

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 13 PUBLIC RECORDS
PART 7 NEW MEXICO OFFICE OF THE STATE HISTORIAN SCHOLARS PROGRAM

1.13.7.1 ISSUING AGENCY: State Commission of Public Records - State Records Center and Archives
[1.13.7.1 NMAC - N, 06/30/05]

1.13.7.2 SCOPE: Scholars meeting the eligibility requirements set forth in 1.13.7 NMAC to pursue research at New Mexico archival repositories.
[1.13.7.2 NMAC - N, 06/30/05; A, 05/15/07]

1.13.7.3 STATUTORY AUTHORITY: Section 14-3-6 NMSA 1978 provides that the state records administrator shall adopt regulations necessary for carrying out the Public Records Act, which governs the management of the public records, including those held in the state archives.
[1.13.7.3 NMAC - N, 06/30/05; A, 06/01/06]
[The program was first funded through a special appropriation in Laws 2005, Chapter 34, Section 4, Subsection E. Money to continue the program was included in the agency's subsequent fiscal year base budget.]

1.13.7.4 DURATION: Permanent.
[1.13.7.4 NMAC - N, 06/30/05; A, 06/01/06]

1.13.7.5 EFFECTIVE DATE: June 30, 2005, unless a later date is cited at the end of a section.
[1.13.7.5 NMAC - N, 06/30/05]

1.13.7.6 OBJECTIVE: To promote an understanding and appreciation of New Mexico history by providing financial incentive to fellows conducting research on New Mexico history and cultures.
[1.13.7.6 NMAC - N, 06/30/05; A, 06/01/06; A, 05/15/07]

1.13.7.7 DEFINITIONS:

A. Fellowship means a contract with the state records center and archives, under the terms of which the contractor (fellow) receives compensation for research and other deliverables as defined in the contract and pursuant to the provisions of 1.13.7 NMAC.

B. Research means, for purposes of 1.13.7 NMAC, research conducted using primary sources from New Mexico archival repositories containing material relative to the history and cultures of New Mexico.

C. Independent scholar means an individual, regardless of academic credentials, who is recognized as an authority in any field or discipline that advances an understanding and appreciation of New Mexico history. Independent scholars may include individuals such as community historians, tribal elders, etc.

D. Archival repository means an archival repository in New Mexico that contains material relative to the history and cultures of New Mexico.

[1.13.7.7 NMAC - N, 06/30/05; A, 06/01/06; A, 05/15/07; A, 07/01/09]

1.13.7.8 ELIGIBILITY: Applicants for fellowships shall meet the requirements described below.

A. An applicant shall:

(1) be enrolled in a graduate program in an accredited college or university and conducting research toward a graduate degree at that institution, subject to the provisions of Subsection B of 1.13.7.8 NMAC; or

(2) hold a graduate degree in a field or discipline from an accredited college or university, subject to the provisions of Subsection B of 1.13.7.8 NMAC; or

(3) be an independent scholar.

B. An applicant may be studying or working in any field or discipline, provided that the research proposed shall foster an understanding and appreciation of New Mexico history and that his or her academic or work experience shall qualify him or her to conduct the proposed research.

[1.13.7.8 NMAC - N, 06/30/05; A, 06/01/06; A, 05/15/07]

1.13.7.9 FELLOWSHIPS - TERMS AND CONDITIONS:

A. Fellowships shall be awarded for a maximum of \$1,000 per month. The amount of a fellowship shall be determined by budget availability. The funding shall be used to support research relating to the advancement of an understanding and appreciation of New Mexico history and cultures.

B. The duration of a fellowship shall be one to two months, except as provided in Subsection C of 1.13.7.9 NMAC, and shall be determined by the nature of the proposed research project and budget availability.

C. A fellowship with duration of greater than two months may be awarded, if the proposed research is sufficiently extensive and the benefit to the state of New Mexico and to the advancement of an understanding and appreciation of New Mexico history is determined to be sufficiently significant. The sufficiency of the research and the significance of the benefit shall be determined by the fellowship awards committee.

