



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

All of Us
RESEARCH PROGRAM



2022-23 Community Awards

Application 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 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

Funding Details

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

- Maximum award amount: \$30,000
- Number of awards available: up to 5

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 fund distribution. Applicants are strongly encouraged to review and complete the Financial Information section (page 34) after submitting your application to expedite contracting.

Important Dates

Application deadline: August 26, 2022

Funding notifications sent: Week of September 5th

Project performance period: November 1, 2022 – April 30, 2023

Final reports and invoicing due: April 30, 2023

Eligibility

To be eligible to apply, your organization must be:

- An [NNLM member](#). Not yet a member? [Sign up for free!](#)
- A community-serving organization (public libraries, community-based organization, etc). or a partner with a community-serving organization for the project
- Based in the United States and/or U.S. Territories
- 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 and training on relevant NLM and *All of Us* resources and potential projects. Email us at LIB-NAPCengage@uiowa.edu and our team will respond within three business days.

An informational webinar about the award will be scheduled for July 2022. More details to come.

Funding Requirements

You will be required to review and acknowledge the following funding requirements during application submission. If you are offered funding and accept, 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.

Technical Assistance (see page 6)

- Work with your NAPC liaisons to ensure your project meets all funding requirements
- Attend the following meetings:
 - Award kick-off webinar
 - At least 3 one-on-one check-ins with liaison (introduction, mid-point check-in, wrap-up)

Reporting and Evaluation (see page 6-7)

- 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 survey data with the NAPC
 - Share created evaluation tools with the NAPC

NLM and NIH Policies (see page 8)

- Comply with NLM and NIH policies regarding COVID-19 Health and Safety, Communications, 508 compliance, public access, and human subjects research

Contract Initiation (see page 34)

- Submit financial information to complete contracting process for funding no later than 1 week after acceptance of funding offer
- If awarded, only submit invoices for cost-reimbursement of direct and/or indirect costs incurred during the project performance period

NAPC Support (“Technical Assistance”)

If your project is awarded, a NAPC staff member will be assigned as your award liaison for your project's duration to support your project activities, evaluation, and reporting. This support is often referred to as “technical assistance” in federal grant-funded projects.

To ensure that your team is informed of all funding requirements and to track project progress, we require funded projects to agree to complete the following technical assistance sessions throughout the funding period:

- **Award Kick-Off Webinar:** This will be a scheduled webinar with all funded projects to meet one another and review funding requirements.
- **Liaison Check-ins:** Funded projects will briefly meet with NAPC 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 NAPC support in a timely manner.

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.

Component	When to complete	Description
Revised Work Plan, if needed	First 30 days of project	From application. Any recommendations from NAPC reviewers should be integrated, when possible.
Revised Evaluation Plan, if needed	First 30 days of project	From application. <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 application. Any recommendations from NAPC reviewers should be integrated, when possible.
Finalized Letters of Commitment, if needed	Within 2 weeks of confirming partnership	Signed Letters of Commitment for all partners. Letters must detail partner’s specific roles, responsibilities, resources or activities for the project.
Activity Tracker	<p>Pre-event information: As soon as possible</p> <p>Post-event information: 2 weeks after event concludes</p>	For any project funded activities, record pre- and post-event details. 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 15 th of each month	Submit a brief summary of your project progress through a Qualtrics form.
Final Retrospective	April 30, 2023	Final summary of project activities and sharing any deliverables/outputs.
Technology Report	April 30, 2023	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*, which is one of the award goals. The NAPC has a standard set of survey questions to evaluate *All of Us* awareness in your community during funded 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*. See page 41 for question preview.
- ***All of Us* Staff Survey:** For any staff trainings to evaluate staff’s understanding of informing community members about *All of Us*. Questions TBD.

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 the next section for more information).

NLM and NIH Policies

All NIH and NLM-funded projects must follow these policies during project planning and activities.

COVID-19 Health and Safety Guidelines

For any project-related supplies, cleaning and sanitizing protocols should be included in your proposal that comply with the [Centers for Disease Control & Prevention \(CDC\) Cleaning Your Facility recommendations](#). The NAPC and NNLM adhere to NIH guidelines for in-person engagement during COVID-19, which includes any in-person or hybrid programs funded through this award. If awarded, applicants must work with NAPC staff to determine allowable programs and develop alternative project activities as needed.

Funding Acknowledgement Statement

Any resources developed with project funds must include an acknowledgment of NIH grant support:

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 application materials

Download application materials, found in the Application Checklist (page 11). 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 application materials can be found in this guide. You are strongly encouraged to review the entirety of this guide prior to starting your application.

Step 3: Submit

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

Tip: The Evaluation Criteria (page 32) shows how your application will be reviewed.

For any issues with the application process, contact us at LIB-NAPCengage@uiowa.edu.

Application Checklist

Component	Download Link	Instructions on Page
<input type="checkbox"/> Proposal	Template (DOCX, 139.7KB)	12
<input type="checkbox"/> Letter(s) of Commitment/Support	Template (DOCX, 16.4 KB)	24
<input type="checkbox"/> Primary Project Staff Resumes/CVs	Accepted formats: DOC, DOCX, TXT, PDF.	25
<input type="checkbox"/> Proposed Budget Plan	Template (XLSX, 22.1 KB)	26
<input type="checkbox"/> Online Submission Form	Link	28

Tip: The **Proposal Writing Resources** section (page 30) 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 project application. Use the proposal to clearly describe your project’s intended audiences, work plan, staffing, and budget.

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

[Download Proposal Template \(DOCX, 139.7KB\)](#)

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.
Staff Plan	The Staff Plan addresses the staff and partners that will be involved in the project. Describe major roles and responsibilities for the project.
Budget	Create the budget and provide a justification narrative.

Tip: See examples of some application components in the **Appendix**.

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 Institutional DUNS Number

Enter your organization's [DUNS number](#). If you do not have a DUNS number, [apply for one](#) as soon as possible. You may need to refer to your organization's accounting department for this information.

1.5 Institution Tax ID (EIN)

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

1.6 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.

1.7 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, NAPC Community Awards 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, the NIH requires clear documentation describing how these activities are separate.

If you are not sure if this applies to your organization, contact us at 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 November 1, 2022 and April 30, 2023. Please note this is only 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. Answer the following:

- **What** is the project goal? Word Limit: 100
- **What** are your major project activities? Word Limit: 100
- **Who** is the project's intended audience? Word Limit: 100
- **How** and **when** will the project reach this audience? Word Limit: 100
- What is the intended impact on the community (the **why**)? Word Limit: 100

See the Appendix for an example Project Summary.

Section 3. Your Community of Focus

In this section, you will describe the community/ies of focus for your project and provide evidence describing what 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.

Category	Individuals Underrepresented in Biomedical Research (UBR) in this category may include:
Racial and Ethnic Identity* *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)
Access to Care	Have not had a clinic visit in the past 12 months and cannot easily obtain or pay for medical care
Age	Children (0-11), Adolescents (12-17), Older adults (65-74), Older adults (75+)
Annual Household Income	200% or below the Federal Poverty Level for a household of 4
Disability	A person with a physical, functional, cognitive or other condition that substantially limits one or more life activities
Educational Attainment	Individuals with less than a high school degree or equivalent
Sexual and Gender Minorities (SGM)/ Gender Identity	Non-Binary, Transman/Transgender Man/FTM, Transwoman/Transgender Woman/MTF, Genderqueer, Genderfluid, Gender variant, Questioning or unsure of your gender identity
Geography	Urban clusters (2,500 - 50,000 people), Rural (All population, housing and territory not included within an urban area)
Biological Sex at Birth	Intersex, Not described by Male, Female, or Intersex

Sexual Orientation	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
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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 ([PMCLink](#)). Revised with new *All of Us* definitions in June 2022.

3.2 Evidence of Need

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

What are the **community needs** addressed in this project?

- Word limit: 100
- These should be needs specific to the communities selected in question 3.1.

What **data** supports these needs?

- Word Limit: 250
- 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.

How do your **project activities** address these needs?

- Word Limit: 100

How will your **community/ies of focus or community organization partner(s)** be involved throughout this project?

- Word Limit: 100
- Briefly describe the community's or partners' involvement in your project. You will provide further evidence of this in your Work Plan and Letter(s) of Commitment.

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.

If awarded, the plan will be used as a tool for you and your NACP 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.

