

PTTGrants

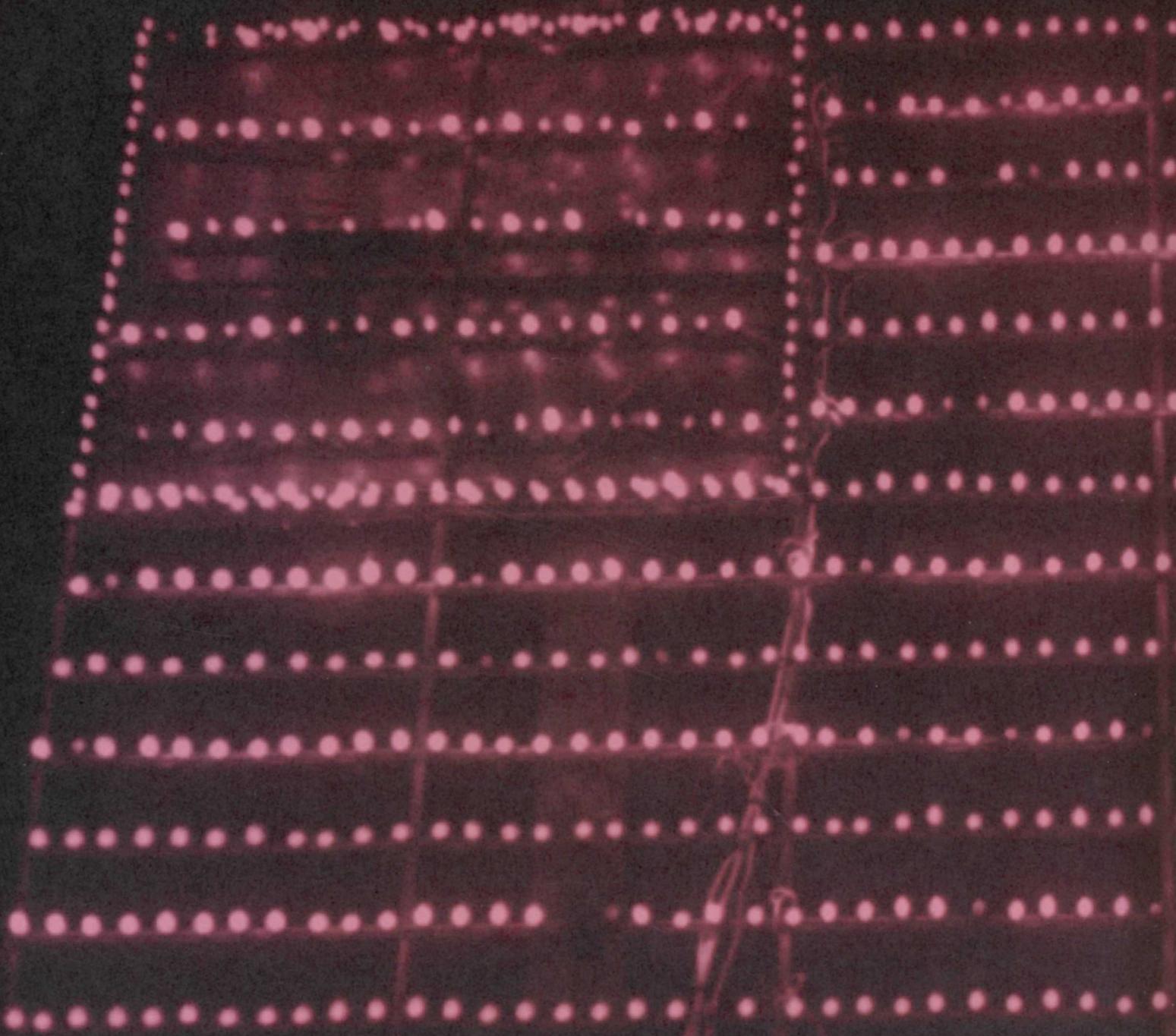
National Center for
Preservation Technology and Training

National Park Service
US Department of the Interior

FY2000 Preservation Technology and Training Grants

Call for Proposals





PTTGrants

Information in this brochure also is available from NCPTT's fax-on-demand computer (telephone 318/357-3214 and follow recorded instructions), NCPTT's Web site <www.ncptt.nps.gov>, and via return e-mail (send a blank message to <pttgrants@ncptt.nps.gov>).

FY2000 Preservation Technology and Training Grants

Call for Proposals

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National Center for Preservation Technology and Training

The National Center for Preservation Technology and Training is part of the office of the National Park Service's Associate Director, Cultural Resource Stewardship and Partnerships. NCPTT is a team of experts whose work focuses on technical issues in historic preservation and cultural resources conservation.

NCPTT seeks to advance the art, craft and science of historic preservation in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation. NCPTT is organized in three components: research, training and information management. NCPTT undertakes its work in partnership with the national and international preservation community through projects developed by NCPTT directly with partners and through projects supported by grants awarded in open competition.

As part of National Historic Preservation Act Amendments of 1992, Congress created NCPTT, the Preservation Technology and Training Board and the Preservation Technology and Training Grants program.

The PTTBoard advises the Secretary of the Interior and the National Park Service on NCPTT's development and operation.

The PTTGrants program supports eight types of projects as described in this brochure.

