

Request for Letters of Interest: Special History Study of African American History at Fort McHenry National Monument and Historic Shrine

Project Title: Fort McHenry National Monument and Historic Shrine Special History Study (SHS)

Project Budget: \$78,000.00. (This is the total compensation for the PI(s), and it includes \$2,500 allocated for travel and \$1,500 for copyright permissions. Additional funding is available should the PI choose to take on Section 508 compliance work. NCPH's indirect rate for project management, publication expenses, and peer review are separate budget lines and do not come out of the PI's funding.)

Deadline for Letter of Interest to NCPH: October 30, 2024

Expected Date to Award Project: November 15, 2024

Anticipated Start Date: December 1, 2024

Timeline for Completion: July 1, 2027

Questions? Email ncph@iu.edu

Project Summary

The National Park Service (NPS) requires the performance of research and writing of a Special History Study (SHS) of Fort McHenry National Monument and Historic Shrine and the park-administered Star-Spangled Banner National Historic Trail, both in Baltimore, Maryland. Special History Studies focus on a single theme to provide essential data for present and future interpretation and resource management.

This project will produce a Special History Study (SHS) that explores the roles that African Americans played during the War of 1812 — the first major conflict after the American Revolution, and one that saw African American historical actors embrace and serve in a variety of roles that reflected desires for freedom and equality. 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 may be used as necessary to enhance the text. The overview history must contain footnotes (rather than endnotes or reference notes). The study will also produce project files ready for accessioning into the park's museum collection.

Public Purpose

This project's primary goal is to identify African American historical actors during the War of 1812 in the Chesapeake Bay region and in turn create a Special History Study. The Special History Study structure/format will focus primarily on the creation of biographical sketches, highlighting persons of interest identified through the research.

This research will be used to bring names, origins, and experiences to life and enliven interpretation and programming at Fort McHenry and through the park-administered Star-Spangled Banner Trail. This project will fill a gap in knowledge about the resources of Fort McHenry and the park-administered Star-Spangled Banner Trail.

The project will also provide opportunities to connect this history with contemporary contexts and to engage underserved African American communities in shared and often under-examined national history of the long struggle for civic participation, specifically conversations about emancipation that developed amidst the War of 1812. 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 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.

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

Front Matter

1. Cover Page
2. Signature Page:
 - a. shall include signature and date lines for two approving officials in the following order: "Recommended/Associate Regional Director, Cultural Resources, Interior-Region 1/Date; Approved/Superintendent Fort McHenry National Monument and Historic Shrine/Date.
3. Table of Contents:
 - a. 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.
4. List of Illustrations:
 - a. 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.
5. Acknowledgments:
 - a. The acknowledgments must include any obligatory or appropriate personal or organizational acknowledgments.
6. Preface:
 - a. 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.
7. List of Abbreviations and/or Acronyms:
 - a. 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.

Text or Main Body of the Report

8. Introduction:

- a. The introduction must include general background information on the geographic location, history, and significance of the park.

9. Historical Data/Narrative and Analysis:

- a. This section represents the main body of the SHS. Central questions include, but are not limited to, those identified below:
 - i. Who were the members of the Colonial Marines who marched into Washington, DC as conquerors on August 24, 1814? Where were they from and what happened to them after the war?
 - ii. Who were the free Blacks and freedom seekers who fought on the American side of the war and what happened to them after the war?
 - iii. Who were Becca and Abraham Travers who were captured during the Battle of Ice Mound (February 15, 1815)? What happened to them?
- b. Biographies?

10. Epilogue (or Conclusion):

- a. 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.

11. Research Recommendations:

- a. 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.

Back Matter

12. Appendices:

- a. 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.

13. Bibliography:

- a. The annotated bibliography must 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*. This section will also include a discursive "bibliographic essay" which discusses the repositories consulted and outcomes, with a description of the research value of each repository.

Illustrations: Wherever possible, the PI should choose illustrations that are in the public domain. The PI 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.

2. Transfer of Knowledge Product

The SHS will be used by, and be of interest to, a broad audience, including the general public. Products could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, story map, or interactive timeline. The product should be determined in consultation with park staff by the end of the first full draft. The PI will also give a virtual presentation about the report and its findings to NPS staff at a close out meeting.

3. 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 recording 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 the NPS unit.

Schedule for Product Delivery and PI Payment

All work specified shall be completed no later than 36 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. As follows is a suggested timeline for delivery and payment, but potential PIs are welcome to suggest changes in their letter of interest.

Deliverable	Description	Due by	Payment
Virtual kick off meeting	Consult with NPS and NCPH to schedule a virtual kick off to review SOW, timeline, subcontract, and scheduling onsite orientation	December 16, 2024	10%
Start-up meeting and onsite orientation for project team	Consult with NPS staff to schedule an 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. The NPS will provide a tour to acquaint the PI with the park and its resources. All members of the research team will attend	January 30, 2025	

	(anticipated travel costs should be factored into the budget proposal).		
Detailed Outline	<p>Conduct sufficient preliminary research to complete a research plan and detailed outline (at least 3 pages). 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 address comments.</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>	April 1, 2025	10%
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 address comments. The PI shall submit the final</p>	August 1, 2025	20%

	draft chapter to NPS within 15 days of receipt by the contractor.		
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> <p>Within 30 days of receipt by NPS, the draft will be reviewed and NCPH will be notified when review comments will be transmitted. The PI shall make necessary revisions and notate how each comment was addressed. The PI shall submit the final draft chapter to NPS within 15 days of receipt by the contractor. 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 product component.</p>	August 1, 2026	20%
Second draft of study	<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 	November 15, 2026	10%

	<p>tif format suitable for printing – see NER Formatting Guidelines</p> <ul style="list-style-type: none"> identifying images by subject, publication information, and location of original <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 a 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 title.</p>	April 1, 2027	20%
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>	<p>No later than 2 months after NPS returns acceptance of the final version. – June 1, 2027</p>	
Transfer of Knowledge Product	<p>NCPH/PI will share project overview and methodology with park staff through a</p>	June 1, 2027	

	recorded virtual presentation. Established transfer of knowledge product will be completed.		
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 1, 2027	10%

Submitting Your Letter of Interest

Your letter of interest must be emailed to ncph@iu.edu by October 30, 2024. 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 history of the National Park Service or closely related topics;
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 African American history, genealogy, and/or NPS Special History Studies is preferred);
4. A proposed line-item budget for the project budget of \$78,000.00 (inclusive of travel, labor, and copy editing) that illustrates the respondent has thoughtfully considered how the budget will be spent.
5. Any suggested changes to the schedule of work found above.