

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION

**THE FELLOWSHIP IN HISTORICAL DOCUMENTARY EDITING
THE FELLOWSHIP IN ADVANCED ARCHIVAL ADMINISTRATION:**

INSTITUTIONAL HOST APPLICATION GUIDELINES

I. GENERAL INFORMATION:

The National Historical Publications and Records Commission (NHPRC) invites applications from institutions desiring to host an archival or editing fellow for the 2004-2005 academic year.

Preparing the Application: Please complete the *Application for Federal Assistance* (Standard Form 424), the budget form, certification forms, and project narrative. To assist you in developing a budget, a list of sample costs is attached. To obtain these forms see the NHPRC Website: www.archives.gov/grants. If we require further information about your application, we will contact the project director.

Institutional Responsibilities:

The Commission urges applicants to investigate fully their institution's hiring and payment/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, would the fellow be paid as a contractor or be placed on the payroll? Would taxes be withheld? Is it possible to assist the fellow with housing? Benefits arrangements should be decided prior to the beginning of the fellowship. As with all NHPRC grant recipients, the host institution will be required to submit periodic financial and narrative reports on the project.

If a proposing institution has any questions or desires more information, contact Program Officer, Michael T. Meier at (202) 501-5610 ext. 252. You may also e-mail him at: michael.meier@nara.gov

Deadline Schedule: Applications must be post-marked by October 1, 2003. Applicants should complete and submit and one copy to:

Fellowship Program
NHPRC
National Archives and Records Administration
Room 111
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

After reviewing the applications, the Commission will announce its selection of host institutions by December 1, 2003. In the Spring of 2004, each host institution will select its fellow from the pool of fellowship candidates that have applied to the NHPRC against the March 1, 2004, deadline.

II. THE EDITING FELLOWSHIP:

A host institution must be a sponsor of an active NHPRC-supported documentary project currently preparing a book edition. An application from a prospective host institution should demonstrate the capability to provide strong post-graduate, hands-on training in documentary editing to including as many of the following as possible: document collection; accessioning, and control; selection; transcription; annotation; proofreading; and indexing. While the Commission recognizes that it may be difficult to incorporate all of these categories into a nine to twelve month program, it encourages host institutions to assimilate all workable ones. Potential host applicants are encouraged to discuss their plan of work with Commission staff prior to application submission.

A host institution has the option of having the grant made directly to the fellow or to the institution. If the former, the project director should not submit the budget forms but should include all other required forms listed on page one. The basic stipend will be \$40,000. A 25 percent allowance (\$10,000) for fringe benefits supplements the stipend. In addition, \$1,500 will be available to the institution to cover the costs of interviewing individual applicants. Any funds remaining may be transferred to an appropriate category benefiting the fellow. Please note that once the application has been submitted, the institution cannot change to the other option.

In the project narrative please include information about the following topics:

1. Describe the host documentary editing project
 - a. Nature of the edition being published
 - b. Current status of the project's work
 - c. Staffing
2. Describe the proposed training plan in detail
3. Attach the vitae of the project director and any other staff member who contributes to the overall fellowship experience.

The Commission is interested in having the fellow participate in and be exposed to a broad range of editing practices. In an effort to provide the fellow with this exposure, the Commission wishes to know about additional courses, classes, workshops, or other educational opportunities relative to the fellowship, that the institution might be able to provide.

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. This information is protected under a Privacy Act system of records. 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 3095-0015. 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 (NEP), Room 4400,

8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Send to Fellowship program NHPRC, National Archives and Records Administration, Room 111, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001.

III. THE FELLOWSHIP IN ARCHIVAL ADMINISTRATION:

Because the Commission views the Fellowship in Archival Administration as an opportunity for professional archivists with two to five years proficiency to gain new or additional skills, applications from prospective host institutions should indicate the advantages to be accrued by the fellow while participating in their programs. The offer of training should insure the fellow's involvement in archival administration and management. In addition, it is the purpose of the Fellowship in Archival Administration to provide the fellow with two primary benefits:

1. Exposure to and experience with an archival project that will be distinguished and an advantage to the fellow's career.
2. The opportunity to develop a mentoring relationship with the project director.

Under the direction of the project director, the fellow should have exposure to a broad range of archival administrative practices, including as many of the following as practical: appraisal; budget preparation; collection development; external affairs; institutional planning; personnel administration; and training in supervision. While the Commission recognizes that it may be difficult to incorporate all of these categories into a nine to twelve month program, it encourages host institutions to assimilate as many of them as possible.

A host institution has the option of having the grant made directly to the fellow or to the institution. If the former, the project director should not submit the budget forms but should include all other required forms listed on page one. The basic stipend will be \$40,000. A 25 percent allowance (\$10,000) for fringe benefits supplements the stipend. In addition, \$1,500 will be available to the institution to cover the costs of interviewing individual applicants. Any funds remaining may be transferred to an appropriate category benefiting the fellow. Please note that once the application has been submitted, the institution cannot change to the other option.

In the project narrative please include the following:

1. Describe the organizational characteristics of the host institution
 - a. Type and Size of holdings
 - b. Organizational Structure
 - c. Staffing pattern
2. Summarize the special and continuing programs of the institution or organization and discuss the staff's ability to provide administrative training. In addition, the Commission specifically wishes to know what management training and experience the project director has and how that experience and related skills will be shared with the fellow.
3. Describe the proposed administrative training program, including any courses, classes, and workshop opportunities that will be made available to the fellow. In addition, the host institution is requested to describe the administrative and management skills the fellow will learn, not simply the records with which the fellow will work.
4. Describe the special project that the fellow will be assigned. Please describe the administrative and management skills that the fellow will gain while doing this project, and the usefulness of the project to the fellow's career.
5. Attach the vitae of the project director and any other staff members who may contribute to the overall fellowship experience.

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