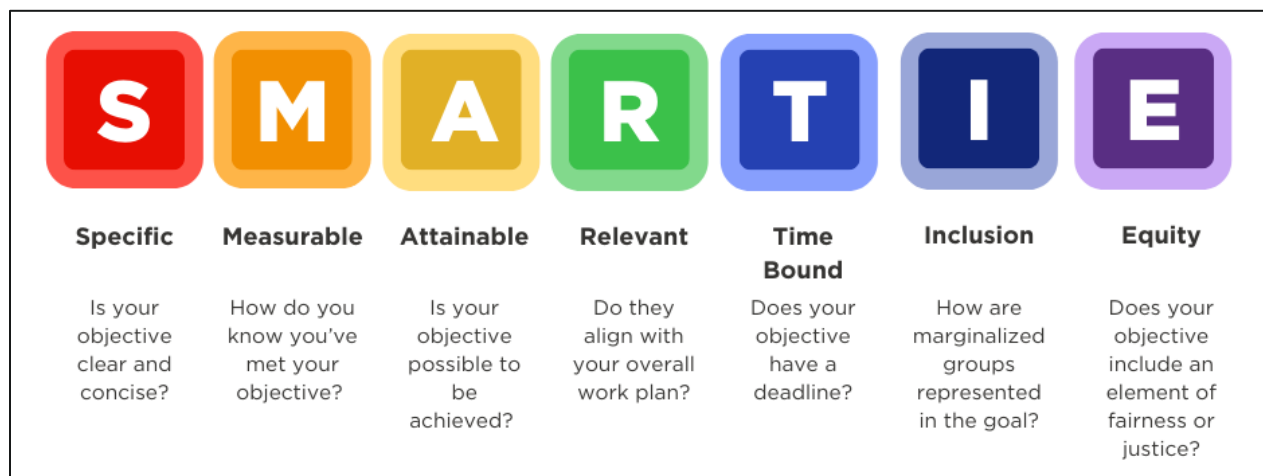
4.1 Goals and Objectives

Component	Description
Goal	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.
Methods	Describes <u>how</u> the Activities will be done.
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** follow the SMARTIE framework, see below. See SMARTIE examples from the [CDC](#) and [MHCBS](#).
- **Timeframes** are more specific than the entire funding period. (ex. November to December 2022, not November 2022–April 2023 for a single Activity) Please note the Project Performance Period is only 6 months.
- Clearly include use of NLM, NNLM, and *All of Us* resources in your **Activities** and **Methods**.
- Your **Project Staff Roles** are described using the RISC method. (RISC = Responsible, Informed, Support, Consulted)
- Ensure your Work Plan accurately aligns with other application components.

Figure 1 SMARTIE Framework to create project goal and objectives.

