



U.S. National Library of Medicine

National Network of Libraries of Medicine

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE
NEW ENGLAND REGION**

NER Funding 2020-2021

University of Massachusetts Medical School: Lamar Soutter Library

This project is funded by the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Cooperative Agreement Number UG4LM012347.

RATIONAL

The mission of the National Network of Libraries of Medicine (NNLM) is to advance the progress of medicine and improve the public health by providing all U.S. health professionals equal access to biomedical information and by improving the public's access to information to enable them to make informed decisions about their health.

- The NNLM NER will provide and administer a funding program to support outreach and education programs which:
- Implement a focused outreach program connecting medically underserved, minority populations, and the health professionals who serve them with quality health information products and services
 - Provide a suite of health information courses and presentations on biomedical and health resources emphasizing NLM products for both consumers and health professionals
 - Identify and develop programming to support emerging roles for health information professionals
 - Identify “under-connected” community-based organizations, libraries, schools, and health professionals to upgrade and introduce new technologies to ensure access to health information
 - Promote NLM and NER programs and services by exhibiting at national, state, and local events

RATIONAL

General things we look for in projects we fund:

(this is not an exhaustive list and does not apply to every proposal. It should only be taken as a very broad guide to some of the things that inform the decision making processes)

- The more people impacted
- The more collaborations or partnerships formed
- The more you can integrate NLM resources or trainings on NLM products
- The more sustainable the project
- The more tangible, discrete, measureable outcome from the project

Ultimately, decisions are made by looking at the overall impact, i.e. the likelihood for the project to exert a sustained influence on the population target. Final recommendations include:

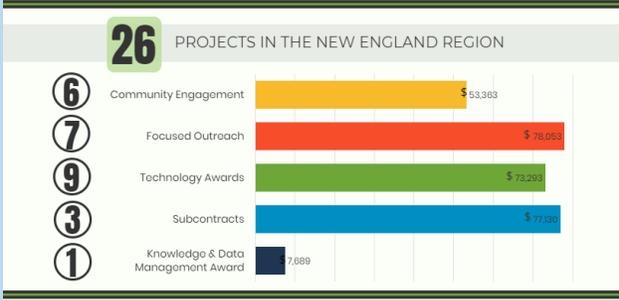
- Application does not fit in the NNLM mission.
- The project will not advance the goals of NNLM.
- Limited impact or there are concerns about the proposed plan or quality.
- Has strong potential.
- Excellent Application. Will have major impact on NNLM goals.

NER Funding 2016-2017

NIH NLM NNLM

This past year of projects has been amazing, and we thank all of you. We'd love to share some of our funding data with you.

17 FIRST-TIME AWARDEES (never received our funding before)!

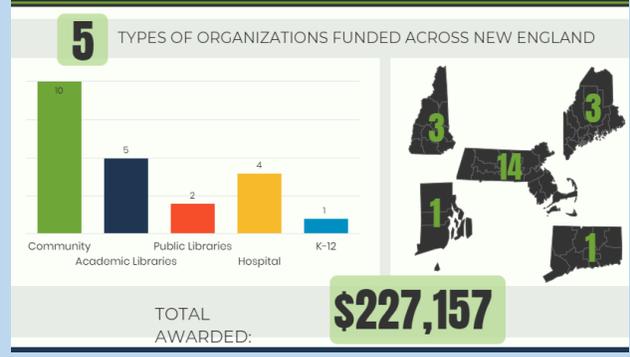
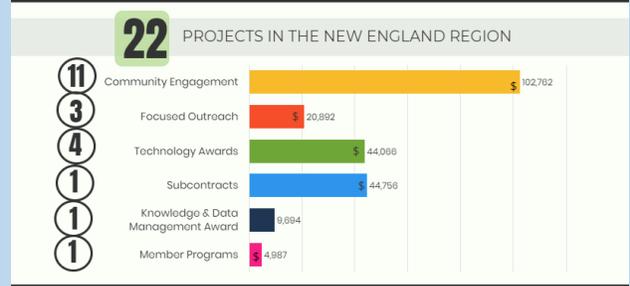


NER Funding 2017-2018

NIH NLM NNLM

This past year of projects has been amazing, and we thank all of you. We'd love to share some of our funding data with you.

