



COMMUNITY AWARDS KICK-OFF

NNLM *All of Us* Program Center

October 19, 2022

10a CT/11a ET

Agenda

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Funded Organizations

Organization	Location	NAPC Liaisons
Alliance of Border Collaboratives	El Paso, TX	Stefania / Asih
Community Health Center, Inc.	Middletown, CT	Sharon / Asih
Decatur Public Library	Decatur, TX	Veronica / Diana
Northern Illinois University	DeKalb, IL	Michael / Asih
Seton Hall University	Nutley, NJ	Linda / Diana
University at Buffalo	Amhurst, NY	Veronica / Diana
Young Women's Christian Association, San Antonio	San Antonio, TX	Stefania / Asih

Meet your liaisons



Michael Balkenhol
Award Liaison



Stefania Acosta Ramirez
Award Liaison



Linda Loi
Award Liaison



Sharon Han
Award Liaison, Admin



Veronica Milliner
Award Liaison



Asih Asikin-Garmager
Evaluation Liaison



Diana Brace
Evaluation Liaison



Ingrid Valencia
Admin & Finance

Project Timeline | November 1, 2022 to April 30, 2023

Required Project Activities	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23
Kick-Off Webinar	X						
1:1 Liaison Check-In		X		X			X
Monthly Progress Update		By the 15 th of each month					
Activity Tracker	Pre-Event Info: ASAP; Post-Event Info: 2 weeks after event						
Evaluation Surveys	Share data 2 weeks after event						
Invoices	Once or up to 1 invoice/month						
Final Retrospective							4/30



**The future
of health
begins
with you**





All of Us promotion ideas

- Present a slide or video about *All of Us* at the beginning of your event(s)
- Invite an *All of Us* Virtual Ambassador to speak at your event (specific topics and audience-focused presentations available)
- Connect with local *All of Us* partner organizations
- Engagement Resource Library:
allofus.nlm.gov/engagement-resources
 - Links to videos, slideshows, scripts, and more!



Funded Projects Guide

- Bookmark this link!
<https://allofus.nnlm.gov/funded-projects-guide>
- Your go-to guide for:
 - Funding Statement
 - Using Award Funds and Invoicing
 - Reporting and Evaluation Information
 - NNLM, NLM, and NIH Policies



Technical Assistance Check-Ins

- Award Liaison and Evaluation Liaison
- Meet in November, January, and April
- Support successful integration of NLM and *All of Us* resources, recommending local partners, evaluation, etc.

Reporting

- Monthly Progress Updates
- Project Workspace
 - Activity Tracker – Pre and Post Event Information
- Evaluation Survey Data
- Final Retrospective
- Other Reporting



Monthly Progress Update

- [Qualtrics Form](#)
- 5-10 minutes
- Submit by the 15th of each month
- We will email reminders



NAPC Community Awards Monthly Progress Update

Fill out the following form to share with the NNLM *All of Us* Program Center (NAPC) any significant progress, challenges, or changes to your Community Award funded project. Your project team should submit an update by the 15th of each month.

This is a required reporting component for your Community Award and should take no more than 5-10 minutes.

If any questions or issues come up, you can always contact your assigned NAPC liaison or email us at LIB-NAPCengage@uiowa.edu.

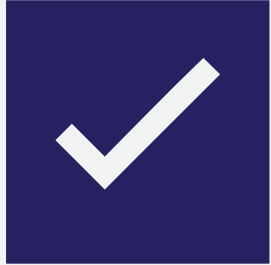
*Name

*Email



Project Workspace

- Unique OneDrive link for each organization, will be shared via email
- What will you do in your Project Workspace?
 - Record activities in Activity Tracker
 - Share evaluation data
 - Share project revisions
 - Share project promotional/communication materials



Activity Tracker

- Excel Spreadsheet
- Required to track public events or staff trainings
- Pre-event Information Tab
 - When to submit: As soon as possible
- Post-event Information Tab
 - When to submit: No later than 2 weeks after event ends
 - Tip: Schedule a calendar reminder for when to submit your post-event information and evaluation survey data!

