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>> JAMES HEAL: Hi. We are about to get started. My name is James Neal. And I am a program officer in the Office of Library Services. And I am joined by my colleague Sarah Fuller. Last one audio check. If you can hear me okay, please reply in the chat box.

Thank you. If you have any technical problems, please continue to type in the chat box. And we will help you as soon as we can. The phones are muted, but if you have questions during the presentation, please type in the chat box and we will try to answer all of your questions. We do have a Q and A at the end of the presentation. So you can begin -- you can wait until that time as well.

Welcome to the Institute of Museum and Library Services perspective applicant webinar for the National Leadership Grant for libraries program and from the Laura Bush 21st Century librarian program. Today we will briefly go over IMLS and strategic priorities and provide an overview of the NLG and LB21

grant plan, including changes we have made to both programs this year. We will also review eligibility criteria, the project and funding category, take you through the application process and give you some tips.

IMLS is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums. We provide leadership through convening group, conducting research, publishing and policy development and grant making in order to build the capacity of museums and libraries to serve the public. The IMLS vision and mission statement emphasizes that IMLS is here to support libraries and museums to serving their communities of. It is a Democratic society -- cultural heritage and lifelong learning. The mission of IMLS is the Institute of Libraries and Museums to advance innovation, learning and cultural and civic engagement. There are three strategic priorities that drive agency wide grant making, learning, community, and content. Things will tie in quite closely with our grant programs. And they may be already familiar to you if you have applied for grants in the past.

Today we will be talking about two of our grant programs. Both of which have a deadline of February 1, 2018. The first is our National Leadership Grants for Libraries program. Otherwise known as NLG. This grant program supports projects that address significant challenges or opportunities facing the libraries and potential to advance theory and practice. Potential proposals demonstrate national impact, address critical issues facing libraries and archives and incorporate collaboration and share relevant expertise about the topic at hand.

The other program we will be discussing today is the Laura Bush 21st librarian program or LB21 for short. This program supports developing a diverse workforce of librarians to better meet the challenging, learning and information needs of the American public by enhancing the training in the professional sense of the library workforce, developing faculty and library leaders and recruiting the next generation of library professionals.

Similar to NLG successful proposals will include broad impact, collaborative elements, work to advance library practice. We have information pages on our website for both programs. If you are on the webinar it is likely that you visited one or both of them. These pages provide an overview of the programs, link to the full notices of funding opportunity or better known as NOFOs and also relevant webinar recordings so you may refer back to this applicant webinar at a later date. That's where you would find it. In addition on each page you can find a list of development program staff. You should contact with questions about the grant programs and the application process.

Eligibility, you are eligible to apply if you are a unit of state, a local government or 501(c)(3) non-profit organization located in one of the 50 states or territories and one of six types of organizations, including a library or parent organization, academic or administrative unit, library or library signature or consortium or association. If you have any questions about your eligibility, please reach out to someone on our program staff.

One note, the Laura Bush 21st Century library program has additional eligibility restrictions for some of the categories. So please pay attention to that in the Notice of Funding Opportunity, the NOFO. You are not eligible to apply if you are a federally funded institution, a for profit, an individual or a foreign country organization. The federally funded institution does not mean that you receive federal grants. It means that if you are a federal agency like the Smithsonian, for example, we cannot fund you. If you are an eligible institution we encourage you to partner with an eligible institution on a project. While you cannot be the lead advocate, you may apply through a partnership with an eligible institution and receive funding for activities in that manner. Excuse me.

More information about this is provided in the guidelines in our website. But the point here is that it is important to figure out early if you are eligible to apply for the program that is of interest to you.