D. Fellowships shall be awarded only for research projects based on research conducted using primary sources available in New Mexico archival repositories containing material relative to the history and cultures of New Mexico. A minimum of 80 hours per month of on-site research in these archival repositories shall be required.

E. Fellowships shall be awarded only for research projects that shall benefit the state of New Mexico and its citizens by advancing an understanding and appreciation of New Mexico history.

F. Each fellow shall be required to meet the post-award requirements set forth in 1.13.7.13 NMAC. [1.13.7.9 NMAC - N, 06/30/05; A, 06/01/06; A, 05/15/07]

1.13.7.10 APPLICATION FOR FELLOWSHIP:

A. An applicant for a fellowship shall complete an application package that shall contain the following items.

(1) A signed cover letter that shall contain, at a minimum:

- (a) a statement explaining the applicant's interest in the scholar's program;
- (b) the eligibility criterion under which the application is being made (see 1.13.7.8 NMAC);
- (c) the length of the fellowship requested and the preferred dates of the fellowship (within the time limits set forth in 1.13.7.14 NMAC); and

(d) the amount of the fellowship requested (see 1.13.7.9 NMAC).

(2) An abstract, not to exceed 300 words, which shall define the topic of the proposed research and summarize its purpose and objectives.

(3) A research proposal, no more than six pages in length, which shall describe what is to be accomplished during the fellowship period; the status of the applicant's research on the proposed research topic; the specific relevance of the proposed archival repository collections to the project; the significance of the research to the advancement of an understanding and an appreciation of New Mexico history; and the expected results or products of the research.

(4) An up-to-date curriculum vitae, which shall not exceed four pages and which shall also, in addition to academic and work experience, reflect the applicant's full name; residential and, if applicable, business addresses; and residential and, if applicable, business telephone numbers and e-mail addresses.

(5) Copies of certified transcripts or of diplomas, if the application is made pursuant to an eligibility criterion requiring award of academic degrees or enrollment in an academic program (see 1.13.7.8 NMAC).

(6) Two letters of support. If the applicant is a graduate student enrolled in a Ph.D. program, one of the letters shall be from the applicant's dissertation chair or advisor. If the applicant is enrolled in a master's degree program, one of the letters shall be from the student's graduate advisor. Original copies of the letters shall be included with the application or may be forwarded directly from the supporters. If the applicant chooses the latter option, he or she shall include a statement to that effect in the application package, and the applicant shall be responsible for ensuring that the letters of support are received by the deadline.

B. The cover letter, the abstract, the proposal and the curriculum vitae shall be produced using word processing software, shall be in 12-point type (preferably Times New Roman) and shall be double-spaced, with one-inch margins on all sides.

C. The application package shall be collated (clipped, not stapled) and five copies submitted by the deadlines provided in 1.13.7.14 NMAC.

D. Incomplete applications shall not be considered for funding; however, they shall not be returned. [1.13.7.10 NMAC - N, 06/30/05; A, 05/15/07]

1.13.7.11 FUNDING AND COMPENSATION:

A. The New Mexico office of the state historian scholars program is contingent on sufficient appropriation and operating budget.

B. Although an applicant shall request, pursuant to 1.13.7.10 NMAC, a fellowship for a given amount, duration and time, the decisions concerning these issues shall be made by the fellowship awards committee and shall be based on funding availability, the nature of the proposed research and access to collections and the number of fellowships awarded. All research and all post-award requirements conducted under a fellowship shall be completed by the end date of the fellowship period and, in all cases, no later than June 30 of the fiscal year in which the fellowship is awarded.

C. A successful applicant shall enter into a contract issued by the state records center and archives, which shall describe the specific research topic, research requirements, specific deliverables, timetables and compensation provisions.

D. As set forth in 1.13.7.8 NMAC, compensation shall not exceed \$1000 per month. For a fellowship of one-month duration, payment shall be made at the conclusion of the fellowship, subject to the successful completion of all fellowship requirements. For a fellowship of duration of longer than one month, payment shall be made monthly, subject to the successful completion of identified deliverables. The deliverables shall be delineated in the acceptance agreement.