NCPTT's purposes include —

- developing and distributing preservation and conservation skills and technologies for the identification, evaluation, conservation and interpretation of prehistoric and historic resources
- developing and facilitating training for Federal, state and local resource preservation professionals, cultural resource managers, maintenance personnel, managers, and others working in the preservation field
- taking steps to apply preservation technology benefits from ongoing research by other agencies and institutions
- facilitating the transfer of preservation technologies among Federal agencies, state and local governments, universities, international organizations, and the private sector
- cooperating with international organizations for the benefit of cultural resource conservation in the United States and worldwide.

NCPTT's purposes are implemented in collaboration with public and private agencies, organizations and institutions, including other components of the National Park Service, State and Tribal Historic Preservation Offices, local governments, Indian tribes, Alaska natives, Native Hawaiian organizations, national professional organizations, and international preservation organizations.

For further information about NCPTT and NCPTT activities, visit NCPTT's Web site, <www.ncptt.nps.gov>, or contact NCPTT.

Preservation Technology and Training Grants

How to use the information in this brochure

Applicants for PTTGrants should be thoroughly familiar with —

1. Page 2: NCPTT
2. Pages 3-5: The goals and process of the PTTGrants program
3. Pages 6,8,10,12,14,16,18,20: *Guidelines for PTTGrants* for each of the eight project types so that an applicant can select the PTTGrants project type that best suits an applicant's project
4. Pages 6,8,10,12,14,16,18,20: *Proposal requirements* for the PTTGrants project type under which the applicant intends to submit a proposal.

General information

The PTTGrants program supports work in archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation. For the fiscal year 2000 PTTGrants program, proposals are requested in the following eight project types —

<i>PTTGrants project type 1</i>	Information management
<i>PTTGrants project type 2</i>	Training and education
<i>PTTGrants project type 3</i>	Applied/fundamental research
<i>PTTGrants project type 4</i>	Environmental effects
<i>PTTGrants project type 5</i>	Technology transfer
<i>PTTGrants project type 6</i>	Analytical facility support
<i>PTTGrants project type 7</i>	Conference support
<i>PTTGrants project type 8</i>	Publications support

PTTGrants are awarded competitively. Successful proposals share seven principal characteristics —

1. Proposal demonstrates thorough understanding of NCPTT and the PTTGrants program.
2. Project contributes directly and substantially to —
 - technologies for preserving tangible cultural resources
 - training in preservation and conservation technologies
 - dissemination of preservation and conservation technologies and information.
3. Project is based on creative ideas in preservation or conservation.
4. Project is significant for the US preservation and conservation community.
5. Project is proposed by capable organizations and capable principal investigators.
6. Proposal is clear, concise and complete.
7. Proposal demonstrates good understanding of the goals of relevant US preservation and conservation programs and organizations — NADB, HABS/HAER, ASTM, etc.
8. Project work is integrated with and contributes to the work of US preservation programs and organizations.

Projects that have received PTTGrants support are summarized in the Fall Supplement 1998 edition of NCPTT's

newsletter, *NCPTT Notes*. A current PTTGrants summary — including 1999 PTTGrants awards — will be issued as Fall Supplement 1999. Copies of both newsletters are available upon request and at NCPTT's Web site, <www.ncptt.nps.gov>.

FY2000 PTTGrants will be awarded during the Federal fiscal year 2000 — October 1, 1999-September 30, 2000. PTTGrants are funded by annual Federal appropriation; PTTGrants awards are subject to availability of funds.

Eligible applicants

As cited in legislation that authorized the PTTGrants program, "Eligible applicants may include Federal and non-Federal laboratories; accredited museums; universities; nonprofit organizations; offices, units, and Cooperative Park Study Units of the National Park System; State Historic Preservation Offices; tribal preservation offices; and Native Hawaiian organizations."

PTTGrants proposals will be considered from the following institutions, organizations and government agencies —

1. US academic institutions: Universities and two- and four-year colleges
2. US non-profit organizations: Non-academic museums, research laboratories, professional societies and similar organizations in the US that are directly associated with educational or research activities
3. Government agencies in the US: Federal, state (including District of Columbia, US Territories and Freely Associated States) and local government agencies, and Native American tribes and their Tribal Historic Preservation Offices
4. US for-profit organizations or unaffiliated US citizens may submit PTTGrants proposals only in partnership — by submitting a joint proposal — with an eligible US academic institution, US non-profit organization or US government agency.
5. Non-US institutions, organizations or government agencies, or unaffiliated non-US citizens may submit PTTGrants proposals only in partnership — by submitting a joint proposal — with an eligible US academic institution, US non-profit organization or US government agency.

To ensure that US partners are substantially involved in projects submitted in collaboration with non-US institutions, organizations, government agencies or unaffiliated citizens, PTTGrants funds may support only portions of projects that are undertaken or managed directly by US partners.

Concurrent NCPTT projects

PTTGrants proposals from applicants who have not completed other NCPTT projects — funded by contract, cooperative agreement, PTTGrants award, etc. — will be

considered at NCPTT's discretion.

PTTGrants proposals that include consultants who have not completed other NCPTT projects will be considered at NCPTT's discretion.

Prospective applicants with questions regarding concurrent NCPTT projects should consult NCPTT staff contacts listed on page 22.

Appropriate projects

For further information on projects appropriate for the PTTGrants program, see *Guidelines for PTTGrants* for each PTTGrants project type.

The PTTGrants program focuses on technical issues in preservation and conservation as described for each PTTGrants project type. For the PTTGrants program, technical issues do not include advocacy, fundraising, organizational development and similar topics.

Sustainable practices: Among long-term goals of the National Park Service's Cultural Resources Strategic Plan (1997) is a commitment to treatments for historic structures and historic landscapes that "incorporate sustainable practices to the extent they do not compromise the Secretary of the Interior's Standards." Towards implementing this Servicewide commitment, the PTTGrants program will give special consideration to proposals that address sustainable practices in treatments for historic structures and historic landscapes.

Natural history collections: Natural history collections are appropriate topics for PTTGrants proposals if the collections are historically significant and if projects involving natural history collections serve as case studies for significant conservation issues common among objects collections.

Ongoing projects: NCPTT will consider proposals for discrete portions of ongoing projects — ongoing in the sense that the projects began before the period of PTTGrants support and/or will continue after the period of support. Proposals for discrete portions of ongoing projects shall describe the ongoing project, the portion proposed for PTTGrants support, the products of the proposed PTTGrants-supported portion, and schedules for the ongoing project and the portion proposed for PTTGrants support.

NCPTT will not consider proposals for projects —

- that are completed or underway, or will be underway prior to PTTGrants award — except as described under "ongoing projects" above
- with fixed commencement dates prior to July 1, 2000
- for which project funding beyond PTTGrants support is required but not secured
- that might be considered the mandated or regularly funded work of public agencies, organizations or institutions
- for which other public — Federal, state or local — funding sources are available, including the National Endowment for the Humanities, the National Endowment for the Arts and their equivalents at the state level
- that are exclusively or predominately focused on the treatment — restoration, stabilization, cyclic maintenance, bricks-and-mortar work, conserva-

tion, etc. — or study of a site, structure, object, collection, etc.

Proposals that include treatment or study of a site, structure, etc. are appropriate for the PTTGrants program if —

- US sites or structures are listed on or eligible for the National Register of Historic Places. Listing or eligibility shall be documented in the proposal's project description.
- Non-US sites or structures have status equivalent to National Register listing. Equivalent status shall be documented in the proposal's project description.
- the treatment is not standard or routine
- the project includes research, treatment development or training that may be applied beyond the proposed project.

Proposals that include treatment or study of museum objects or collections are appropriate for the PTTGrants program if —

- US museum is accredited by the American Association of Museums. Accreditation shall be documented in the proposal's project description.
- Non-US museum has status equivalent to AAM accreditation. Equivalent status shall be documented in the proposal's project description.

Proposals previously submitted to the PTTGrants program

Applicants should discuss proposals declined in the 1999 or previous PTTGrants calls for proposals with NCPTT staff contacts listed on page 22 for the appropriate PTTGrants project type prior to preparing a similar proposal for the FY2000 PTTGrants program.

PTTGrants process

1. Proposal preparation

- a. See *Guidelines for PTTGrants* and *Proposal requirements* for each PTTGrants project type. Guidelines and requirements are rigorous regarding appropriate topics for proposals, format, length, required information, etc. Proposals that do not conform to the guidelines and requirements may be returned to the applicant without review.
- b. Format
 - There are no pre-printed application forms for the FY2000 PTTGrants program.
 - Use 8-1/2 x 11 paper; print one side only; use 10 point type and 1-inch margins minimum; number all pages in sequence.

2. Proposal submission

- a. Required materials for each proposal —
 - One original and three copies of a project proposal as described in the requirements for each PTTGrants project type
 - One 3.5-inch diskette with project proposal in rich text format (rtf). Cover sheet, project

description, suggested peer reviewers and resume(s) shall comprise a single rtf file. The rtf file need not include the writing sample required for PTTGrants project type 8.

- b. Proposals that do not include the required materials in the required formats may be returned to applicants without review. Only materials described under *Proposal requirements* for each project type are considered in the PTTGrants process. Additional materials — letters of support or reference, sample publications, appendices, etc. — are not considered at any stage of the PTTGrants process.
- c. Proposals submitted via US Mail, commercial delivery service or hand delivery will be considered. Proposals submitted by fax, e-mail, etc. will not be considered.
- d. Send proposals to —
 - US Mail NCPTT
NSU Box 5682
Natchitoches, LA 71497
Attention: PTTGrants/*Cite PTTGrants project type*
 - Commercial or hand delivery
NCPTT
200 South Hall
Northwestern State University
Natchitoches, LA 71457
Attention: PTTGrants/*Cite PTTGrants project type*
- e. Proposal deadlines
 - US Mail: Proposals shall be postmarked **no later than December 17, 1999**.
 - Commercial or hand delivery: Proposals sent by commercial delivery service or hand delivered shall be received at NCPTT **no later than 5:00 PM CST on December 20, 1999**.
 - Proposals that do not meet the deadlines may be returned to the applicant without review.

3. Proposal review

Criteria used in evaluating proposals are described in the *Guidelines for PTTGrants* for each PTTGrants project type.

Under legislation that governs PTTGrants, "Grants ... shall be allocated in such a fashion to reflect the diversity of the historic preservation fields and shall be geographically distributed. ... All such grants shall be awarded in accordance with accepted professional standards and methods, including peer review of projects."

From receipt of PTTGrants proposals to PTTGrants awards, proposals are reviewed by —

- NCPTT for conformance with proposal submission and deadline requirements
- NCPTT for conformance with the *Guidelines for PTTGrants* and *Proposal requirements* for each project type
- External peer reviewers for technical content
- An interdisciplinary panel of external peer-experts for overall benefit to the preservation and conservation

community in the US

- NCPTT for disciplinary, geographical and institutional distribution
- A National Park Service grants administrator for financial and policy matters.

Proposals advance in the review sequence pending positive review at each step.

