

## NNLM NER Call for Proposals

<b>Funding Category</b>	<b>Summary</b>	<b>Maximum Funding per Award</b>
Outreach	Support short-term outreach projects that involve advancing health information resources in collaboration with local community groups.	\$10,000

**Period of Performance: May 1, 2020 - April 30, 2021**

### **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), announces the availability of funding through Outreach Awards for projects to be conducted by network members and community groups in support of the NNLM mission to broaden access to health information. The award's primary aims are to broaden access to and awareness of health information resources, with an emphasis on those resources provided by the NLM, and increase communication channels between librarians, health care professionals, government, and Community Based Organizations.

Specifically, the Outreach Award seeks to address the following aims of the NNLM NER from the 2016-2021 cooperative agreement:

- Provide a suite of health information courses and presentations on biomedical and health resources emphasizing NLM products for both consumers and health professionals.
- Education & Outreach Aim 7: The NNLM NER will provide and administer a funding program to support outreach and education programs.

Awards should focus on building partnerships, collaborating with local community groups, and other key groups to reach underserved populations in the region with health information outreach projects.

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

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

- [Grants and Proposal Writing course materials](#)
- [Examples of previously funded projects](#)

### **2. Application Instructions**

You will need to submit your application online at <https://nnlm.gov/ner/funding/outreach>. It is recommended that you use the following outline to draft your proposal, then submit online.

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](mailto: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 your Regional Medical Library in advance of the application deadline.

## I. Overview

- Funding Region – should automatically select NER
- Project Category – should automatically select Outreach
- Lead Organization
  - Select the institution that will lead and receive funding to conduct the proposed project. If the drop-down list appears blank, confirm that your NNLM account is connected to the NNLM Member record for your institution.
- Project Lead
  - If you are the Project Lead, select your own name from the drop-down list. If you are submitting this application on behalf of the Project Lead, select their name from the drop-down list. If the name of the Project Lead does not appear in the drop-down list, confirm that their NNLM account is connected to the NNLM Member record for the institution.
- Institution Tax ID
  - Enter the 9-digit tax identification number for your institution.
- Institution DUNS Number
- Have you/your institution previously received NNLM funding in the current grant cycle?
  - Yes, No, I don't know
- Amount Requested – Outreach awards are capped at \$10,000

- This field will accept numbers only. Enter the amount to the nearest whole dollar.

## **II. Project Proposal**

- Project Title
  - Describe the project with an external audience in mind. Funded projects are displayed on the NNLM website and are provided by NLM in response to data calls from NIH, HHS, OMB, Congress, and the White House.
- Project Summary
  - 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.
- Partner Organizations
  - 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.
- Will Training be Provided as Part of this Award?
  - Yes, No
- Proposed Start and End Dates for the Project
  - Projects must start on or after May 1, 2020. Projects must end no later than April 30, 2021.
- Evidence of Need
  - 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.
- Project goals and objectives:
  - 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.
- Implementation:
  - 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.
- Schedule/Timeline:
  - Include a timeline for implementing the plan to meet objectives.
- Evaluation Plan
  - 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.
- Publicity/Promotion
  - Briefly describe how you intend to promote your project to the target population.
- Continuity/Sustainability Plan
  - Describe the activities that will sustain project services and/or communication to the targeted community beyond the cooperative agreement period.
- Personnel Qualifications
  - 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.

### **III. Budget**

The budget needs to be filled out in the online application system. Additionally, proposals must include a budget table or spreadsheet which includes a narrative justification for budget items, explaining the purpose of each item in the project. This can be uploaded in the attachments section of the online application. Budget fields will accept numbers only. Enter each amount to the nearest whole dollar. If a budget line is not applicable for your project, you may leave it blank.

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

- Personnel
  - Include hourly rate X estimated hours in attached budget.
- 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

- Equipment
  - Quotes for items required such as computers and other equipment. Include quotes received or other pricing information in the budget attachment or as another attachment.
- Supplies
  - Quotes for printing, publication costs and other materials. Include description and any quotes in the attached budget or as other attachment.
- Communications
  - Media, publicity or other communication costs. Include description and any quotes in the attached budget or as other attachment.
- Reproduction
  - Printing materials or other reproduction costs
- Travel
  - Estimates for travel. Include description and any quotes in the attached budget or as other attachment.
- Other
  - Include description and any quotes in the attached budget or as other attachment.
- 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.
- Other Funding if Applicable
  - Matching funds, other grants, etc.

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)

**IV. Beneficiaries & Goals**

- 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.

#### **V. Attachments**

- Gather all documents that will be attached to your application, including personnel CVs and resumes, letters of institutional commitment or support, and budget template (if applicable).

#### **VI. Acknowledgements**

- You are required to acknowledge the following statements before submitting an application:
  - You will share the information gained with colleagues in your institution/RML, as required by the Request for Proposal.\*
  - You will submit regular, interim & final reports, as requested by the funding agency & stipulated in the Request for Proposal.\*
  - Any web-based resources developed for this project will ensure accessibility to the greatest possible number of people.\*

### **3. Proposal Submission**

You will need to submit your application online at <https://nnlm.gov/ner/funding/outreach>.

#### **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

### **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.

*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.

### **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 5<sup>th</sup> day of each month following the end of the activity. Examples include training sessions held, presentations and site visits.
- *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](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/>)