[1.13.7.11 NMAC - N, 06/30/05; A/E, 04/14/06; A, 06/01/06; A, 07/01/09]

1.13.7.12 REVIEW AND AWARD PROCESS:

A. The staff of the office of the state historian, a division of the state records center and archives, shall conduct an initial review of all applications to ensure that all required materials have been received and that the applicant meets the minimum qualifications. Applicants who do not meet minimum qualifications or whose applications are incomplete shall be notified in writing; however, application packages shall not be returned.

B. Qualifying applications shall be reviewed and rated and fellowships awarded, using an established rating system which shall take into consideration such factors as qualifications of the applicant, proposed use of identified archival collections, practicality of the proposal, value and use of proposed research in the advancement of the understanding and appreciation of New Mexico history, and budget availability.

C. Qualifying applications shall be reviewed and rated and awards made by a fellowship awards committee. Members of the committee shall be the state historian, two archivists, and two historians who shall be qualified by academic credentials or experience to evaluate the significance of the historical research proposed. The four members shall be appointed by the state historian, subject to the approval of the state records administrator. Members of the committee shall serve without compensation and shall declare any conflict of interest with respect to any applicant and shall not participate in the evaluation of any application where such a conflict may exist.

D. During the review process, the committee may request clarifying information from applicants, but the decisions of the committee shall be final.

[1.13.7.12 NMAC - N, 06/30/05; A, 05/15/07]

1.13.7.13 POST-AWARD REQUIREMENTS: Successful fellowship applicants shall comply with the following post-award requirements.

A. Research work shall take place at New Mexico archival repositories containing material relative to the history and cultures of New Mexico.

B. Prior to the conclusion of the fellowship period, each fellow shall be required to give a public lecture based on the research accomplished during the fellowship period.

C. Each fellow shall be required to submit a report of research findings prior to the conclusion of the fellowship. Each fellow shall produce and submit a three-page or longer, historical essay that may be included in the New Mexico history web project. In addition, the fellow shall submit any completed research findings that result in reports, papers, chapters and manuscripts to the state records center and archives. All submitted material shall be included in the state archives unpublished manuscript collection and shall be accessible to the public. Failure to comply with this requirement shall require immediate reimbursement to the state of the fellowship award. These requirements shall be further defined in the acceptance agreement.

[1.13.7.13 NMAC - N, 06/30/05; A, 06/01/06; 05/15/07; A, 07/01/09]

1.13.7.14 TIMETABLE - APPLICATIONS AND AWARDS:

A. Completed applications shall be received by the office of the state historian by the deadline set forth in the call for proposals.

B. The staff of the office of the state historian shall conduct an initial review to determine if applications are complete and applicants meet minimum qualification within ten working days of the receipt of applications.

C. The fellowship review committee shall conduct its review and evaluation process of qualifying applications and award fellowships within one month of deadline set forth in the call for proposals. Successful applicants shall be notified by e-mail or, if an applicant has no e-mail address, by registered mail, return receipt requested. An applicant shall satisfy the requirements of Subsections D and E of 1.13.7.14 NMAC prior to beginning research and within the timeframes specified or the award may be rescinded.

D. Successful applicants shall notify the office of the state historian, a division of the state records center and archives, of their acceptance or rejection of fellowships within five days of notification of award. Notification shall be made by e-mail, or if the applicant has no e-mail address, by registered U.S. mail, return receipt requested.

E. Acceptance agreements shall be completed and signed prior to the beginning of research or within one month of notification of acceptance, whichever is earlier.

F. All research and deliverables identified in the acceptance agreement shall be completed by the end of the fellowship period, but in all cases no later than June 30 of the fiscal year in which the fellowship is awarded. [1.13.7.14 NMAC - N, 06/30/05; A/E, 04/14/06; A, 06/01/06; A, 05/15/07]

HISTORY OF 1.13.7 NMAC: [RESERVED]