



Community Awards Informational Webinar

NNLM *All of Us* Program Center

bit.ly/NAPCawards

July 20, 2022

Slides and recording will be shared.

Agenda

1. About Us
2. Award Goals
3. Eligibility
4. Funding Requirements
5. How to Apply
 - A. Proposal Template
 - B. Attachments
6. Application Do's
7. Next Steps
8. Q&A



About Us

The NNLM *All of Us* Program Center (NAPC) is a partnership between the Network of the National Library of Medicine and the National Institutes of Health *All of Us* Research Program to:

- provide resources for NNLM members to raise awareness about *All of Us*, and
- partner with communities who are underrepresented in biomedical research in order to improve health, digital, and related literacy skills.

Network of the National Library of Medicine

nnlm.gov

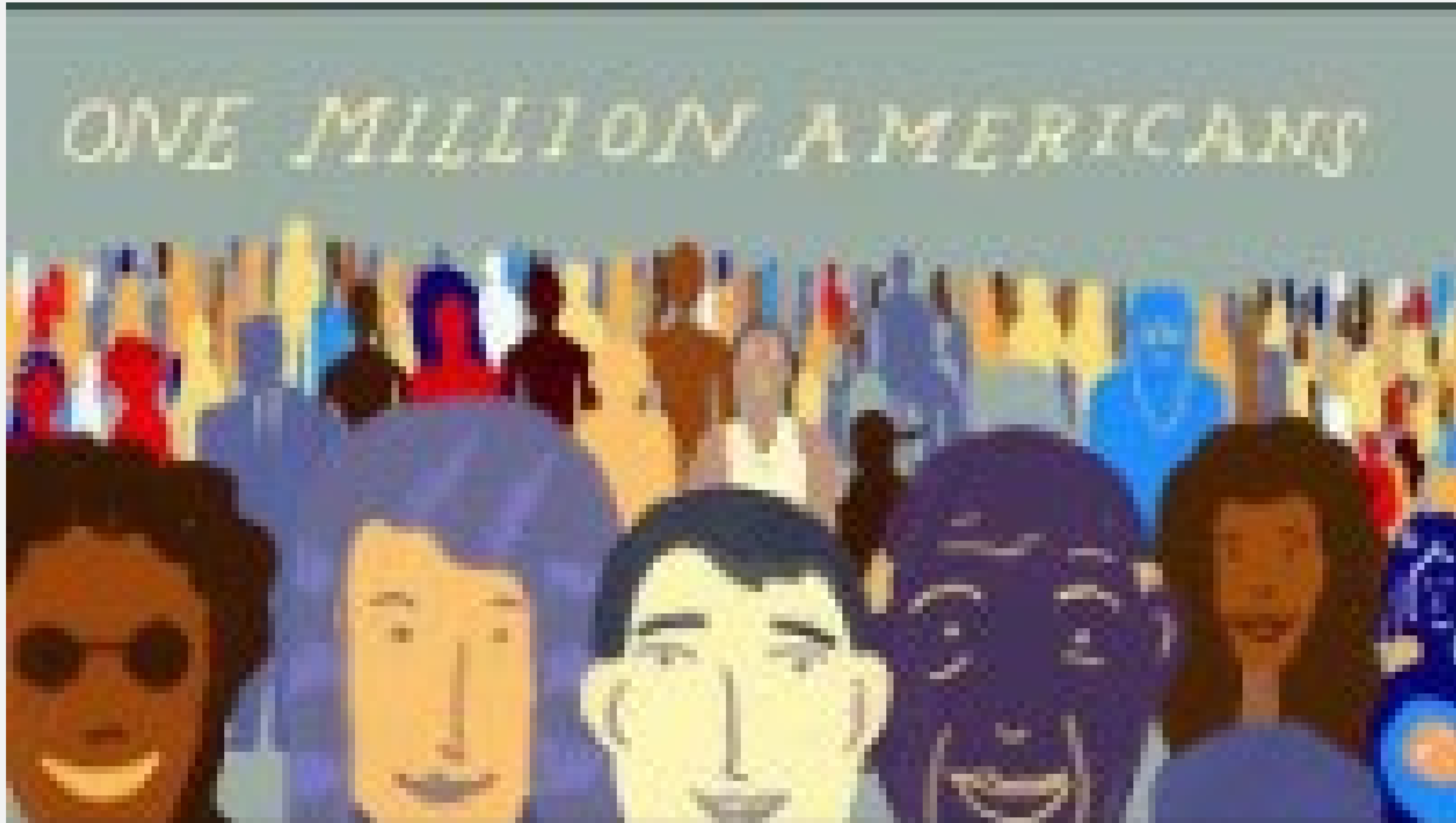
allofus.nnlm.gov

NIH *All of Us* Research Program

JoinAllofUs.org/nlm (English)

JoinAllofUs.org/bnm (Español)

Video: What is *All of Us*? (1:55)



Source: youtu.be/ti50nS7B5vI

Award Webpage

bit.ly/NAPCawards

 National Library of Medicine
Network of the National Library of Medicine



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Community Award: Request for Proposals



**Applications Open for
Community Awards**

Applications due August 26, 2022.

The NAPC Community Awards will provide funding to community-serving libraries and organizations to meet the following goals:

- Further individual and communities' knowledge of and/or skills related to health literacy, digital literacy, and/or understanding of clinical medical research.
- Build and strengthen partnerships with communities who are underrepresented in biomedical research ([Definitions \(PDF, 29.3 KB\)](#))
- Raise awareness of [All of Us](#)®, the National Institutes of Health (NIH) precision medicine research program and interact with *All of Us* partner organizations.
- Increase awareness and use of NNLM *All of Us* learning activities, [National Library of Medicine](#)® (NLM), and other trustworthy health information resources for individuals to make informed decisions about their health and wellness.

The NAPC Community Award will fund proposed projects from applicants that address the goals above. Projects may include activities such as programming, health fairs, loanable kits, technology acquisition and distribution, community science projects, and more.