8 FIRST-TIME AWARDEES (never received our funding before)!



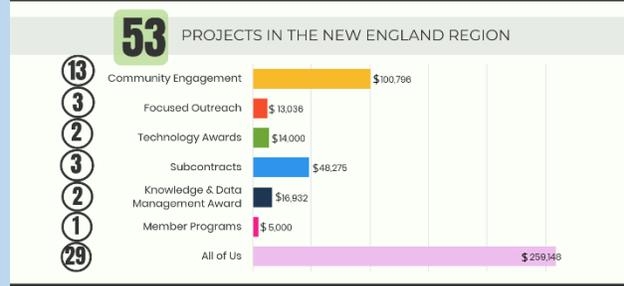
FUNDING

NER Funding 2018-2019

NIH NLM NNLM

This past year of projects has been amazing, and we thank all of you. We'd love to share some of our funding data with you.

38 FIRST-TIME AWARDEES (never received our funding before)!

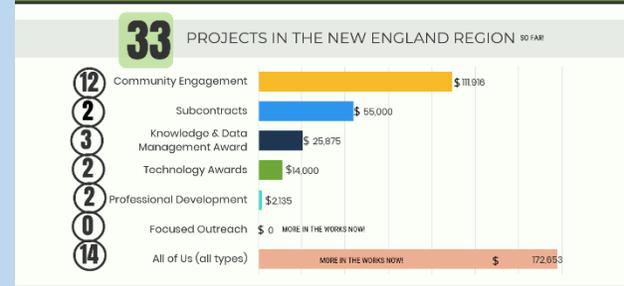


NER Funding 2019-2020 SO FAR!

NIH NLM NNLM

This year of projects is amazing so far, and we thank all of you. We'd love to share some of our funding data with you.

16 FIRST-TIME AWARDEES (never received our funding before)!



2020-2021 Funding

- Award Money Available: **\$157,000**
- There may be more funding available later in the 2020-2021 cycle



Funding

The National Network of Libraries of Medicine funds projects to advance the National Library of Medicine's mission to improve access to health information. Below is a list of funding categories for 2020-2021:

Application Deadlines

Posted Date: December 17, 2019

Application Due Date: March 20, 2020

Notification of Awards: On or before April 17, 2020

Award Start Date: May 1, 2020

Application Templates - Proposal

Application Templates (please only use these for planning purposes. You will need to fill out the online application to be considered for an award)

Outreach - NNLM Subaward Application Template (use this for the Improvement, Data, and Outreach award types)

Professional Development - NNLM Subaward Application Template (use this for the Professional Development Award only)

More Information on Applying for Funding

[Overview of the Application System](#)

[2020-2021 Funding Webinar](#) Join NER staff on January 14, 2020 to learn about changes and updates to the application system and ask your funding questions.

[Application Video Tutorial](#) (YouTube)

[Grants & Proposal Writing Class](#) from NNLM - webinar from NNLM (On-Demand class)

[Proposal Writing Support](#)

[2017-2018 Funding Webinar](#) (detailed instructions and breakdown of putting together a proposal. Most info Applicable regardless of funding year)

Forms/Information Reporting

[Invoice Template](#) (Word Doc)

[Subaward Activity Report Template](#)

[NNLM Subaward Final Report Template](#)

*Distribution of Funds

The distribution of grant payments will be based upon a cost reimbursement model. This requires invoices and documentation of costs on a monthly basis to be submitted for approval and payment. As a result, grantees are required to expend local funds upfront and invoice the NNLM NER for incurred expenses. Invoices and accompanying documentation are to be e-mailed to martha.meacham2@umassmed.edu or cheryl.lavallee@umassmed.edu.

