

Writing and Submitting Your NNLM Region 1 Proposal

Grants 2024-2025

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Executive Director



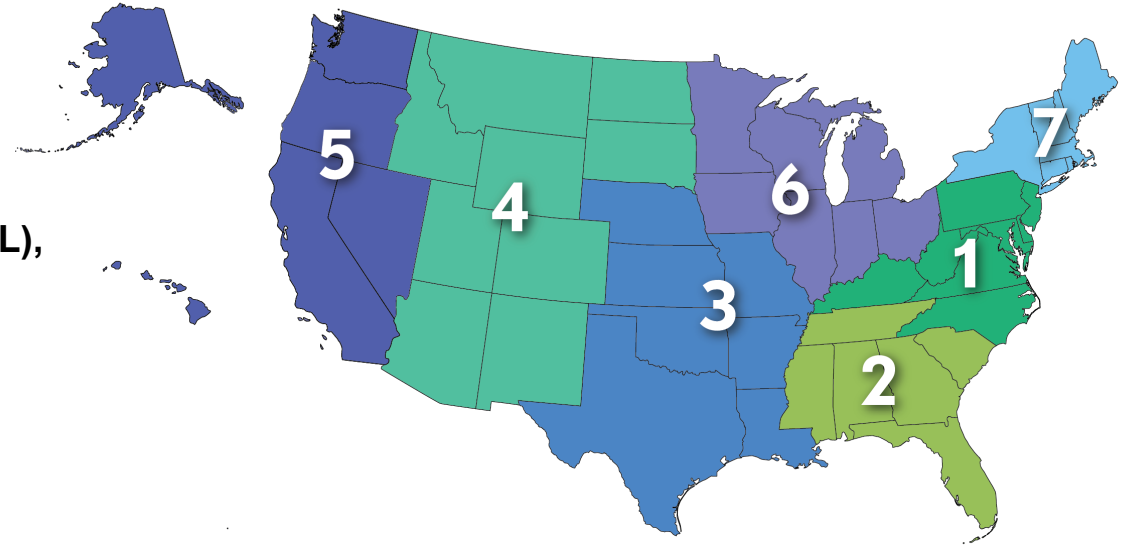
Get to Know the NNLM, Region 1!

- NIH > NLM > NNLM
- NIH and NLM Priorities

Regional Medical Libraries (RML), Offices, & Centers

- Mission
- NNLM Initiatives

- RML - UMB



Awards Process and Timeline

Date	Activity
3/8 – 4/8/2024	Grants open for publication on NNLM.gov
4/9 – 2/2024	Region 1 staff reviews applications for completeness and eligibility
4/12 – 5/3/2024	Peer review period
5/6 – 7/2024	Regional Medical Library (RML) staff synthesizes peer review feedback RML Executive Director makes final decisions
5/20 – 31/2024	RML notifies all applicants of funding decisions RML provides review feedback to applicants
6/1/2024	RML informs Awardee when they will be able to begin project
4/30/2025	Awarded project is completed and all expenses must be completed
5/31/2025	Final Invoice and Final Report are submitted to RML
6/30/2025	Accounting financial records close and awarded projects are marked as complete



Grants Available May 1, 2024 – April 30, 2025

- [Express Outreach and Education Project Award](#)
 - Up to ten projects
 - \$5,000



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- All projects awarded are cost-reimbursable to an institution, not an individual.
- All projects must use NNLM Evaluation Center Evaluations.



Evaluation Resources

Technology Evaluation

If your project includes the purchase of technology, you must complete an evaluation of the technology to determine its benefits in your project. Your evaluation should occur 30 days after you begin using the technology for your project.

[Technology Evaluation Form](#)

Professional Development

Professional Development awardees should complete the following reports.

- [Professional Development Award Report](#)
- NNLM Activity Report
- No Mid or Final Report is necessary. However, we do require you to submit a blog post that is a reflection of your Professional Development Activity

Exhibitor Report

- NNLM Activity Report
- No Mid or Final Report is necessary. However, we do require you to submit a blog post to present a webinar about your experience and lessons learned.
- See the Activity Report section below, left, to access form templates.

Activity Reports

All activities related to your project proposal must be reported. This includes:

- Awareness & Promotion
 - Demos
 - Exhibits/Health Fairs
 - Poster Sessions
 - Other Promotional Activities
- Training, Career Development, & Education
 - Career Development
 - Classes / Courses/ Trainings / Workshops
 - Lectures
 - Panels
 - Presentations
 - Symposia
 - Webinars
- Persistent User Engagement & Partnerships
 - Focus Groups
 - Technology

Mid-Project Update

*** Does not apply to: Professional Development or Exhibitor Awards**

In addition to Activity Reports, a mid-project (or mid-year) progress report must be submitted to your Region 1 representative. This report is a brief and informal summary of progress made towards meeting the goals and objectives to date. Your Mid-Project Report must be submitted by **November 30**, however an extension may be granted. This form is similar to what is typically reported in your Final Report and may help you when you submit your Final Report at the end of the project period. You can either send the information in the body of an email to [Nancy Patterson](#) or email her the completed report from the template below.

