

# Proposal Screener Checklist

NNLM All of Us Program Center – Partnership Project Awards

These are the questions the NAPC 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?

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