IN THIS SECTION
Funding Opportunities
Recent Funded Projects
Past Funded Projects

Funding Opportunities

Title	Amount/Application Deadline	Description	Funding Period/Status
Outreach	up to \$10,000 03/20/2020 (All day)	Applications are now open. Support short-term outreach projects that involve advancing health information resources in collaboration with local community groups.	05/01/2020 to 04/30/2021 Open
Improvement	up to \$7,000 03/20/2020 (All day)	Applications are now open. Enhance technology access to and delivery of health information for Network Members, health professionals, and consumers.	05/01/2020 to 04/30/2021 Open
Data	up to \$10,000 03/20/2020 (All day)	Applications are now open. Support projects that stimulate innovations in biomedical knowledge or data management and information or research services at the health care or research institution.	05/01/2020 to 04/30/2021 Open
Professional Development	up to \$5,000 03/20/2020 (All day)	Applications are now open. Support the development of instructional programs that improve the knowledge and skills of librarians and/or health information professionals.	05/01/2020 to 04/30/2021 Open
All of Us Research Program Outreach	Up to \$15,000 03/20/2020 (All day)	Applications for the AoURP awards will be opening soon. Please review the request documents to start planning.	05/01/2020 to 04/30/2021 Closed
All of Us Research Program Improvement	Up to \$10,000 03/20/2020 (All day)	Applications for the AoURP awards will be opening soon. Please review the request documents to start planning.	05/01/2020 to 04/30/2021 Closed

Scroll to top

<https://nnlm.gov/ner>

<https://nnlm.gov/ner/funding>

AWARD TYPES

- **Outreach** - \$10,000
 - Support short-term outreach projects that involve advancing health information resources in collaboration with local community groups.
- **Improvement** - \$7,000
 - Enhance technology access to and delivery of health information for Network Members, health professionals, and consumers.
- **Data** - \$10,000
 - Support projects that stimulate innovations in biomedical knowledge/data management and information/research services at the health care or research institution.
- **Professional Development** - \$5,000
 - Support the attendance at or the development of instructional programs that improve the knowledge and skills of librarians and health information professionals.

ORGANIZATIONAL MEMBERSHIP

Before attempting to submit your application for funding in the NNLM online application system:

1. Confirm that your institution is a [NNLM Member](#) with a NNLM Member record.

If your institution is not a NNLM Member, [submit an application for Membership](#) at least 3 weeks prior to the funding **deadline**. Membership is not automatic. A Member record is required to successfully submit an application.

Not sure if your institution is a Member or has a Member record? Search [the NNLM Membership Directory](#) or contact your someone in the NER office at nnlm-ner@umassmed.edu or 508-856-5985

2. Confirm that you (the applicant) have an [NNLM Account](#)

You must be logged in to your NNLM account to successfully submit an application. If you are submitting an application on behalf of the Project Lead, the Project Lead must also [NNLM account](#) have an NNLM account prior to submission.

3. Confirm that your NNLM account is connected to the NNLM Member record for your institution.

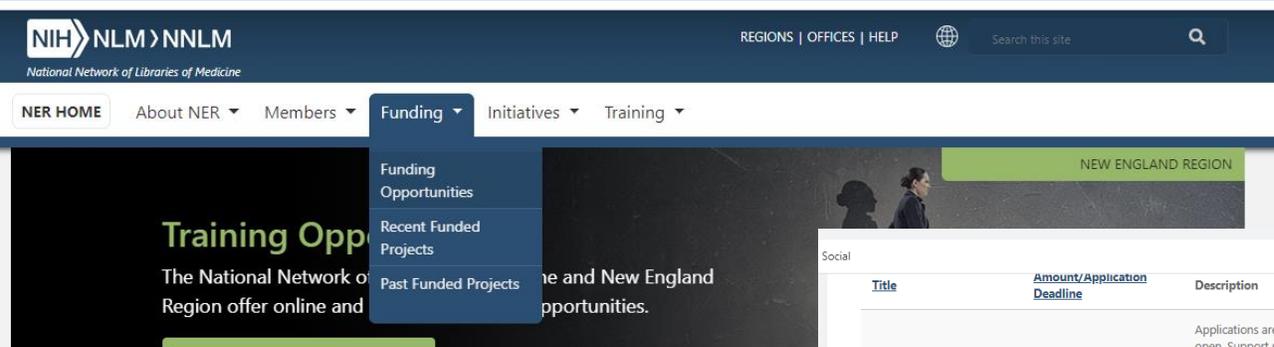
To connect, fill in the “Organization” field on your NNLM account using the autocomplete function. When correctly filled, you will see the 5-digit NNLM ID in parenthesis beside the institution name. [Watch a brief tutorial](#) for assistance with completing this process.