Award Goals

Further individual and communities' knowledge of and/or skills related to health literacy, digital literacy, and/or understanding of clinical medical research.

Build and strengthen partnerships with communities who are underrepresented in biomedical research.

Raise awareness of *All of Us*, the National Institutes of Health (NIH) precision medicine research program, and interact with *All of Us* partner organizations.

Increase awareness and use of NNLM *All of Us* learning activities, National Library of Medicine (NLM), and other trustworthy health information resources for individuals to make informed decisions about their health and wellness.

Engagement Resources from the NAPC

- [Engagement resources library](#)
- Virtual health programs
- Engagement kits



The ERL is a great resource for Community Award project planning!



Top Image: Preview of Precision Medicine Traveling Exhibit
Bottom: Test the Waters Family Exploration Kit activity (left), Panel discussion for *Alive Inside* film (right)



Award Eligibility

Project Lead Organizations must be:

- ✓ An NNLM member.
- ✓ Community-serving organizations or partnering with a community-serving organization(s).
- ✓ Based in the United States or U.S. Territories.
- ✓ Not already receiving *All of Us* funds to conduct proposed activities.

We strongly encourage first-time NNLM award applicants and new NNLM members to apply!

Join NNLM for free at nnlm.gov/membership/join.

Funding Details

up to
\$30,000
per award

up to
5
awards available

Awards are distributed as cost-reimbursement to the organization, not the individual.

Important Dates

- Accepting applications until: August 26, 2022 (11:59 PM your time zone)
 - Our team will be available until 5 PM ET that day to help with any technical issues.
- Funding notifications sent: Week of September 5th
- Project performance period: November 1, 2022 – April 30, 2023
 - Note: 6 calendar months
- Final reports and invoicing due by: April 30, 2023

Funding Requirements – Technical Assistance



Award Kick-Off
Session



Award Liaison
1:1 Check-ins



You can always reach out to your award liaison or our office!