Processing, review and preliminary notification of applicants should be completed by early May 2000. If sufficient good proposals are not received in the first call, NCPTT may issue a second FY2000 Call for Proposals, and notification of applicants to the first call may be delayed. In the event of a second call, a revised notification schedule will be sent to first call applicants.

Release of review comments: Upon request to NCPTT, review comments will be summarized and discussed. Peer reviewers' and peer-experts' identities will be anonymous in summaries and discussions.

Release of proposals: Inquiries about specific proposals will be referred to applicants.

4. PTTGrants awards

The director of the National Park Service awards PTTGrants upon recommendation by NCPTT's executive director.

Only an appointed NPS grants administrator may make commitments, obligations or awards, or authorize expenditure of PTTGrants funds.

Applicants are cautioned that no commitment, obligation or award should be inferred from discussions with NCPTT staff. A principal investigator or organization that makes financial or personnel commitments in the absence of a grant agreement or other agreement signed by an NPS grants administrator does so at their own risk.

5. PTTGrants administration

PTTGrants are administered according to the US Department of the Interior's Uniform Administrative Requirements for Grants and Cooperative Agreements, Cost Principles, and Audits. Awards usually will be made as grants; in some cases awards may be made as contracts, interagency agreements or other forms of agreement.

Following preparation of the grant agreement by an NPS grants administrator and execution of the grant agreement by NPS and the grantee, financial and related matters will be administered by the NPS grants administrator and technical matters related to the PTTGrants project will be administered by NCPTT staff.

Questions?

Applicants with questions about the FY2000 PTTGrants program should consult NCPTT staff contacts listed on page 22.

Guidelines for PTTGrants: Project type 1

Scope

Information management projects promote development of, access to, and dissemination of preservation-related computerized data in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation.

In the FY2000 PTTGrants program, special consideration will be given to proposals that focus on —

1. Delivering substantive preservation-related information via the World Wide Web
2. Applying computer technologies to innovative management and dissemination of preservation-related information
3. Planning, developing and implementing substantial preservation-related database systems.

Maximum PTTGrants awards in project type 1

\$40,000 per proposal per year.

Period of support

Proposals for single year and multi-year support will be considered. Multi-year support will not exceed three years, and well-defined products shall be due each year. Funding beyond the first year will depend on project progress and availability of funds.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Project will contribute substantially to preserving tangible cultural resources.
3. Proposal demonstrates a need for the proposed project and a US audience for project results.
4. Proposal demonstrates good understanding of available technology and long-term management issues.
5. Project will produce meaningful results within the period of support.
6. Project is cost-effective.

Proposals in project type 1 that will not be considered —

1. Proposals ineligible for consideration as described on page 4
2. Projects whose principal focus is the purchase of computer hardware or software
3. Proposals in which 50 percent or more of the total project budget will fund undergraduate or graduate internships, assistantships or fellowships
4. Proposals for the development of digital libraries.

Proposal requirements: Project type 1

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 1-Information management
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for completing the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.

4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPIT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length.

1. Project type: 1-Information management
2. Project title
3. Project narrative, including —
 - a. Background information and references
 - b. Work plan, including project objectives and associated tasks, and a project schedule
 - c. Detailed long-term management plan
 - For Web sites, include updating site content, maintaining the server, tracking use, monitoring user feedback and ensuring long-term access and preservation.

- For database systems, include updating database structure, maintaining and updating database content, tracking use, monitoring user feedback, and ensuring long-term access and preservation.
- d. Statement of the significance of the information, collections or cultural resources to the national preservation community
- e. Statement of why the project is necessary or important
- 4. Products: List project's tangible products. For multi-year proposals, list tangible products for each year that PTTGrants support is requested.
- 5. Audience: Describe intended audience, including estimate of audience size where applicable.
- 6. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

For multi-year proposals, provide budgets for each year that PTTGrants support is requested.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.
For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.
- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.

- Travel: Show number of persons x rate per day per location x days.
For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 6.c. above.
- g. Construction: NCPTT does not fund construction in PTTGrants project type 1; show \$0 for NCPTT funds requested.
- h. Other: Postage, printing, etc.
- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrants: Project type 2

Scope

Training and education projects promote training and education activities in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation. In the FY2000 PTTGrants program, distance learning projects will receive special consideration.

Maximum PTTGrants awards in project type 2

\$40,000 per proposal per year.

Period of support

Proposals for single year and multi-year support will be considered. Multi-year support will not exceed three years, and well-defined products shall be due each year. Funding beyond the first year will depend on project progress and availability of funds.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Project results will contribute substantially to preserving tangible cultural resources.
3. Proposal demonstrates a need for the proposed project and a US audience for project results.
4. Project will produce meaningful results within the period of support.
5. Project is innovative.
6. Project is cost-effective.

Proposals in project type 2 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Conferences and symposia: See project type 7.
3. Proposals from the National Park Service (NPS offices should consider the Cultural Resource Training Initiative.)
4. Proposals in which 50 percent or more of the total project budget will fund undergraduate or graduate internships, assistantships or fellowships, or scholarships.
5. Projects whose principal audience is not a US audience.

Proposal requirements: Project type 2

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 2-Training and education
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for completing the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.

4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPTT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed five pages in length.

1. Project type: 2-Training and education
2. Project title
3. Project narrative including —
 - a. Background information and references
 - b. Work plan, including project objectives and associated tasks, and a project schedule. If appropriate, attach a one-page draft curriculum.
4. Products: List project's tangible products such as curriculum, course materials, video, script, etc. For multi-year proposals, list tangible products for each year that PTTGrants support is requested.
5. Evaluation: Describe method for evaluating project

results, such as report by independent evaluator, summary of project participants' comments, etc.

