

Request for Letters of Interest: Longfellow House-Washington's Headquarters National Historic Site Special History Study

Project Title: Longfellow House-Washington's Headquarters National Historic Site Special History Study

Project Budget: \$39,250 (This is the total compensation for the PI(s), including travel, 508 compliance, and copyright permissions.) There is an optional additional \$2,000 for an outside copy editor, which can be redirected to the PI if they are part of a larger organization that has internal copyediting capacity if the selected PI(s) have team capacity.

Deadline for Letter of Interest to NCPH: August 15, 2023

Expected Date to Award Project: September 1, 2023

Anticipated Start Date: October 1, 2023

Timeline for Completion: November 1, 2026

Questions? Email ncph@iupui.edu

Project Summary

The National Park Service (NPS), through the Interior Region 1, North Atlantic-Appalachian History and Preservation Assistance Office, requires the performance of research and writing of a Special History Study (SHS) for Longfellow House-Washington's Headquarters National Historic Site (LONG) in Cambridge, Massachusetts. Special History Studies focus on a single theme to provide essential data for present and future interpretation and resource management.

This SHS will compile historical research to answer fundamental questions about the history of historic preservation at Longfellow House-Washington's Headquarters NHS as well as the connections between the Longfellow family and the historic preservation movement. The study will explore the Longfellow family's relationship to networks of preservationists locally, regionally, and nationally. The study shall conform to professional standards regarding the methodology of historical research and writing. Stylistic, bibliographical, and report production standards shall conform to the current edition of the Chicago Manual of Style. The SHS, including enumerated appendices, graphics, and index, shall be completed within thirty-six months from the date of contract award. It is expected that this study will require a range of 200-250 pages, or 50,000-62,500 words.

Resources & History

Longfellow House – Washington's Headquarters National Historic Site (LONG) preserves the Georgian house that served as headquarters for General George Washington during the Siege of Boston and later became home of Henry Wadsworth Longfellow, one of America's foremost 19th-century poets. The Longfellow's occupancy of the home began in 1843, when Nathan Appleton brought the home on 105 Brattle Street as a wedding gift for his daughter, Fanny, and her husband Henry Wadsworth Longfellow. Throughout the 20th century the Longfellow family

and their relatives played an active role in the development of the historic preservation field and the preservation of the home itself, including the establishment of the Longfellow House Trust (1913-1974). Key players within the Longfellow family that were involved in historic preservation efforts include Henry Wadsworth Longfellow Dana, known to his friends as “Harry” (1881-1950), Anne Longfellow Thorp (1894-1977), and Alice Mary Longfellow (1850–1928).

Relevant National Register Significance Background

In the area of Conservation, the property is nationally significant under Criterion A for its association with important events in the history of historic preservation in the United States during the nineteenth and early twentieth centuries. The preservation of the Longfellow House reflects the country’s devotion to places associated with George Washington and the colonial period, a cause that Henry Wadsworth Longfellow helped to cultivate. It is also an example of the reverence for the homes of literary figures that became a hallmark of the historic house museum movement in the twentieth century. The property also has national significance in the area of Conservation under Criterion B as the lifelong residence of Alice Mary Longfellow (1850–1928), Henry’s daughter and a noted philanthropist and preservationist. In addition to helping ensure the preservation of the Longfellow House as a memorial to Washington and to her father, Alice Longfellow was actively involved with other preservation organizations and a champion of women’s education. The period of significance for Conservation begins in 1837, when Henry chose to rent rooms in the house where Washington had stayed; encompasses his and Alice’s lifelong preservation of the property; and ends in 1972 with the establishment of Longfellow National Historic Site as the culmination of efforts by the Longfellow House Trust to preserve the property as a public site. The site was listed on the National Register of Historic Places in 1966, with an update to its listing pending.

Park partners play a key and important role at LONG. Community partners, including historical societies, museums, university professors, and other volunteers will be identified by the NPS as part of this project prior to the Principal Investigator conducting research and fieldwork. Several of these partners have repositories with important primary and secondary sources including: Historic New England, Mount Vernon Ladies Association, and History Cambridge.

Project Purpose and Goals

This project will produce a Special History Study (SHS) on the Historic Preservation Movement at the Longfellow House. The Longfellow family and their relatives played an active role in the development of the historic preservation field in the early 20th century. This significance has long been recognized at the site, with “Historic Preservation” included as a theme in the 1978 Interpretive Prospectus and the 2004 draft Comprehensive Interpretation Plan. This project will synthesize available information on the family’s role in the historic preservation movement and its impact on the preservation of the site and inform future interpretive planning.

