

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
FELLOWSHIPS IN HISTORICAL DOCUMENTARY EDITING:
INSTITUTIONAL HOST APPLICATION GUIDELINES**

I. GENERAL INFORMATION:

The National Historical Publications and Records Commission (NHPRC) welcomes the opportunity to consider your application to host one of the two fellows for the 1999-2000 academic year.

Preparing the Application: Please complete the *Application for Federal Assistance* (Standard Form 424), the budget form, and the certification forms, and prepare a multi-page project narrative. To assist you in developing a budget, a list of sample costs is attached. For the project narrative, please provide information about the following topics and provide other materials as requested. If we require further information about your application, we will contact the project director.

Institutional Responsibilities:

Some host institutions have had difficulties because of in-house personnel policies. This is especially apparent in state government and large university settings. In some instances, project directors have had trouble hiring the fellow at the Commission-established salary level. In others, the fact that the hiring must take place from a pre-selected pool of applicants caused problems. In still other instances, there have been problems with pay, benefits, and withholding. Although some applicants thought that these areas had been carefully checked prior to application, when faced with the reality of hiring the fellow, they have had difficulties. Several fellows have learned administration the hard way by having to figure out how they are getting their stipend. The Commission therefore strongly urges applicants to investigate fully institutional hiring and payment/benefits procedures prior to making an application for an institutional grant, so that, once funded, the fellowship will run smoothly.

Host institutions need to consider the manner in which the fellow will be paid. Some former host institutions have placed the fellow on the payroll while others have simply paid the fellow as a contractor. It is also up to the institution to decide whether or not to withhold taxes for the fellow. Benefits arrangements also should be decided upon prior to the beginning of the fellowship. In addition to determining financial arrangements, the host institution is requested to assist the fellow in finding housing for the duration 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.

We have prepared a statement, "Fellowships: A Brief Overview," included with this application, that we hope will smooth the way with your personnel office.

If a proposing institution has any questions or desires more information, it may contact the Commission staff at (202) 501-5610.

Deadline Schedule: Applicants should complete and submit the original and one copy of their application to:

Fellowship Program
NHPRC
National Archives and Records Administration
Room 106
7th Street & Pennsylvania Avenue, NW
Washington, DC 20408-0001

The receipt deadline is October 1, 1998.

After reviewing the applications, the Commission will announce its final selection of successful host institutions by December 1, 1998. In the spring of 1999, each successful host institution will select its fellow from a pool of candidates that have applied to the NHPRC.

II. THE EDITING FELLOWSHIP:

Host institutions must be a sponsor of an active documentary editing project, supported by the NHPRC, that is currently working on a book edition. Applications from prospective host institutions should demonstrate the institution's capability to provide strong post-graduate hands-on training in documentary editing. The training should cover a broad spectrum of documentary editing activities, from document collection, accessioning, and control, to selection, transcription, annotation, proofreading, and indexing. The project's involvement in electronic publication, as well as book publication, will be favorably viewed by the Commission in making its decision. Potential host applicants may discuss their plan of work with Commission staff prior to application submission.

Preparing the Application:

An editing 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 submit a **project narrative only**, and should ignore the application instructions relating to institutional grants. The basic stipend (\$33,000*) will be the same for either type of grant; a 25 percent allowance for fringe benefits will be added to the basic stipend in grants made directly to fellows. In addition, \$1,000 will be available to cover the costs of interviewing individual applicants. Once a decision has been made and the application submitted, the institution cannot change to the other option.

Option A. Application for a grant to be made by NHPRC directly to the individual fellow:

Please provide a project narrative that includes information about the following topics. If we require further information about your application, we will contact the project director.

Project Title: Historical Documentary Editing Fellowship Project, Host Project Application

1. Describe the host documentary editing project
 - a. Staffing
 - b. Nature of the edition being published
 - c. Current status of the project's work
2. Describe the proposed training plan in detail

A strong presentation of the training plan is important to the success of an application. The Commission is especially interested in the fellow having hands-on participation in a broad range of editing practices. In an effort to provide the fellows with broad exposure to editorial theory and practice, the Commission also is interested in learning about courses, classes, workshops, or other educational opportunities, relative to the fellowship, that the institution might be able to provide the fellow. A sample training plan is included with these guidelines.

Option B. Application for a grant to be made by NHPRC to the institution:

Please complete the *Application for Federal Assistance* (Standard Form 424), the budget form, and the certification forms, and prepare a multi-page project narrative (as described under Option A above). The necessary blank forms are included with these guidelines.

*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.

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 (PIRM-POL), Room 3200, 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Send to Fellowship Program, NHPRC, National Archives & Records Administration, Room 106, 7th & Pennsylvania Ave., NW, Washington, DC 20408-0001.

**SAMPLE COSTS TO BE INCLUDED IN THE
HISTORICAL DOCUMENTARY EDITING BUDGET**

	NHPRC	Cost Sharing (Host Institution)	TOTAL
1. Salaries and wages:			
Editing Fellow	\$33,000*		\$33,000
Subtotal	\$33,000		\$33,000
2. Fringe Benefits:			
Editing Fellow (25 percent)*	\$8,250		\$8,250
Subtotal	\$8,250		\$8,250
4. Travel:			
Interviewing prospective Fellows	\$1,000		\$1,000
Subtotal	\$1,000		\$1,000
9. Indirect Costs:			
40 percent of salaries & benefits**		\$16,500	\$16,500
10. TOTAL PROJECT COSTS	\$42,250	\$16,500	\$58,750

*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.

