



## Professional Development Scholarship Application

### North Dakota State Historical Records Advisory Board 2025



The Professional Development Scholarship Program is administered by the North Dakota State Historical Records Advisory Board (NDSHRAB) with funding made possible through the State Board Programming Grant through the National Historical Publications & Records Commission (NHPRC).

The funds will be used to provide scholarships for North Dakota residents who work with historical records and seek professional development in archival and records management practices. A maximum of \$1,500 may be awarded per applicant. Scholarships will be awarded until the fund is exhausted.

Eligible applicants include staff and volunteers at local historical societies, professional archivists, records managers, and county or state government employees responsible for managing public records. Applicants must be North Dakota residents and clearly demonstrate how the proposed training will benefit their work with historical records.

***The application forms are available on the SHSND website as a PDF file.***

### Application Information

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1. Fill out and submit the NDSHRAB Professional Development Scholarship Application. A downloadable fillable pdf of the application is available online or by request. To request and submit the application electronically, email Shane Molander, State Archivist, at [smolander@nd.gov](mailto:smolander@nd.gov).
2. Upon receipt of application, it will be reviewed by the North Dakota State Historical Records Advisory Board and either an award letter or decline letter will be sent.
3. If a scholarship is awarded, the *Reimbursement Request Form*, will need to be submitted following the completion of the training. A downloadable fillable pdf of the form is available online or by request and can be submitted electronically, keep in mind when sending electronically a copy of the receipts will need to be included.

### Requirements

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- Scholarship recipients must be North Dakota residents who work with historical records.
- Scholarship recipients must attend training that is supportive for the preservation, access, and management of North Dakota's historical records.
- Scholarship recipients must submit receipts with the "Reimbursement Request" and include an explanation of expenses.
- Scholarship recipients must send a report regarding what was learned and how these skills may be implemented at the recipient's institution. Report will be no longer than 500 words.

### Examples of Institutions with Eligible Training Opportunities

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- Council of State Archivists
- Midwest Archives Conference
- Society of American Archivists
- ARMA International
- National Association of Government Archives and Records Administrators
- American Association of Museums
- American Association of State and Local History - Workshops and Conferences
- Mountain Plains Museums Association - Annual Conference
- Upper Midwest Conservation Association - Regional Conservation Workshops

- Web based training and classes
- Other as approved by NDSHRAB

**Reimbursable Expenses:**

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- Conference or workshop fees – must provide receipts
- Mileage (for in-state travel is 70¢ per mile)
- Per Diem (\$45 per day)
- Lodging in North Dakota (\$110.00 plus tax per day) – must provide receipts
- Taxis, airfare and other travel expenses – must provide receipts
- For out of state rates please check with State Archivist Shane Molander, [smolander@nd.gov](mailto:smolander@nd.gov)

**Ineligible Expenses for Reimbursement**

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- Rental Cars
- Books
- Membership Fees