Activity Tracker preview

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C3 ✕ ✓ *f_x*

	A	B	C	D	E	F	G	H
1								
2	Pre-event Activity Information							
3	Project Name							
4	Organization							
5	Have an upcoming public event or staff training for your project? Please share details here as soon as they're available! Add more							
6								
7								
8	Activity Name	Activity Description (2-3 sentences)	Activity Date	Start Time and Time Zone (ex. 3:00 PM or 3 PM PT)	Estimated Duration (45 minutes, 1 hr)	Digital, In-person, or Hybrid?	Activity Location	
9	Event 1		Date 1	Time 1		Select one		
10	Event 2		Date 2	Time 2		Select one		
11						Select one		
12						Select one		
13						Select one		
14						Select one		
15						Select one		
16						Select one		
17						Select one		
18						Select one		
19						Select one		
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25						Select one		
26						Select one		
27						Select one		
28						Select one		

Project Info **Pre-Event** Post-Event +

Ready Accessibility: Investigate



Evaluation Surveys

- You are **required** to use standard *All of Us* survey questions for public events or staff trainings
 - [See question preview](#)
- You are **required** to share this data with the NAPC through your Project Workspace
 - Upload to Evaluation folder
 - Can share using a spreadsheet, photos, etc.
 - Tip: Submit your data the same time you fill out your Activity Tracker Post-Event Information
- Survey data due: 2 weeks after each activity



Final Retrospective

- PDF Document
- Brief document summarizing project impact, challenges, recommendations, and deliverables.
- Submit through your Project Workspace
- Due: April 30, 2023



Final Retrospective

NNLM All of Us Program Center: Community Awards

Purpose: The Final Retrospective is a brief, evidence-focused reflection on the impact of your project activities in your community. Parts of your Retrospective will also be shared in a publicly available Final Report, to highlight your activities and impact.

Instructions: Use the following prompts to reflect on your project. Share lessons learned, obstacles encountered, planned partnerships, promotional materials, developed web resources, and more. You may want to refer to your activity tracker and evaluation results to respond to these questions.

Project Name

Project Lead Name

Organization

Project Goal and Objectives

How did your project activities meet your proposed project goal and objectives? Word limit: 250

Other Reporting

- If you purchased technology, you need to submit a [Technology Report](#)
 - Due: April 30, 2023
- If your staff take any NNLM trainings, they need to take **course post-surveys**
 - Due: After training is complete
- Not sure if any of these apply to your project? Ask your Award Liaison!

Using Award Funds

- Once contract is initiated, submit invoices to lib-NAPCengage@uiowa.edu
 - cc your Award Liaison
- [Download Standard NAPC Invoice Template](#)
- Please check your contract with the University of Iowa to see if additional information is required in your invoice
- Will only cover project purchases made within project period



Reporting and evaluation requirements up to that point **must** be complete before we will approve any invoices for reimbursement.

Allowable Costs and Budget Changes

Will fund

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

Will not fund

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



If you are planning to reallocate funds (ex. moving Personnel funds to Supplies), notify your Award Liaison ASAP.

All of Us Swag

- Free *All of Us* promotional items to use in project activities
- Interested in receiving free swag? [Fill out our interest form.](#)
- Availability on first come, first served basis



Some items in limited supply.



Communications

- Office Email: lib-NAPCengage@uiowa.edu
 - Will email reminders to complete reporting and evaluation as needed.
- Please let your liaison or our office know if we should add any other project staff to the mailing list.
- Follow us on Twitter or Facebook: @nnlmAOU

Thank you! Questions?

Next Steps

- Receive and sign your funding contract with the University of Iowa
- Continue planning or start project activities
- Your Award Liaison will contact you to schedule an introductory check-in in November

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