



New York State
Archives

Larry J Hackman Research Residency
Application form

The Larry J. Hackman Research Residency

For detailed instructions on completing this application consult the Larry J. Hackman Research Residency Program Guidelines.

It is the applicant's responsibility to ensure application documents including resume or curriculum vitae and references are e-mailed or postmarked by the submission deadline. Submit application and letters of reference by email to sarahackres@nysed.gov or send them by postal mail to the attention of Kimberly Silva, at:

New York State Archives
Hackman Research Residency
Cultural Education Center, Suite 9D46
222 Madison Avenue Albany, NY 12230

Section 1: Applicant information

Name

Title/Position

Institutional Affiliation

Phone

Email

Preferred Address

Please provide a street address for delivery.

Type of applicant

- ☐ College/University Faculty or Graduate Student
- ☐ Community Historian
- ☐ Independent Researcher
- ☐ Teacher (Primary/Secondary)
- ☐ Other (explain):

References

Please provide the name, title, email and institutional affiliation for any references



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Section 2: Project Information

A: Project title

B: Summary of Research Project

Briefly describe the topical focus of your research project and its relationship to your particular area of study (limit response to 150 words)

C: Relationship of research conducted at NYSA to larger research project

If your proposed research 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). (limit response to 150 words)



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D: Contact with State Archives

Briefly describe nature and date(s) of contact, as well as any previous use of related records at New York State Archives.

E: Records to be Used

List all series to be examined. Include series number, creator, and title. Describe the types of information you expect to find in each series and explain how the information will be utilized. If needed, continue on a separate sheet.



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F: Research in Medical/Clinical Records of Individuals (Check one or both boxes as appropriate)

Institutional Review Board (IRB) approval of human subjects research

My research is human subjects research under 45 US Code of Federal Regulations Part 46 and requires full or limited IRB review. I have applied for, will apply for, or have received approval by my institution's IRB to conduct research in New York State Archives records of human subjects.

New York State agency designation as "qualified researcher"

My research proposes to use "clinical records" as defined by the NY Mental Hygiene Law sect. 33.13(a). I have applied for, will apply for, or have received "qualified researcher" designation under MHL sect. 33.13(c)(9)(iii) by the New York State Office of Mental Health or the Office for People with Developmental Disabilities.

G: Work Plan

Describe how you plan to use the records identified in Section E while at the State Archives. Include any sampling methodologies and any analysis, quantitative or qualitative, you will use (limit response to 300 words).



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H. Publication or Dissemination Plans

Select the methods you plan to use to publish or disseminate the results of your project (select all that apply. Briefly elaborate on your plans for publishing the results in the space below.

Book

Journal Article

Conference Presentation

Web Resource

Exhibit

Curriculum Packet

Lecture

Film

Other (please specify below)



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Section 3: Budget

A: Budget form

Budget Item	Rate	Total
Transportation		
☐ Airfare		
☐ Train fare		
☐ Bus fare		
☐ Ride-share		
☐ Personal Car	Mileage	
	\$0.70/mile	
Tolls (NYS Thruway or other)		
Local transportation	@ \$3.00 per trip	
(public bus transportation)		
Parking at CEC	@ \$10.00 per day	
Lodging/Meals	@ \$203.00 per day	
(non-local applicants only)		
Other (please explain in narrative)		
		Total Requested:

Number of research trips to the Archives:

Total number of research days at the Archives (indicate number of days for each research trip, if more than one trip):

B: Budget narrative

Briefly explain and justify travel expenses requested in the budget form. Please include information about the number of research trips to the New York State Archives and research days per trip in the budget narrative. (An awardee may make more than one research trip, but that needs to be explained and justified.)



C: Please identify any additional sources of funding that will support your research at the New York State Archives.

Date of Application:

Applicant Name: