

EXPRESS OUTREACH AWARDS: Outreach Community Engagement
CALL FOR PARTICIPATION

The National Network of Libraries of Medicine New England Region (NN/LM NER) intends to award funding for outreach and professional development projects conducted by network members and community groups in support of the NN/LM mission to broaden access to health information. Areas of funding include Community Engagement, Course Development, Exhibiting, Visiting Library, Technology Awareness, Connectivity, and Electronic Document Delivery.

Outreach/Community Engagement Awards maximum funding: \$5,000

Purpose: Community Engagement awards are intended to:

- To promote outreach by network members and other community groups to share their expertise and resources with a target audience not normally reached;
- To encourage partnerships and community-focused activities that promote or broaden access to health information;
- To promote awareness and use of the products and services of NLM and the NN/LM; and,
- To improve access to health information for those health professionals and health consumers without adequate access to library and information services.

Community Engagement awards may be used for a short-term project (12 months) or planning an extended outreach subcontract that involves several partnerships. Projects are intended to be smaller in scope than projects funded through larger NER subcontracts.

Proposals may target:

- Public health professionals;
- Personnel at a healthcare facility or community agency;
- Members of the public (consumers);
- Populations with poor health status;
- Geographic areas (rural and urban) without adequate access to information resources; and,
- Librarians

Awards May Support

The types of awards the NN/LM NER will support in this category include:

- Training and collaborative projects with groups such as public libraries, community based organizations and health centers, public health workers, etc.;
- Obtaining consumer health information using Medlineplus, ClinicalTrials.gov and Tox Town and other NLM resources; and,
- Introduction to using the Web, introduction to health resources on the Web, and evaluating health information.



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Eligibility

Full or Affiliate members are eligible to apply for an award. Community groups and agencies seeking to offer greater access to health information resource are also eligible.

Application and Notification: A brief proposal with a detailed budget is required. Proposals should include project goal(s), objectives, description of collaboration partners, intended outcomes, and evaluation plan. Proposal formats are available by contacting the NN/LM NER office as listed below.

Applications may be submitted at any time. Proposals are reviewed and funding decisions are announced within one month of submission.

Priority will be given to proposals involving outreach to:

- Health professionals working in public health or AIDS
- Health professionals serving minority populations
- Health professionals in inner cities and rural areas
- Minority populations
- Senior citizens
- Low income populations
- Public health professionals
- Public libraries
- Community based organizations

Progress reports: progress reports should be submitted every two months in proportion to the length of project. Reports should address progress towards meeting objectives and should be submitted .

Activity Reporting: Activities held in support of project objectives should be reported via standard forms to be issued by NN/LM NER.

Recipients of NN/LM funded investigations are requested to submit to the National Library of Medicine's PubMed Central an electronic version of the author's final manuscript upon acceptance of publication.

Please contact Javier Crespo for questions regarding eligibility, submission, and notification.

Javier Crespo

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Brief Proposal Guidelines for Express Outreach Awards

The proposal should include or address the following:

Cover Sheet: include a cover sheet with name, position, title, institution, and complete contact information.

1. Abstract: Provide a summary of the proposal including the targeted population. The abstract should highlight the proposed project's goals, methodologies, anticipated outcomes

2. Introduction and background (information on your institution, possible collaborators, needs[noun] to be addressed by the project)

3. Identification and description of target population and geographic area covered

4. Project goals and objectives: Goals must demonstrate the overall mission of providing access to biomedical information to your specified population and, to some extent, using NLM resources to do so.

5. Methodology/approach: Describe in detail the project methodology, illustrating a work plan for each objective indicated in the previous section.
(If appropriate, you may combine sections 4 and 5)

7. Personnel: Identify all project personnel. Who is going to do what. No extensive CVs but perhaps a brief bio of persons undertaking the work of the project.

9. Schedule/Timeline (If a work plan is in a clear-to-follow table or logic model format then 4 and 5 can be folded in to table without further narrative)

10. Evaluation plan: What are measures for successful project and how can that be assessed.

Budget: Allowable expense categories include

- Salaries of project personnel;
- Rental or purchase of equipment and software to support training and demonstration;
- Publicity and exhibit costs;
- Travel necessary to support the project;
- Costs for developing, producing, and distributing promotional materials; and,
- Other costs, use or facility fees.

Include narrative justifications for categories to be funded.

Requirements upon funding:

- The Principal Investigator (or designee) for projects funded by NN/LM NER are required to submit progress reports and standard activity reporting forms. Reports should include an evaluation of the project's effectiveness.
- Vendor quotes must be provided for equipment purchases whose total value is over \$3,000. NLM must approve equipment purchases; property will vest with NN/LM NER.



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- Equipment purchased through NN/LM NER funding should not be used for personal purposes, see (url to document here) for further details.
- Applicants developing training materials should consult with materials available in the NN/LM National Training Center and Clearinghouse (<http://nnlm.gov/mar/online/>). Training materials developed as part of the project should be registered in the Clearinghouse.
- Applicants are expected to implement policies and procedures that support appropriate delivery of services to culturally and linguistically diverse groups. Applicants can consult National Center for Cultural Competence and its resources at <http://www11.georgetown.edu/research/gucchd/nccc/information/organizations.html>
- Web-based resources developed for the project should strive to ensure accessibility to the greatest possible number of people by adhering to standards described in Section 508 of the Rehabilitation Act. (<http://www.nlm.nih.gov/web/documentation/accessibility.html>)
- Material produced in relation to the project should attribute the National Library of Medicine as funding source. Suggested text will be provided.
- Recipients of NN/LM funding should publish results from NN/LM funded projects according to the NIH Public Access Policy in journals that make their contents freely available on the Web (<http://publicaccess.nih.gov/>).
- Progress reports should be submitted frequently in proportion to the length of project, every two months. Reports should address progress towards meeting objectives and can be brief.
- Activities held in support of project objectives should be reported via standard forms to be issued by NN/LM NER.
- When publishing results of funded projects project directors are asked to submit voluntarily to the NIH manuscript submission (NIHMS) system (<http://www.nihms.nih.gov>) (See also: <http://publicaccess.nih.gov>),
- Personal Appeal Items are items used for project purposes that could be construed to be used for personal purposes. The Awardee should state that there is a legitimate purpose for these items; that such items are purchased in a cost effective manner; and that use of the items will be managed appropriately.

Proposal Submission

Submit one electronic and one original printed version of the proposal to:

Javier Crespo, Associate Director
NN/LM New England Region
University of Massachusetts Medical School
222 Maple Ave.
Shrewsbury, MA 01545
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