NNLM NER Call for Applications

Funding Category	Summary	Maximum Funding per Award
AoU Technology	Enhance technology access to and delivery of *All of Us* Research Program and health literacy information in public libraries.	$10,000

Period of Performance: May 1, 2019 - April 30, 2020

1. Description of the Award

The National Network of Libraries of Medicine New England Region (NNLM NER), under cooperative agreement with the U.S. National Library of Medicine (NLM) and in partnership the NIH *All of* Us Research Program, announces the availability of funding for projects to be conducted by network members, primarily public libraries, in support of the NNLM mission to broaden access to health information, specifically information about the *All of Us* Research Program and health information literacy.

All of Us Research Program Technology Awards should focus on upgrading, replacing or adopting technologies that will increase access to health information, and/or strengthen communications and connectivity for health, i.e. infrastructure, and/or facilitate the acquisition of mobile technologies to assist public libraries in providing access to health information to the general public. It should be shown how these technologies will be used to improve access to biomedical and health information and increase the ability of the public and health professionals to use these resources. Specifically, the NNLM is a partner in the *All of Us* Research Program, part of the Precision Medicine Initiative, so projects should emphasize access to and education about resources produced by the National Library of Medicine and need to include use of *All of Us* Research Program materials.

The Technology Award seeks to address the following aims of the NNLM NER from the 2016-2021 cooperative agreement:

- Education & Outreach Aim 5: Collaborate with Network Members to identify "under-connected" community-based organizations, libraries, schools, and health professionals to upgrade and introduce new technologies to ensure access to health information.
- Education & Outreach Aim 7: The NNLM NER will provide and administer a funding program to support outreach and education programs.

Up to $10,000 of funding per award is available for three or more projects within the region.

2. 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 using the following outline:

I. Cover Page

- Project title;
- Abstract;
- Name of institution submitting the proposal;
- Date of submission;
- Primary contact's name, mailing and email addresses, phone numbers; and
- Amount being requested.

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.
- *Project goals and objectives:* State the goal(s) and specific objective(s) of their proposed projects, 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.
- *Personnel:* Identify all project personnel and their role in the project. See also, Hiring Consultants in Section 5: Additional Requirements.
- *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 NER 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 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 NNLM Evaluation Office provides templates and evaluation planning worksheets on the [4 Steps to an Evaluation Plan](https://nnlm.gov/neo/members/evaluationresources) (https://nnlm.gov/neo/members/evaluationresources) web page to help develop evaluation plans for your project. Subaward applicants also might find other NNLM Evaluation Office [resources](https://nnlm.gov/neo/guides/tools) (https://nnlm.gov/neo/guides/tools) helpful in developing evaluation plans.

- *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.

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 cost of project

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

IV. Attachments

- Additional attachments, including letters of support from institution(s)/partner(s), CVs or resumes of key personnel, etc.

3. Proposal Submission

One electronic version of the proposal must be submitted to Martha Meacham, Associate Director, NNLM NER at martha.meacham2@umassmed.edu. Documents may be prepared and submitted by email as a Word document or PDF. Please include the name of the award in the subject line.

Application Deadlines
Posted Date: February 4, 2019
Application Due Date: April 5, 2019
Notification of Awards: April 19, 2019
Award Start Date: May 1, 2019

4. Application Review Information

Review and Selection of Proposals

Proposals will be reviewed by the NER Review Committee. The Review Committee is made up of network members who represent the 6 New England States, public libraries, a variety of health science libraries, and community organizations. The committee will make a final recommendation to the Associate Director of the NER if a proposal should be funded and why. Applicants will receive a copy of reviewer comments along with a final decision regarding funding.

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.

Investigators (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.

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:

- 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.

5. Additional Requirements

Reporting Requirements

The following reporting requirements are mandatory of award recipients

- *Activity Reports:* Activities held in support of project objectives must be submitted before the 5th day of each month following the end of the activity. Examples include training sessions held, presentations and site visits.
- *Technology Improvement Reports:* If technology is provided to your organization through funding from an NNLM sub-award, you will complete a Technology Improvement Report by the end of your subaward period. https://nnlm.gov/neo/members/evalmaterials#technology
- *Status Reports:* Due 14 days after request, the report must address progress towards meeting objectives, recent activities, an ongoing evaluation or assessment of the project's effectiveness, and an overview of future of work to be completed.
- *Final Reports:* A final report of project activities, outcomes, and evaluation findings must be submitted within 30 calendar days upon completion of the award.

Additional reporting requirements may be required to meet NNLM Evaluation Goals. Please refer to Section 2: Application Instructions, Section II: Project Proposal, Evaluation Plan above.

Hiring Consultants

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

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 UG4LM012347. 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 NER 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 (considering changes in the project and data repositories required to maintain sharing within the Network).

In addition, recipients of funding are expected to use or adapt existing training materials before developing new materials. Consult with NER and the NNLM Training Office (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/ocio/policy/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/)

6. Additional Forms to be Included with Proposal

The following forms must be included with your proposal. Please fill out the forms and submit them with your proposal. Please use the forms attached for find them at:

https://nnlm.gov/sites/default/files/ner/files/REQUIRED%20FORM_Specific%20Populations_Roles%20of%20Participants_Goals1.pdf

Specific Populations/Roles of Participants/Goals

Organization Name:_____

Which award type is this submitted for?

☐ Technology (Improvement)	☐ Professional Development
☐ Community Engagement	☐ Knowledge & Data Management
☐ *All of Us* Community Engagement	☐ *All of Us* Technology

Identify population(s**) specifically named and/or targeted in the project. Do not include** members of populations who **may** benefit from the project.

Demographics   **Geographic Type**

☐ Adults	☐ International
☐ Children	☐ Medically Underserved Areas/Populations
☐ Men	☐ Rural
☐ Seniors	☐ Suburban
☐ Teens	☐ Urban
☐ Women	

Issues and Interests   **Race and Ethnicity**

☐ Behavioral/Social Determinants of Health	☐ African Americans or Black
☐ HIV/AIDS	☐ Alaska Natives
☐ LGBTQ	☐ American Indian
☐ Maternal Health	☐ Asian
☐ Opioids	☐ Latino or Hispanic
	☐ Native Hawaiians
	☐ Pacific Islanders

Identify roles of target population(s) **specifically named and/or targeted in the project. Do not include** participants who **may** benefit from the project.

☐ Data resource or tool developer   ☐ Public health professional

☐ Data scientist   ☐ Publisher

☐ Educator   ☐ Researcher

☐ Emergency preparedness and response   ☐ Student, college & post-grad

☐ General public   ☐ Student, K-12

☐ Health care provider

☐ Historian

☐ Journalist

☐ Library or information professional

Please check the goals that apply:

Goal ID	Applies	Description
1.	☐	Partner with organizations to increase awareness and use of freely available authoritative health information.
2.	☐	Upgrade, replace or adopt technologies that will increase access to health information.
3.	☐	Facilitate the acquisition of mobile technologies to assist health professionals in providing services at point of need.
4.	☐	Assess the information needs of populations and communities to enhance the development of relevant community programming.
5.	☐	Analyze the information seeking practices and educational needs of practitioners to shape programming.
6.	☐	Promote the role of hospital libraries in the patient care process.
7.	☐	Provide librarians with the tools and skills needed to develop advocacy programming.