- [illegible]

Final Retrospective		
Project Name	Your project	
Organization	Your organization	
<p>Purpose: The Final Retrospective is a brief, evidence-focused reflection on the impact of your project activities in your community. Parts of your Retrospective will also be shared in a publicly available Final Report, which will inform future community engagement projects.</p> <p>Instructions: Use the following prompts to reflect on your project. Share lessons learned, obstacles encountered, and planned partnerships moving forward. If you created any promotional materials or web resources for this project, share links to them as well - don't forget to scroll sideways to see where to add these links. We encourage you to refer to your activity tracker and evaluation results to respond to these questions.</p>		
Project Goal	Did you meet this goal?	Describe in 1-2 sentences why you chose your answer.
Goal from work plan	Select one	Double click to start typing your answer.
Project Objective	Did you meet this objective?	Describe in 1-2 sentences why you chose your answer.
Add from application work plan 1	Select one	Double click to start typing your answer.
Add from application work plan 2	Select one	Double click to start typing your answer.
Add from application work plan 3	Select one	Double click to start typing your answer.
NNLM Award Goals		
Award Goal	Describe, in 1-2 sentences, how your project met this goal and intended outcome(s) in your community.	Describe, in 1-2 sentences, what major problems or barriers you encountered in meeting this goal.
<p><i>Instructions: Refer to your Activity Tracker, Work Plan, Logic Model, and Evaluation data to find evidence needed for your responses.</i></p>		
Further individual and communities' health and health literacy, digital literacy, and/or public	Double click to start typing your answer.	Double click to start typing your answer.

12



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Funding Requirements - Evaluation

- Distribute *All of Us* survey questions for public events and trainings; share responses with NAPC
- Sharing other evaluation questions or instruments with NAPC



Funding Requirements – Other policies and procedures

- Contract initiation with the University of Iowa, our home institution
 - Required to receive funding
 - Cost-reimbursement to organization, not individuals
- NLM and NIH Policies
 - Refer to Application Guide for further details

How to Apply

bit.ly/NAPCawards

Remember: Applications due **August 26, 2022**

Step 1: Review the Award and Application Materials

Application Materials

[illegible]

Application Guide (PDF)

The banner at the top of the page features the NIH logo on the left, followed by the text "National Library of Medicine" and "Network of the National Library of Medicine". To the right is the "All of Us RESEARCH PROGRAM" logo. Below the text is a horizontal collage of seven small images showing diverse groups of people, including families and individuals, engaged in various activities like reading and talking.

Letters of Commitment (DOCX)*

NNLM AoU CEC Community Award Proposed Budget Template				For fu Com
Need to calculate correct Cal. Months? 1. Input the number of months the project will last 2. Input the % Effort 3. <u>Cal. Months</u> will calculate 4. Transfer the number from Step 3 to Column J				
	# Project Months	% Effort	Cal. Months	
	5	10	0.5	

Personnel - please follow example. Salary, Fringe, and Amount Requested will Auto Calculate based on numbers entered.					
Name	Position	Base (12m) Salary	Cal. Months	Salary Requested	Fringe Rate
Example Jones	Project lead	\$ 65,000.00	0.5	\$ 2,708.33	25.0
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Personnel Total					

C. Equipment (Over \$5,000)			
	Type	Price	#
Only input specialized equipment costing more than \$5,000	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>



<Letterhead, if available>
Template for organizational leadership support

Dear Members of the Review Panel:

I strongly support the NNLM *All of Us* Community Award proposal entitled [Project Title] submitted by [Project Lead]. I am pleased to submit this letter of commitment for the project on behalf of [Organization Name] to the NNLM *All of Us* Community Engagement Center (CEC).

If awarded, we will carry out our project commitment to: [brief description of project activities the organization will lead/facilitate].

This letter also serves as an acknowledgement of and commitment to adhering to all award requirements.