6. Statement of national need(s) addressed by the project
7. Audience: Describe intended audience, including estimate of size where applicable.
8. Continuing education: Describe how the project meets continuing education standards of applicable professional organizations — American Institute of Architects, American Institute for Conservation of Historic and Artistic Works, etc. —, and how project participants will receive continuing education credit.
9. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

For multi-year proposals, provide budgets for each year that PTTGrants support is requested.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.

- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.
 - Travel: Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal

rate by location. For Federal rates by location, see 9.c. above.

- g. Construction: Itemize costs for construction — mock-ups or samples, purchasing construction materials, etc. — required to complete the proposed project.
- h. Other
 - Expenses: Postage, printing, etc.
 - Income: Show estimated registration fees to be paid by project participants as matching funds (cash).
- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrants: Project type 3

Scope

Applied/fundamental research projects include basic and/or applied research in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation.

Maximum PTTGrants awards in project type 3

\$40,000 per proposal per year.

Period of support

Proposals for single year and multi-year support will be considered. Multi-year support will not exceed three years, and well-defined products shall be due each year. Funding beyond the first year will depend on project progress and availability of funds.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Project results will contribute substantially to preserving tangible cultural resources.
3. Applied research: Proposed research has utility or relevance for the preservation community.
4. Fundamental research: Proposed research has intrinsic merit.
5. Proposal demonstrates the commitment of principal investigator(s) to ongoing work in preservation.
6. Research methodology is technically sound.
7. Principal investigator(s) is competent.
8. Project is innovative.
9. Project is cost-effective.

Proposals in project type 3 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Proposals in which 50 percent or more of the total project budget will fund undergraduate or graduate internships, assistantships or fellowships.

Proposal requirements: Project type 3

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 3-Applied/fundamental research
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for completing the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.

4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPTT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length.

1. Project type: 3-Applied/fundamental research
2. Project title
3. Project narrative, including —
 - a. Review of previously published work on the proposal topic
 - b. Description of research methodology or approach
 - c. Work plan, including project objectives and associated tasks, and a project schedule
 - d. Discussion of why this research is necessary or important, and potential benefits to the preservation and conservation community
 - e. Statement of researcher(s) competence

4. Products: List project's tangible products. For multi-year proposals, list tangible products for each year that PTTGrants support is requested.
5. Dissemination: Describe how the principal investigator(s) will disseminate project results. Grantees are encouraged to present the progress of their research at conferences and to publish project results in peer-reviewed periodicals.
6. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

For multi-year proposals, provide budgets for each year that PTTGrants support is requested.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.

- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.
 - Travel: Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 6.c. above.

- g. Construction: Itemize costs for construction — mock-ups or samples, purchasing construction

materials, etc. — required to complete the proposed project.

- h. Other: Postage, printing, etc.
- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrants: Project type 4

Scope

NCPTT's work includes a Materials Research Program that provides a scientific foundation for understanding cultural resources decay caused by outdoor pollutants.

Environmental effects projects increase the understanding of the effects of outdoor pollutants on cultural resources, lead to better management strategies, or develop better conservation treatments.

Proposals will be considered for applied/fundamental research that —

1. Investigates the role of outdoor atmospheric pollution in decay processes
2. Develops management strategies to minimize the effect of pollutant damage
3. Examines new conservation treatments for application within the preservation community.

Maximum PTTGrants awards in project type 4

\$50,000 per proposal per year.

Period of support

Proposals for single year and multi-year support will be considered. Multi-year support will not exceed three years, and well-defined products shall be due each year. Funding beyond the first year will depend on project progress and availability of funds.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Project results will contribute substantially to preserving tangible cultural resources.
3. Proposal demonstrates a need for the proposed project and a US audience for project results.
4. Proposal demonstrates the commitment of principal investigator(s) to ongoing work in preservation.
5. Project will produce meaningful results within the period of support.
6. Project is innovative.
7. Project is cost-effective.

Proposals in project type 4 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Proposals in which 50 percent or more of the total project budget will fund undergraduate or graduate internships, assistantships or fellowships.

Proposal requirements: Project type 4

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 4-Environmental effects
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for undertaking the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.

4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPTT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length.

1. Project type: 4-Environmental effects
2. Project title
3. Project narrative, including —
 - a. Review of previously published work on the proposal topic
 - b. Description of research methodology or approach
 - c. Work plan, including project objectives and associated tasks, and a project schedule
 - d. Discussion of why this research is necessary or important, and potential benefits to the preservation community

- e. Discussion of how this research is innovative
- 4. Products: List project's tangible products. For multi-year proposals, list tangible products for each year that PTTGrants support is requested.
- 5. Dissemination: Describe how the principal investigator(s) will disseminate project results. Grantees are encouraged to present the progress of their research at conferences and to publish project results in peer-reviewed periodicals.
- 6. Audience: Describe intended audience.
- 7. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

For multi-year proposals, provide budgets for each year that PTTGrants support is requested.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicants staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.

For travel funded by NCTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.

- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.
 - Travel: Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 7.c. above.

- g. Construction: Itemize costs for construction — mock-ups or samples, purchasing construction materials, etc. — required to complete the proposed project.
- h. Other: Postage, printing, etc.
- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. For PTTGrants, indirect costs shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrants: Project type 5

Scope

Technology transfer projects undertake exploratory or preliminary work towards transferring new or emerging technologies developed for use in other disciplines to the field of preservation. Technology transfer projects —

1. Apply new technologies to preservation problems
2. Develop standards for the application of new technologies
3. Reduce the cost of new technologies
4. Train practitioners in new technologies
5. Apply new educational technologies to preservation training
6. Examine international experiences with preservation techniques, methods and equipment for possible transfer for use in the United States.

