



National Library  
of Medicine  
*Network of the National  
Library of Medicine*

**All of Us**  
RESEARCH PROGRAM



# 2024-25 Partnership Project *Proposal Guide*

NNLM *All of Us* Program Center  
Network of the National Library of Medicine

University of Iowa  
Hardin Library for the Health Sciences  
600 Newton Road  
Iowa City, IA 52242

University of Pittsburgh  
Health Sciences Library System  
3550 Terrace Street  
Pittsburgh, PA 15261

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.

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# Background

## About the NNLM

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

## About the *All of Us* Research Program

The [National Institutes of Health \*All of Us\* Research Program](#) (*All of Us*) is part of an effort to advance individualized health care by enrolling one million or more participants to contribute their health data over many years. The program aims to reflect the diversity of the United States and to include participants from groups that have been underrepresented in health research in the past.

## NNLM and *All of Us*

The [NNLM \*All of Us\* Program Center](#) (NAPC) is a partnership between NNLM and *All of Us* to provide resources for NNLM members to raise awareness about *All of Us*, support partnerships with communities who are underrepresented in biomedical research, and improve health, digital, and related literacy skills.

## Purpose

The NNLM *All of Us* Program Center (NAPC) Partnership Project Award aims to support active partnerships between public libraries and *All of Us* healthcare provider organizations (HPOs) in an effort to increase *All of Us* enrollment, retention, and engagement with communities that are underrepresented in biomedical research.

## Funding Details

Proposed projects must address the award's purpose to be considered for funding. Partnership activities may vary based on the partners involved, community, and community needs and priorities.

- Maximum award amount: \$30,000 each

All awards are cost-reimbursement subawards and are issued to the organization, not the individual. A contract with the University of Iowa is required prior to submission of invoices for funding distribution.

## Important Dates

**Library submits letter of intent to apply:** February 28, 2024

**Application deadline:** April 30, 2024

**Maximum project performance period:** July 1, 2024 – December 31, 2024

Project activities and expenses must be only within this period unless an documented exception is provided.

**Final reports and invoicing due:** January 31, 2025

## Eligibility

To be eligible to apply, your organization must be:

- An [NNLM member](#). Not yet a member? [Sign up for free!](#)
- A public library within the service area of an [All of Us HPO partner](#)
- Based in the United States and/or Puerto Rico
- Proposed project activities cannot already be receiving *All of Us* funds

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

## Questions?

NAPC staff are available for consultation on proposals. Email us at [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu) and our team will respond within three business days.

# Funding Requirements

You will be required to review and acknowledge the following requirements during proposal submission. If you accept funding, you must comply with all requirements, unless an explicit exception is given by the NAPC. Failure to comply with requirements may result in withdrawal of your award offer or withholding project funds until requirements are met.

## Partnerships (see page 5)

- Commit to collaborating with your local [All of Us HPO partner](#)
- Conduct activities that support *All of Us* enrollment, retention, and/or engagement. Note: Library staff will not directly recruit or enroll participants for *All of Us*

## NAPC Support (see page 5)

- Work with your NAPC liaisons to ensure your project meets all funding requirements
- Attend at least 3 check-ins with NAPC liaison and *All of Us* partner (introduction, mid-point check-in, wrap-up)
- After your project is complete, you will be invited to participate in a focus group to share with other library staff about your partnership and funding experience

## Reporting and Evaluation (see page 6)

- Submit the following reporting:
  - Activity tracker, 1 record for each funded event
  - Monthly progress update
  - Final retrospective
  - Complete other NNLM reporting as they apply
- Complete the following evaluations:
  - Distribute standard [All of Us surveys](#) for public events or staff trainings as they apply
  - Share raw survey data with the NAPC no later than 2 weeks after the activity
  - Share created evaluation tools with the NAPC
  - Use a unique URL for the *All of Us* enrollment site during project activities to share with activity participants (provided to you)

## NLM and NIH Policies (see page 7)

- Comply with NLM and NIH policies regarding Communications, 508 compliance, public access, and human subjects research

## Contract Initiation (see page 23)

- Submit financial information to complete contracting process
- Submit invoices for cost-reimbursement of direct and/or indirect costs incurred during the project performance period

## Partnership with *All of Us*

The NACP Partnership Project Award aims to support active partnerships between public libraries and *All of Us* healthcare provider organizations (HPOs) in an effort to increase *All of Us* enrollment, retention, and engagement with communities that are underrepresented in biomedical research. Funded libraries are expected to actively collaborate with their local *All of Us* partner and offer support for any project activities related to *All of Us* enrollment, retention, and engagement within the library's capacity and resources.

Library staff **will not** directly recruit or enroll participants for *All of Us*. You are encouraged to regularly meet and work with your local *All of Us* partner throughout proposal planning and project activities. Your NACP Engagement Liaison will also be available to facilitate and support any interactions as needed to ensure partnership success.

## NACP Support

An NACP staff member will be assigned as your award liaison for your project's duration to support your activities, evaluation, and reporting. This support is often referred to as "technical assistance" in federal grant-funded projects. You will also have an NACP evaluation liaison to support your project's evaluation and reporting activities.

To ensure that your team is informed of all funding requirements and to track project progress, funded projects will meet with NACP liaisons at least 3 times during the funding period: beginning, mid-project, and end. This is to ensure project questions and challenges are addressed with NACP support in a timely manner. Your NACP liaison will coordinate these meetings. *All of Us* partners may also be at these check-ins.

After your project is complete, you will be invited to participate in a focus group to share with other library staff about your partnership and funding experience.

## Reporting

Funded projects are required to regularly report on project plans and progress. Progress should be shared with the NAPC using the following timeline and tools. Templates will be provided for all reporting components. [Download a preview](#) (PDF) of some reporting tools, subject to change.

