

# OHRAB Professional Development Scholarship

The Ohio Historical Records Advisory Board, in conjunction with the National Historical Publications and Records Commission has allocated **\$1,200** annually in scholarship aid to support continuing archival education for graduate students and individuals who care for the historic record. The Board will award scholarships to assist individuals in attending, either virtually or in person, a professional development opportunity of their choosing. Funding is available to support attendance at meetings and conferences hosted by:

- The Midwest Archives Conference,
- The Society of Ohio Archivists,
- The Ohio Local History Alliance,
- The Academic Library Association of Ohio,
- The Ohio Municipal Clerks Association,
- The International Institute of Municipal Clerks,
- The Ohio Genealogical Society, or
- Other professional development opportunities subject to approval by OHRAB.

## Eligibility

Applicants must be individuals who are full-time (minimum of 9 credits) graduate students currently enrolled in an Ohio institution of higher education; individuals working or volunteering in an Ohio library, archive, special collection, or government repository; individuals who serve as a state, county, municipal or township officials or their designees and whose main responsibility is to maintain public records; and those who work or volunteer in other roles caring for or providing access to records within the State of Ohio.

Recipients are eligible for a Board scholarship no more than once each calendar year, and must use the funds to attend an approved professional development opportunity. No advanced payments will be made; recipients will be reimbursed for expenses supported by documentation. In order to be reimbursed, all receipts for meals, registration fees, lodging, etc. must be retained and submitted. Recipients are solely responsible for any tax obligations.

## How to Apply

To be considered for the scholarship, the application must be received no later than September 30 for fall opportunities. Applications received after this date will not be considered. Applicants will be notified by phone or email of their status by respectively.

The completed application and required narrative should be sent or emailed to: Tina Ratcliff, Montgomery County Records Center & Archives, 117 South Main Street, 6<sup>th</sup> Floor, Dayton, OH, 45422. Or [ratcliff@mcoho.org](mailto:ratcliff@mcoho.org).

# OHRAB Professional Development Scholarship Application

For which professional development opportunity are you applying (attach information)?

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Which organization is hosting?

- |  |   |
|--|---|
| <input type="checkbox"/> The Midwest Archives Conference                 | <input type="checkbox"/> The Ohio Township Association  |
| <input type="checkbox"/> The Society of Ohio Archivists                  | <input type="checkbox"/> The Ohio Genealogical Society  |
| <input type="checkbox"/> The Ohio Local History Alliance                 | <input type="checkbox"/> The Society of American Archivists   |
| <input type="checkbox"/> The Academic Library Association of Ohio        | <input type="checkbox"/> Other professional development opportunity (subject to approval):<br>_____ |
| <input type="checkbox"/> The Ohio Municipal Clerks Association           |   |
| <input type="checkbox"/> The International Institute of Municipal Clerks |   |

## Applicant information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Applicant Affiliation:

Organization / School: \_\_\_\_\_

Organization address \_\_\_\_\_

Role / Title / Year in School: \_\_\_\_\_ Website: \_\_\_\_\_

**The Board will award reimbursement for expenses incurred in attending the professional development opportunity selected above. I would like to be reimbursed for the following eligible expenses:**

Registration fee: \$ \_\_\_\_\_  
Lodging: \$ \_\_\_\_\_ (at the conference rate, excluding Ohio state sales tax)  
Travel: Number of miles @ the current State of Ohio rate \_\_\_\_\_ (airfare not included)  
Meals: \$ \_\_\_\_\_ (maximum \$7 for breakfast, \$10 for lunch and \$18 for dinner/day)  
Other: \$ \_\_\_\_\_ (please explain: \_\_\_\_\_)  
Total requested: \$ \_\_\_\_\_ (maximum \$300)

**Supporting documentation:** With this cover sheet and all related receipts, please include a 300-word (maximum) summary describing how participating in the professional development opportunity you selected will improve your skills or your institution's management of archival records.

Recipients will be asked to submit a written report of their conference experience, which will be shared with the NHPRC as well as through the Board's communication channels.