If you are submitting an application on behalf of the Project Lead, the Project Lead must also be connected to the NNLM Member record for your institution prior to submission.

Please note: you cannot successfully submit an application without these components. If you have questions about these or any other system requirements, please contact NNLM NER in advance of the application deadline.

GETTING TO THE APPLICATION

nnlm.gov/ner OR nnlm.gov/ner/funding



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Outreach

Description of Award

Applications are now open. Support short-term outreach projects that involve advancing health information resources in collaboration with local community groups.

[Description of Award Funding Application](#)

Funding

Funding Period: Friday, May 1, 2020 to Friday, April 30, 2021

Amount: up to \$10,000

Application

Application Deadline: Friday, March 20, 2020 (All day)

Application File: [2020-2021 YRS NER Outreach.pdf](#)

Application Instructions: Please click on the Application file for the full Request for Proposal and follow instructions in that document for planning purposes. All applications will need to be submitted online.

Category: Outreach

Application

All fields with an *asterisk must be completed before saving the application

Step 1 of 6 Overview

Funding Region *
NER

Project Category *
Outreach

Lead Organization *
- Select a value -

Project Lead *
- Select a value -

Institution Tax ID *

- Go to NNLN.gov/ner
- From the funding tab select Funding Opportunities.
- Scroll down to see the 6 different funding categories.
- Select the category that matches the type of funding you are pursuing.
- Read the RFP found under Application File.
- Scroll to bottom of page to see and start the application.
- It is highly recommended that you start the application as a draft in a Word document then copy and paste into the online application.

WRITING A PROPOSAL

Use the Proposal Outline to structure your writing

- **Overview**
 - Funding Region, Project Category, Lead Organization, Project Lead, Institution Tax ID, DUNS Number, Previous Funding, Amount Requested
- **Project Proposal**
 - Project Title, Project Summary, Partner Organizations, Training, Start and End dates, Evidence of Need, Project goals and objectives, Implementation, Schedule/Timeline, Evaluation Plan, Publicity/Promotion, Continuity/Sustainability, Personnel Qualifications
- **Budget**
 - Personnel, Consultant Costs, Equipment, Supplies, Communications, Reproduction, Travel, Other, IDC, Other Funding
- **Beneficiaries and Goals**
- **Attachments**

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- **Overview**

- Project Proposal
- Budget
- Beneficiaries & Goals
- Attachments

You must include the following information:

- **Funding Region** – this should automatically select NER
- **Project Category** – Select Outreach, Improvement Data, or Professional Development
- **Lead Organization** – Select from Drop down. Should be present if you are signed in and your organization has a member record.
- **Project Lead** – Select name from Drop down. This is the person with whom we will communicate or who you would like as the principle investigator.
- **Institution Tax ID** – 9 digit tax # for you institution
- **Institution DUNS Number** – Optional, enter if known
- **Have you Received Funding** – Options are Yes, No, I don't know
- **Amount Requested** – Can not excide capped amount. Enter numbers only and round up to nearest dollar

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
- **Project Proposal**
 - **Project Title**
 - Project Summary
 - Partner Organizations
 - Training
 - Start and End Dates
 - Evidence of Need
 - Goals and Objectives
 - Implementation
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 - Publicity/Promotion
 - Continuity/Sustainability
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Describe the project with an external audience in mind. Funded projects are displayed on the NNLN website and are provided by NLM in response to data calls from NIH, HHS, OMB, Congress, and the White House.

Keep it as concise as possible while also being descriptive.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

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Provide a one-paragraph description that summarizes the proposed project. Funded projects are displayed on the NNLM website and are provided by NLM in response to requests from NIH, HHS, OMB, Congress, and the White House.