Component	When to complete	Description
Revised Work Plan, if needed	First 30 days of project	From proposal. Any recommendations from NAPC should be integrated, when possible.
Revised Evaluation Plan, if needed	First 30 days of project	From proposal. <i>All of Us</i> Survey questions/tools are integrated and NAPC has clear understanding of evaluation plans for project for any IRB review.
Revised Staff Plan, if needed	First 30 days of project	From proposal. Any recommendations from NAPC should be integrated, when possible.
Finalized Letters of Commitment, if needed	Within 2 weeks of confirming partnership	Signed Letters of Commitment for all partners, including <i>All of Us</i> partner. Letters must detail partner's specific roles, responsibilities, resources or activities for the project.
Activity Tracker	As details are confirmed, no later than 2 weeks after event ends.	For any project funded activities, record details in a provided Excel spreadsheet. This includes activities such as staff trainings, public programs, outreach events, social media campaigns etc. Post-event details include any evaluation survey results.  Activities focused on planning, such as partner meetings or logistics planning, do not need to be recorded.
Monthly Progress Updates	By the 10 <sup>th</sup> of the following month	Submit a summary of your project progress from the previous month through a Qualtrics form.
Final Retrospective	1 month after project end	Final summary of project activities and sharing any deliverables and outputs.
NNLM <a href="#">Technology Report</a>	1 month after project end	Only if you purchased technology using project funds. Summary of technology purchases and use.

Please note: NIH, NLM, and/or NNLM may request additional information for reporting purposes throughout the project performance period.

## Evaluation

Funded projects are required to distribute and collect survey data to evaluate how projects promote awareness of *All of Us*. The NAPC has a standard set of survey questions to evaluate *All of Us* awareness in your community during project activities. Working with your NAPC evaluation liaison, you will use and/or integrate the following surveys into your project, as they apply:

- ***All of Us* Participant Survey:** For any public-facing events which will include promotional information about *All of Us*.
- ***All of Us* Staff Survey:** For any staff trainings to evaluate staff's understanding of informing community members about *All of Us*.

Survey previews are available on our [Evaluation Guide](#). Individual survey results must be shared with the NAPC **no later than 2 weeks** after the event's conclusion.

Any other evaluation tools created for the project must be shared with or described to your evaluation liaison, as is required by NLM's policy on Human Subject Research reviews (see NLM and NIH Policies below for more information).

## Unique *All of Us* URL

Libraries will use a unique URL during project activities to direct patrons interested in enrolling in *All of Us*. This link will be provided by the NAPC and/or your *All of Us* partner. We will use an Urchin Tracking Module (UTM) in your unique URL. The UTMs are labels we add to the end of the URLs that are used to track marketing and advertising campaigns. We use them to see if users are accessing *All of Us* enrollment or other *All of Us*-specific activities. For data privacy purposes, we only use a minimal range of information.

To see what the UTM will look like, you can see the UTM for the link for "[Join All of Us](#)." When you click on: <https://joinallofus.org/nlm>, it redirects you to: [https://www.joinallofus.org/?utm\\_source.nlm&utm\\_medium=referral&utm\\_campaign.nlm-national-awareness&utm\\_content=general](https://www.joinallofus.org/?utm_source.nlm&utm_medium=referral&utm_campaign.nlm-national-awareness&utm_content=general). This is what your library users will see or hear (if using assistive technology) when they click on the link within the customized interface. Please get in touch with us if you have any concerns about the customized interface and tracking usage by UTMs.



## NLM and NIH Policies

All National Institutes of Health (NIH) and National Library of Medicine (NLM)-funded projects must follow these policies during project planning and activities.

### Funding Acknowledgement Statement

Any resources developed with project funds **must** include an acknowledgment of NIH grant support using the following text:

This project 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.

### Communications Approval

If your organization plans to publish any formal communications (press releases, blog posts, public announcements, etc.) about your funding or funded project activities, you must receive formal approval from the NAPC prior to publication. To initiate the approval process, you must submit the request to your NAPC award liaison with a draft of the publication and a list of possible distribution channels. The NAPC will review and approve any public communications requests within 5-7 business days.

### Logo Policy

In accordance with NLM's [Logo Policy](#), you may not use the NIH, NLM, NNLM, or *All of Us* logos on any created materials. Please use the Funding Acknowledgement Statement in lieu of the logos.

### 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](#). Accessible virtual programs and projects are required. Allowable related costs may include closed captioning, American Sign Language (ASL)/Spanish Sign Language (SSL)/Mexican Sign Language (LSM)/other forms of interpretation, and other accessibility and inclusion methods determined by the awardee based on community needs.

### Data Sharing and Development of Training Materials

To facilitate the dissemination of knowledge and information associated with the NNLM Cooperative Agreement Award, all awardees are required to share any data or training material resulting from funding by the end of the project period. In addition, recipients of funding are expected to use or adapt existing training materials before developing new materials. Consult with your NAPC liaison prior to developing materials.

## **NIH Public Access Policy and Copyright**

The [NIH Public Access Policy](#) ensures that the public has access to the published results of NIH-funded research. Recipients of NNLM funding are required to deposit any peer-reviewed manuscript upon acceptance for publication in [PubMed Central](#).

Per [Section 8.2.1. - Right in Data \(Publication and Copyrighting\) of the NIH Grants Policy Statement](#), 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 Network of the National Library of Medicine. Data developed by award participants and consultants are also subject to this policy.

## **Human Subjects Research**

To adhere with NLM-mandated requirements regarding [Human Subjects Research](#) (HSR) for funded projects, all awarded projects will undergo review at the University of Iowa for HSR components.

## **Additional Information**

[NNLM Guidelines for Award Requirements](#)

# How to Apply

## Step 1: Review proposal submission materials

Download proposal materials, found in the Proposal Checklist (page 10). This Checklist will help you keep track of all materials you need to submit.

## Step 2: Prepare

Step-by-step instructions on how to prepare your materials can be found in this guide. You are strongly encouraged to review the entirety of this guide prior to starting your proposal.

## Step 3: Submit

Proposals are complete and ready for funding only when all materials are submitted through our [Online Submission Form](#).

**Tip:** The Screening Checklist (page 29) shows how your application will be reviewed for completion.

For any issues with the application process, contact us at [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu).