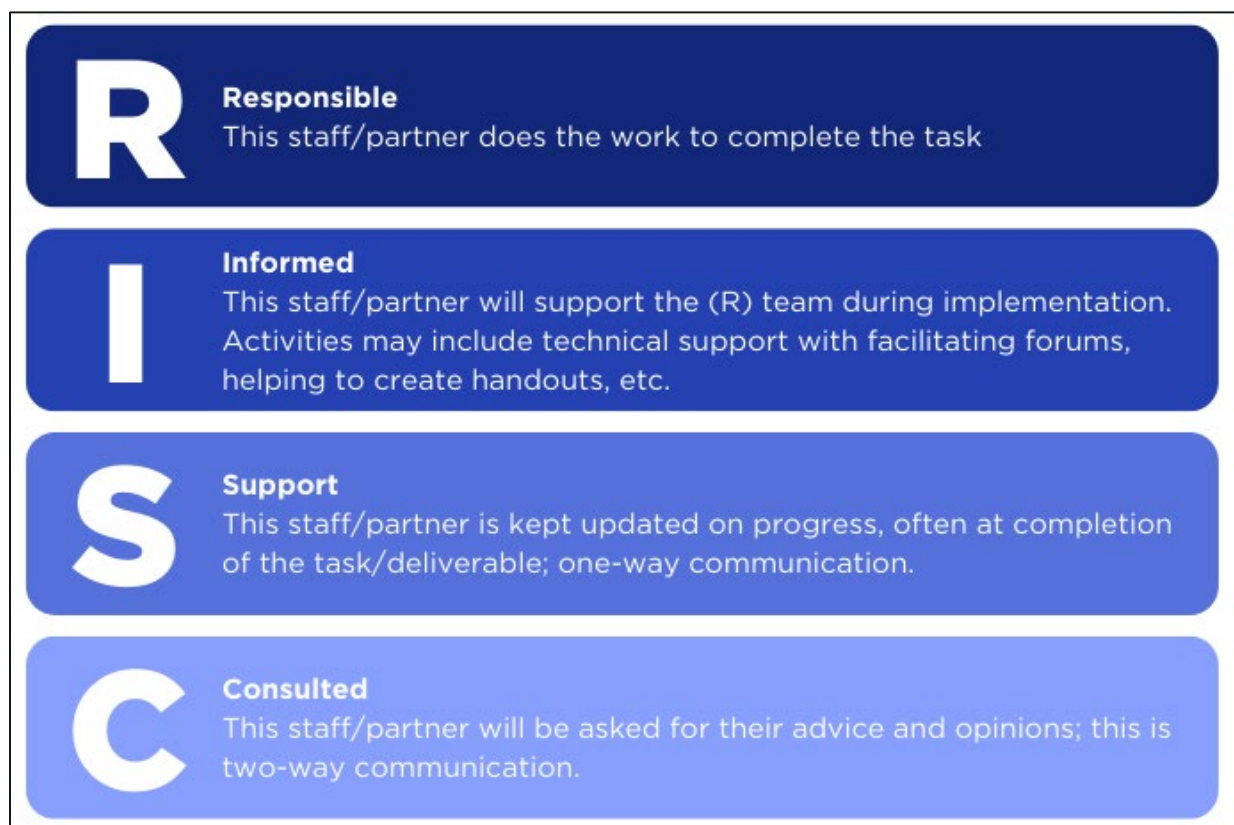


Sources

CDC. "Writing SMART Objectives." https://www.cdc.gov/dhdsp/evaluation_resources/guides/writing-smart-objectives.htm. Accessed 27 June 2022.

Minnesota Home and Community-Based Services. "Writing SMARTIE Goals." *The Minnesota Home and Community-Based Services (HCBS) Modules for Person-Centered Organizations*. <https://publications.ici.umn.edu/dhs/hcbs/modules/creating-an-action-plan/writing-smartie-goals>. Accessed 12 May 2022.

Figure 2 RISC framework to guide project staff roles



4.2 *All of Us Resources*

Promoting and sharing **All of Us Resources** to your community are required for all funded projects. Select at least one resource you plan to use. Mention where and how you will use these resources in your project activities and methods in the table above. Explore the [Engagement Resources Library](#) for resources.

- *All of Us* print flyers and bookmarks
- *All of Us* digital materials (videos, social media)
- Include *All of Us* in any project-related public presentations
- Host an *All of Us* guest speaker (Virtual Ambassador Program)
- Partner with an *All of Us* Engagement partner organization in your region
- Other, please describe

4.3 *Integrating NLM and NNLM resources*

Promoting and sharing **NLM and NNLM Resources** to your community are required for all funded projects. Select at least one resource you plan to use. Mention where and how you will use these resources in your project activities and methods in the table above. Explore the [Engagement Resources Library](#) for resources.

- NNLM *All of Us* [Health Activities](#)
- NNLM *All of Us* [Learn Internet Skills Online Modules](#)
- [MedlinePlus.gov](#)
- [NNLM Trainings](#) for librarians and health professionals
- [SciStarter and NLM activities](#)
- NNLM print flyers and bookmarks
- NNLM digital materials (videos, displays, social media)
- Other, please describe

4.4 *Evaluation Plan*

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

- Word Limit: 200
- 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.)

How will you use the required *All of Us* Evaluation surveys in your project?

- Word Limit: 100
- Please note: the *All of Us* Participant or Staff Capacity survey questions must be used during any funded public events and/or staff trainings. Contact the NAPC with any questions about this requirement.

- See page 7 for more information on required *All of Us* evaluations.

In addition to using *All of Us* Evaluation Surveys, do you already have your evaluation instrument(s) developed to use? This may include surveys, protocols, etc.

- Yes. If funding is offered, we will share these with the NAPC before contract initiation, OR
- No. If funding is offered, we will develop evaluation instruments in consultation with the NAPC and share them before using.

Who will develop and implement your evaluation plan?

- 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.

How will your evaluation findings be used or disseminated in your community/ies of focus?

- Word limit: 100
- Describe how you will share the impact of your project with your community or how it will inform your organization's work with the community.

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

4.5 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.

Tip: Your Work Plan should clearly illustrate how you plan to use this technology in your project activities.

4.6 Project Continuation or Expansion

Word Limit: 250

Required if you are requesting funds to continue or expand a project previously funded by NNLM *All of Us*. Previous NNLM/*All of Us* funding may have come from the NNLM *All of Us* National Program (AoUNP) or the NNLM *All of Us* Community Engagement Center (CEC).

