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Subpart A—General

§ 1206.1 How are these Questions and Answers formatted?

As if you, the reader, were asking us, the National Historical Publications and Records Commission, these questions.

§ 1206.2 What does this part cover?

This part prescribes the procedures and rules governing the operation of the grant program of the National Historical Publications and Records Commission.

§ 1206.3 What terms have you defined?

(a) The terms *Commission* and *NHPRC* mean members of the National Historical Publications and Records Commission acting as a body.

(b) The term *NHPRC staff* refers to the Executive Director and the staff of the Commission or the Executive Director of the Commission.

(c) The term *guidance* refers to a non-binding document published on the NHPRC Web site to clarify or explain Commission policy or to provide procedural details.

(d) The term *The Manual of Suggested Practices* refers to The Manual of Suggested Practices for State Historical Records Advisory Boards. It is a type of guidance.

(e) The term *grant opportunity announcement* refers to a document published on the NHPRC Web site, on the Grants.gov Web site, and in the FEDERAL REGISTER that describes a type of grant offered, eligibility requirements, and application instructions.

(f) The term *historical records* means documentary material having perma-

nent or enduring value, including manuscripts, personal papers, official records, maps, audiovisual materials, and electronic files.

(g) The term *historical records repository* means organizations whose mission is to acquire, preserve, and promote the use of historical records. They include archives, special collections, museums, and historical societies.

(h) The term *State* in §§1206.40 through 1206.42, means all 50 States of the Union, plus the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(i) The term *cost sharing* means the financial contribution the applicant pledges to the total cost of a project. Cost sharing can include both direct and indirect expenses, provided by the applicant or by third-parties as in-kind or cash contributions, and any income earned directly by the project.

(j) The term *direct costs* means expenses that are attributable directly to the cost of a project, such as salaries, project supplies, travel expenses, equipment rented or purchased for the project or services procured for the project.

(k) The term *indirect costs* means costs incurred for common or joint objectives of an applicant's organization and therefore not attributable to a specific project or activity. Typically, indirect costs include items such as overhead for facilities maintenance and accounting services.

(l) The term *board* refers to a State historical records advisory board.

(m) The term *coordinator* means the coordinator of a State historical records advisory board.

§ 1206.4 What is the purpose of the Commission?

The National Historical Publications and Records Commission, a statutory body affiliated with the National Archives and Records Administration, supports a wide range of activities to preserve, publish, and encourage the use of primary documentary sources. Through our grant programs, training programs, and special projects, we offer advice and assistance to state and local