## Proposal Checklist

Component	Download Link	Instructions on Page
<input type="checkbox"/> Project Proposal	<a href="#">Template (DOCX)</a>	12
<input type="checkbox"/> Letters of Partner Commitment	<a href="#">Template (DOCX)</a>	19
<input type="checkbox"/> Primary Project Staff Resumes/CVs	Accepted formats: DOC, DOCX, TXT, PDF.	20
<input type="checkbox"/> Proposed Budget Plan	<a href="#">Template (XLSX)</a>	21
<input type="checkbox"/> Subaward Information Form	<a href="#">Form (PDF)</a>	23
<input type="checkbox"/> Ulowa Supplier Application	<a href="#">Link</a>	25
<input type="checkbox"/> Online Submission Form	<a href="#">Link</a>	26

**Tip:** The [NNLM Proposal Writing Toolkit](#) provides resources and ideas to design your project, write your proposal, and identify relevant data.

# Proposal Template Instructions

This is the primary document for your proposal. Use the proposal to clearly describe your project’s intended audiences, work plan, staffing, and budget.

Organizations are strongly encouraged to review the proposal template and these instructions before starting. All questions are **required** unless explicitly noted.

## [Download Proposal Template \(DOCX, 147.6 KB\)](#)

Section Name	Description
About Your Organization	Basic information about your organization.
Project Overview	Describe essential details about your project.
Your Community of Focus	Describe the community/ies of focus for your project and provide evidence describing what community needs the project will address.
Work Plan	Your project's blueprint. Detail the overall project design. The Work Plan provides specific actions and outcomes that align with your project’s goal, community of focus, staffing, and budget.
Budget	Create the budget and provide a justification narrative.

## Section 1. About your organization

### 1.1 Organization Name

### 1.2 Organization Address

Provide your street, city, state/territory, and ZIP code. Funded projects must be based in the United States and/or U.S. Territories

### 1.3 NNLM Membership ID

Check our [Member Directory](#) for your membership ID. [Organizational membership is free](#). Create an NNLM User Account to fill out the NNLM member organization form.

### 1.4 Institution Tax ID (EIN)

Enter your 9-digit tax identification number. Please note that we can only fund organizations, not individuals. You may need to refer to your organization's accounting department for this information.

### 1.5 SAM.gov Unique Identity ID (UEI)

Registration through [SAM.gov](#) is required for all organization's receiving federal funds. Visit [their website](#) to register or to [find your UEI](#). You may need to refer to your organization's accounting department for this information.

### 1.6 *All of Us* Funding

Is your organization currently receiving or has received funds from the NIH *All of Us* Research Program? **If you selected Yes**, describe in 1-2 sentences what activities *All of Us* has funded at your organization.

At this time, the NAPC will not fund activities at your organization already funded directly through the NIH *All of Us* Research Program. If you would like to apply for funding for separate *All of Us*-related activities, NIH requires clear documentation describing how these activities are separate. If you are not sure if this applies to your organization, contact your NAPC liaison or our office at [lib-NAPCengage@uiowa.edu](mailto:lib-NAPCengage@uiowa.edu).

## Section 2. Project Overview

### 2.1 Project Title

Word Limit: 50

Title 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, U.S. Department of Health and Human Services, U.S. Office of Management and Budget, Congress, and the White House.

## 2.2 Project Staff Lead Name

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

## 2.3 Partner Organization(s)

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

## 2.4 Project Start Dates

Must be between July 1, 2024 and December 31, 2024. Please note this is 6 months.

## 2.5 Project Summary

Provide a description that briefly summarizes your proposed project. The summary will be publicly available on the [NNLM Funded Projects](#) database. Fill in the suggested text and refer to the Proposal Guide or [Programming Ideas slide deck](#) for additional language. Answer the following:

- **What are the project goals? Word Limit: 100**
  - Suggested text for one goal: [Library] will partner with the NNLM *All of Us* Program Center and [local *All of Us* partner] to [activity] to engage with community members in enrollment and retention in the *All of Us* Research Program.
  - [Add additional goals as needed]
- **What are your major project activities? Word Limit: 100**
  - Suggested text: [Library] plans to [description of activities]. The project will partner with [*All of Us* partner] to promote *All of Us* enrollment, retention, and engagement by [insert description of plans]. [Add additional activity descriptions as needed]
- **Who is the project's intended audience? How will you reach them? Word Limit: 100**

See the Appendix for an example Project Summary.

## Section 3. Your Community of Focus

Describe the community/ies of focus for your project and provide evidence of community needs the project will address. You may serve more than one community in your project.

### 3.1 Reaching Communities Underrepresented in Biomedical Research

Select the following Communities Underrepresented in Biomedical Research (UBR) that best describe your project's intended audience(s). See below for descriptions.

- Racial and Ethnic Identity
- Access to Care
- Age
- Annual Household Income
- Disability

- Educational Attainment
- Sexual and Gender Minorities (SGM)/ Gender Identity
- Geography
- Biological Sex at Birth
- Sexual Orientation

### *Serving & Partnering with UBR Communities*

Projects must involve and partner with communities who are Underrepresented in Biomedical Research (UBR), as defined by the *All of Us* Research Program.

<b>Category</b>	<b>Individuals Underrepresented in Biomedical Research (UBR) in this category may include:</b>
<b>Racial and Ethnic Identity*</b> *Only Racial Identities listed	American Indian or Alaska Native (AIAN), Asian, Black, African or African American, Hispanic, Latino or Spanish (H/L/S), Middle Eastern or North African (MENA), Native Hawaiian or Other Pacific Islander (NHPI), More than One Race (2+ or more racial identities)
<b>Access to Care</b>	Have not had a clinic visit in the past 12 months and cannot easily obtain or pay for medical care
<b>Age</b>	Children (0-11), Adolescents (12-17), Older adults (65-74), Older adults (75+)
<b>Annual Household Income</b>	200% or below the Federal Poverty Level for a household of 4
<b>Disability</b>	A person with a physical, functional, cognitive or other condition that substantially limits one or more life activities
<b>Educational Attainment</b>	Individuals with less than a high school degree or equivalent
<b>Sexual and Gender Minorities (SGM)/ Gender Identity</b>	Non-Binary, Transman/Transgender Man/FTM, Transwoman/Transgender Woman/MTF, Genderqueer, Genderfluid, Gender variant, Questioning or unsure of your gender identity
<b>Geography</b>	Urban clusters (2,500 - 50,000 people), Rural (All population, housing and territory not included within an urban area)
<b>Biological Sex at Birth</b>	Intersex, Not described by Male, Female, or Intersex
<b>Sexual Orientation</b>	Gay, Lesbian, Bisexual, Queer, Polysexual, omnisexual, sapiosexual or pansexual, Asexual, Two-Spirit, Have not figured out or are in the process of figuring out your sexuality, Mostly straight, but sometimes attracted to people of your own sex, Do not think of yourself as having sexuality, Do not use labels to identify yourself, Do not know the answer

**Source:** Mapes, Brandy M et al. "Diversity and inclusion for the *All of Us* research program: A scoping review." *PLoS one* vol. 15,7 e0234962. 1 Jul. 2020, doi:10.1371/journal.pone.0234962 ([PMC link](#)). Revised with new *All of Us* definitions in June 2022.