For the PTTGrants program, technology refers broadly to equipment, methods or techniques that can be applied to the discovery, analysis, interpretation, conservation, restoration, protection or management of historic sites, structures, landscapes or objects.

Maximum PTTGrants awards in project type 5

\$20,000 per proposal per year.

Period of support

Not to exceed one year from date of award.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Proposal characterizes the technology's original use and its new application to preservation.
3. Project results will contribute substantially to preserving tangible cultural resources.
4. Proposed work has utility or relevance for the preservation community.
5. Methodology is technically sound.
6. Principal investigator(s) is competent.
7. Project is cost-effective.

Proposals in project type 5 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Proposals in which 50 percent or more of NCPIT funds requested would support undergraduate or graduate internships, assistantships or fellowships.

Proposal requirements: Project type 5

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 5-Technology transfer
 2. Project title
 3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for undertaking the proposed project
- Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.*
4. URL: Address of applicant organization's or institution's Web site
 5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
 6. Total NCPIT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
 7. Project abstract: 100 words maximum
 8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed five pages in length.

1. Project type: 5-Technology transfer
2. Project title
3. Project narrative, including —
 - a. Relevant background information and references
 - b. Description of research methodology or approach
 - c. Work plan, including project objectives and associated tasks, and a project schedule
 - d. Discussion of the practical uses and benefits of this technology in preservation
 - e. Statement of principal investigator(s) competence
4. Products: List project's tangible products. For multi-year proposals, list tangible products for each year that

- PTTGrants support is requested
5. Dissemination: Describe —
 - a. The intended audience for project results
 - b. How the principal investigator(s) will disseminate project results. Grantees are encouraged to publish project results in professional newsletters or as a technical note in peer-reviewed periodicals.
 6. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.

- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.
 - Travel: Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 6.c. above.
- g. Construction: Itemize costs of construction — mockups or samples, purchasing construction materials, etc. — required to complete the proposed project.
- h. Other: Postage, printing, etc.

- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

PTTGrants project type 6

ANALYTICAL FACILITY SUPPORT

Guidelines for PTTGrants: Project type 6

Scope

Analytical facility support projects develop, maintain and/or operate facilities that provide analytical services that are not otherwise commonly available on a regional or national basis to the preservation community.

Financial assistance may be requested for acquiring new scientific equipment, upgrading existing instrumentation, purchasing materials and supplies for operating specific analytical equipment, or employing laboratory technician(s). The facility may charge fees for services provided.

Grantees shall not use PTTGrants-supported facilities to provide services in competition with private companies that provide equivalent commercial services. Equivalent services are considered not available when no commercial firm — or no commercial firm willing to provide the services — possesses the instrumentation, technical expertise or experience to analyze and interpret cultural materials properly. Equivalent commercial services also may be considered not available in the case of fragile or perishable objects or samples for which proximity of analytical instrumentation is important.

Maximum PTTGrants awards in project type 6

\$50,000 per proposal per year.

Period of support

Proposals for single year and multi-year support will be considered. Multi-year support will not exceed three years, and well-defined products shall be due each year; funding beyond the first year will depend on project progress and availability of funds.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project, goals and objectives, and results.
2. Proposal describes number and type of individuals or institutions that will benefit substantially from the proposed services.
3. Proposal demonstrates applicant institution's or organization's commitment to providing analytical services to the preservation community, including a history of such services, and technical and personnel support.
4. Proposal demonstrates capability of applicant to provide the types of services proposed.
5. Project is cost-effective.

Proposals in project type 6 that will not be considered —

Proposals ineligible for consideration as described on page 4.

Proposal requirements: Project type 6

See page 4 for additional information on proposal preparation, submission and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 6-Analytical facility support
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for undertaking the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.
4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPTT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length.

1. Project type: 6-Analytical facility support
2. Project title
3. Project narrative, including —
 - a. Statement of how PTTGrants funds will be used
 - b. Facility's existing technical capabilities, including an inventory of existing analytical equipment and staff
 - c. Qualifications of the individual immediately in charge of the facility and of staff involved in operating scientific instrumentation
 - d. Work plan, including project objectives and associated tasks, and a project schedule

- e. Principal analytical service(s) to be provided with PTTGrants support
 - f. Statement of need for analytical service(s) to be provided with PTTGrants support
 - g. Audience: Describe who will use analytical service(s) to be provided with PTTGrants support, and how the service(s) will benefit the preservation community
 - h. Management plan: Outline how requests for analytical services will be processed and, if user fees are involved, describe how fees will be assessed — including fee structure (cost per sample, hourly rate, etc.) and a comparison with commercial analytical services if available.
 - i. Estimate of the total number of analyses to be performed during the PTTGrants period of support
 - j. Statement of institutional commitment to the project subsequent to the period of PTTGrants support
 - k. Statement of why equivalent analytical services are not commercially available
4. Products: List project's tangible products. For multi-year proposals, list tangible products for each year that PTTGrants support is requested.

5. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

For multi-year proposals, provide budgets for each year that PTTGrants support is requested.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicants staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: PTTGrants project type 6 does not fund travel costs; show \$0 for NCPTT funds requested.
- d. Equipment: Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees for consultants. Principal investigators and others who are not on applicant's staff are considered consultants; show \$0 for NCPTT funds requested.
 - Fees: Show person x rate x time.