The Principal Investigator (PI) will prepare the SHS based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the park. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than end notes or reference notes). The study will also produce project files ready for accessioning into the park's archives.

The project's central goal is to understand in more depth the Longfellow family's role in and relationship to the historic preservation movement. The Principal Investigator will explore the interconnections between the Longfellow family's involvement in the historic preservation movement, how this role impacted the preservation of the site, and how the Longfellows impacted the historic preservation movement locally, regionally, and nationally. The information produced from this study will greatly expand existing baseline information and will influence different aspects of the park, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public. The Special History Study will also be of interest to the public as a reference for the region's history, and therefore should be written for a broad popular audience as well as for NPS management.

Statement of Work and Deliverables

The PI(s) shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting it to NCPH. The final approved Special History Study will contain all sections described below and include footnotes. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The PI will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts.

In addition to the products listed below, the PI will provide quarterly electronic progress reports to NCPH. These reports will describe what research and writing has been accomplished, any significant findings from the research and any concerns the Principal Investigator may have regarding locating specific materials or meeting deadlines.

The following overview details the major sections that must comprise the study.

I. Front Matter

A. Cover Page

B. Signature Page

Shall include signature and date lines for two approving officials in the following order: "Recommended/Manager, Cultural Resources, Interior-Region 1/Date; Approved/Superintendent, Longfellow House-Washington's Headquarters National Historic Site Park/Date.

C. Executive Summary

D. Table of Contents

The table of contents must list the titles of all major divisions and the first level (principal) subdivisions in the study and provide page numbers for all major divisions.

E. List of Illustrations

A list of illustrations must include captions and give page numbers for photographs, figures/illustrations, maps, and other forms of graphics subject matter. If warranted, separate lists for specific types of illustrations may be used.

F. Acknowledgments

The acknowledgments must include any obligatory or appropriate personal or organizational acknowledgments.

G. Preface

The preface must contain background information about the scope of the research preparation of the study. It will discuss research methods and summarize major findings.

H. List of Abbreviations and/or Acronyms

This list must include nonstandard abbreviations and acronyms used in the report. The spelled-out version of a term should be given the first time the term appears within the study.

II. Text or Main Body of the Report

A. Introduction

The introduction must include general background information on the geographic location, history, and significance of the park and its resources and how areas within the park were administered prior to park establishment.

B. Historical Data/Narrative and Analysis:

This section represents the main body of the SHS. Central questions could include, but are not limited to, those identified below:

- 1) What was the Longfellow family's role in the historic preservation movement and how did this impact preservation of the site?
- 2) Where did Alice Longfellow and Harry Dana learn about historic preservation practice? How did their preservation work evolve in response to local/regional/national trends?
- 3) How did Alice Longfellow and Harry Dana fit into the network of people in the nascent historic preservation movement (i.e., leaders, followers, or peers)? Specific people and organizations key to their networks include (but are not limited to) the Mount Vernon Ladies Association, the Society for the Preservation of New England Antiquities, the Daughters of the American Revolution, the Old North Church, the Wayside Inn, Henry Ford, and William Sumner Appleton.
- 4) How did Alice Longfellow's preservation efforts at Mount Vernon and other sites relate to her preservation of this site?
- 5) How did the Colonial Revival movement relate to the nascent historic preservation movement?
- 6) What values propelled the Colonial Revival movement?

- 7) Are there connections between Harry Dana, Alice Longfellow, and other family members' historic preservation activities and other social causes or movements they supported?
- 8) What debates or differences of opinion shaped the nascent historic preservation movement, and the early preservation of this site?
- 9) Was Anne Longfellow Thorp involved in historic preservation outside of her efforts to preserve 105 Brattle Street? If so, where and in what capacity?
- 10) What were the national trends of suppression and elevation of different kinds of objects/stories and how did they play a role in the preservation of this house?
- 11) How did the financial model of historic preservation in 105 Brattle Street align with or diverge from national trends in historic preservation at the time?

C. Epilogue (or Conclusion):

The epilogue (or conclusion) must consist of a closing statement that provides further comment, if appropriate, on the interpretation of the information found in the study.

