NNLM MCR Call for Proposals

Funding Category	Summary	Maximum Funding per Award
Library Engagement	Support public library programming at Network member institutions to increase the awareness of and education on health topics incorporating NLM and/or NNLM health information resources relevant to their community.	$2,500

Period of Performance: May 15, 2020 – April 15, 2021

Description of the Award

The National Network of Libraries of Medicine MidContinental Region (NNLM MCR), under a cooperative agreement grant with the U.S. National Library of Medicine (NLM), announces the availability of the **Public Library Programming Subaward**. The purpose of this funding is to support short-term outreach projects that involve advancing health information resources in collaboration with local community groups. Examples of projects include programming or outreach to improve health information access for community members, patients, or clients. This could include the development of health education materials or developing skills in accessing or using health information resources.

To receive funding your organization must be an NNLM MCR member. Membership may be confirmed by visiting the NNLM Member Directory. Not a member, join today, it's free.

Specifically, the Public Library Programming Subaward seeks to address the following aims and intended outcomes of the NNLM MCR:

> *Aim (Outreach and Education Core): Making sub-awards to regional Network members to help achieve MCR outreach, education, and technology goals.*

NNLM MCR intended outcomes:

- Network members have adopted effective practices promoted by the NNLM MCR.
- Participants in NNLM MCR programs are aware of appropriate resources and/or have the skills to use them.
- Underserved populations in the MidContinental Region benefit from NNLM MCR programs.
- Participants engaging with the NNLM MCR experience a significant increase to health information access.
- The reach of the NNLM MCR is extended as a result of work with organizations and Network members.

Up to $2,500 of funding per award is available for approximately three projects within the region.

Application Deadlines

Posted Date: April 1, 2020
Application Due Date: April 30, 2020, midnight MT
Notification of Award: May 7, 2020
Award Start Date: May 15, 2020
Award End Date: April 15, 2021

MCR staff are available for consultation and training on applicable National Library of Medicine resources and potential projects. **Please contact us; we want to help you succeed!**

Potential applicants must initiate the process by contacting MCR Associate Director John Bramble at john.bramble@utah.edu or 801-585-9646 to discuss their ideas and to determine the scope of work. NNLM may provide feedback at that time that can help in completing the application process. Contacting NNLM does not commit you to completing an application.

Application Instructions

Resources to assist applicants in writing proposals can be found here:

- Grants and Proposal Writing course materials
- Examples of previously funded projects

Prepare your proposal with the following information:

I. Background Information

- Working title for the project;
- Abstract;
- Name of the library or institution submitting the proposal;
- Institution tax ID;
- Date of submission;
- Project lead's name, title, mailing and email addresses, phone numbers;
- Amount of funding requested;
- List any other funding received for this project.

II. Project Proposal

- **Evidence of need for the project:** Clearly explain the need for the project, include important demographic information that supports the need for the project or about the target population, describe information resources or services which are currently available, information resources or services which are needed, and relevant barriers to access. Also, applicants should cite any known needs assessments, formal or otherwise, any relevant statistics or literature that support the needs identified.
- **Diversity and inclusion:** Explain how this project supports building or enhancing diversity and inclusion with your library community.
- **NLM Resources:** Note what NLM resource(s) you will be highlighting and how they will be incorporated into your outreach or programming.

