November 29, 2001

We invite you to submit a proposal to the National Center for Preservation Technology and Training in one of five categories:

- Applied Research and Technology Transfer
- Applied Environmental and Materials Research
- Information Management
- Training and Education
- Publications

Also, we are seeking proposals for the following special initiative.

**Special Initiative:**

NCPTT encourages the submission of grant proposals that focus on the protection of cultural resources against acts of terrorism. Funds will be awarded in all program areas with particular emphasis on the convening of meetings and workshops to guide efforts to prevent and mitigate damage to cultural resources as a consequence of terrorism.

Examples of possible subject areas include (1) surveillance technologies for monitoring cultural resources; (2) technological advances in building design and construction to strengthen historic buildings and structures; (3) technologies for stabilizing museum objects while on display or in storage; and (4) the development of disaster management plans in response to acts of terrorism.

Field trials and case studies will be considered.

For further information please contact Dr. Mark Gilberg or Dr. Mary Striegel.

We look forward to hearing from you. Please do not hesitate to call if you have questions or need further information. Please visit our web site at <http://www.ncptt.nps.gov> to learn more about our programs.
2002

PTT Grants
Call for Proposals

US Department of Interior – National Park Service
National Center for Preservation, Technology and Training

PRESERVATION TECHNOLOGY AND TRAINING GRANTS
NCPTT

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, tribal, 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, tribes, and institutions.
• facilitating the transfer of preservation technologies among Federal agencies, tribes, 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.

PTTGRANTS PROGRAM

Through the Preservation Technology and Training Grants program, NCPTT supports work in archeology, historic architecture, historic landscapes, objects and materials conservation, ethnography, and interpretation. For the fiscal year 2002 PTTGrants program, proposals are requested in the following categories:

1. Applied Research and Technology Transfer.
3. Information Management.
4. Training and Education.
5. Publications.

Appropriate Projects

The PTTGrants program focuses on technical issues in preservation and conservation as described for each of the PTTGrants Project types. For the PTTGrants program, technical issues do not include advocacy, fund-raising, organizational development, and similar topics.
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 the schedules of the ongoing project and the portion proposed for PTTGrants support.

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.

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

1. U.S. 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.
2. The treatment is not standard or routine.
3. The project includes research, treatment, development or training that may be applied beyond the proposed project.

Inappropriate Projects

NCPTT will not consider proposals for projects

1. That are completed or underway, or will be underway prior to PTTGrants award, except as described under “ongoing projects.”
2. With fixed commencement dates prior to July 1, 2002.
3. For which project funding beyond PTTGrants support is required but not secured.
4. That might be considered the mandated or regularly funded work of public agencies, organizations or institutions.
5. That are exclusively or predominately focused on the treatment — restoration, stabilization, cyclic maintenance, bricks-and-mortar work, conservation, or study of a site, structure, object, collection, etc.
6. In which 50 percent or more of the total project budget will fund undergraduate or graduate internships, assistantships or fellowships.

Concurrent NCPTT Projects

PTTGrants proposals from applicants and/or consultants who are currently involved in other NCPTT projects will be considered at NCPTT’s discretion.

Previously Submitted Proposals

Applicants should discuss proposals previously declined by the PTTGrants program with the appropriate NCPTT staff listed on page 23 prior to preparing a similar proposal for the FY-2002 PTTGrants program.
GUIDELINES

FY-2002 PTTGrants will be awarded during the Federal fiscal year 2002 — October 1, 2001-September 30, 2002. PTTGrants are funded by annual Federal appropriation; PTTGrants awards are subject to availability of funds.

PTTGrants are awarded competitively. Successful proposals share six principal characteristics:

1. Proposal demonstrates thorough understanding of NCPTT and the PTTGrants program.
2. Project contributes directly and substantially to one or more of the following:
   a. technologies for preserving tangible cultural resources.
   b. training in preservation and conservation technologies.
   c. 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 U.S. preservation and conservation communities.
5. Project is proposed by capable organizations and capable principal investigators.
6. Proposal is clear, concise and complete.

For examples of grants awarded in the past you may review the database of grants and projects initiated since 1994. The PTTClearinghouse Grants and Projects Catalog may be found at, <www.ncptt.nps.gov/catalog>.

ELIGIBILITY

PTTGrants proposals will be considered from the following:

1. U.S. universities and two- and four-year colleges.
2. U.S. non-profit organizations: Non-academic museums, research laboratories, professional societies and similar organizations in the U.S. that are directly associated with educational or research activity.
3. Government agencies in the U.S.: Federal, state (including District of Columbia, U.S. Territories and Freely Associated States) and local government agencies, as well as Native American/Alaska Native tribes and their Tribal Historic Preservation Offices.
5. Non-U.S. institutions, organizations or government agencies, or unaffiliated non-U.S. citizens may submit PTTGrants proposals only in partnership with an eligible U.S. academic institution, U.S. non-profit organization or U.S. government agency.

