Final proposal submitted by this date to the NHPRC.
3. August 1 – Questions letter sent to applicant by the NHPRC staff.

4. September 1 – Applicant responds to questions letter.
5. November – Commission meets.
6. December 1, 2007 – Earliest possible starting date for project.

## Notification

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

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

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Page URL: <http://www.archives.gov/nhprc/announcement/founding-era.html>

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