### *Demographic Details*

Please include any another community you intend to serve that is not represented in the list above. You may also provide more details about who within the categories above you intend to serve.



### 3.2 Evidence of Need

Answer the following questions to describe how your project will address the need(s) of your intended communities.

*Describe the needs of the community to be addressed in this project and how the project activities will address these needs. Also describe how the needs were determined (e.g., through needs assessments, anecdotes, or other data sources).*

- Word limit: 250
- These should be needs specific to the communities selected in question 3.1.
- 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. It can be qualitative and/or quantitative.

*Describe the partnership between your library and the All of Us enrollment partner(s). What is the role of the All of Us partner in your project?*

- Word Limit: 250

See the Appendix for an example Evidence of Need Statement.

## Section 4. Work Plan

The Work Plan is your project’s blueprint. The Work Plan provides specific actions that align your project goal, community, staffing, and budget. The plan will be used as a tool for you and your NAPC award liaison to discuss project progress and address any challenges. Work Plans can be flexible and will be updated to reflect changes in activities, methods, and timeframe during the project. Please see the Appendix for an example Work Plan.

### 4.1 Goals and Objectives

Component	Description
Goals	A broad statement about what you hope to accomplish with your project in the long-term.
Objectives	Describes 1-3 primary strategies to accomplish the Goal.
Timeframe	Describes <u>when</u> Activities will occur.
Activities	<u>What</u> needs to be done within the timeline and <u>how</u> .
Project Staff Roles	Describes <u>the role of the applicant and partner(s)</u> who will be completing the Activities.

### *How to write a strong Work Plan*

- Develop your Work Plan actively with community partners to collaborate on project design and agree on specific responsibilities.
- **Project Goal** and **Objectives** are clear and actionable.
- **Timeframes** are more specific than the entire funding period. (Weeks or a month) Please note the maximum Project Performance Period is only 10 months.
- Clearly include *All of Us* involvement and resources used in your **Activities**.
- Your **Project Staff Roles** are clearly described.
- Ensure your Work Plan accurately aligns with other proposal components.

## 4.2 Staff Plan

The Staff Plan will provide information on current and anticipated staffing and partners who will be responsible for implementing key tasks and monitoring the project’s ongoing progress. Clearly delineate a person for each role. It is essential that staff from community partners are represented as part of the Staff Plan, if applicable. Use the Staff Plan and Work Plan to communicate project goals and responsibilities with partners.

You must also attach resumes and CVs of all primary project staff when you submit your application. See **page 22** for more details.

### *Staff Plan Categories*

Component	Description
Position Title	Staff member’s official title or project-specific title (Project Coordinator, etc.)
Staff Name	
Organization	
Role and Responsibilities	Brief description of what the staff member will do for the project. This should be broad and does not have to repeat responsibilities outlined in the work plan.

### *What if your organization needs to recruit and hire a new project staff member?*

In your staff plan, please include for that role:

- Role and Responsibilities: A brief description of their anticipated activities
- Time Dedicated to Project: Anticipated start/hiring date

## 4.3 Evaluation Plan

*Based on your Work Plan Goal and Objectives, how will you evaluate the success of your project?*

- Word Limit: 250
- Strong answers will include:
  - An evaluation method for each Objective in your Work Plan

- The frequency of evaluation (after each event, at the end of the project period, etc.)
- List of information you plan to evaluate (ex. increase in participants' knowledge about the presentation topics, whether they like the program or resource, what changes will they make as a result of attending the program, etc.)

*If you have other evaluation instrument(s) you plan to use, please briefly describe the type of the instruments (surveys, focus groups, etc) and what it intends of measure. If you don't plan to use other instruments, enter "N/A".*

- Word Limit: 250
- If you have existing evaluation instruments, please share a copy either using a URL or as an attachment with your proposal submission.

*Would you like any support in developing an evaluation instrument?*

- Yes or No
- NAPC Evaluation Liaisons are available to support your evaluation needs.

*Who will be responsible for carrying out required evaluation activities, such as distributing All of Us Participant Surveys?*

- Word Limit: 100
- This could be the project lead, evaluation specialist, community partner, or other project staff. You will need to include this person/people in your Staff Plan and ensure their listed responsibilities include evaluation.

**Tip:** Make sure your evaluation methods align with the reporting and evaluation requirements for this award! See **pages 6-7** for more details.

## 4.4 Technology Plan

Word Limit: 250

**This section is required if you plan to purchase technology.** This section will help the NAPC better understand your technology needs and capacity to sustain these resources beyond the project. If this section applies to your project, answer the following:

- **What** technology will be purchased, including the technology type and brand?
  - Please include a price quote in your budget justification.
- **Why** do you need this specific technology? (ex. Why a MacBook and not a PC laptop?)
- **Who** will support the purchase, installation, and use of this technology?
  - If technology is a significant part of your project, include the technology lead in your work and staff plans.

Technology includes any hardware, software, internet, and other digital tools.

## Section 5. Proposed Budget Justification

Create your Budget Justification while you create your Budget. Further guidance on how to create your budget using our template can be found on page 20. See the Appendix for an example Budget Justification.