D. Research Recommendations:

These recommendations must include a discussion of topics for future study, including an indication of why the author thinks they are relevant to park management and reference to any known sources that might be useful for this future research.

III. Back Matter

A. Appendices:

The appendices should include copies or transcriptions of key documents and data including but not limited to legislation, agreement documents, genealogical information or family trees, maps, and other valuable information.

B. Bibliography:

The bibliography should list the primary and secondary source materials researched and used for the preparation of the study. The bibliography will be broken into sections by kinds of materials (i.e., primary and secondary sources, etc.) as directed in *The Chicago Manual of Style*.

C. Illustrations

A limited number of illustrations should appear in relevant chapters. Wherever possible, the Principal Investigator should choose illustrations that are in the public domain. The Principal Investigator is responsible for the cost of all reproductions and for securing copyright permission, where applicable. All illustrations should be labeled with captions that fully identify the subject, where published (if published), and provide credit lines identifying where the original can be found. Illustrations should be numbered and referred to by number in the text. A full list of illustrations with captions will be included following the table of contents. Copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over to the park at the completion of the project.

Transfer of Knowledge

The SHS will be used by, and be of interest to, a broad audience, including the general public; the Principal Investigator will give one 45–60-minute public talk on their findings as part of the annual Longfellow House fall lecture series (each Thursday evening from late October to early December). This talk will be recorded and made available on the park's website/YouTube.

Project Research Files

At the conclusion of research and within 60 days of written acceptance of the final print-proof report, all notes, records, maps, drawings, photographs, negatives, slides, digital images, tapes, digital recordings transcripts, and other data acquired during the course of this study will be professionally organized for archival purposes and submitted to the Agreement Technical Representative, to be deposited in the archives of NPS unit.

Existing Cultural Resource Documentation

At LONG

- [Alice Mary Longfellow \(1850-1928\) Papers, 1855-1965 \(bulk dates: 1873-1928\)](#)
 - 1. Personal Materials, A. Personal Documents – MVL Annual Report, 1929
 - 1. Personal Materials, B. Certificates – Daughters of the American Revolution, 1901
 - 1. Personal Materials, D. Charities – Includes documentation of charitable contributions to preservation organizations.
 - 2. Correspondence – Correspondents include Daughters of the American Revolution, Hannah Winthrop Chapter, n.d. (Outgoing); Henry Ford; Maine Historical Society; Mount Vernon; Society for the Preservation of New England Antiquities
 - 3. Expenses, C. Household Expenses, Furnishings (including for Mt. Vernon)
 - 4. Financial Materials – In-house research on this series and 1.D Charities has created a database of charitable giving, including to preservation organizations. Recipients include Mount Vernon Ladies Association, Society for the Preservation of New England Antiquities, Cambridge Historical Society, Maine Historical Society, New England Historic Genealogical Society, Concord Antiquarian Society, and the Mayflowers.
 - 5. Manuscripts, B. Articles, “The Appeal of Mount Vernon,” “The Mount Vernon Association,” Untitled essay on Mt. Vernon
 - Subcollection 2. Photographs.
 - Mount Vernon Ladies Association, 1925 (1007.002/002.002#013)
 - Mount Vernon Ladies Association, 1921 (1007.002/002.002#019, #021)
 - Alice Longfellow, Henry Ford and others at Wayside Inn, c. 1924 (1007.002/002.002-#017, #018, #022 to #024)
 - Alice Longfellow at Wayside Inn, c. 1924 (1007.002/002.001-#042 to #045, #50 to #051)

[Henry Wadsworth Longfellow Dana \(1881-1950\) Papers, 1744-1972 \(bulk dates: 1850-1950\)](#)

- Series I. Personal Materials – Appointment books include minimalistic notations of meetings with preservationists (e.g., Henry Ford 1926)
- Series II. Correspondence – Correspondents include Alice Mary Longfellow
- Series VII. Organizations – Bay State Historical League, Cambridge Historical Society, Descendants of the American Revolution, Maine Historical Society, Mass. Historical, Sons and Daughters of the First Settlers of Newbury
- Series VIII. Research – HWLD was involved in Birthday, Centennial, and Bicentennial Observances for George Washington, 1889-1942. Research material on HWL includes correspondence with Henry Ford regarding the Wayside Inn and research on sites related to Hiawatha and Evangeline.
- Series IX. Collected Materials, 3. “Miscellaneous Famous People” – Includes collected documents relating to the history of the house, including many sought out by HWLD, correspondence from William Dean Howells to Alice Longfellow about commemorations (July 1875 US Centennial and March 1907 HWL Centennial)
- Series IX. Collected Materials, 4. Photographs
 - "Dickens Fellowship at the Wayside Inn, May 1926." (1002/009.004-#0972)