To ensure that U.S. partners are substantially involved in projects submitted with non-U.S. collaborators, PTTGrants funds may support only portions of projects that are undertaken or managed directly by U.S. partners.
PTTGRANTS PROCESS

I. Proposal Preparation and Submission

Only materials described under proposal requirements for each category will be considered in the PTTGrants process. Submit proposals in electronic format via e-mail. If e-mail is not available, submission via 3.5-inch diskette is acceptable. Each proposal shall comprise a single electronic document. Acceptable document formats are PDF (portable document format), RTF (rich text format), and Microsoft Word 97 or 2000.

Send Proposals to

proposals@ncptt.nps.gov
(specify category in the subject line)
or
NCPTT
645 College Ave.
Natchitoches, La 71457

2. Proposal Deadlines:

E-mail: received no later than February 1, 2002.
Mail: Postmarked no later than February 1, 2002.

Proposals that do not include the required materials in the required formats or do not meet the deadlines may be returned to applicants without review.

3. Proposal Review

NCPTT may review proposals for disciplinary, geographical and institutional distribution, and a National Park Service grants administrator will review for financial and policy matters. Upon request to NCPTT, review comments will be summarized and discussed. Peer reviewers’ identities will be anonymous.

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 the expenditure of funds.

Applicants are cautioned that no commitment, obligation or award should be inferred from discussions with NCPTT staff. Principal investigators or organizations that make financial or personnel commitments in the absence of a grant agreement or other agreement signed by an NPS grants administrator do so at their own risk.

5. PTTGrants Administration

PTTGrants are administered according to the U.S. 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.
HOW TO APPLY

All proposals must include a one page cover sheet, project description, budget, suggested peer reviewers and one-page biographies.

1. Cover Sheet
   a. Project category.
   b. Project title.
   c. Names, addresses, telephone and facsimile numbers, and e-mail addresses of
      - Applicant organization or institution.
      - Principal project contact within applicant organization or institution.
      - Person within applicant organization or institution authorized to sign grant agreement.
      - Principal investigator(s) responsible for completing the proposed project.
   d. URL: Address of applicant organization’s or institution’s website.
   e. Project team: Project team members shall be experts in their fields, and their expertise shall be pertinent to the proposed project. List each team member’s name, title and affiliation.
   f. Total NCPTT funding requested for this proposal in Federal fiscal year 2002, as shown in the project budget below.
   g. Project abstract: 100 words maximum.

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.

2. Project Description
   Submit a detailed project description as described under Project description for each category.

3. 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. Funds requested in the project budget can not be used to pay the salaries or expenses of Federal employees. 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/ogmain/mtt/homepage/mtt/ perdiem/erd0d.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.

g. **Construction**
- NCPTT does not fund construction in PTTGrants project category 3.
- For project categories 1, 2, 4, and 5, itemize costs for construction — mockups or samples, purchasing construction materials 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.

3. **Suggested Peer Reviewers**

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

4. **One-page Biographies**

Submit a one-page biography for each principal investigator.

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1. **APPLIED RESEARCH AND TECHNOLOGY TRANSFER**

Research proposals shall focus on the application of technology to the preservation of cultural resources including archeological sites and monuments, historic architecture, historic landscapes, and museum objects. Technology refers broadly to any equipment, method, or technique that can be applied to the discovery, analysis, interpretation, conservation, protection, and management of an historic object or collection of objects, site, structure or landscape.

Proposals for single year and two-year support will be considered. Two-year support will be given to projects with well-defined products for each year. **Funding beyond the first year will depend on project progress and availability of funds. Maximum award: $40,000**

**Principal Review Criteria**

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Proposed research will lead to new discoveries or advances in the field of historic preservation.
3. Proposed research will have broad application in preservation practice.
4. Research methodology is technically sound.
5. Principal investigator(s) is competent.
6. Project is cost-effective.

**Proposal Requirements**

Each proposal shall include a coversheet, project description, budget, peer reviewers and one-page biographies. See “How to Apply” (page 10) for more details.
Project Description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length. Use 8½ x 11 paper; use 10 point type and 1-inch margins minimum; number all pages in sequence.

1. Project category: Applied Research and Technology Transfer.
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.

2. APPLIED ENVIRONMENTAL AND MATERIALS RESEARCH

NCPTT’s work includes an Environmental and Materials Research Program that provides a scientific foundation for understanding cultural resources decay caused by pollutants.

Proposals for funding in this project type shall include applied research activities that focus on developing our understanding of how cultural resources deteriorate as a result of exposure to indoor or outdoor air pollution and enhancing our ability to protect cultural resources from the detrimental effects of air pollution through development of new management strategies and conservation treatments.

Proposals for single year and two-year support will be considered. Two-year support will be given to projects with well-defined products for each year. Funding beyond the first year will depend on project progress and availability of funds. Maximum award: $40,000.

Principal Review Criteria

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

Each proposal shall include a coversheet, project description, budget, peer reviewers and one-page biographies. See “How to Apply” (page 10) for more details.