### *What to include in your Budget Justification*

#### **Personnel**

- Name
- Role
- Amount requested. Include (hourly rate X estimated hours) or (% time X annual salary)
- If your organization has a Fringe Rate for personnel, please provide a breakdown

#### **Consultants**

- Name
- Description of work
- Hourly rate, if applicable
- Total amount/not to exceed amount
- Period of performance (must be no later than December 31, 2024)

**Equipment (Over \$5,000):** Include price quotes.

**Materials & Supplies:** Break down each category with description and quotes.

**Travel** (Note: [U.S. General Services Administration](#) travel rates will be honored.)

- Airfare
- Event registration
- Lodging
- Per diem
- Other costs in your budget justification

**Other:** Description and any quotes

**Total Direct Costs (TDC):** Sum of all categories

**Modified TDC (MTDC):** TDC minus Equipment (>\$5,000)

**Indirect Costs (IC):** MTDC multiplied by your F&A Rate.

**Total Costs:** Sum of TDC and IC. May not exceed award amount.

### *What are Indirect Costs (F&A Rate)?*

Indirect costs can be included in your budget, which are calculated by multiplying a Facilities & Administrative rate with your Modified Total Direct Cost (TDC minus Equipment).

You will select from three options to calculate your indirect costs:

1. Use the NIH standard 10% rate to calculate indirect costs.
2. Use your institution's non-research F&A Rate. Documentation for this federally negotiated rate must be submitted with your proposal.
3. Waive funds for any indirect costs.

The sum of your direct and indirect costs may not exceed the maximum award amount.

# Attachments

This next section overviews all the attachments that may be included in your application.

## Letter(s) of Commitment

To ensure projects are supported and community-driven, you will include Letters of Commitment in your application. The NAPC requires the following Letters of Commitment:

### Library Leadership

**Required, should already have been submitted**

[Letter of Intent Template \(DOCX, 13.4 KB\)](#)

- This letter should be submitted to NAPC by February 28, 2024 to confirm the library's intent to apply.
- Commitment from project lead organization's leadership (director, etc.) that includes acknowledgment of funding requirements. This should be from someone authorized to sign a contract on behalf of the institution.

### Partnering Organizations

**Required from any formal partners, such as *All of Us* partner**

[Letters of Partner Org Commitment Template \(DOCX, 16.4 KB\)](#)

- Commitment to support the project lead organization. This should include your local *All of Us* Healthcare Provider Organization (HPO), *All of Us* partner organizations, and organizations representing any UBR communities you intend to serve.

All Letters of Commitment must provide:

- Specific roles, responsibilities, resources, and contributions, or activities that will be undertaken by each partner(s) to the project.
- Each organization's expertise, experience, and access to the intended population(s) should also be described.

Letter templates are provided to use or modify to meet your needs, or create your own. One Letter of Commitment can be signed by multiple signees if they are committing to the same activity, such as a community panel. Additional Letters of Commitment can be added at any time in the project, due within 14 days of new partner joining the project.

### How to submit letters

Combine letters into a single file and upload with your application to the Online Submission Form. Accepted formats: DOC, DOCX, TXT, PDF. File size limit: 100MB. If you have any difficulty uploading attachments, send files directly to [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu) with the **Subject: Partnership Project Award**.

## Primary Project Staff Resumes and CVs

Submit CVs and/or resumes of Primary Project Staff with your application. Primary Project Staff is defined as any individuals whose roles and responsibilities play a major contribution to the success of the project. This will include most, if not all, of the staff listed in your Staff Plan. This should also include anyone providing significant support, such as evaluation staff or IT staff for any technology-related projects.

Resumes and CVs should reflect the necessary experience and skills of primary project staff to successfully plan and implement your project. If you need to recruit new staff for your project, your Staff Plan should describe the experience and skills you will look for in a successful candidate.

### How to Submit Resumes/CVs

Combine multiple CVs/resumes into one document and submit through the Online Submission Form. Accepted formats: DOC, DOCX, TXT, PDF. File size limit: 100MB. If you have any difficulty uploading attachments, send files directly to [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu) with the **Subject: Partnership Project Award**.

## Proposed Budget Plan

### [Budget Template \(XLSX, 21.2 KB\)](#)

Outline your project's budget using the template. You will also need to include your budget justification in your proposal document. Please refer to page 18 to see how to prepare your justification.

### Unallowable Costs

- 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.
- Pre-existing *All of Us* partners cannot receive additional funding through this award for work already funded through the *All of Us* Research Program.
- For more information on allowable costs, refer to the [NIH Grants Policy](#), the [NNLM Proposal Writing Toolkit: Budgeting page](#), and the [NNLM Funding FAQs](#).

### How To Fill Out the Budget

- Enter each amount to the nearest whole dollar.
- If a budget line is not applicable to your project, you may leave it blank.
- If you add rows to the budget, double-check the totals to ensure everything adds up correctly.

### *Budget Categories*

- **Personnel:** List name, position, and amount requested.
  - For Budget Justification: Include (hourly rate X estimated hours) or (% time X annual salary) in the budget justification attachments. If your organization has a Fringe Rate for personnel, please provide a breakdown.
- **Consultant Costs:** Estimated expenses from consultants, such as speakers, marketing firms or other agencies
  - For Justification: Include name of consultant, description of work, hourly rate, total amount/not to exceed amount, and period of performance.
- **Equipment (Over \$5,000):** Itemize equipment, unit price, and number of units to purchase.
  - Equipment costing over \$5,000 are not included in your indirect cost rate calculation.
  - For Justification: Include quotes for items required or other pricing information, like hyperlinks.
- **Materials & Supplies:** Group these costs into general categories, such as computers, software, printing, publication, communications, advertisements, etc.
  - For justification: Breakdown each category with description and quotes, where possible.
- **Travel:** Estimates for domestic travel.

- Travel reimbursements, including mileage, lodging, and meals & incidental expenses, will be made at the government rate, please see [U.S. General Services Administration](#) to view current rates.
- For Justification: Include breakdown of airfare, registration, lodging, per diem and other costs in your budget justification.
- **Other:** Any other budget items that do not fall under the aforementioned categories.
  - For Justification: Include description and any quotes in the attached budget justification.
- **Total Direct Costs (TDC):** Sum of all categories
- **Modified TDC (MTDC):** TDC minus Equipment (>\$5,000)
- **Indirect Costs (IC):** MTDC multiplied by your F&A Rate
- **Total Costs:** Sum of TDC and IC. May not exceed award amount.