[Appleton Family Papers, 1752-1962 \(bulk dates: 1831-1885\)](#)

- Series XXVIII. Henry Wadsworth Longfellow Dana Research – Includes correspondence from William Sumner Appleton Jr. (founder of SPNEA), to H.W.L. Dana, 1932-1947

[Longfellow House Trust \(1913-1974\) Records, 1852-1973](#)

- The Trust records document the Longfellow family’s efforts to preserve the house as a memorial and museum, including the indenture of trust, the efforts to inventory and document the collection, and records of museum operation and visitation in the early 20th century.

[Henry Wadsworth Longfellow \(1807-1882\) Family Papers, 1768-1975 \(bulk dates: 1825-1950\)](#)

- Series VII. Anne Longfellow Pierce Papers – HWL’s younger sister lived in his boyhood home in Portland, Maine most of her life, and was involved in its preservation and donation to the Maine Historical Society
- Series III. Edith Longfellow Dana Papers and Series IV. Anne Allegra Longfellow Thorp Papers – Include correspondence documenting Longfellow family members’ observance of the Centennial in 1875-1876.

[Mary King Longfellow \(1852-1945\) Papers, 1855-1946 \(bulk dates: 1866-1939\)](#)

- 1875 journal includes descriptions commemorations of centennial of Paul Revere’s Ride in Cambridge and Lexington

Museum Collection

- The museum collection includes commemorative items from the centennial of the American Revolution, for example:
 - a teacup associated with the 1873 commemoration of the Boston Tea Party at Faneuil Hall (LONG 18023)
 - clothing worn by Alice Longfellow to the Philadelphia Centennial Exposition

- *Proceedings at the Centennial Celebration of the Battle of Lexington April 19, 1875.* (LONG 14815)
- Massachusetts state commemorative medal, issued at the US centennial celebration in 1876 (LONG 7194)
- Secretary desk and bookcase with label inside top drawer: "This mahogany secretary is the / property of Miss A. M. Longfellow / and is loaned by her to Mt. Vernon / (see item 4 of her instructions for 1897)" (LONG 2446)
- Alice Longfellow's copy of *Reports of the Mount Vernon Ladies' Association of the Union 1858-1895* (LONG 8099)
- Alice Longfellow's copy of *Annual Report of the Mount Vernon Ladies' Association of the Union, 1929* (LONG 16369)
- Alice Longfellow's copy of *A Letter from the Founder and First Regent of the Mount Vernon Association Miss A.P. Cunningham, of Virginia, 1866* (LONG 26221)

LONG Cultural Resource Management Reports-

<https://irma.nps.gov/DataStore/Collection/Profile/7945>

At Other Repositories

- **Historic New England (MA)**
 - William Sumner Appleton Jr.'s papers in the Weld-Appleton family papers <https://www.historicnewengland.org/explore/collections-access/gusn/187797>
 - Historic New England institutional records <https://www.historicnewengland.org/explore/collections-access/gusn/198151>
- **Mount Vernon Ladies Association (Mount Vernon, VA)**
 - **Correspondence to and from Alice Longfellow (1 folder?):** Archives of the Mount Vernon Ladies' Association; Papers of the Mount Vernon Ladies' Association (A); Series 6. Vice Regents Files, 1858-2016; Sub-Series 6.2. Vice Regents Files - Alphabetical, 1858-2016; Longfellow, Alice
 - Alice Longfellow is found as creator in 10 collections: <https://archives.mountvernon.org/agents/people/829>
- Massachusetts Historical Society (Boston, MA)
 - Appleton Family Papers, 1303-1941 (Ms. N-1778) <https://www.masshist.org/collection-guides/view/fa0247>
- History Cambridge (Cambridge, MA) (<https://historycambridge.org/research/finding-aids/>)
 - The Proceedings of the Cambridge Historical Society 1906–1979 (<https://historycambridge.org/finding-aids/proceedings/>) – The Proceedings include seven articles by HWLD, and a remembrance of him.
- Harvard University (Cambridge, MA)
 - Houghton Library holds the Papers of Henry Wadsworth Longfellow (MS Am 1340, MS Am 1340.1-12). Correspondence about the deposit and transfer with William Bond appears in the Longfellow House Trust Records, and likely in Houghton's accession files as well.