Keep it as concise as possible while also being descriptive.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
 - **Project Proposal**
 - Project Title
 - Project Summary
 - **Partner Organizations**
 - Training
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- Use the autocomplete function to find and select existing records for up to three (3) organizations that will partner with the Lead Organization to conduct/complete the project.
 - If a record does not exist for a partner organization, click “Partner Organization not Listed?” and use the additional fields under “Add Partner Organization” to provide the institution name and address.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

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- Will your project provide training?
Yes or No

WRITING A PROPOSAL – WHAT WE LOOK FOR

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Projects must start on or after May 1, 2020.

Projects must end no later than April 30, 2021.

WRITING A PROPOSAL – WHAT WE LOOK FOR

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- Provide a statement of how the project proposed will support the mission of NNLM, explain the need for the project, and describe the audience or population that will be reached through this project.
 - Please clearly document if this project will engage traditionally underrepresented populations and/or involve medically underserved areas.
 - When possible, support the stated need using data such as known needs assessments or statistics.
- What populations are you targeting/why?
What issues are being addressed?
What is needed in this group, area, or field?
- We need to get a good understanding of why your project is important, why should it get the attention and funding.

WRITING A PROPOSAL – WHAT WE LOOK FOR

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- State the goal(s) and specific objectives(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.
- What are the goals and specific objectives?
- What will be produced or what is the proposed outcome?
 - What changes do you expect to observe?
 - Why are these good and realistic goals and objectives?
- The more realistic, observable and measurable the goals and objectives, the better.
- These goals need to be specific and discrete to this one year proposal. You can highlight long term outcomes, but we need to know that something can be accomplished in the timeframe covered by this award.

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- Describe what will be done to meet project objectives.
- Discuss in detail how the project will be implemented. Include tasks to be performed and who will perform them.

How are you going to accomplish what you say you are going to accomplish?

We look at whether your implementation plan seems realistic;

- Do you have the time and people to support the plan?
- Are you missing any obvious steps?
- Are you trying to do too much or too little in the timeframes you have suggested.

We know this is always subject to change. We just want to get a sense that this project, with its time and effort implications, has been well thought out.

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 - Attachments
- Include a timeline for implementing the plan to meet objectives.
- The timeline should be an extension of the implementation plan. A breakdown of specific steps and the projected time in which those steps will occur.
- Funding is projected to start May 1, 2020 and money must be spent by April 30, 2021.
- Your timeline should reflect work that will occur during this time.
- A visualization of the timeline can be included in the attachments

WRITING A PROPOSAL – WHAT WE LOOK FOR

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- Describe how the project will be measured and the methods used to measure success. The evaluation should be tied to project goals and objectives. Describe the measure of success for each objective.
- NNLM Members are strongly encouraged to consult the RML or the [NNLM Evaluation Office \(NEO\)](#) publications and resources in developing an effective evaluation plan.

How are you going to determine that the goals and objective you proposed are accomplished?

How are you going to know if your project is successful?

Describe the measures you will use:

- Surveys, feedback, number of things produced, number of trainings, individuals who received something, products.

The NNLM NER and the National Evaluation Office can help guide some evaluation, but evaluation needs to be driven by and appropriate for your project and institution. You will be asked to do some specific evaluation for NER as part of the award process. This is not a substitute for developing your own evaluation methods.

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 - Evaluation
 - **Publicity/Promotion**
 - Continuity/Sustainability
 - Personnel Qualifications
 - Budget
 - Beneficiaries & Goals
 - Attachments
- Briefly describe how you intend to promote your project to the target population.
- How will your targeted populations know what is going on, or how will you get them to be involved?
- Additionally, how will you disseminate the results or products of your work to those interested or who may benefit?

WRITING A PROPOSAL – WHAT WE LOOK FOR

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 - Start and End Dates
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 - Goals and Objectives
 - Implementation
 - Schedule/Timeline
 - Evaluation
 - Publicity/Promotion
 - **Continuity/Sustainability**
 - Describe the activities that will sustain project services and/or communication to the targeted community beyond the cooperative agreement period.
 - Personnel Qualifications
 - Budget
 - Beneficiaries & Goals
 - Attachments
- How will your work continue beyond the scope of just this award?
How will you continue to try and impact your target populations?
- We like to see projects that have benefit and reach that can go beyond just what can be accomplished with this funding.
- We also want projects that can sustain themselves (even if it has to change) regardless of whether they receive further funding.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

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 - Goals and Objectives
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 - Evaluation
 - Publicity/Promotion
 - Continuity/Sustainability
 - **Personnel Qualifications**
- Budget
- Beneficiaries & Goals
- Attachments

- If applicable, list the project personnel who will be involved in the project and include their role(s) and applicable experience. Submit resumes or CVs for personnel listed as attachments with your completed application.