If you are seeking continued funding, you must provide rationale for how you plan to build on your previous funded projects. You should provide evaluation data or feedback from past projects to support your proposal to continue or expand.

Section 5. 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 25** 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.
Time Dedicated to Project	Estimate how much the staff member will spend their time on the project. This could be expressed as a % of FTE, and hourly rate over a week/month, or a set number of hours.

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

Section 6. 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 26. 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 between November 1, 2022 and April 30, 2023)

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. See next section for more information.

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.
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

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

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

1. Leadership – **Required for all**
 - a. 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.
2. Partnering Organizations – **Required from any formal partners**
 - a. Commitment to support the project lead organization. This should include partner 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 with the **Subject: Community Award Application**.

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 with the **Subject: Community Award Application**.

Proposed Budget Plan

[Budget Template \(XLSX, 22.1 KB\)](#)

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 23 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 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

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

Online Submission Form - Preview

[Access Online Submission Form](#)

You will submit all application 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. 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. 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. COVID Health & Safety Guidelines. NIH and NLM requests information about COVID-19 health and safety guidelines from all funded organizations. Your answers are for internal information gathering only and will not be used to determine eligibility for funding. At the time of filling out this application, does your organization have COVID health and safety guidelines for any of the following topics* (Please check all that apply):
 - a. Mask requirements for staff and patrons
 - b. Cleaning and disinfecting high-touch surfaces
 - c. Screening staff for COVID
 - d. Responding to staff who get COVID or are exposed
 - e. Managing high volumes of patrons/crowd control
 - f. Social distancing
 - g. Signage in multiple languages about social distancing, hand hygiene, and respiratory hygiene
 - h. Hand sanitizer stations in high-touch areas
 - i. Responding to patrons who do not/cannot follow library's COVID guidelines
 - j. Monitoring local COVID infection rates and other COVID statistics
 - k. My organization does not have any COVID health and safety guidelines
13. 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 with the **Subject: Community Award Application.**

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 Additional Files (up to 3)

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:

Technical Assistance

- Your project team will work with assigned NAPC liaisons to ensure your project meets all funding requirements
- You will complete the following award sessions, live or asynchronously
 - Award Kick-off webinar with all funded projects
 - At least three, 30-minute check-ins with my assigned NAPC liaison throughout the project period (beginning, mid-point, and wrap-up).

Reporting and Evaluation

- Your organization will submit the following reporting:
 - Activity tracker, 1 record for each funded public event or staff training
 - Brief, monthly progress updates
 - Final retrospective
 - Complete other NNLM reporting as they apply
- Your organization will complete the following evaluations, as they apply:
 - Distribute standard *All of Us* surveys for public events or staff trainings
 - Share survey data no later than 2 weeks after an event or training
 - Share any created evaluation tools with the NAPC

NIH and NLM Policies

- Your project will follow NLM and NIH policies regarding COVID-19 Health and Safety, Communications, 508 compliance, public access, and human subjects research.

Contract Initiation

- Your organization will submit the required financial information to create a funding contract **no later than 1 week** after acceptance of funding offer.
- Your organization will only submit invoices for cost-reimbursements of direct and/or indirect costs incurred during the project performance period.

Congratulations! You submitted your Community Award Application!

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 with questions, or attend our upcoming informational webinar, details TBA.

Project Ideas

Check out the following for additional project ideas and examples:

Some previously funded NNLM *All of Us* projects with community partnerships

- [LGBT-Affirming Community Health Fairs at Public Libraries](#) (Bradbury-Sullivan LGBT Community Center)
- [Health Tools for All Training and Virtual Symposium](#) (Taking Effective Action, Inc.)
- [Life Interrupted Film Screening](#) and Panel Discussion
- [Minds Matter Houston](#) virtual mental health campaign (Black Girl Health Foundation)
 - [Promotional video](#)
 - [Event recording](#)
- [Wash & Learn: Health Libraries in Laundromats - Minnesota](#) (Libraries without Borders US)

More ideas for programs promoting health, digital, and research literacy

- Community health fairs
- Speaker/Author events
- Panel discussions
- Book clubs
- Film screenings and panel discussions
- 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

Additional Resources

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

NLM, NNLM, and *All of Us* Resources

Your project plan must include how you plan to integrate NLM, NNLM, and *All of Us* resources. Explore our [Engagement Resources Library](#) for a curated list of resources and ideas on how to use them in your projects. This library and [our website](#) features resources such as:

- Flyers and digital materials
- Bookmarks
- Games and tutorials on digital health literacy topics
- Staff trainings
- Multi-lingual resources (Spanish, Arabic, Chinese, etc.),
- And more!

The goal of this award is to raise awareness, not to recruit for or represent *All of Us*.

Grant Writing Resources from NNLM

- [NNLM Proposal Writing Toolkit](#)
- [Assessing Health Materials: How to Use NLM's Health Education Materials Assessment Tool](#) (On-Demand Moodle Course)
 - This class is for those who create health education materials, choose health materials to provide to consumers, or anyone who wants to learn how to determine if health education materials are easy-to-read.
- [Grants & Proposal Writing](#) (On-Demand Moodle Course)
 - Designed for beginning grant proposal writers interested in NNLM funding, this class presents a general overview of the grant and funding processes as well as the level of detail required in a successful proposal.
 - **Please note:** The application process for NNLM *All of Us* differs from the standard NNLM process, so not all information in this course may be accurate. General principles may apply.

Data Resources

You must cite data to support your Evidence of Need statement. Here are a few suggested resources, but also be sure to look for data at your state and local levels.

- [Community Health Rankings](#)
- [U.S. Census Data Dashboard](#)
- [Medically Underserved Areas/Populations Find Tool](#) (HRSA)
- [Rural Health Grants Eligibility Analyzer](#) (HRSA)
- [Minority Health Social Vulnerability Index Explorer](#) (CDC)

If you would like to discuss your project plans or have questions about the proposal writing process, please email us at LIB-NAPCengage@uiowa.edu.

Application Review and Decisions

Community Award applications are due August 26, 2022. Reviewers will score applications using our Evaluation Criteria (see below).

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 NAPC will come from: LIB-NAPCengage@uiowa.edu.

Evaluation Criteria

All criteria are evaluated on a 5-point scale, with 5 being the maximum, except where noted.

Significance

- Application clearly describes which UBR communities and their needs will be served by the proposed project.
- Needs addressed by the project are relevant to Community Award Goals.
- Application effectively uses evidence to explain project's need to serve their intended UBR communities.

Methodology

- Project methods and activities are feasible and relevant to the project
- Work Plan outlines project activities within a reasonable timeframe and within the funding period. Note: Maximum project time is 6 months.
- Work Plan clearly shows how the project will address **Award Goal 1** – Further individual and communities' knowledge of and/or skills related to health literacy, digital literacy, and/or understanding of clinical medical research.
- Work Plan clearly shows how the project will address **Award Goal 2** – Build and strengthen partnerships with communities who are underrepresented in biomedical research.
- Work Plan clearly shows how the project will address **Award Goal 3** – Raise awareness of *All of Us*, the National Institutes of Health (NIH) precision medicine research program and interact with *All of Us* partner organizations.
- Work Plan clearly shows how the project will address **Award Goal 4** – 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.

Evaluation

- Evaluation plan is appropriate for project goal and objectives.
- Use and/or integration of *All of Us* Survey questions during project evaluation is clear.
- Sharing of evaluation findings aligns with how community will be involved in the project.

Project Staff

- Outlined roles/responsibilities and time commitment for each staff member are relevant to proposed project Work Plan activities.
- Staff qualifications are relevant to outlined project activities and assigned roles.

Budget

- Budget is within maximum award amount (Total Costs) – Yes or No
- Budgeted items are justified.
- Budgeted items are allowable based on NIH/NLM guidance. – Yes or No
- Budget items adequately cover anticipated costs to fully complete the project.

Partnership Support

- Letter(s) of Commitment from Community Partners clearly acknowledges their roles and responsibilities to support project goal, objectives, and activities.
- Letter(s) of Commitment from Organizational Leadership clearly acknowledges organization's role as lead to carry out project goal, objectives, and activities.

Financial Information

To receive award funds, your organization will need a subaward contract with the University of Iowa, who manages this award.

It is imperative that award recipients prepare and submit required financial information accurately and in a timely manner to receive funds. We encourage applicants to complete the following items prior to notice of award to expedite the contracting process if your project is offered funding.

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.

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

How to submit your financial information

Send the following forms below to LIB-NAPCengage@uiowa.edu with the **Subject: Community Award Contract Forms**.

If awarded, paperwork must be completed no later than 1 week after your acceptance of funding.

Applicants are strongly encouraged to complete as much as possible once your application is submitted to ensure your project can begin in a timely manner. You may need to have the financial department at your organization to fill out these forms or provide information. Extended delays in completing this paperwork may result in withdrawal of award offer, as we want to give funded projects as much time as possible to complete activities.