- Alice Longfellow donated volumes from her father's library to Harvard
- Daughters of the American Revolution
 - Alice Longfellow was a member of the Hannah Winthrop Chapter, Boston, MA (<https://hannahwinthropdar.org/>)
 - The NSDAR Archives (Washington, DC) serves as the repository for NSDAR records which are no longer administratively useful but which have sufficient historical or other value to warrant their continued preservation. (<https://www.dar.org/archives>)
- New England Historical and Genealogical Society (Boston, MA) (<https://www.americanancestors.org/>)
- Maine Historical Society (Portland, ME)
 - Alice Longfellow donated furnishings, including a lolling chair and her father's Chickering piano, to the Wadsworth-Longfellow House, which are still in the museum's collection.
- The Henry Ford (Dearborn, MI)
 - Ford purchased the Wayside Inn in Sudbury, MA in 1923. He corresponded and interacted with Alice Longfellow, and perhaps others from the family, about its collections and preservation.
 - "Henry and Clara Ford with Guests in Ballroom at the Wayside Inn, Sudbury, Massachusetts, April 7, 1926" including Alice Longfellow and Anne Allegra Longfellow Thorp, in Photographic Vertical File Series. (84.1.1660.P.O.3356) <https://www.thehenryford.org/collections-and-research/digital-collections/artifact/230661#slide=gs-562231>

Bibliography

Axelrod, Alan, ed. *The Colonial Revival in America*. A Winterthur Book.

Catalano, Kathleen. "The Longfellows and Their 'Trumpery Antiques'" Longfellow National Historic Site, 1983.

Cummings, Abbott Lowell. "Origins of Historic Preservation in Massachusetts." *Proceedings of the Massachusetts Historical Society*, Third Series, Vol. 87 (1975), pp. 3-13.

Grabitske, David M. "First Lady of Preservation: Sarah Sibley and the Mount Vernon Ladies Association." *Minnesota History*, Vol. 58, No. 8 (Winter, 2003/2004), pp. 407-416.

Gyure, Dale Allen. "Colonial Revival in America: Annotated Bibliography." for National Park Service, Philadelphia Support Office, August 2000.

Howe, Barbara J. "Women in Historic Preservation: The Legacy of Ann Pamela Cunningham." *The Public Historian*, Vol. 12, No. 1 (Winter, 1990), pp. 31-61

Korzenik, Diana. "Family Values." *Historic New England*. Summer 2014, p. 16-19.

Lindgren, James M. "'A Constant Incentive to Patriotic Citizenship': Historic Preservation in Progressive-Era Massachusetts." *The New England Quarterly*, Vol. 64, No. 4 (Dec. 1991), pp. 594-608.

Pitcaithley, Dwight. "Longfellow National Historic Site: A Preservation History," Paper presented, Annual Conference of the Organization of American Historians, New York City, April 1986.

Mount Vernon Ladies Association. "Alice Longfellow's Quest for Authenticity." <https://www.mountvernon.org/preservation/mount-vernon-ladies-association/their-legacy/alice-longfellows-quest-for-authenticity/>

Mount Vernon Ladies Association, Mary V. Thompson. "Early History of the Mount Vernon Ladies Association." <http://https://www.mountvernon.org/library/digitalhistory/digital-encyclopedia/article/early-history-of-the-mount-vernon-ladies-association/>

Rossano, Geoffrey, ed. *Creating a Dignified Past: Museums and the Colonial Revival*. Savage, MD: Rowman & Littlefield.

Zarrelli, Sara Patton. *The Long Road to Restoration: An Administrative History of Longfellow House-Washington's Headquarters National Historic Site*. 2021. <https://irma.nps.gov/DataStore/Reference/Profile/2286839>

Schedule for Product Delivery

All work specified shall be completed no later than 40 months from selection and in accordance with the following schedule. All deliverables will be made to NCPH, except as noted below. The NPS will provide comments to the PI on the detailed narrative outline and the draft of one chapter within 30 days of receipt of these products. The NPS will provide comments on the first, second and final drafts within 30 days of receipt.