- **Project goals and objectives:** State the goal(s) and specific objective(s) of the proposed project, consider process objectives about what will be done (outputs) and outcomes-based objectives that specify what will happen or change as a result, indicate the rationale for the plan.
- **Implementation:** Discuss in detail how the project will be implemented. Include tasks to be performed and who will perform them.
- **Schedule/Timeline:** Provide a timeline for the project.
- **Publicity:** Provide a plan for promoting the project to the targeted organization or community. Examples would include sharing successes or challenges as the project is implemented on a monthly basis through a Facebook post, a tweet, or captioned Instagram post that the MCR can share.
- **Personnel:** Identify all project personnel and their role in the project.
- **Specific Populations/Roles of Participants/Goals** form must be included with your proposal. The PDF form can be downloaded at: https://nnlm.gov/sites/default/files/mcr/files/Direct_Beneficiaries_Checklist_MCR_2020.pdf
- **Project Partners:** If applicable, describe any institution(s) that you will be working with for this project.
- **Evaluation plan:** Describe how the success of the project will be measured and the methods to be used to measure that success. Evaluation should be tied to project goals and objectives. Describe the measures of success for each objective. Output/process objectives are usually measured quantitatively. Outcome measures may be quantitative or qualitative.
    - The subaward applicants should consult the NNLM MCR office for guidance in developing their evaluation plans. Award recipients conducting certain NNLM activities will be asked to collect specific information and report it by the end of the project using the forms provided on the NNLM Evaluation Office's (NEO) Evaluation Materials web page (https://nnlm.gov/neo/members/evalmaterials). If your project includes training, technology, exhibiting, or professional development activities, you will need to use these forms to collect and report this standard information. If you plan to do any of the outreach activities addressed on the Evaluation Materials page, describe how you intend to use the forms to collect the information in your evaluation plan.
    - For projects needing different or additional evaluation methods, the NEO provides templates and evaluation planning worksheets on the 4 Steps to an Evaluation Plan (https://nnlm.gov/neo/members/evaluationresources) web page to help develop evaluation plans for your project. Subaward applicants also might find other NEO resources (https://nnlm.gov/neo/guides/tools) helpful in developing evaluation plans.
    - Public Library Applicants – The Public Library Association's Project Outcome is a free online toolkit designed to help public libraries understand and share the impact of essential library programs and services with simple surveys and easy-to-use process for measuring and analyzing outcomes (https://www.projectoutcome.org/).
- **Continuation plan:** Describe the activities that will continue project services to targeted community or the institution's intent to maintain communication or service to the target population beyond the grant period. If the project is expected to continue after the funded period, include information on how it will be funded.

III. Budget

Proposals must include a budget table or spreadsheet for the costs in each category. Include a narrative justification for budget items, explaining the purpose of each item in the project. See **Appendix A** for a sample budget table, and consult with your institution to determine documentation required.

The budget estimate should be categorized by the following, as they apply:

- Personnel
- Consultant Costs (hourly rate)
- Equipment
- Supplies
- Travel
- Other
- Direct Costs
- Indirect Costs (IDC) or Facilities and Administrative (F&A) Costs apply at your institution's non-research rate (or, if your institution has no negotiated rate, a 10% Modified Total Direct Cost (MTDC) can be applied if you wish to claim it)
- Total costs of project

Food, promotional items, and furniture **are not** allowable expenses. Promotional items include, but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees. Refer to the policy: https://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html.

Proposal Submission

Submit an electronic version of the proposal to both john.bramble@utah.edu AND rml4@rml4.utah.edu.

The award administrator is John Bramble, john.bramble@utah.edu or 801-585-9646

Application Review Information

Select NNLM MCR staff and a public library staff representative will review all proposals. If the reviewers have questions about your proposal, it may be returned for clarification and revision. Applications will be evaluated on a first come, first served basis; those receiving a numeric score of at least 75 will be funded until funding is exhausted. Preference will be given to proposals with strong diversity and inclusion efforts. Applicants will receive a copy of reviewer comments along with a final decision regarding funding.

Scored Review Criteria: Scale: 1-100

REVIEW CRITERIA	Scoring Points
SIGNIFICANCE: Does the proposed program make a significant contribution to the mission of NNLM? The goal of the National Network of Libraries of Medicine (NNLM) is to advance the progress of medicine and improve the public health by:	Possible points: 25

• Providing all U.S. health professionals with equal access to biomedical information. • Improving the public's access to information to enable them to make informed decisions about their health.	
METHODOLOGY/APPROACH: Methods for research or outreach programming a. Project addresses the types of outreach services provided for the target population with consideration given to the appropriateness, creativity and cost effectiveness of the methods proposed. b. Strong diversity and inclusion effort. c. Suitability of methods, tools, or approaches to conduct the project. d. Ability to execute the project within the timeline specified. e. Overall strength and weaknesses of the project. f. Other methods, tools, or approaches the Investigator (Project Lead) should consider for this project.	Possible points: 30
PERSONNEL: Who is going to do it, why are they the best? a. Qualifications and time commitments of the project lead. b. Qualifications and time commitments of the project staff. c. Availability of institutional resources (e.g. equipment). d. Experience in techniques. e. Expertise of project or research topic.	Possible points: 20
BUDGET: is this reasonable? a. Is the budget appropriate for this project? YES or NO b. What budget modifications are recommended? c. What budget items could be eliminated or reduced without jeopardizing the project?	Possible points: 25
TOTAL SCORE:	Possible Total Points 100
REVIEWER COMMENTS:	