Who are the specific people who will be helping with you project?

Even if you do not know individuals, list whether you plan to hire or work with others. (i.e. use student workers, use volunteers, enlist NNLM NER staff to do trainings, etc)

We are looking to see if given the scope and timeline of your project you have enough qualified person power to complete the work.

Consultants: Prior to hiring Consultants, you must submit the following information to NER:

- Name of Consultant
- Description of Work
- Hourly Rate
- Total Amount/Not to Exceed Amount
- Period of Performance

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
 - Project Proposal
 - **Budget**
 - Personnel
 - Consultant Costs
 - Equipment
 - Supplies
 - Communications
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
 - Beneficiaries & Goals
 - Attachments
- Provide an explanation for each area.
 - Enter the numbers only into the budget section of the online application, but the budget along with the narrative explanations should be uploaded as an attachment.
 - If you have quotes for supplies or technology, include those as attachments.
 - We are looking to see if the amount you are requesting seem reasonable and justifiable.
 - Not every Budget Item need to have a dollar amount. Either enter 0 or leave blank

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
- Project Proposal
- **Budget**
 - **Personnel**
 - Consultant Costs
 - Equipment
 - Supplies
 - Include role and hourly rate X estimated hours in attached budget.
 - Communications
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
 - Beneficiaries & Goals
 - Attachments

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
- Project Proposal
- **Budget**
 - Personnel
 - **Consultant Costs**
 - Equipment
 - Supplies
 - Communications
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
- Beneficiaries & Goals
- Attachments

Consultant Costs

Estimated expenses from consultants, such as marketing firms or other agencies; Prior to hiring Consultants, submit the following information to NER:

- Name of Consultant
- Description of Work
- Hourly Rate
- Total Amount/Not to Exceed Amount
- Period of Performance

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
- Project Proposal
- **Budget**
 - Personnel
 - Consultant Costs
 - **Equipment**
 - Supplies
 - Communications
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
- Beneficiaries & Goals
- Attachments
 - Items required such as computers and other equipment.
 - Include quotes received or other pricing information in the budget attachment or as another attachment.

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 - Consultant Costs
 - Equipment
 - **Supplies**
 - Communications
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
 - Beneficiaries & Goals
 - Attachments
- Quotes for printing, publication costs and other materials.
 - Include description and any quotes in the attached budget or as other attachment.

WRITING A PROPOSAL – WHAT WE LOOK FOR

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- Overview
- Project Proposal
- **Budget**
 - Personnel
 - Consultant Costs
 - Equipment
 - Supplies
 - **Communications**
 - Reproduction
 - Travel
 - Other
 - IDC
 - Other Funding
- Beneficiaries & Goals
- Attachments
- Media, publicity or other communication costs.
- Include description and any quotes in the attached budget or as other attachment.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
- Project Proposal
- **Budget**
 - Personnel
 - Consultant Costs
 - Equipment
 - Supplies
 - Communications
 - **Reproduction**
 - Travel
 - Other
 - IDC
 - Other Funding
- Beneficiaries & Goals
- Attachments

Printing materials or other reproduction costs.

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

- Overview
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Estimates for travel. Include description and any quotes in the attached budget or as other attachment.

Allowable items include flights, trains, mileage, other transportation, hotel, conference registration fees, per diem, other costs (i.e. parking, tolls, etc.).

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Include description and any quotes in the attached budget or as other attachment.

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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)
- Indirect Costs need to be factored into your overall budget. The total budget cannot exceed \$10,000 including Indirect Costs.

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Matching funds, other grants, etc.

Matching or other grant funding is not required to submit and application or to receive funding.