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
Cooperator teleconference	Teleconference with the cooperator, park staff, and regional office staff to discuss selection of PI.	October 1, 2023	\$5,887.5 (15%) immediately upon completing introductory call.
Start-up meeting and onsite orientation for project team	Hold initial conversation and on-site orientation meeting with the NCPH and PI, park and regional office staff to discuss content, location of source material, access to documentary resources, research goals, schedule, and project deliverables.	by November 1, 2023	

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<p>The NPS will provide a tour to acquaint the Principal Investigator with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).</p>		
Detailed Outline	<p>Conduct sufficient preliminary research to complete a research plan and detailed outline. The outline shall include descriptions of each chapter containing sufficient detail to demonstrate the complete range of topics and themes to be discussed as well as chronological periods. It should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report and include a list of all repositories consulted. The outline will provide the basis for the "Table of Contents" for the project.</p> <p>NPS will provide review comments on the outline to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final chapter</p>	May 1, 2024	\$3,925.00 (10%) by June 1, 2024

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<p>outline to NPS within 15 days of receipt.</p> <p>If necessary, following NPS review, a meeting or conference call may be scheduled to develop further the final content of the study. An approved outline will result from this review.</p>		
Draft of one chapter	<p>The chapter draft submitted should be a complete chapter from the main body of the report and be determined in consultation with the NPS. The submitted chapter will adhere to the format for the first draft.</p> <p>NPS will provide review comments on the chapter to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final draft chapter to NPS within 15 days of receipt.</p>	October 1, 2024	\$5,887.50 (15%) by November 1, 2024
First draft of study	<p>The first draft will consist of a completed report, including front matter, footnotes, and preliminary bibliography, and will include all maps, graphics, footnotes, and appendices to be included in the final report. The draft will be reviewed by NPS for sufficiency and professional quality.</p>	September 1, 2025	\$7,850.00 (20%) by October 1, 2025

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<p>Within 30 days of receipt by NPS, the draft will be reviewed and NCPH will be notified when review comments will be transmitted. During the period of revision of the draft, NCPH will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p> <p>Preliminary discussion of transfer of knowledge.</p>		
<p>Second draft of study</p>	<p>The second draft addressing all previous comments will be submitted for two, double-blind peer reviews in addition to NPS review.</p> <p>In addition to meeting the requirements for the first draft, by this submission the Principal Investigator is responsible for:</p> <ul style="list-style-type: none"> • obtaining copyright permission and providing appropriate credit line for government printing of all images • providing images as digital images in high resolution jpg or tif format suitable for printing – see NER Formatting Guidelines <p>identifying images by subject, publication</p>	<p>January 15, 2025</p>	<p>\$3,925.00 (10%) by February 15, 2025</p>

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<p>information, and location of original</p> <p>NCPH will complete peer review and provide peer reviewer names and reviews to the NPS for review and comment within 30 days from Principal Investigator submission. NPS will return response within 30 days. NPS response and peer reviews will be provided to the PI.</p> <p>During the period of revision of the draft, NCPH will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>		
Final study	<p>A final draft report addressing review comments transmitted to NCPH by NPS will be submitted to NPS prior to printing of the final document for acceptance. NCPH will design appropriate cover art/graphics including the NPS Arrowhead for the camera-ready final document. The PI will select an appropriate illustration for the cover and may provide a descriptive title.</p>	April 15, 2026	\$7,850.00 (20%) by May 15, 2026
Print-proof version	<p>A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and signature.</p>	June 15, 2026	\$1,962.50 (5%) by August 1, 2026

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
Closeout meeting and delivery of research files and printed copies	NCPH, PI, park and regional office staff will meet to review the project, ensure that copies of all research notes are turned over to the NPS; copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over the park at the completion of the project.	July 15, 2026	
Public Presentation	PI Investigator will give one 45–60 minute public talk on their findings as part of the annual Longfellow House fall lecture series	November 1, 2026	\$1,962.50 (5%) by December 1, 2026

Stipulations

1. The Principal Investigator must be fully qualified personnel and conform to current standards of scholarship. Principal Investigators must meet the requirements specified in the quality ranking factors stated in *NPS-28: Cultural Resource Management Guideline*, Appendix E, “Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists” for an historian (https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm).
2. All work must be technically and legally defensible.
3. Research must meet NPS standards for a “thorough investigation” as defined in *NPS-28: Cultural Resource Management Guideline* for an historical study, i.e., research will be done in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data. Findings must be presented in no greater detail than required by this scope of work; it is expected that this study will require a range of 200-250 pages, or 50,000-62,500 words.
4. The Principal Investigator’s quality control efforts must ensure that all draft and final deliverables are completed documents, as specified, that meet the standards of scholarship as defined by the guidelines of the various professional organizations including but not limited to the NCPH, and that have been reviewed for copy quality,

technical accuracy, and consistency with style guidelines. Peer and partner review is an important component of this project. Submittals not displaying such efforts will not be accepted.