## How To Submit Your Budget

Upload this plan with your application on the Online Submission Form. Accepted formats: XLS, XLSX, CSV, TXT, DOC, DOCX, PDF. File size limit: 100MB.



# Financial Attachments

This next section provides instructions on how to prepare financial paperwork for your proposal. To receive award funds, your organization will need a subaward contract with the University of Iowa, who manages this award. You will complete the following paperwork as part of your proposal submission process to expedite the funding process.

## Remember

- All award funds are cost-reimbursement only and are issued to the organization, not individuals.
- Only expenses incurred and invoiced within the performance period are eligible for reimbursement.

Projects cannot invoice for funding until financial paperwork is complete and your contract with our host institution, the University of Iowa, is signed.

## Questions?

- For UIowa Supplier Applications: [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu)
- Everything else: [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu)

## UI Subaward Information Form

Download [Form \(PDF, 1.1 MB\)](#)

### Page 1

Skip Sections 1 - 3: Filled out by NAPC

#### Section 4: Subrecipient Entity Information

*Filled out by funded organization*

- **Subrecipient PI:** Who is overseeing the actual project? Include their full name. (PI = Principal Investigator)
- **Is the Subrecipient PI presently debarred or suspended?** Select Yes or No
- **Does the Subrecipient have a compliant Conflict of Interest policy?** Select Yes or No. Typically, a public library is unlikely to have a compliant COI policy, unless you are in the [FDP COI Clearinghouse](#), so select No if unsure.
- **Commercial And Government Entity (CAGE) Code:** Refer to your SAM.gov record for this code.
- **Is the subrecipient listed on the [FDP COI Clearinghouse](#)?** Typically, a public library would select No. Conflict of Interest applies to research-focused funded subawards. Because NAPC-funded projects are rarely research-focused, you may **skip** the step of filling out the Subrecipient Conflict of Interest Questionnaire (Form B).

- **Please include your FDP Expanded Clearinghouse link:** Skip
- **Provide a name and email contact for the individual completing this form**

## Page 2: Attachment 3B: Research Subaward Agreement

Note: This is a standard subaward form, so “research” may not apply to your project.

- **Entity’s UEI/DUNS Name:** Use your organization name used on any federal tax documents.
- **EIN No.:** Should match what was included in your application.
- **UEI/DUNS Number:** Ideally include your UEI number
- **Currently registered in SAM.gov:** Registration is required before receiving any federal funds.
- **Parent UEI/DUNS:** Include if applicable
- **Exempt from reporting executive compensation:** Select Yes or No. This is determined by the questionnaire on page 3, “For non-FDP Expanded Clearinghouse Recipients.”
- **Institution Type:** Select your organization type from the dropdown list.
- **Place of Performance:** Where are the project activities occurring?
  - If the activities are virtual, please include an address from where the Principal Investigator may be conducting these activities.
- **Congressional District of Place of Performance (ex: IA-002):** Use this tool to find your Congressional District by ZIP Code: <https://www.census.gov/mycd/>
- **ZIP Code + 4**
- **Subrecipient Contacts**
  - **Central Email:** Main organization’s email, if applicable
  - **Website:** Main organization’s website, if applicable
  - **Principal Investigator:** Include the name, email, and phone number of the project lead
  - **Administrative Contact:** Who oversees administration of this award at your organization? Please include their name, address, and email, and telephone number.
  - **Financial Contact:** Who is the most appropriate contact for finances at your organization? Include their name, address, email, and telephone number.
  - **Authorized Official Name:** Who is legally authorized to sign funding contracts for your organization? Please include their name, address, and email, and telephone number.
- **Legal Address**
- **Administrative Address**
- **Payment Address**

## Page 3

Note: If your organization is included in the FDP Expanded Clearinghouse, you may skip this page.

For non-FDP Expanded Clearinghouse Recipients

As the NAPC prime sponsor is NIH, a federal agency, you **must** answer the following if you are not in the FDP Expanded Clearinghouse. Select Yes or No for the following:

- In the preceding fiscal year did the entity receive 80% or more of its annual gross revenues in federal awards?
- Has the entity received \$25,000,000 or more in annual gross revenues from federal awards?
- The entity does **NOT** give public access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Is Subrecipient exempt from reporting compensation (FFATA)?

- If you answered Yes to **all three** questions, select No. You must provide the names and total compensation of the five most highly compensated officers at your organization.
- If you answered No for any of the above questions, select Yes.

Has your institution completed a Single Audit in accordance with 2CFR Part 200-Subpart F?

- If YES, provide dates and submit a copy or URL to your audit.
- If NO, indicate your reason and then complete the Subrecipients Financial and Audit Questionnaire on the next page.

*You have completed the Subrecipient Information Form.*

## University of Iowa Supplier Application

Please complete this step, regardless of if you've received funding from the University of Iowa before, to ensure your record is up-to-date.

### Submit your UIowa Supplier Application

[Access Supplier Application Form](#)

### Resources

- [Supplier Application Instructions](#)
- [Tools for Vendors Website](#) (University of Iowa)

All questions about the supplier application, including making changes, should be sent to [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu). The NAPC does not have access to the supplier database.

# Online Submission Form - Preview

## [Access Online Submission Form](#)

You will submit all proposal materials through the Online Submission Form. You will provide the following information using the form (\* = Required):

### Page 1 – General Proposal Information

1. Lead Organization Name\*
2. Lead Organization ZIP Code\*
3. Project Staff Lead Name\*
4. Project Staff Lead Pronouns
5. Application Submitter Name, if different from Project Staff Lead
6. Primary Email Address\*
7. Lead Organization NNLM ID\*
8. New NNLM Member\*
9. Previous NNLM Funding. Have you or your organization received NNLM funding since May 1, 2021?\*
10. Project Title (50-word limit)\*
11. Proposed Budget Amount\*
12. Would you like to join the NAPC email list for future funding and outreach announcements?

### Page 2 – Upload Documents

If you have any difficulty uploading attachments, send files directly to [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu) with the **Subject: Partnership Project Proposal**.

1. Upload your Project Proposal
2. Upload Letter(s) of Commitment
3. Upload Primary Project Staff CVs/Resumes
4. Upload Proposed Budget Plan
5. Upload Ulowa Subaward Initiation Form
6. Upload Additional Files (up to 3)
7. Did you complete the Ulowa Supplier Application?