Project Description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length. Use 8½ x 11 paper; use 10 point type and 1-inch margins minimum; number all pages in sequence.

2. Project title.
3. Project narrative:
   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 in research are encouraged to present the progress of their research at conferences and to publish project results in peer-reviewed periodicals.

3. INFORMATION MANAGEMENT

Information management projects promote development of public and professional access to and dissemination of preservation-related computerized data in the fields supported by the PTTGrants program.

Special consideration will be given to proposals that focus on delivering substantive preservation-related information via the World Wide Web, applying innovative computer technologies to the management and dissemination of preservation-related information, or strategies for enabling long-term preservation of and access to digital information.

Projects whose principal focus is the purchase of computer hardware or software will NOT be considered.

Proposals for single year and two-year support will be considered. Two-year support will be given to projects with well-defined products for each year. Funding beyond the first year will depend on project progress and availability of funds. Maximum award: $40,000.

Principal Review Criteria

1. Proposal clearly describes project, goals and objectives, methodology, and results.
2. Proposal demonstrates a need for the proposed project and a U.S. and/or a U.S. and international audience for project results.
3. Proposal demonstrates good understanding of available technology and long-term management issues.
4. Project will produce meaningful results within the period of support.
5. Project is cost-effective.
Proposal Requirements

Each proposal shall include a coversheet, project description, budget, peer reviewers and one-page biographies. See “How to Apply” (page 10) for more details.

Project Description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length. Use 8½ x 11 paper; use 10 point type and 1-inch margins minimum; number all pages in sequence.

1. Project Category: Information management.
2. Project Title.
3. Project Narrative, including
   a. Background information and references, if applicable.
   b. Work plan, including project objectives and associated tasks, and a project schedule.
   c. Detailed long-term management plan.
   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 two-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.

4. TRAINING AND EDUCATION

In addition to workshops, courses and other training events, this category includes support for conferences and symposia that seek to share recent findings in research or to promote technology transfer from other disciplines to preservation. Distance learning projects will receive special consideration.

Proposals will not be considered for: support of ongoing or regularly scheduled meetings or conferences, conferences for which equivalent results could be obtained at regular meetings of professional organizations, or support for publishing proceedings of conferences that are not supported by the PTTGrants program.

Single year support will be considered. **Maximum award: $40,000.**

Principal Review 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 an audience for project results.

Proposal Requirements

Each proposal shall include a coversheet, project description, budget, peer reviewers and one-page biographies. See “How to Apply” (page 10) for more details.
Project Description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length. Use 8½ x 11 paper; use 10 point type and 1-inch margins; number all pages in sequence.

1. Project Category: 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.
   c. For conferences and symposia, include tentative agenda with location and date of event, method of announcement or invitation, confirmed speakers, etc.
4. Products: List project's tangible products such as curriculum, accessible website, course materials, video, script, etc. For multi-year proposals, list tangible products for each year that PTGrants 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 (if applicable): 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.

5. PUBLICATIONS

Proposals for funding in this project type shall include publication activities that focus on collating, synthesizing, reviewing or interpreting existing knowledge for development of book-length, monograph, or article-length manuscripts.

The period shall not exceed one year from date of the award. Maximum award: $20,000.

Principal Review Criteria

Applicants shall provide information that satisfies the following review criteria:

1. Proposal clearly describes project and results.
2. Proposed publication has utility or relevance for the 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 That Will not be Considered

1. Publication of conference proceedings.
2. Support for producing or distributing regular publications such as newsletters or journals.

Proposal Requirements

Each proposal shall include a coversheet, project description, budget, peer reviewers and one-page biographies. See "How to Apply" (page 10) for more details.
Project Description

Submit a project description that includes the following information in the order stated. Project description shall not exceed eight pages in length. Use 8½ x 11 paper; use 10 point type and 1-inch margins minimum; number all pages in sequence.

1. Project Category: Publications.
2. Project Title.
3. Project Narrative for publications:
   a. Statement of need for the publication including an overview of previous publications — review articles, books, monographs, etc. — on the topic.
   b. Project work plan, including project objectives and associated tasks, and a project schedule.
   c. An outline of subsections, chapters, or parts of the manuscript.
   d. Statement of how the publication will benefit the preservation and conservation community.
   e. Statement of researcher expertise.
5. Dissemination: Describe how the principal investigator(s) will disseminate project results. Grantees must describe how they intend to publish the resulting manuscript.
6. Audience: Describe intended audience.

Questions about NCPTT and the PTTGrants program?

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

Dr. Mark Gilberg, Program Director
<mark_gilberg@ncptt.nps.gov>

Project Type 1 Applied Research and Technology Transfer
Project Type 4 Training and Education

Dr. Mary F. Striegel, Program Director
<mary_striegel@ncptt.nps.gov>

Project Type 2 Applied Environmental and Materials Research
Project Type 3 Information Management
Project Type 5 Publications

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