Overall Impact

Reviewers will provide an overall impact assessment of the likelihood for the project to exert a sustained influence on the population targeted. Final recommendations include:

- Excellent Application. Will have major impact on NNLM goals.

- Has strong potential.
- Limited impact, or there are concerns about the proposed plan or quality.
- The project will not advance the goals of NNLM.
- Application does not fit in the NNLM mission.

Additional Requirements

Reporting Requirements

The following reporting requirements are mandatory of award recipients:

Reporting Requirement	Access	Timeline
Activities, Participants, Exhibits – Submitted through the NNLM DRS	https://nnlm.gov/staff/drs	Within the first five days of the month following the activity/exhibit completion but no later than April 15, 2021.
Final Report – Submitted through the NNLM Data Reporting System	https://nnlm.gov/staff/drs	Within 30 days of project completion but no later than April 15, 2021.
Required if Applicable:		
If training is provided to librarians: NNLM Training Form Evaluation		
***If technology is purchased or provided*: NNLM Technology Report**	https://is.gd/NNLMtech	Submit before the final report.
***If programming is provided to patrons or community members*: Project Outcome**	Health Survey	Immediately following program completion – Be sure to check the box so that NNLM has access to the data.

Other Requirements

NIH Acknowledgement:

Any resources developed with project funds must include an acknowledgment of NIH grant support and a disclaimer stating the following:

"Developed resources reported in this [publications, press releases, internet sites] are supported by the National Library of Medicine (NLM), National Institutes of Health (NIH) under cooperative agreement number UG4LM012344. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

Publication and Copyrighting:

Per Section 8.2.1. - Right in Data (Publication and Copyrighting) of the NIH Grants Policy Statement (https://grants.nih.gov/grants/policy/nihgps/html5/section_8/8.2_availability_of_research_results_publications__intellectual_property_rights__and_sharing_research_resources.htm#Rights), the NIH must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use any materials developed as a result of funding and to authorize others to do so for Federal purposes, i.e. the ongoing development of the National Network of Libraries of Medicine. Data developed by a subawardees/consortium participants and consultants are also subject to this policy.

Data Sharing and Development of Training Materials:

In order to facilitate the dissemination of knowledge and information associated with the NNLM MCR Cooperative Agreement Award, all awardees are required to share any data or training material resulting from funding. This information must be submitted to the following collection sites as applicable:

- National Network of Libraries of Medicine (NNLM) website (https://nnlm.gov/);
- Other site specifically designated by the NLM as part of the National Network of Libraries of Medicine.

In addition, recipients of funding are expected to use or adapt existing training materials before developing new materials. Consult with NNLM MCR (https://nnlm.gov/mcr) and the NNLM Training Office (NTO) (https://nnlm.gov/nto/) prior to developing materials.

508 Compliance:

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. https://www.hhs.gov/web/section-508/index.html.

NIH Public Access Policy

Recipients of NNLM funding are required to deposit any peer-reviewed manuscript upon acceptance for publication in PubMed Central in accordance with the NIH Public Access Policy (https://publicaccess.nih.gov/).

Appendix A – Sample Budget Template

NNLM MCR Proposed Budget

Project Lead: _____

Project Title: _____

Date Submitted: _____

Period Covered: _____

EXPENDITURE CATEGORY	AMOUNT
Personnel (List by name and organization)	
Consultant Costs (hourly rate)	
Equipment (Itemize)	
Supplies (Categorize)	
Travel	
Other Expenses (Categorize)	
Direct Costs	
Indirect Costs	
TOTAL costs of project	