Kind regards,
<Signature>
<Your Name>
<Your Role>
<Organization>

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Step 3: Submit Your Application

- Qualtrics form
- For issues with uploading attachments, send documents to us
 - Email: LIB-NAPCengage@uiowa.edu
 - Subject: Community Award Application



NAPC Community Award Online Submission Form

Submit your NNLM *All of Us* Community Award Application using this form. This form must be completed and submitted for full consideration. Please carefully review the [award announcement](#) and [Application Guide \(PDF, 1.1 MB\)](#) prior to submitting your application materials.

All application materials must be submitted by August 26, 2022 for full consideration.

Any issues or questions about your application?

Email us at LIB-NAPCengage@uiowa.edu with the Subject: Community Award Application.

* = Required Question

Lead Organization*

List the [NNLM Member Organization](#) that will lead and receive funding to conduct the proposed project.

Proposal Template

- Primary project planning document
- Basic project information, evidence of need, work plan, staff plan, budget justification
- Develop with your project partner(s)



The Application Guide has detailed instructions on how to prepare a strong proposal.

Proposal Template

NNLM All of Us Program Center - Community Awards

Note, this document is locked as a fillable form. To access hyperlinks, either Ctrl+Click or Right Click > Open Hyperlink.

How To Complete

All prompts are required unless an exception is explicitly noted.

- You are strongly encouraged to refer to the [Application Guide \(PDF, 1.1 MB\)](#) for in-depth instructions on how to prepare your proposal. There are also examples you can reference.
- Adhere to all word limits. Reviewers will not read responses that significantly exceed word limits. Your text may use more space than originally provided. Full sentences are not required, but descriptions should be clear.
- Preview our Application Evaluation Criteria on the Application Guide, page 32 to see how your application will be evaluated.

How To Submit

- Attach this document to your application when you submit through the [Online Submission Form](#).
- You **must** include other required attachments in your application submission for full consideration.
- Accepted file types: DOC, DOCX, TXT, or PDF
- File size limit: 100MB

Need Assistance?

Email us at LIB-NAPCengage@uiowa.edu, and we will respond within three business days.

This award is funded by the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Cooperative Agreement Number U24LM014070 with the University of Iowa, Hardin Library for the Health Sciences and University of Pittsburgh, Health Sciences Library System.

Identification Numbers Needed

1. [NNLM membership ID](#)
2. [Institution DUNS number](#)
3. Institution tax ID (EIN)
4. [SAM.gov Unique Entity ID](#)

Only the lead organization needs to provide these identification numbers.

Example NNLM ID

Home / membership / membership directory / University of Iowa - Hardin Library for the Health Sciences

University of Iowa - Hardin Library

Region 6

NNLM ID: 181-O-11543

600 Newton Road

Iowa City, Iowa 52242

Telephone: 319-335-9874

Website: <http://www.uiowa.edu/>

Organization Type: Academic institution, Health sciences library

Apply for a DUNS

dun & bradstreet

To access the Import Safety Portal go to <https://importregistration.dnb.com/> and the Apple Develop Program go to <https://developer.apple.com/support/D-U-N-S/>

Begin D-U-N-S Search/Request Process


Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Assistance Awardees

If you are getting ready to apply for a federal contract or assistance award, you've come to the right place. The first step is to get your D-U-N-S Number. We will assign the nine-digit, unique D-U-N-S Number free of charge to a valid business entity based on their legal business name and physical location.

Select **D-U-N-S Search/Request Process** to begin. From here you can:

- Do a quick search to see if you already have a D-U-N-S Number
 - If you find your D-U-N-S Number, you can email it to yourself.
- Request a D-U-N-S Number
 - The request form takes approximately five minutes to complete.
 - D&B has controls in place to mitigate fraud and protect data integrity. Please be patient while we run these checks. It usually takes one to two business days to get your new D-U-N-S Number.
 - Once our checks are complete, you'll get an email (to the email address you provide on the request form) with your new D-U-N-S Number. Make sure @dnb.com is not blocked.