Questions?

- For Ulowa Supplier Applications: purchasing-vendor@uiowa.edu
- Everything else: LIB-NAPCengage@uiowa.edu

Financial Information Checklist

- [Form I \(PDF, 2.7 MB\)](#)
- [Form B \(PDF, 610.8 KB\)](#)
- University of Iowa Supplier Application

UI Subaward Initiation Form (Form I)

Download [Form I \(PDF, 2.7 MB\)](#)

How to fill out Form I

Part I: UI Project Information - Skip

The NAPC will fill this out.

Part II: Subrecipient Information - Required

Section A

- **Subrecipient Organization Legal Name:** Use your organization name used on any federal tax documents.
- **EIN:** Should match what was included in your application.
- **DUNS Number:** Should match what was included in your application.
- **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/>
- **Institution Type:** Select your organization type from the dropdown list.

Part II: Subrecipient Information; to be completed by Subrecipient ALWAYS REQUIRED

For each subaward request, the Subrecipient will complete the remaining applicable sections and return to the UI ("PTE") Contact listed in Part I.A via email. This form will be required before draft of subaward is issued.

A. SUBRECIPIENT INSTITUTION INFORMATION

Subrecipient Organization Legal Name:

Empl. ID No. (EIN), US Entities only: Congressional District of Place of Performance if different than address (ex: IA-002):

Dun and Bradstreet Number (DUNS): Institution Type:

Yes No Subrecipient participates in the [FDP Expanded Clearinghouse](#)

(NOTE: This is NOT the same as the FDP COI Clearinghouse. Click link for FDP Expanded Clearinghouse to check if your institution participates.)

B. SUBAWARD CONTACT INFORMATION

Spon. Prog. Admin. Contact: Auth. Official Name:

Street Addr: Street Addr:

City, St & Zip: City, St & Zip:

Email: Tel: Email:

Subrecipient PI: Is the Subrecipient Nonprofit with 501c3 Status (other than Inst. of Hig Nonprofit without 501c3 Status (other than Inst. of Non-Domestic (non-US) Entity

Street Addr: Comments:

City, St & Zip:

- **Subrecipient participates in the FDP Expanded Clearinghouse** – Follow [the link](#) to search for your organization.
 - If you are not in the database, select **No** and fill out the rest of the form.
 - If you are in the database, select **Yes** and stop after Part II, Section C.

Section B

- **Sponsored Program Administrative Contact:** Who oversees administration of this award at your organization? Please include their name, address, and 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.
- **Subrecipient PI:** Who is overseeing the actual project? Include their name, address, and email, and telephone number. (PI = Principal Investigator)

B.SUBAWARD CONTACT INFORMATION	
Spon. Prog. Admin. Contact: Street Addr: City, St & Zip: Email: Tel:	Auth. Official Name: Street Addr: City, St & Zip: Email: Tel:
Subrecipient PI: Street Addr: City, St & Zip: Email:	Is the Subrecipient PI presently debarred or suspended? <input type="radio"/> Yes <input checked="" type="radio"/> No Comments:

Section C

- **F&A Rate for this agreement:** Should match what was included in the project budget. This is a rate for indirect costs.
 - If your organization does not have a rate, but wants to invoice for indirect costs, use the NIH default of 10%.
 - You may waive budgeting for indirect costs (0%).
 - **Remember:** The total budget including direct and indirect costs may not exceed the award maximum.
- **Financial Contact Name:** Who is the most appropriate contact for finances at your organization. Include their name, address, email, and telephone number.
 - Ideally, this contact should be different from anyone listed in Section B.
 - **Is this the remittance address?** Is the address for the financial contract where the reimbursement check should be sent?
- **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.
- **Provide a name and email contact for the individual completing this form**

If you selected Yes to the question about being in the FDP Extended Clearinghouse in Section A, you may stop here.

Part III: Audit Information – Required if answered No in Part II, Section A (FDP Expanded Clearinghouse)

Section A: Other Subrecipient Information

1. **Is subrecipient institution currently registered in SAM.gov?** Yes – It should be included in your application.
2. **Does your institution have a negotiation F&A Rate Agreement?** This is only if you have a negotiated agreement with the federal funding agency. If you select Yes, you will need to provide documentation of this negotiated agreement to the NAPC.
3. **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. Continue to **Part III, Section C.**
- If NO, complete Section B.

