

NHPRC FELLOWSHIPS IN
ARCHIVAL ADMINISTRATION & HISTORICAL DOCUMENTARY EDITING
INDIVIDUAL APPLICATION INSTRUCTIONS
(2004-2005)

Postmark deadline: (March 1, 2004)

Please follow these instructions carefully when completing your application:

1. **Preparation of application.** Type all information on the application form as well as any supplemental pages. Do not place applications in binders. Send the **signed original and one copy** (i.e., two **complete** applications) to:

Fellowship Program
NHPRC
National Archives and Records Administration
Room 111
7th & Pennsylvania Ave., NW
Washington, DC 20408

Incomplete applications or applications submitted with an insufficient number of copies (i.e., fewer than two) will be returned to the applicant.

2. **Transcripts.** Transcripts must accompany your application. Unofficial transcripts are acceptable for the competition; however, you must provide official copies before a fellowship can be confirmed by the Commission. **We strongly suggest that rather than requesting your college(s) and university(ies) to send transcripts to us, you obtain official copies of them at an early date.** We suggest this because many colleges and universities in the past have been extremely slow in filling transcript requests. Some have failed to send multiple copies when requested.

In addition, for editing fellows, include a copy of your dissertation prospectus, dissertation abstract, or some other evidence of your written work.

3. **References.** At least two professional-acquaintance, **written** references must accompany the application. If you wish to have the references sent by the writers under separate cover, that is acceptable. The names of the individuals writing the references should be given on the application form.

4 **Eligibility.** All applicants must be United States citizens. **Archival Fellowship:** You must have at least two years professional archival work experience. Formal graduate coursework in archives is preferred. **Editing Fellowship:** Applicants must hold a Ph.D. or have completed all requirements for the degree except the dissertation.

5. **Ineligibility.** You are ineligible for a fellowship at an institution at which you have worked either as a student, intern, or professional or at which you are now employed.

6. **Deadline.** Applications must be postmarked by March 1, 2004.

7. **Contact with host institutions.** Do not contact host institutions unless they contact you first. Instead, questions about the host institutions should be referred to Commission staff.

8. **Selection.** Commission staff will review the completed forms for eligibility. In mid-March, eligible applications will be forwarded to host institutions, which must select their fellows by mid-May 2002. Host institution representatives will negotiate with and/or interview any applicants in whom they are interested. When both the selected fellows and the host are in agreement, the Commission will be notified and asked to give final approval,

9. **Questions?** For further information, contact Michael T. Meier of the Commission staff at (202) 501-5610 ext. 252, or by e-mail at michael.meier@nara.gov.

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
FELLOWSHIP IN ARCHIVAL ADMINISTRATION & HISTORICAL DOCUMENTARY EDITING
2004-2005
INDIVIDUAL APPLICATION

Postmark deadline: March 1, 2004

PROGRAM (check one): Archival Administration Historical Documentary Editing

PLEASE TYPE

I. Name _____ U.S. citizen? Yes No
Last First Middle initial

2. Home address _____
Street address _____
City State Zip

3. Telephone: Home (____) _____ Work (____) _____

4. Present employing institution(s) and address(es) _____

5. Present status and/or position title _____

6. Supervisor's name, title, and phone number _____

7. Colleges attended; degrees and years conferred:

College or University	Degree	Concentration	Year

Application for NHPRC Fellowship, 2004-2005

Page 2

8. Thesis or dissertation title, if any _____

9. Career goals. On a separate sheet, state succinctly your career goals in the archival or editing profession and your particular reasons for applying for this fellowship.

10. Attach a professional resume. Be sure that any publications (books, reviews, articles) and all archival or historical documentary editing work experience (including volunteer work) are listed on the resume.

11. Transcripts. Attach two copies of undergraduate and graduate transcripts. See item 2 in "Application Instructions" for details. On a separate sheet, please explain any courses with titles the content of which is not obvious, such as "independent study," "practicum" "intern/externship", etc. Also on that sheet you may highlight any courses pertaining to archives or records management or historical documentary editing.

12. Professional references. Please list the individuals who will be providing written references. You must have at least two written references. References should discuss your ability to research, write, and make oral presentations; your knowledge and use of archival or historical documentary editing principles; and an assessment of any administrative or historical documentary editing experience you already have.

Name, address, phone number	Institution	Position	Relationship

A false statement on any part of your application may make you ineligible for a fellowship, or be grounds for revoking your fellowship after it has begun.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature _____ Date _____

Return to: Fellowship Program, National Historical Publications and Records Commission, National Archives & Records Administration, Room 111, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001. Applications must be postmarked by March 1, 2004.

PRIVACY ACT STATEMENT

Your application will become part of a NARA Privacy Act system, NARA-21. The NHPRC maintains fellowship application files on individuals in order to evaluate the preliminary eligibility of applicants for fellowships and oversee grant-making and grant administration programs. The NHPRC discloses copies of individuals' fellowship application files to officials of fellowship institutions and documentary editing projects for the purposes of selecting fellows and administering fellowships in archival administration and advanced historical editing. The records may also be disclosed to consultants, contractors, or agents of NARA to the extent necessary for them to assist NARA in the performance of its duties.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

The information requested on this form is being collected and used for evaluating your proposal for a grant funded by the National Historical Publications and Records Commission. We estimate the public burden per response is eight hours to read the instructions, gather necessary data, and complete the information collection. In accordance with 36 CFR 1206.58, you must provide the information in order to be considered for a grant. The Paperwork Reduction Act requires us to notify you that a Federal agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 3095-0014. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), Room 3200, 8601 Adelphi Road, College Park, MD 20740-600 1, and to the Office of Management and Budget Paperwork Reduction Project (3095-0014), Washington, DC 20503. **DO NOT SEND COMPLETED FORMS TO THESE ADDRESSES.** Send to Fellowship Program, NHPRC, National Archives and Records Administration, Room 111, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001.

SAMPLE BUDGET

	NHPRC	Cost Sharing (Host institution)	TOTAL
1. Salaries and wages:			
Fellow	\$40,000*		\$40,000
Subtotal	\$40,000		\$40,000
2. Fringe Benefits:			
Fellow (25 percent)*	\$10,000		\$10,000
4. Travel:			
Interviewing prospective Fellows	\$1,500		\$1,500
Subtotal	\$1,500		\$1,500
9. Indirect costs:			
40 percent of salaries and benefits**		\$20,000	\$20,000
10. TOTAL PROJECT COSTS	\$51,500	\$20,000	\$71,500

*This salary will be considered each year, taking into account the general rate of inflation, and the level of beginning salaries in academia as reported in the annual American Historical Association survey of academic salaries.

**The institutional applicant should alter the fringe benefits and cost-sharing figures as appropriate. If costs exceed 25%, additional funds should be assumed by the institution as cost sharing.

Please note: This is a sample budget for editing fellowship projects. Category numbers correspond to budget sheet (NARA FORM 1700 1) category numbers. The institutional applicant is free to alter any of the cost-sharing amounts as appropriate.