### Page 3 – Acknowledgements

To be considered for funding, you must agree to meet the following funding requirements.

If awarded, your project staff will agree to:

#### Partnerships

- Commit to collaborating with your local [All of Us HPO partner](#).

- Conduct activities that support *All of Us* enrollment, retention, and/or engagement. Note: Library staff will not directly recruit or enroll participants for *All of Us*.

### Technical Assistance

- Work with your NACP liaisons to ensure your project meets all funding requirements
- Attend at least 3 check-ins with NACP liaison and *All of Us* partner (introduction, mid-point check-in, wrap-up)
- After your project is complete, you will be invited to participate in a focus group to share with other library staff about your partnership and funding experience

### Reporting and Evaluation

- Submit the following reporting:
  - Activity tracker, 1 record for each funded event
  - Monthly progress update
  - Final retrospective
  - Complete other NNLM reporting as they apply
- Complete the following evaluations:
  - Distribute standard [All of Us surveys](#) for public events or staff trainings as they apply
  - Share raw survey data with the NACP no later than 2 weeks after the activity
  - Share created evaluation tools with the NACP
  - Use a unique URL for the *All of Us* enrollment site during project activities to share with activity participants (provided to you)

### NLM and NIH Policies

- Comply with NLM and NIH policies regarding Communications, 508 compliance, public access, and human subjects research

### Funding Distribution

- Submit financial information to complete contracting process
- Submit invoices for cost-reimbursement of direct and/or indirect costs incurred during the project performance period

*Congratulations! You submitted your Partnership Project Proposal!*

# Proposal Writing Resources

This section provides some helpful resources to guide you as you plan your project. You may always reach out to us at [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu) with questions.

The [NNLM Proposal Writing Toolkit](#) offers in-depth guidance on how to prepare a funding proposal and links to other resources, such as community health data.

## Project Ideas

- Community health fairs
- Speaker/Author events
- Panel discussions
- Book clubs
- Film screenings
- Grab and go, loanable kits and technology
- Telehealth kiosks
- Digital health literacy workshops
- Hire a consumer health library staff member
- Spanish and multilingual health programs
- Mobile/pop-up community programs
- Virtual/Hybrid events – live stream, recorded
- NAPC programs such as [Citizen Science Month](#) and [StoryCorps Toolkit](#)

## Examples

- [All of Us Programming Ideas in Libraries](#)
- [Past NAPC Funded Projects](#)
- Browse NNLM's [Past Funded Projects](#)
- [Programming Librarian](#), an ALA resource hub for different library program ideas on health and wellness

## Engagement Resources

*All of Us* and the NAPC offer a variety of resources for you to use in your project activities. Your local *All of Us* partner may also have additional resources to share.

Our [resources library](#) features:

- [All of Us Resources](#) including videos, flyers, bookmarks, slides, and more
- [NLM databases and trainings](#) for the public and library staff
- [Health Literacy](#) and [Digital Literacy](#) activities
- [Community Science toolkits](#)
- And more!

# Proposal Review

**Partnership Project Proposals are due April 30, 2024.**

Award decisions will be sent to applicants via email, and projects offered funding will need to formally accept or reject the offer. Formal communication from the NACP will come from: [LIB-NAPCengage@uiowa.edu](mailto:LIB-NAPCengage@uiowa.edu).

## Screeners Checklist

*These are the questions the NACP staff will use to ensure that your proposal is complete prior to confirming funding. Use this checklist to make sure everything is ready for submission.*

- Do we already have their **Letter of Intent** to apply/commitment from library leadership?
- Does the **Online Submission Form** have the following:
  - Did the applicant provide an active NNLM ID number?
  - Proposed Budget Amount – is it at or under \$30,000?
  - Are the following proposal materials provided?
    - Proposal
    - Letter of Commitment from *All of Us* enrollment partner
    - Resumes/CVs of primary project staff
    - Budget
    - Subaward Information Form
  - Has the library submitted a supplier application to the University of Iowa to receive funds?
- Does the **Proposal Template** have the following:
  - Section 1: About Organization – all filled?
    - *All of Us* Funding – note if they are or are not asking to fund activities already funded by *All of Us*.
  - Section 2: About Project – all filled?
    - Project Dates – make sure they fall within July 1, 2024 and December 31, 2024
  - Section 3: Community – all filled?
  - Section 4: Work Plan – all filled?
    - Does the Work Plan reflect how *All of Us* will be involved in project activities?
    - 4.4 Technology Needs; if Yes is selected, is it filled?
  - Section 5: Budget Justification – all filled?
    - Is an F&A Rate selected?
    - If they selected “use my institution’s F&A rate,” did they provide their organization’s Indirect Costs paperwork?

- Are all items included in the Budget Template described in this justification?
- Does the **Budget Plan** have the following:
  - Is the budget total at or under \$30,000?
  - Does the total match what is submitted in the submission form and proposal?
  - Are the F&A Rate and Indirect Costs included?

## Next Steps

Once your proposal has been reviewed and completed, the NACP team will begin the contracting process, managed by the University of Iowa. This administrative process can take up to 8 weeks, during which the funded organization can continue project development with their community partners and NACP liaison.

If you have any questions, concerns, or feedback about this process, please contact us at [lib-NAPCengage@uiowa.edu](mailto:lib-NAPCengage@uiowa.edu). Thank you for your interest, and we look forward to working with you!



# Appendix

## Glossary

AoU, All of Us = All of Us Research Program

Applicant = An organization who is applying for funding

Awardee = An organization who has received funding

HHS = U.S. Department of Health and Human Services

HPO = Healthcare Provider Organization

NAPC = NNLM All of Us Program Center

NEC = NNLM National Evaluation Center

NIH = National Institutes of Health

NLM = National Library of Medicine

NNLM = Network of the National Library of Medicine

NTO = NNLM National Training Office

RFP = Request for Proposal

UBR = Underrepresented in Biomedical Research

## Application Examples

Use these example application sections to inform your proposal preparation. Some of these examples are anonymized from previously funded projects. They have been edited for anonymity and concision.

Please note that previous application forms were structured differently, so examples may not accurately reflect how to submit your application this funding cycle.