5. The Principal Investigator must coordinate with the NPS as necessary to complete the work as and when required. This may include participating in conference calls and product review meetings.
6. The Principal Investigator is responsible for the cost of all reproductions and for securing copyright permission, where applicable. Wherever possible, the Principal Investigator shall choose illustrations that are in the public domain. All illustrations must be labeled with captions that fully identify the subject, where published (if published), and provide credit/courtesy lines identifying where the original can be found. Illustrations must be numbered and referred to by number in the text. A full list of illustrations with captions must be included following the table of contents.
7. The most recent edition of the *Chicago Manual of Style* will be used for citations and as a general guide to style. The NPS may provide specific formatting guidelines for the NER History Program, which details formatting and NPS Rawlinson font requirements. The license for NPS Rawlinson covers only work performed on NPS-related business and the Principal Investigator is not authorized to use NPS Rawlinson on non-NPS work. For illustration captions, the Principal Investigator may use Times New Roman 9 pt instead of Frutiger.
8. All drafts will be in the latest version of Microsoft Word.
9. Final digital version will be print-quality PDF and must be Section 508 compliant. In addition, the consultant will deliver working files of all final versions (Indesign, etc).
10. NCPH shall be responsible for producing the final approved Special History Study in printed form. The Printing specifications are as follows:
 - a. 10 perfect bound with stitching, color copies.
 - b. Paper stock: Text - 70 lb white coated stock, matte finish.
 - c. Paper stock: Cover - 100 lb, white coated stock, matte finish, varnish.
 - d. Colors: CMYK four color process.
 - e. Size: 8 1/2" x 11"
 - f. Foldins/Inserts: 0
11. Research files (or copies of these files), negatives and photographs, and other material produced as a result of this project, except for those items for which another institution either has copyrights or has placed restrictions on its distribution, shall be delivered to Longfellow House-Washington's Headquarters NHS and become the property of NPS upon completion of the project or upon its being declared null and void whether they

are used in the preparation of the study or not.

- 12.** The NPS retains all rights to publish and disseminate this report. The research materials and completed products will be in the public domain and may not be copyrighted. The Principal Investigator may publish the results of the research without written permission but shall inform the NPS and NCPH of any publications resulting directly from the products of this research. Revision of the manuscript for publication with an academic press, after completion of the project, is encouraged, provided that the role of the NPS and NCPH is acknowledged in print. The Principal Investigator must obtain prior Government approval from the Agreements Officer for any public information releases concerning this award (including outside publication) which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

Submitting Your Letter of Interest

Your letter of interest must be emailed to ncph@iupui.edu by August 15, 2023. It should come in the form of a single PDF attached to the email, and should include:

1. a full C/V for the PI (or for each member of the proposed project team, if multiple researchers will be involved);
2. a one-page proposal letting us know why you'd be the right fit for this project. Please include an explanation of your approach to the project as well as any past research experience in historic preservation;
3. a professional writing sample of at least 4,000-5,000 words, demonstrating original research and use of secondary source citations (if possible, a writing sample demonstrating past research experience in park/program administrative/institutional history is preferred);
4. a proposed line-item budget for the project budget that includes:
 - a. Personnel services including PI and other personnel
 - b. Miscellaneous personal expenses
 - c. Supplies and equipment
 - d. Travel (travel costs must be factored into the budget; there is not a separate fund source for site visits and research trips)
 - e. Cost of analysis and report preparation
 - f. Overhead, Indirect (which cannot exceed 10%), and In-kind costs if applicable
 - g. Other expenses (for example if you plan to handle 508 compliance and preparation of final document for print)
 - h. Total project cost

5. any suggested changes to the schedule of work found above along with a work schedule diagramming the duration of field and archival work outlined in the research strategy section of the proposal; and
6. an explanation of your previous experience with long-term research projects.