

## NNLM NER Call for Proposals

<b>Funding Category</b>	<b>Summary</b>	<b>Maximum Funding per Award</b>
Professional Development	Support the attendance at or the development of instructional programs that improve the knowledge and skills of librarians and health information professionals.	\$5,000

**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), announces the availability of funding through Professional Development Awards for projects to be conducted by network members in support of the NNLM mission to broaden access to health information.

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

- Education & Outreach Aim 4: Engage with Network Members to identify and develop programming to support emerging roles for health information 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, and expanding the knowledge and skills of librarians. The primary aims of the award are to provide programming or the increase of knowledge in emerging fields of librarianship.

Up to \$5,000 of funding per award is available for two 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/professional-development>. 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 Professional Development
- Program/Event Summary
- 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.
- Primary Contact
  - If you are the Primary Contact, 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 – Professional Development awards are capped at \$5,000
  - This field will accept numbers only. Enter the amount to the nearest whole dollar.

## II. Project Proposal

- Program/Event Name
- Program/Event Date(s)
- Professional Development URL
  - URL for the Exhibit, Conference, or Professional Development you would like to attend or hold, if available.
- Significance/Objectives
  - Provide a one-paragraph description that summarizes the proposed program/event. Discuss why this program/event would be necessary or useful. Detail how you plan to use what you learn, or what you hope others will learn.

## 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:

- Fees
- Travel
- Hotel
- Per Diem
- Other
- 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 \$5,000 including Indirect Costs.

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/professional-development>.

#### **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/>)