Please note: This is a sample budget for editing fellowship projects. Category numbers correspond to budget sheet (NARA FORM 17001) category numbers. The institutional applicant is free to alter any of the cost-sharing amounts as appropriate.

National Historical Publications and Records Commission
Fellowships
A Brief Overview for the Applicant's Personnel Office

Since the inception of its grant program three decades ago, the National Historical Publications and Records Commission has focused its energy and resources on the documentary needs of the United States—to save endangered historical documents, to make plans and set priorities for preserving archival materials, to help train those who work with documents and records, and to make available through books and other forms of publication those documentary materials that inform scholars, teachers, students, and others about America's history. The NHPRC is encouraging a growing national effort to preserve and publish our historical documentary heritage. Behind the Commission's work is the determination to protect a national documentary treasure that, if lost, cannot be replaced.

The NHPRC Fellowship in **Historical Editing** was established in 1967 to give historians hands-on experience in a small but important field of history. This program grew out of a perceived need for experienced, qualified historical editors. The National Historical Publications and Records Commission Fellowship in **Archival Administration** was established in 1985 with the assistance of The Andrew W. Mellon Foundation to give professional archivists actual working experience in administration. This program grew out of a perceived need for experienced, qualified archival administrators.

Contingent on funding for 1999, one host institution for each fellowship will be selected from the pool of applicants. Announcements will then be sent to the major archival, historical, and related newsletters and journals, soliciting applications from persons in the archival and historical professions to fill the fellowships. All applications will be received by the Commission in its offices in Washington, DC, by a March 1, 1999, deadline. Commission staff will screen the applications to ensure that they are complete and that the applicant meets the Commission's qualifications. Applications will then be forwarded to the host project director, who will make her/his own selection. The fellowships are planned to begin between August 1 and October 1.

The amount of grant funds that the host institution receives is determined by the Commission, and the Commission realizes that at times the fellow is paid outside institutionally established pay scales. Because of the nature of the program, the salary cannot be adjusted site-by-site. Grant funds are designated for the stipend, fringe benefits at the institution's usual rate, and for on-site interviews of finalists (\$1,000). The host institution has the option of applying the amount for benefits toward its own institutional benefits package or directly paying the fellow the funds, whereby that individual becomes responsible for her/his own benefits. The Commission encourages the host institution to provide life and health insurance, as well as retirement payments if that is customary for short-term faculty, staff, or fellows at that institution. The Commission also encourages the host institution to make regular payments to the fellow and to provide withholding of income tax.

If you have any questions, please contact Laurie A. Baty of the Commission staff at (202) 501-5610 or by e-mail at laurie.baty@arch1.nara.gov.

Sample Training Plan NHPRC Historical Editing Fellowship

We expect to have the third volume of the book edition of the Metterling papers ready to send to the publisher by the spring of 1996. We will continue production of the remaining volumes at the rate of one every eighteen months. Therefore, an early starting date (close to August 1) would mean that the fellow will deal with the page proofs and indexing of Volume 3 at the beginning of the fellowship period. More likely, the fellow's tenure with the project will span work on Volume 4 (to be ready for the publisher in late 1997) and preliminary work on Volume 5. No matter what the starting date, then, the fellow will receive experience in all major aspects of producing a volume. Although we are not presently working on an electronic edition, we will thoroughly explore every possible form of publication to facilitate access to these papers. We will be investigating the possibility of producing an edition on CD-ROM or other electronic format while the fellow is here, which will provide the fellow with an opportunity to participate in that important work.

The initial three weeks or so of the fellow's tenure will be devoted to becoming familiar with Metterling, his contemporaries and their period, his papers, his handwriting, the search for and collection of documents by the project, the project's document control and filing systems, the microfilm edition, the organization of the book edition, and the work completed on it thus far. Once familiar with these matters, the fellow will be ready to begin the transcription of documents and the preparation of their texts for publication. This training, concurrent with other activities, will carry over for several months and will give the fellow experience in the rendering of manuscript originals for reproduction on the printed page, the use of electronic word processing, and the project's editorial policies. Early in the fellowship term the fellow can also begin assisting with the research, checking, and writing of annotation. Like transcription and its related activities, annotation work will probably extend through much of the fellowship period, running concurrently with other training.

Once sufficiently grounded in transcription and the reading of the originals, the fellow will be able to participate in the comparison of transcriptions to the photocopied originals and in team proofreading. During most of the fellowship period, the fellow will help with the preparation of Volume 4 of the Metterling Papers for the publisher. The fellow can assist with the writing of the volume's introduction; the preparation of headings and source notes for the documents; the review of annotations for consistency and accuracy; the final checking of the document texts; the review of formatting codes for the printing of the volume; the assembly of the volume's various components into large electronic files to be sent to the publisher on computer diskette; proofing galleys; and indexing.

The editors will encourage individualized projects as an important component of the fellow's training. For example, the fellow might take a sequence of letters through transcription, preparation of source notes, and selection, research, and writing of footnotes. Special annotation research projects, or work with particular textual or other editorial problems, are other possibilities. Such assignments will allow independent work on real problems under the editorial staff's supervision while providing an avenue for the fellow to pursue particular interests.

Since the Metterling Papers project has a relatively small staff, the fellow will gain an exposure to all phases of the project's operations. For example, as the principal editor makes his selections of documents for the fifth volume of the edition, the fellow will have the opportunity to assist him and become familiar with the edition's rationale of selection. The fellow will also, as a matter of course, learn a great deal about the project's practical operations, fundraising, and relations with the publisher. If the fellow has never attended the NHPRC Editing Institute, an opportunity will be provided, as an overview of editing theory and practice, to sit in on the course in documentary editing taught by the project's associate editor during the fall semester.