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Funding restrictions:

- 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: http://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html](http://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html)

WRITING A PROPOSAL – WHAT WE LOOK FOR

Use the Proposal Outline to structure your writing

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 - **Beneficiaries & Goals**
 - Attachments
- Populations Served – Select all that apply, but these should be the primary populations targeted in your project. If not explicitly identified in the proposal section, please do not select it here.
 - Participant's Roles – Select all that apply. These are the primary roles of the participants of your project. These should be explicitly identified in the proposal section.

WRITING A PROPOSAL – WHAT WE LOOK FOR

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- **Attachments**

If applicable, gather all documents that will be attached to your application, including personnel CVs and resumes, letters of institutional commitment or support, quotes for products, and budget template.

AWARD REVIEW PROCESS

- Proposals are submitted by March 20th, 2020
- They are immediately sent to groups of reviewers. Not all reviewers see the same proposals.
- Each proposal is reviewed and scored by at least 3 independent people and at least one NNLM NER staff.
- Scores are blinded and combined.
- The cumulative scores and recommendations are presented to all NNLM NER staff. The decision to fund is ultimately made by the NNLM NER office in consultation with the National Office.
- Applicants receive a copy of the reviewers cumulative scores and all comments.
- Memorandums of Agreement (MOAs) are issued. Until you receive and have signed an MOA, you have not received authorization to start work that we can pay for. MOAs will include official start dates for projects. Only expenses after this date can be invoiced back to UMass.
- Projects that are award should be able to start May 1st, 2020.

APPLICATION REVIEW

Scored Review Criteria: Scale: 1-100

Significance (30 points max): Does the proposed program make a significant contribution to the mission of NNLM. Is there information on the target population provided? Are there estimates of the potential population and the portion expected to be reached. Is the target group or population described and the actual or perceived need for the proposed program is discussed? Estimation of the program's potential impact on future information services to this group or population is discussed.

Methodology/Approach (50 points max): The logic and feasibility of the technical approach to reaching the target group or community. The types of outreach services provided for the target population with consideration given to the appropriateness, creativity and cost effectiveness of the methods proposed. Statement or plan to continue support of services beyond the project period. The extent to which the proposed project adds value to other initiatives to improve the target population's access to the Internet. Does the project use local partners? Inclusion of a timeline or implementation schedule for major events and activities.

Personnel (10 points max): Does the proposed personnel have experience in developing and conducting outreach and/or training programs in health information for patients, the public or health professionals. Does the proposed personnel have prior experience working with the target group? Is there evidence of institutional facilities and resources adequate to support the proposed programs. If applicable, do project partners bring experience to the project team.

Budget (10 points max): Is the proposed budget within funding limits. Is the budget justification sound. Could budget items be eliminated or reduced without jeopardizing the project.

REPORTING

Every Award type has slightly different reporting requirements. Your contact person will work with you on what is needed for your specific project.

Reporting requirements are in the process of changing, being updated, or discontinued. Please be prepared for NNLM NER staff to ask for additional formal or informal reporting at any time during the time you have your award.

In general the types of reporting you will have to do include:

- Activity Reports
- Final Report
- Professional Development
- Informal reporting

Reporting is in the process of being improved. More information will be supplied about reporting after an award has been issued.

PAYMENTS

Cost reimbursement

- You buy it or pay for it, then your organization invoices UMass Medical School.
- Invoices must come from your organization, not from individuals, or from other companies that are billing you.
 - i.e. We cannot pay your bill from Dell for all the computers you ordered. It needs to be on an invoice from your organization to UMass as an equipment line for the amount you paid to Dell for all the computers.
- Your invoice line items should match the budget times listed in your proposal
 - i.e. if you have a budget of \$1000 for supplies in your proposal, when you invoice us you would say, for example:
Supplies - pencils, paper, poster board - \$250
 - Use your budget line items, give detail on what was included, and then provide amount you are seeking for reimbursement
- We can accept any invoice form your organization uses. We do not need a standard form. However, if you wish **we can supply an example invoice form.**
- Invoices are due each month for the previous months expenses. (We prefer invoices are submitted by the 5th of the month)
 - i.e. you would invoice us by December 5th, 2020 for any expenses incurred in November 2020. Or invoice us in September for any expenses occurred in August. We can discuss alternative invoice timing on an individual basis.
- **All money must be spent by April 30th, 2021. Final invoice is due May 5th, 2021.**
- Payments can take around 30 days to process and be issued to your organization.

