Larry J. Hackman Research Residency Program Application Form

Instructions
Eligible Applicants
• Academic historians and graduate students conducting research for thesis, dissertation, article, book, or other public product • Community historians and independent researchers/writers: individuals who conduct independent research or provide historical research and outreach services for a municipality, historical society, museum, or similar non-profit organization • Primary or secondary school teachers proposing projects beneficial to primary or secondary students in a school, school district, or community
Pre-application Planning
Contact New York State Archives Researcher Services staff for guidance about records to be used for proposed project. Applicants are required to contact staff prior to submission to confirm feasibility of the proposed project, and may do so at archref@nysed.gov or (518) 474-8955.
Application Submission

Submissions by e-mail are preferred. Applications must be typed or printed, and may be submitted by e-mail to: sarahackres@nysed.gov. Applications submitted by U.S. Mail or a parcel service should be addressed as follows:
     New York State Archives
     Hackman Research Residency
     Cultural Education Center, Suite 9D46
     222 Madison Avenue
     Albany, NY 12230

Submission Deadline
This application (as well as your resume and references) must be e-mailed or postmarked by 11:59 PM Eastern Time, January 15, 2020. Decisions will be made and applicants notified by April 15, 2020. Residencies may commence June 1, 2020 and must be completed by May 31, 2021. Applicants are responsible for making sure the application package is complete and e-mailed or postmarked by the deadline. Incomplete or late applications will not be considered.
Resume and References
All applicants must furnish a resume with their application. In addition, applicants may submit one or two optional reference letters from persons familiar with their project. **Graduate Students:** Graduate students must submit a statement from their thesis advisor on their experience using primary sources and ability to carry out the project. **Community Historians, Independent Researchers/Writers and Teachers:** Applicants must submit a letter of support by an individual familiar with the applicant's research skills and the proposed research project. If the project depends on support from outside agencies such as a project partner/funder or an applicant's employer, this must be expressed in the letter of support. For teachers, the letter of support must be from the applicant's department head, team leader or principal. It is the applicant's responsibility to ensure these documents are e-mailed or postmarked by the submission deadline above. Submit letters to sarahackres@nysed.gov or Mary Weber, CEC 9D46, Albany, NY 12230.

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Applicant Information	
Contact Information	
Name	
Title/Position	
Institutional Affiliation	
Phone	
Email	
Home Address	Business/Alternate Address
If appropriate please provide an alternate address for UPS delivery. UPS cannot deliver to US Post Office Boxes and some other addresses.	
Type of Applicant	
☒ Academic Historian/Graduate Student	
☐ Community Historian or Independent Researcher	
☒ Teacher (Primary/Secondary)	
☒ Other – Explain _____	
U.S. Citizenship Status	
☒ US Person (U.S. Citizen or Resident Alien)	
☒ Non-Resident Alien	

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Project Information
Project Title
Purpose of research (50 words or less)
Have you previously been awarded a Hackman Research Residency? If yes, what year? Did you complete your residency?
How did you learn about this program?
Where would you suggest notice of this program be posted?

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Description of Proposed Project
Academic historians and graduate students: Briefly describe the project that you propose to undertake at the New York State Archives. Comment on the significance of the work and its contribution to discussion of enduring/recurring public policy issues and/or interpretations of New York State history, or of the lives of New Yorkers. If appropriate, indicate how this project fits into a larger work in progress (such as a graduate thesis or dissertation, or an article or book in preparation).
Community Historians or Independent Researchers Provide a description of the activities involved in your proposed project, including research and implementation, the final product(s), and how they will be made available to your community. If appropriate, indicate how this project fits into a larger work in progress. Explain why there is a need for such a project in your community. Describe the goals of your proposed project and how your community will benefit.
Teachers Provide a description of the activities involved in your proposed project, including research and implementation. If appropriate, indicate how this project fits into a larger work in progress. Explain why there is a need for such a project in your community, school, and/or school district. Identify one or two New York State learning standards that you will address through your project. Describe the goals of your proposed project and how students will benefit. State the approximate number of teachers and students who will use your project products. Describe plans to evaluate your project's success, especially its effect on student learning.
Project Description: 300 words or less.

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| **Previous Contact with New York State Archives** |
| Applicants are required to contact State Archives Researcher Services staff about their project prior to submission at archref@nysed.gov or (518) 474-8955. Briefly describe nature and date(s) of contact, as well as any previous use of related records at New York State Archives. |
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| **Records to be used** |
| List by series number and title the records you plan to use at the New York State Archives. (Refer to the "Pre-Application Planning" section of the Larry J. Hackman Research Residency Program announcement. Attach additional pages as needed.) Indicate briefly what kinds of information you expect to derive from the records. If the records proposed are voluminous (e.g. Inmate case files, wills and probates), describe your sampling methodology or plan to identify pertinent individuals in the records within the time frame requested. |

Examples:

15004 State Board of Elections, Campaign finance statements, 1974-1996
I expect to identify candidates from Westchester County who received donations from financial institutions from 1983-1994.

J2002 Court of Appeals, Records and briefs on appeal, 1847-1993
I expect to find defense strategies in capital punishment cases from 1900 to1920.

A0200, Comptroller's Office, Revolutionary War accounts and claims, 1775-1808
I will investigate state pension and bounty information about soldiers in Dutchess County regiments.

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Access to Restricted Records
If the proposed research at the New York State Archives requires access to clinical records that are permanently restricted by New York Mental Hygiene Law sect. 33.13 (particularly records of the Office of Mental Health or Office for People with Developmental Disabilities), provide the date of your application for designation as a "qualified researcher". Contact the State Archives at archref@nysed.gov for information about applying for such designation, and for a copy of the application form. A Hackman Research Residency application will be rejected if the plan of work relies substantially on restricted clinical records and the applicant has not submitted the separate application for designation as a "qualified researcher". A Hackman grant may be made contingent upon designation as a "qualified researcher" by the responsible agency.
Date of application for access to restricted records
Plan of Work
Discuss briefly (300 words or less) how research in the records listed will support the goals of the proposed project and if your project is part of a larger work in progress, how information from records in the New York State Archives will be linked to other sources of information (archival or published).

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Publication or Dissemination Plans
Briefly describe your plans for publishing the results of your project or other plans for dissemination of the results, e.g., book, journal article, conference presentation, web resource, exhibit, curriculum packet, lecture, film, etc.

Statement of Research Schedule and Project Budget

Research Schedule
Provide your anticipated research schedule and estimated budget for research expenses as precisely as possible. In supplying information on dates and number of days of research, please note that the Archives Research Room is currently open to the public 9:30 AM to 4:30 PM, Monday through Saturday, and is closed on Sundays and state holidays. Researchers are always advised to confirm the Research Room's hours in advance of a visit at: www.archives.nysed.gov

Dates	
Start Date	End Date

Anticipated Research Schedule
Describe the number of visits to the Archives you think will be necessary, number of days in each visit and total number of days.

Budget
Eligible costs: travel, lodging, meals (only with lodging)

BUDGET ITEM	RATE/DETAILS	TOTAL
Transportation: ☐ Air fare ☐ Train fare ☐ Bus fare ☐ Personal Car -from: -to: Albany	Number of round trip(s) : Cost per trip:	
Mileage (35mi. or more one way)	miles @ $0.54 per mile	
Tolls		
Local transportation (CDTA bus)	round trip(s) @ $3	

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Parking (next to CEC)	Number of days @ $10 per day	
Lodging/Meals for non-local applicants only	Number of days @ $175	
Other (please explain)		
	TOTAL AMOUNT REQUESTED:	
Please identify any additional sources of funding that will support this project		

Date of Application _____