Find/Register your SAM UEI

 **SAM**.GOV®

Home Search Data Bank Data Services Help

< Entity Information

Check Entity Registration Status

Project Overview

Share basic information about your project, including partner(s), proposed timeline, and a general summary.



The allowable project performance period is 6 calendar months (November to April)

Section 2. Project Overview

2.1 Project Title

Word Limit: 50

Click or tap here to enter text.

2.2 Project Staff Lead Name

This is the person who will oversee coordination and implementation of the project.

Click or tap here to enter text.

2.3 Partner Organization(s)

Please list any community organization(s) you will work with to complete project activities.

Click or tap here to enter text.

2.4 Project Dates

Start Date

Can be no earlier than November 1, 2022.

Click or tap to enter a date.

End Date

Can be no later than April 30, 2023.

Click or tap to enter a date.

Your Community of Focus

- Provide your Evidence of Need Statement and outline how you will work with your community partner(s).
- Submit Letter(s) of Commitment separately to show leadership and partner support.



Develop this section with your partners. Prioritize evidence specific to your community.

3.2 Evidence of Need Statement

Answer the following prompts to describe how your proposed project will meet the need(s) of communities you selected in the previous question.

What are the community needs addressed in this project?

Word Limit: 100

Click or tap here to enter text.

What data supports these needs?

Use existing evidence such as needs assessments, statistics, anecdotes, and other data sources with a clear source. Sources can be from both the national and local levels.

Word Limit: 250

Click or tap here to enter text.

Work Plan

- How will the work get done, be evaluated, and meet the award goals?
- Extra prompts if purchasing technology or requesting funds to continue an NNLM *All of Us*-funded project.



Work on this section with your partners to decide on roles and responsibilities.

Section 4. Work Plan

4.1 Goal and Objectives

Project Goal

Provide a broad statement about what you hope to accomplish with your project in the long-term.

Click or tap here to enter text.

Provide 1-3 Objectives that will address your Project Goal. Use the tables provided to describe your timeframe, activities, methods, and project staff roles for each Objective. You do not have to fill every row. Refer to the Application Guide for more tips on preparing your Work Plan.

Objective 1

Click or tap here to enter text.

Timeframe – <u>When</u> will it be done?	Activities – <u>What</u> will be done?	Methods – <u>How</u> will it be done?	Project Staff Roles – <u>Who</u> will do it?

4.6 Project Continuation or Expansion

Is this project a continuation or expansion of a project previously funded by the NNLM All of Us Program Center? The NAPC has also been previously named the NNLM All of Us National Program (AoUNP) and the NNLM All of Us Community Engagement Center (CEC).

☐ Yes

☐ No

If selected, answer this question.

If selected, skip this question.

If you selected Yes, describe how you plan to build on the results of your previously NNLM All of Us-funded project activities using this new project proposal. Describe evaluation data or feedback from your community to support your plans.

Word Limit: 250

Click or tap here to enter text.


Staff Plan

- Outline project staff roles and time dedicated to the project.
- Submit staff resumes/CVs separately.

Section 5. Staff Plan

Using the table below, provide a clear and detailed staff plan to successfully coordinate, implement, and evaluate your project. You do not have to use all the space provided. You must also attach resumes and CVs of all primary project staff when you submit your application.

Position Title	Staff Name	Organization	Roles and Responsibilities	Time Dedicated to Project

- 

25



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NNLM AoU CEC Community Award Proposed Budget Template

Need to calculate correct Cal. Months?

1. Input the number of months the project will last
2. Input the % Effort
3. Cal. Months will calculate
4. Transfer the number from Step 3 to Column J

# Project Months	% Effort	Cal. Months
5	10	0.5

For further instructions, please refer to the Community Award Application Template

Personnel - please follow example. Salary, Fringe, and Amount Requested will Auto Calculate based on numbers entered.