FREQUENTLY ASKED QUESTIONS

Do I have to include National Library of Medicine (NLM) resources or trainings?

- YES
 - This funding is from the NLM to advance the NLM's mission. If your proposal does not incorporate NLM resources or trainings about NLM resources, it is almost certainly not going to be funding.
 - Incorporating resources can take many forms. A few examples (this is not an exhaustive list):
 - Provide training using a Train-the-Trainer model for all staff on the appropriate NLM resource. Staff will then be able to instruct the target population.
 - Include information about a relevant topic from MedlinePlus or another resource in handouts or educational material.
 - Incorporate materials into curriculum.
 - Include links to NLM resources on a website built or tablet bought.
 - Provide instruction on finding and evaluating health information on the internet.
 - NNLM NER staff will work with you to help you understand which NLM resources might be appropriate or ways to incorporate them. Additionally, NNLM NER staff can provide trainings or educational opportunities as part of the work flow of your project. Please try to include the use of NER staff into your implementation or timeline.

FREQUENTLY ASKED QUESTIONS

What is IDC?

- Indirect costs maybe charged by your institution for the overhead or non award specific costs that are incurred by having an award (i.e. keeping the lights on, space, etc).
- This is usually found in academic institutions.
- Please consult your business office or Research Funding office to find out your NIH IDC rate.
- If you do not have an NIH negotiated IDC rate, the max you can ask for is 10% of the award money.
 - i.e. if you are asking for \$5,000, a 10% IDC would be \$500
- If you are asking for IDC, we (NNLM NER calculate that into the total amount of money you are asking for.
 - i.e. if you need \$5,000 and are asking for 10% IDC – we only look at the fact that you are asking for a total of \$5,500.
- For an NNLM NER award you are NOT REQUIRED by us to ask for IDC even if it could be applicable. However, some institutions (mainly academic) require to include IDC if it is available, so please check with your institutions business office or Research funding.

FREQUENTLY ASKED QUESTIONS

Can my organization submit more than one proposal?

- Yes, but we do take this into account when distributing funds.
 - If it is two very different projects or from different parts of the same organization, that will not affect anything. But, we like to try and distribute money as broadly across the region as possible. Additionally, it may lead to questions about the scope or sustainability of your project(s).

My organization has received funding in the past. Is it OK to apply again? How different does the new project need to be?

- We welcome applications from previously funded projects. We like to see projects grow and expand.
- If your proposal is for work on a project that has previously been funded (i.e. continuation of a project from 2016-2017), we would like to see growth and forward movement of that project. We should not be funding work that was proposed to be completed during the previous year. Projects need to demonstrate growth, expansion, or tackling new and different things. Additionally, for projects that have been funded multiple times, we start to pay more attention to the continuation plan. We want to see projects develop ways to be self-sustaining. We do not want to fund projects that are dependent on our funding alone for continuation into the future or for success.

My proposal was not funded. Can I resubmit it?

- Maybe
 - It will depend on the amount that was awarded in the first round. If we have money left we like to work with applicants in the first round to get their projects funded before reopening the application.
 - We will work with all applicants to make sure their proposals are the best they can be, or accurately ensure a quality and realistic project. If your proposal is not funded, we will provide a detailed explanation and work with you individually on what options may exist.

Applications Due March 20th , 2020
by Midnight

Award announcements (MOAs sent)
as soon as possible, no later than
May 1st, 2020

Projects can start as soon as you
receive an MOA.

Send all questions about application
materials to Martha Meacham
Martha.meacham2@umassmed.edu

Please contact anyone in the NNLN
NER office at anytime with any
questions. We are here to help!

 U.S. National Library of Medicine
National Network of Libraries of Medicine
New England Region

**The NER
NNLM
Team**

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QUESTIONS?