- [Mid-Project Update Template](#)

Final Project Reports

*** Does not apply to: Professional Development or Exhibitor Awards**

<https://www.nlm.gov/guides/region-1-funded-projects-guide>



Tips: Funding Agents



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Tip 1: Find the Best Grant for Your Project

- [Grants.Gov](#)
- [National Library of Medicine](#)
- [Institute of Museum and Library Services \(IMLS\)](#)
- [National Science Foundation \(NSF\): Find Funding](#)
- [Office of Minority Health \(OMH\): Funding](#)
- [MLA Grants, Scholarships, & Foundations](#)
- Foundations | ICTR | Institutional

Tip 2: Talk to the funding agent about your proposal in advance.



Internal Organizational Tips

Tip 3: If you work at a college of university, talk to your Grants office.

- Do they have specific systems they want you to submit your application?
- Are there specific processes they have?
- Do they have their own deadlines to meet prior to meeting the funding agent's deadline?

Tip 4: Deconstruct the RFA. It'll save you heartache later!

- North Dakota State University: [How to Deconstruct an RFP](#)
- University of Utah: [How to Deconstruct a Funding Opportunity Announcement](#)
- Carthage University: [How to Deconstruct a Funding Opportunity Announcement](#) (PDF)



Writing and Budgeting Tips

Tip 5: Writing Your Proposal

- Write your project to how proposals will be evaluated.
- Don't include hyperlinks
- If citing references, stick to one format
- When talking about personnel, talk about specifically how they will support the project.
 - Include their CV or Resume
- **"Letters of Support" are actually "Letters of Cooperation."**

Tip 6: Budget Appropriately

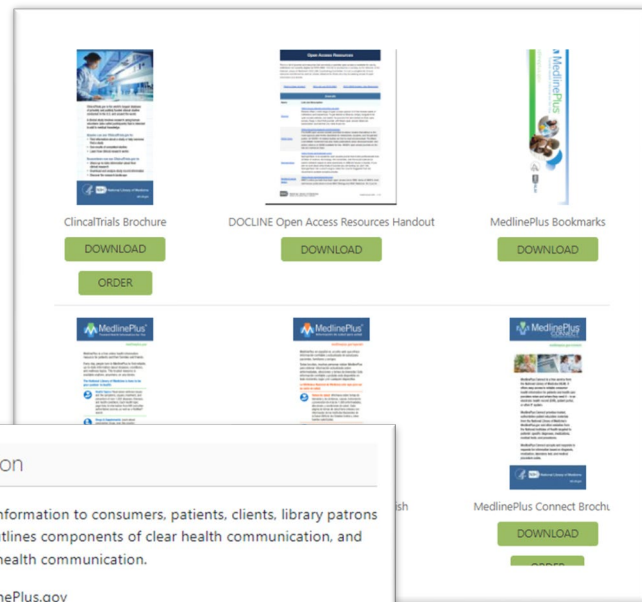
- Can you do the project with the amount the organization will give to awardees?
- What are direct and indirect costs?
- What is allowable | non-allowable?
- Did you get that price quote?
- Is your budget reasonable?
- Did you justify your budget thoroughly?
- Did you include fringe benefits?
- Did you include Facilities and Administration (F&A)?
- Can you get a waiver for F&A?



Final Tip

Tip 7: Don't recreate the wheel

- Use NNLM Training Resources
- Use NLM Resources
- Utilize handouts already created



Effective Health Communication and Health Literacy: Understanding the Connection

How are health communication and health literacy connected? How can you be more effective in providing health information to consumers, patients, clients, library patrons and your community? This 1 hour webinar introduces the concepts of health literacy and health communication, outlines components of clear health communication, and identifies online resources from NLM, government agencies and other recognized resources for health literacy and health communication.

This presentation addresses improving health literacy, by including information about the NLM/NIH resource MedlinePlus.gov

Objectives

- Define health literacy
- Describe universal precautions for health literacy
- Name 3 components of clear health communication
- Identify 3 online resources you can use as tools to promote health literacy

Class Materials and Resources

[Access a PDF of resources mentioned in webinar](#)

[Download the slides for the webinar](#)

[Download the Effective Health Communication Job Aide \(PDF\)](#)

Class Length: 1 hour



Questions or Consultations

Region1@nlnm.gov

Schedule time with a member
from Region 1 to talk about your
proposal or other questions

