

The Larry J. Hackman Research Residency – Application Guidelines

The Larry J. Hackman Research Residency Program supports advanced work on New York State history, government, or public policy using records in the State Archives. The program defrays travel-related research expenses and funds on-site research at the Archives by faculty and graduate students in the humanities and social, natural, and life sciences, public historians, and teachers. An emphasis on public dissemination of the research results—via publication, public presentation, exhibit, or website—enhances general knowledge of the rich documentary resources held at the State Archives. The program honors the New York State Archivist who managed the dramatic development of the State Archives between 1981 and 1995.

Applicant/Project Eligibility and Awards

Eligible applicants

- University and college faculty and graduate students in the humanities and social sciences 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, or for an 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

Awards

Awards are intended to defray costs of travel, lodging, and meals. All awardees who are U.S. citizens or legal residents will receive a \$250 award plus support for eligible travel-related expenses. Research visits range from a few days to several weeks depending upon the nature of the research and volume of records. (Eligible expenses are indicated on the application form.)

Special invitations

Erie Canal Anniversary

The year 2022 continues the bicentennial of the construction of the Erie Canal. Researchers are invited to apply for Hackman awards supporting research at the State Archives on the history of New York's canal system. For a detailed guide to Archives records on the Erie Canal, go to [The Mighty Chain: A Guide to Canal Records in the New York State Archives](#).

New York Legal and Judicial History

With a major acquisition of court records in early 2017, the New York State Archives now holds all the records of pre-1847 trial courts exercising jurisdiction throughout the colony and state. Also in the Archives are pre-1823 probate records and post-1847 records of the Court of Appeals. The records strongly support research on civil litigation, criminal prosecution (prior to 1801), and precedent-setting cases. They also contain a



wealth of information on business and personal relationships. Researchers are invited to apply for Hackman awards supporting research at the State Archives on New York's judicial and legal history. For information about relevant records, explore the Archives' [online finding aids](#) or contact the Researcher Services unit at (518) 474-8955, e-mail archref@nysed.gov([link sends e-mail](#)).

We extend a special thank you to the Institute for Museum and Library Services and the William Nelson Cromwell Foundation for their support in the digitization and conservation of these records.

Marginalized Communities

Applicants are invited to apply for Hackman awards supporting research at the New York State Archives highlighting BIPOC (Black, Indigenous, People of Color), the LGBTQ community, and other marginalized groups. Government records documenting the activities of these communities can be found in various series of census, military, court, Dutch, real property, probate, education, and performing arts records, as well as through several other channels that have not yet been explored. We encourage and welcome that exploration through this residency program. Please note that some records one might wish to examine, such as series containing clinical or student records, may be legally restricted in part or in whole; prospective researchers should inquire about possible restrictions when contacting the State Archives.

For a detailed guide on Latinx/Hispanic records held by the State Archives, go to: [Preliminary Guide to Historical Records Sources on Latinos In New York State](#)

Research Residency Application

Please use the fillable PDF application form. Otherwise, the application must be typed or printed. Submissions by e-mail are preferred. Applications should 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

Pre-Application planning

Contact New York State Archives Researcher Services staff for preliminary guidance about records to be used for proposed project. Applicants are required to contact staff prior to submission of an application to confirm feasibility of the proposed project. Contact an Archivist at archref@nysed.gov or (518) 474-8955.

Resume or curriculum vitae,

All applicants must furnish a resume with their application.

Applicant Information

Provide summary contact information including preferred mailing address for UPS delivery. UPS cannot deliver to US Post Office Boxes.

References

- Applicants may submit one or two optional reference letters from persons familiar with their project. Please provide the name, title, and institutional affiliation for any references
- **Graduate Students:** Graduate students *must* submit a statement from their 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 to the address listed above.

Summary of Research Project (limit response to 150 words)

Briefly describe the topical focus of your research project and its relationship to your particular area of study.

Relationship of research conducted at NYSA to larger research project (limit response to 150 words)

If your project is part of a larger work in progress, describe how information from records in the New York State Archives will be linked to other sources of information (archival or published).

Contact with 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. Please summarize any discussion with State Archives staff regarding access to restricted records including any discussion of access restrictions.

Project Methodology

Describe your research plan, including the types of qualitative or quantitative analysis you will use in your research. In addition:

- 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 period of your project.
- If your research involves records that specifically identify individuals and contain information that is protected by law, describe how will you respect the privacy and, if necessary, preserve the anonymity of those individuals when you publish or otherwise disseminate your research findings. (See also “Human Subject Research” and “Access to Restricted Clinical Records,” below.)
- Include the date of submitting application for access to restricted clinical records:

Human Subject Research

If the proposed research at the New York State Archives is “human subject research” as defined in 45 Code of Federal Regulations Part 46, you should obtain review and approval of your project from the institutional review board of the university, college, or other institution with which you are affiliated.

Access to Restricted Clinical 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 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.

Records to be used

List by series number, agency (“creator”), and title the records you plan to use at the New York State Archives. Attach additional pages as needed.) Indicate briefly what kinds of information you expect to derive from the records for your project.

Budget Form

The Hackman Award is intended to defray the costs of travel, lodging, and meals associated with conducting research at the New York State Archives. Expenses associate with copying records are the responsibility of the researcher.

Transportation

Include your preferred method of travel to Albany. Airfare, train fare, bus fare and mileage should be round trip costs. Mileage will be re-imbursed at the federal rate of \$0.56 per mile. If traveling by personal vehicle include any tolls associated with that travel and parking costs at the Cultural Education Center (CEC) in Albany New York. If

you plan to use public transportation while in Albany please indicate the number of round trips between your lodging and the CEC.

Lodging

Reimbursement for lodging and meals is based on the daily Federal reimbursement rates for the City of Albany, NY. Application should indicate the number of nights/days required for your research visit.

Other

Include any additional expenses such as cab fare required for your research visit.

Budget Narrative

Briefly describe and justify travel expenses requested in the budget form.

Additional funding

Please identify any additional sources of funding that will support this project

Application and Reporting Timeline

Timeline for Submission and Review

- This application (as well as your resume or curriculum vitae with references to be sent separately) must be e-mailed or postmarked by **11:59 PM Eastern Time, January 15, 2022**. 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.
- Decisions will be made and applicants notified by **April 15, 2022**.
- Residencies may commence **June 1, 2022**
Residencies must be completed by **May 31, 2023**.

Reporting

At the end of the residency, awardees must submit a final report on their research experience to receive final payment of the award.

Publicity

Residents are expected to publicize project results through: a published article, thesis or dissertation, or book; a public presentation (copy of presentation and program should be submitted to the Archives Partnership Trust); a public exhibit or website; and/or an article submission to [New York Archives](#) magazine for possible publication. See the [Editorial Guidelines](#).

The [Frequently Asked Questions \(FAQs\)](#), may also answer many of your questions.



Program Funding

Endowment earnings and private contributions to the Archives Partnership Trust provide the financial basis for the Hackman Research Residency Program. Contributors have included The Susan and Elihu Rose Foundation, Inc., Henry Luce Foundation, Inc., The Gladys Krieble Delmas Foundation; The Lucius N. Littauer Foundation; and Larry J. Hackman. Contributions and endowment earnings enable the Trust to maintain prior years' award levels, as well as to continue with invitational fellowships to complete priority projects.

Gifts are welcomed. Contact Archives Partnership Trust, Cultural Education Center — Suite 9C49, Albany, New York 12230.