Name	Position	Base (12m) Salary	Cal. Months	Salary Requested	Fringe Rate	Fringe Requested	Amount Requested
Example Jones	Project lead	\$ 65,000.00	0.5	\$ 2,708.33	25.0%	\$ 677.08	\$ 3,385.42
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
Personnel Total							\$ 3,385.42

C. Equipment (Over \$5,000)

Type	Price	#
Only input specialized equipment costing more than \$5,000		
Total Equip.		\$ -

Allowable Costs

Will fund

- Staff time
- Equipment
- Materials & Supplies
- Communications
 - Publicity, etc.
- Consultants/Contracts
 - Speaker fees, honorariums
- Indirect Costs/F&A Costs

Will not fund

- Food
- Furniture
- Promotional items (pens, mugs, etc.)

Attachments

Budget

NNLM AoU CEC Community Award Proposed Budget Template

For full completion, please see the NNLM AoU CEC Community Award Request Form.

Need to calculate correct Cal. Months?

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3. Cal. Months will calculate
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				\$ -	
				\$ -	
				\$ -	
				\$ -	
Personnel Total					

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Type	Price	#
Only input specialized equipment costing more than \$5,000		

Letters of Commitment

<Letterhead, if available>
Template for organizational leadership support

Dear Members of the Review Panel:

I strongly support the NNLM All of Us Community Award proposal entitled [Project Title] submitted by [Project Lead]. I am pleased to submit this letter of commitment for the project on behalf of [Organization Name] to the NNLM All of Us Community Engagement Center (CEC).

If awarded, we will carry out our project commitment to: [brief description of project activities the organization will lead/facilitate].

This letter also serves as an acknowledgement of and commitment to adhering to all award requirements.

Kind regards,
<Signature>
<Your Name>
<Your Role>
<Organization>

Primary Project Staff CVs/Resumes



Combine files,
when possible

Uploading issues? Email attachments to
LIB-NAPCengage@uiowa.edu.

Application Do's

- ✓ Plan a project that is within the project performance period
- ✓ Plan a project that meets the award goals (see slide 6)
 - Specify [NLM, NNLM, and All of Us resources](#) used in your project
 - Collaborate with your community partner(s) on project proposal
- ✓ Consider your project evaluation needs
- ✓ Budget no more than the award limit (\$30,000)
- ✓ Be clear, concise, and intentional in your responses

Next Steps

- Application deadline: August 26, 2022
- Review begins: Week of August 29th
- Funding decisions sent out: Week of Sept 5th
- See Evaluation Criteria in Application Guide to know how we will evaluate your application.
- All communications and notice of awards will be sent from LIB-NAPCengage@uiowa.edu
- If awarded, must complete financial paperwork to initiate contract no later than mid-September

How Can We Support You?

- Project consultations. Get your questions answered about project planning, evaluation, budgets, NLM/NNLM/*All of Us* resources, etc.
- Technical support. Troubleshoot accessing templates, submitting materials, etc.

How to reach us

- LIB-NAPCengage@uiowa.edu



Thank you!

bit.ly/NAPCawards

NNLM *All of Us* Program Center

LIB-NAPCengage@uiowa.edu

This award is funded by the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Cooperative Agreement Number U24LM014070 with the University of Iowa, Hardin Library for the Health Sciences, and the University of Pittsburgh, Health Sciences Library System.

Questions From Registration

Could we compensate participants or community collaborators?

Yes! Compensating participants can be as incentive costs, compensating collaborators can be as consultant/contract fees. Please be sure any costs align with project and award goals.

I'm looking to learn how to apply for better grants.

Check out [NNLM's Grants and Proposal Writing On-Demand](#) course for information on how to find better grants and prepare strong applications.

Are academic libraries allowed to apply if they have a formal mechanism for connecting to the community?

Yes! We strongly encourage you to partner with community organizations like public libraries.

Samples of successful grant applications!

Check out the Application Guide for a few examples of successful application materials. You can always reach out to us for basic-level guidance and support with proposal writing (please give us up to 5 business days to respond).

Joining this Webinar to see if NNLM is something we should join.

Learn more about [NNLM membership online](#), or we can connect you with your regional office.