

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, public historians, teachers and independent researchers in the humanities and social, natural, and life sciences. 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 all academic fields.
- Community historians, including those who work for a municipality or a historical society, museum, or similar non-profit organization.
- Primary or secondary school teachers.
- Journalists
- Filmmakers
- Artists
- Scientists
- Authors

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 \$245 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 to be used. (Eligible expenses are indicated on the application form.)

Special invitations

Special consideration will be given to applications that address the topics listed on the Research Residency home page:

<https://www.archives.nysed.gov/research/hackman-research-residency>

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.

Section 1: Applicant Information

Provide summary contact information including preferred postal address for United Parcel Service (UPS) delivery. UPS cannot deliver to US Post Office Boxes.

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.
- **Other 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.

It is the applicant's responsibility to ensure these documents are e-mailed or postmarked by the submission deadline. Submit letters to sarahackres@nysed.gov or to the address listed above.

Section 2: Project Information

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.

Research Plan

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. Any applicant who receives a Hackman Research Residency award must provide a copy of the IRB’s approval letter or notice to the New York State Archives prior to commencing human subject research at the Archives.

Access to Restricted Clinical Records

Researchers using restricted clinical records must apply for qualified researcher status. Contact the State Archives for information about applying for such designation, and for a copy of the application form. If your research 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.” 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 each of the listed record series.

Research Plan

Describe your research plan, including objectives, sampling methodologies, and the types of qualitative or quantitative analysis you will use (limit response to 300 words)..

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.

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](#). A copy of a publication or other public product should be sent to the Archives Partnership Trust. Applicants should also consider submitting a research paper to the [New York History Journal](#)

Section 3: 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 associated with copying records are the responsibility of the researcher.

Transportation

Include your preferred method of travel to Albany. Airfare, train fare, bus fare, ride share and mileage should be round trip costs. Mileage will be re-imbursed at the federal rate of \$0.67 per mile. (Mileage is not reimbursable if the Research Resident resides within 35 miles of Albany). 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. Include a description of the number of research trips you are planning and the number of research days per trip. (A research day means a day when the State Archives' research room is open to the public, Monday-Friday, 9:30 a.m.-4:00 p.m. except State holidays.)

Additional funding

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

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, 2025**. 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, 2025**.
- Residencies may commence **June 1, 2025**
Residencies must be completed by **May 31, 2026**.

Reporting



*New York State
Archives*

At the end of the residency, awardees must submit a final report on their research experience to receive final payment of the award. The final report questionnaire will be provided to each awardee with the award letter.



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; William Randolph Hearst 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.