- Travel: PTTGrants project type 6 does not fund travel costs for consultants; show \$0 for NCPTT funds requested.
- g. Construction: Itemize costs of construction required to complete the proposed project.
- h. Other: Postage, printing, etc.
- i. Direct costs: Sum a through h.
- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct charges, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and fax numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrant: Project type 7

Scope

This project type supports conferences and symposia that share recent findings in research, education or information management, or promote technology transfer from other disciplines to preservation.

Collaboration by multiple organizations is encouraged.

Requests for support may include costs for planning and coordinating the event and for publishing proceedings.

Maximum PTTGrants awards in project type 7

\$20,000 per proposal per year.

Period of support

Not to exceed one year from date of award.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project and results.
2. Project will contribute substantially to preserving tangible cultural resources.
3. Proposal demonstrates a need and a US audience for the proposed project.
4. Proposal demonstrates applicant's capability to undertake conference planning and implementation.
5. Project is cost-effective.

Proposals in project type 7 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Workshops: See PTTGrants project type 2-Training and education.
3. Proposals for support of ongoing or regularly scheduled meetings or conferences
4. Proposals for conferences for which equivalent results could be obtained at regular meetings of professional organizations
5. Proposals for conferences that would take place regardless of PTTGrants support. Applicant shall demonstrate whether PTTGrants support is essential to planning or implementing the proposed conference.
6. Support for publishing proceedings of conferences that are not supported by the PTTGrants program
7. Projects whose principal audience is not a US audience.

Proposal requirements: Project type 7

See page 4 for additional information on proposal preparation, submissions and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers and resume(s), as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 7-Conference support
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for undertaking the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.

4. URL: Address of applicant organization's or institution's Web site.
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPTT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description shall not exceed five pages in length.

1. Project type: 7-Conference support
2. Project title
3. Project narrative, including relevant background information such as dates and locations of previous conferences on similar topics and the ways in which the proposed conference will benefit the preservation and conservation community.
4. Work plan, including project objectives and associated tasks, and a project schedule
5. Tentative agenda with location and date of conference,

- method of announcement or invitation, confirmed speakers, etc.
6. Products: List project's tangible products — preprints and proceedings, transcript, video, etc.
 7. Dissemination: Describe how products will be disseminated.
 8. Evaluation: Describe method for evaluating project results, such as report by independent evaluator, summary of project participants' comments, etc.
 9. Audience: Describe intended audience, including estimates of audience size where applicable.
 10. Continuing education: Describe how the project meets continuing education standards of applicable professional organizations — American Institute of Architects, American Institute for Conservation of Historic and Artistic Works, etc. —, and how project participants will receive continuing education credit.
 11. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.
For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.
- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees and travel costs for consultants. Principal investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.

- Travel: Show number of persons x rate per day per location x days.
For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 11.c. above.
- g. Construction: PTTGrants project type 7 does not fund construction; show \$0 for NCPTT funds requested.
- h. Scholarships
- i. Other
 - Expenses: Postage, printing, etc.
 - Income: Show estimated registration fees to be paid by project participants as matching funds (cash).
- j. Direct costs: Sum a through i.
- k. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested for indirect costs.
- l. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Guidelines for PTTGrants: Project type 8

Scope

Publications support projects collate, synthesize, review or interpret existing knowledge in subject areas relevant to preservation. Projects shall result in a manuscript or manuscripts suitable for publication in peer-reviewed periodicals or as part of a monograph series published by a professional organization.

Maximum PTTGrants awards in project type 8

\$20,000 per proposal per year.

Period of support

Not to exceed one year from date of award.

Principal review criteria

Provide information that satisfies the following criteria —

1. Proposal clearly describes project and results.
2. Proposed publication has utility or relevance for the US preservation community.
3. Project results will contribute substantially to preserving tangible cultural resources.
4. Principal investigator(s) is a recognized expert on the topic and has appropriate writing skills.
5. Project is cost-effective.

Proposals in project type 8 that will not be considered —

1. Proposals ineligible for consideration as described on page 4.
2. Publication of conference proceedings: See PTTGrants project type 7.
3. Support for writing, editing, publishing or distributing —
 - a. Periodicals, newsletters or journals
 - b. Books.

Proposal requirements: Project type 8

See page 4 for additional information on proposal preparation, submissions and deadlines.

Each proposal shall include a cover sheet, project description, suggested peer reviewers, resume(s), and writing sample, as follows —

Cover sheet

Submit a one-page cover sheet that includes the following information in the order stated.

1. Project type: 8-Publications support
2. Project title
3. Names, addresses (street and/or post office box), telephone and facsimile numbers, and e-mail addresses of —
 - a. Applicant organization or institution
 - b. Principal project contact within applicant organization or institution
 - c. Person within applicant organization or institution authorized to sign grant agreement
 - d. Principal investigator(s) responsible for undertaking the proposed project

Multiple organizations may submit a collaborative or joint proposal, but only one person may sign the grant agreement and only one person may serve as principal project contact.
4. URL: Address of applicant organization's or institution's Web site
5. Project team: Project team members shall be experts in their fields, and their expertise shall be relevant to the proposed project. List each team member's name, title and affiliation.
6. Total NCPIT funding requested for this proposal in Federal fiscal year 2000, as shown in the project budget below
7. Project abstract: 100 words maximum
8. Signature of person authorized to sign grant agreement, and date of signature.

Project description

Submit a project description that includes the following information in the order stated. Project description may not exceed five pages in length.