---

### Project Summary

*Example from: A rural public library partnering with a local senior center and public health department*

Our **Improving Health Literacy and Telehealth** proposal aims to expand the capacity of our underserved citizens to access, understand and participate in internet available healthcare resources. This includes reaching our adult Medicaid, Medicare, and substance use disorder populations.

We will provide a 4-part speaker series to cover 1.) discerning reliability of internet health information, 2.) interpreting clinical research findings and claims, 3.) using telehealth visits and 4.) participate in clinical research studies like the *All of Us* program and other clinical research protocols. Our regional healthcare providers will promote and support participation of their patients.

Digital health literacy requires access to equipment, skills in its use, safe and secure high-speed internet, and telehealth platforms. Therefore, we will develop two sites with private, safe booths with dedicated computers and WiFi for telehealth visits and IT telehealth training to assure facility with the computer sites.

To assure access to equipment, we will distribute refurbished Chromebooks to older adults in need of devices and provide skills-based training in their use. The need for internet healthcare services and information is growing and rapidly becoming standard; we intend to provide these advantages and include all our citizens.

## Evidence of Need Statement

*Example from: A public library interested in bringing health literacy workshops and telehealth booths to their community.*

The library is a vital service organization for our town and county. This last year has been particularly challenging with many activities being conducted virtually. The new normal includes a strong push for telehealth. While the library has the technology and the staffing to assist with telehealth, it does not have any private study rooms for individuals to use. There is currently no space appropriate for confidential conversations between medical professionals and individuals. The library is committed to improving the public's access to information to enable them to make informed decisions about their health in a private and confidential setting.

Telehealth kiosks will be accessible for all persons but will be geared towards traditionally underrepresented populations and/or involve medically underserved areas. The Health Resources & Services Administration designated the county as a medically underserved area for primary care, and it scored the county 52.8 on the Index of Medical Underservice. ([Source](#))

According to the Program for the International Assessment of Adult Competencies, 21% of the county is at or below level 1 literacy level (low proficiency). ([Source](#)) Statistically, 15% of the county has less than a 12<sup>th</sup> grade education, which equates to 15% functional illiteracy or about 18,112 people. More so, 4% of the population has less than a 9<sup>th</sup> grade education. (local source) 17.6% of the county population is living below the poverty line. This is a .7% increase over last year. ([Source](#))

The current need for library customers is privacy. The Mayo Clinic has identified “issues of privacy, disclosures, interoperability of electronic health records, and data security will need continued scrutiny and updating as telehealth expands.” ([Source](#)). Furthermore, an article from NCBI addresses the need for privacy in “the obligation to protect privacy and confidentiality is at least as important in the context of telehealth and telemedicine as in hospital and office settings. Specific responsibilities vary across the continuum of telehealth/telemedicine interactions. Thus, health information websites are expected to publish their privacy policies so that users will know what information is collected from them (if any) and how that information is to be used.” ([Source](#))

The library is not aware of publicly available telehealth centers in the community. During the pandemic, the library identified this as an unfilled need, especially for disadvantaged and marginalized populations. This community and library have been impacted by the pandemic and we believe the need for telehealth will increase.

## Work Plan

*Example from: A rural bookmobile developing health literacy programming and activity kits.*

### Project Goal

Reach underserved, underrepresented populations to provide health literacy kits, resources, and library materials through bookmobile outreach.

### Objective 1

Provide 450 hands-on, activity-based kits that would engage and teach families about COVID-19, dental health, and neurodiversity and introduce them to local medical resources.

Timeframe	Activities	Methods	Project Staff Roles
November 2021	Research and select activities for 3 kits: 1) COVID-19, 2) dental health, 3) neurodiversity.	Select handout materials from NNLM to include and research hands on activities to promote medical and health literacy learning.	R-Example Jones I-Staff Lee S-Staff Carter
December 2021	Purchase supplies and create accessible, easy to read instructions and any additional handouts needed.  Assemble kits.	Purchase materials from local and online retailers.  Design step by step instructions of the activity included and list of supplies and resources included in kit. Place instructions in page protectors to prolong use and keep in a binder.	R - Example Jones S – Staff Carter
Jan – March 2022	Distribute 150 kits each month through existing community partnerships.	Distribute kits through Little Free Libraries and at stops on regular bookmobile route in the area.	R – Staff Carter and Martinez I – Staff Lee and Example Jones

## Budget Justification

### Personnel (\$3,385)

#### Example Jones, Project Manager

(5% time x \$65,000/year) is requested for Example Jones to manage and oversee this project. Example will coordinate project work, manage budgets, oversee staffing, and communicate with RML staff.

Fringe rates for all staff are 25% based on organization's policy.

### Consultants (\$11,250)

#### Shirley Consultant, PhD (\$10,000)

Dr. Consultant will provide technical set up support for kiosk management. Dr. Consultant has unique qualifications to provide these services, having setup kiosks in other locations. Dr. Consultant will provide no more than 200 hours of services at a rate of \$50/hour for the whole project performance period.

#### Speaker Fees (\$1,250)

Five speakers will be identified to conduct webinars on priority health topics. Each speaker will be paid a \$250 speaker fee.

### MATERIALS AND SUPPLIES (\$2,500)

**Communications (\$1,000)** will include the development and printing of brochures, rack cards, posters, and other materials for distribution at meetings, through mailings, and at exhibit booths.

**Tablet (\$1,500)** A tablet will be purchased to set up a health kiosk within the library. This kiosk is purchased as an educational rate and will be used only for the purposes outlined in the proposal.

### Travel (\$1,230)

Example will travel to the Medical Library Assn. conference to present work done as part of the project. A breakdown of costs is as follows:

**Airfare:** Cedar Rapids to Washington DC: \$450

**Hotel:** 2 nights x 250/night: \$500

**Per Diem:** 2 days of per diem (\$76/day): \$152

**Registration:** \$128

### Total Direct Costs (\$18,365)

### Indirect Costs (\$1,837)

#### Negotiated Indirect Cost Rate: 10%

We do not have a negotiated indirect rate and will therefore apply a 10% Modified Total Direct Cost (MTDC).

### Total Costs (Direct + Indirect) = \$20,202