Section B: Financial Questionnaire

Required if you answered NO to Part III, Section A, Question 3

Answer the Financial Questionnaire to provide information about how finances are processed and managed at your organization. If your organization has a financial department, it is recommended that they fill out this portion.

The University of Iowa also recommends that you provide a copy or provide a URL to your most recently completed audited financial statement and independent auditor's letter confirming this.

Section C: Financial Conflict of Interest

1. **Subrecipient is listed on the [FDP COI Clearinghouse](#)**
 - a. If your organization is listed at the link above, select Yes and continue.
 - b. If your organization is not listed at the link above, select No. When you finish this form, you will also need to complete Form B, instructions below.

Section D: Highest Compensated Officers

Because the NAPC funds come from a federal agency (NIH), you must provide the names and total compensation of the five most highly compensated officers at your organization only if:

- the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; AND
- \$25,000,000 or more in annual gross revenues from Federal awards; AND
- the public does not have access to this information about the compensation of the senior executives of the entity 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.

1. **Subrecipient is exempt from reporting compensation**
 - a. If the conditions above do not apply to your organization, select Yes and finish the form
 - b. If the conditions above do apply to your organization, select No and provide the names and total compensations of the five most highly compensated officers. You may need to contact your financial department for this information.

You have completed Form I.

Outgoing Subaward Conflict of Interest Questionnaire (Form B)

Download [Form B \(PDF, 610.8 KB\)](#)

How to fill out Form B

1. **Subrecipient Organization:** Your organization's name
2. **Subrecipient Key Personnel:** List up to two Key Personnel on your project.
 - The University of Iowa defines Key Personnel as “any individual who will be conducting a substantive portion of the research and who has the authority to make independent decisions about the direction of the research and the subsequent conclusions about the results. This includes individuals who are likely to be authors on manuscripts or to present research findings at national conferences. It does not include administrative personnel or individuals who perform routine, pre-defined, or incidental tasks related to this project.”
3. **Answer if your organization has a policy that complies with the applicable Public Health Service (PHS) or National Science Foundation (NSF) regulations on financial conflict of interest in research (COI).**
 - Please note: if you do not have a policy that meets PHS or NSF regulations, then University of Iowa's Conflict of Interest in Research Office will send you a brief form and training to complete to ensure minimum compliance. Completing these are required to create your funding contract, if you do not have a compliant COI policy.
4. **Completed By:** An Authorized Official for your organization should complete this form. It may be the same Authorized Official listed on your Form I. Provide their name, phone, email, signature, and date.

You have completed Form B.

University of Iowa Supplier Application

Note: If you have not received funds from the University of Iowa before, you must complete this step.

Submit your U Iowa 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. The NAPC does not have access to the supplier database.

Appendix

Glossary

AoU, All of Us = *All of Us* Research Program

Applicant = An organization who is applying for a Community Award

Awardee = An organization who has received a Community Award

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

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

***All of Us* Participant Survey Questions**

Required for any funded public events and programs. Available in English and Spanish. Other languages may be available upon request.

1. What is your ZIP Code? (Open ended)
2. Have you heard of the *All of Us* Research Program BEFORE this event?
 - a. Yes
 - b. No
 - c. Not Sure
 - d. I am already participating in the *All of Us* Research Program
3. Do you know more about the *All of Us* Research Program NOW?
 - a. Yes
 - b. No
 - c. Not Sure
4. After this event, I might ... (Check all that apply)
 - a. Sign up for the *All of Us* Research Program
 - b. Visit JoinAllofUs.org/nlm for more information
 - c. Talk to my health care provider about the *All of Us* Research Program
 - d. Talk to my family or friends about the *All of Us* Research Program
 - e. Go to other *All of Us* events
5. As a result of participating in this event, I know more about ... (Learning Objective 1 to measure the knowledge of the presented health topic)
 - a. Yes
 - b. No
 - c. Not Sure
6. As a result of participating in this event, I understand ... (Learning Objective 2 to measure the understanding of the presented health topic)
 - a. Yes
 - b. No
 - c. Not Sure

***All of Us* Staff Survey Questions**

Specific questions TBA, but will be similar to Participant questions. Required for any funded staff trainings. Available in English, will be 5-10 questions long.

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 12th grade education, which equates to 15% functional illiteracy or about 18,112 people. More so, 4% of the population has less than a 9th 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 (\$10,000)

Shirley Consultant, PhD

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.

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

Other (\$1,250)

Speaker Fees

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

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