1. Project type: 8-Publications support
2. Project title
3. Project narrative, including —
 - a. Statement of need for the publication including an overview of previous publications — review articles, books, monographs, etc. — on the topic
 - b. Work plan, including project objectives and associated tasks, and a project schedule
 - c. Statement of how the publication will benefit the preservation and conservation community

- d. Statement of researcher expertise
4. Products: List project's tangible product(s). Final product(s) shall be prepared in the correct format(s) for publication in the intended periodical(s).
 5. Dissemination: Describe where the principal investigator(s) intends to publish project results.
 6. Audience: Describe intended audience, including estimates of audience size where applicable
 7. Project budget

Use only the budget categories outlined below. For each category, apportion the cost to three funding sources — NCPTT, matching funds (cash), and donations other than cash. Show \$0 for sources that do not apply to a budget category. Itemize each budget category totaling more than \$1000.

Neither Federal nor non-Federal funds included in the project budget may be used to pay Federal employees for project work or expenses unless the Federal employees are paid through their Federal agency.

Only costs relevant and necessary to project completion may be paid with NCPTT funds.

- a. Salaries: This category includes applicant's staff gross salaries. Show person x rate x time.
- b. Payroll expenses for applicant's staff salaries — benefits, taxes, etc. — paid by applicant organization or institution
- c. Travel: This category includes travel costs for applicant's staff. Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rates by location. For Federal rates by location, see <<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99d.html>> or contact NCPTT.

- d. Equipment: Rental is preferred; purchase of equipment will be considered if shown to be cost-effective. Distinguish between rental and purchase costs.
- e. Supplies
- f. Contractual: This category includes fees for consultants. Principle investigators and others who are not on applicant's staff are considered consultants.
 - Fees: Show person x rate x time.
 - Travel: Show number of persons x rate per day per location x days.

For travel funded by NCPTT, lodging, meals and incidental expenses may not exceed Federal rate by location. For Federal rates by location, see 7.c. above.

- g. Construction: PTTGrants project type 8 does not fund construction; show \$0 for NCPTT funds requested.
- h. Other: Postage, printing, etc.
- i. Direct costs: Sum a through h.

- j. Indirect costs
 - Organizations or institutions with an indirect cost agreement approved by a Federal agency: Cite approved rate, duration and Federal agency. Indirect costs funded by NCPTT shall not exceed approved rate or one-third of total direct costs, whichever is less.
 - Organizations or institutions without an indirect cost agreement approved by a Federal agency: Show \$0 for NCPTT funds requested.
- k. Total project budget: Sum direct and indirect costs for the three funding sources — NCPTT, matching funds (cash), and donations other than cash.

Suggested peer reviewers

Include names, addresses, telephone and facsimile numbers, and e-mail addresses.

Resume(s)

Submit a one-page resume for each principal investigator.

Writing sample

Submit a writing sample of approximately 1000 words. The writing sample need not be included on the 3.5-inch diskette with the balance of the project proposal.

Questions about NCPTT and the PTTGrants program?

For more information on NCPTT and the PTTGrants program, contact NCPTT staff —

Project type 1 Information management

Project type 8 Publications support

Mary S. Carroll

Information Management Coordinator

mary_carroll@ncptt.nps.gov

Project type 2 Training and education

Project type 7 Conference support

Frances Gale

Training Coordinator

frances_gale@ncptt.nps.gov

Project type 3 Applied/fundamental research

Project type 6 Analytical facility support

Dr. Mark Gilberg

Research Coordinator

mark_gilberg@ncptt.nps.gov

Project type 4 Environmental effects

Project type 5 Technology transfer

Dr. Mary F. Striegel

Materials Research Program Manager

mary_striegel@ncptt.nps.gov

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FY2000 PTTGrants Call for Proposals

Issued August 1999

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Cover images

This FY2000 edition of the PTTGrants brochure honors three anniversaries in 1999 —

- *150th anniversary of the US Department of the Interior, founded March 4, 1849*
- *300th anniversary of French explorers' arrival in Louisiana, celebrated in Louisiana as "FrancoFête '99"*
- *185th anniversary of French settlement at Natchitoches, Louisiana in 1714.*

Buffalo and flag photographs are details of electric light "set pieces" that are part of Natchitoches' "Festival of Lights," celebrated annually since 1927.





Our Mission

US Department of the Interior

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and to honor our trust responsibilities to tribes.

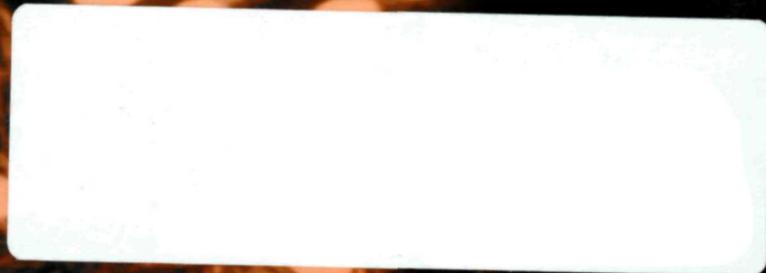
National Park Service

The National Park Service preserves unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education and inspiration of this and future generations. The Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

National Center for Preservation Technology and Training

The National Center for Preservation Technology and Training promotes and enhances the preservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training.

NCPTT, created by Congress, is an interdisciplinary effort by the National Park Service to advance the art, craft and science of historic preservation in the fields of archeology, historic architecture, historic landscapes, objects and materials conservation, and interpretation. NCPTT serves public and private practitioners through research, education and information management.



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