Here we have provided some guidance for those of you who are unsure whether your project ideas fits in to NOFO or LB21. And this is guidance for those of you who are unsure that your project fits in to NLG or LB21. If your project or research is about education and training, information professionals, either formal or informal education, you should be applying to LB21. If you are applying as a tenured track faculty member to do research, you will want to look at the early career research category in LB21. Otherwise any other work of national significance to libraries, archives, and information science will likely fall under the NLG program. This table features some examples of projects and activities that would fall within each program. Please make sure to read through the Notice of Funding Opportunity, NOFO, carefully to make sure that the project aligns with the correct grant program and that you meet the eligibility criteria. If you are still unsure, please feel free to contact one of our program staff for guidance. On every application you would be asked to select one project category either community anchors, national digital platform or curating collections.

We will now talk a little bit about each of those project categories. Note that each category is defined slightly

differently for LB21 as opposed to NLG. You should make sure to review the NOFO, the Notice of Funding Opportunity for the specific language about how each category applies to each program. We have not made any changes to the names of these project categories since last year. But we will continue to refine, we have continued to refine how we describe each of these categories.

So even if you read a prior Notice of Funding Opportunity or applied under one of these categories, we will want to take a full look at how they are defined in our current NOFO, Notice of Funding Opportunity. First up is the community anchors category. In the NLG category this includes projects that advance the role of libraries and archives as community anchors or backbone institutions, programs, services or partnerships.

A proposal should encourage civic or cultural engagement, facilitate lifelong learning, promote digital inclusion and enhance equity and access and support economic vitality. The benefits of projects must not be limited to the local communities but also at national practice. In LB21 community anchors projects will increase the capacity of libraries and archives professionally to support communities through training, educational opportunities and research. Projects should improve the ability of library professionals to create partnerships to provide programs and partnerships that encourage civic and cultural engagement, facilitate lifelong learning and promote digital inclusion and support economic vitality.

The national digital platform, NDP category. Open source software for libraries and archives. NLG we are looking for proposals that will expand the capacity of libraries and archives to provide digital content and service to users for LB21. We are looking for proposals that will increase libraries and archives, professional's ability to create and enhance and deploy such software. The curating collections category is related to the national digital platform category. We are interested in proposals that can have a significant national impact on shared services for access, preservation or stewardship of digital library collections and content across the country. It is important to note that projects focus on preserving and providing access to a particular collection or a set of collections cannot be supported. The program cannot support the digitization of content or previous digitization collections such as inventory or collections.

In LB21 we are interested in proposals that will increase library and archive's professionals to create, manage and preserve and provide access to digital library collections across the country. I'm now going to turn the rest of the presentation of this webinar to my colleague Sarah Fuller.

>> SARAH FULLER: Hello, everyone. So along with the project categories the LB21 program also requires all applicants to select a project type. So this is just for the Laura Bush program. Research grant applicants need to select one of these types and demonstrate how the project advances theory or empirical understanding. For preprofessional this is applicable to any programs that are focused on any part of the prelibrary school trajectory. This could be training programs for college students or creating opportunities for students in middle school or high school to explore careers and libraries in information science. Recruitment mentorship and service learning may be key components of these types of projects that should keep the goal of developing a diverse workforce in mind. Educate the next generation of librarians and archivists in nationally accredited library programs to meet the following needs of profession and society.

Doctoral programs develop faculty to educate the next generation. A piece of these programs should develop library and archive leaders to researchers and faculty. Early career development proposals provide funding to untenured, tenured track library and information science faculty to conduct research and the last project type is continuing education. These projects include the knowledge, skills and abilities of library and archive professionals in the field to informal and formal education opportunities. They could include post master's programs, internship, enhanced work experiences and blending learning opportunities including mentorship and other training programs for professional staff.

All applicants will also have to select the funding category. Starks existed as a standalone program but folded in to NLG last year. Sparks grants are for small rapid prototyping projects. Planning grants are for preliminary project activities. Planning for a larger grant but that's not a requirement. This may be conducting preliminary research, conducting an environmental scan or working on creating partnerships to support larger future activities. National forum grants are for convening experts and stakeholders around an issue of national significance. This could support one large meeting or several meetings that focus on a specific area to establish a shared agenda or understanding.

Project and research grants, proper implementation and development activities. These are limited to one to three years. Doctoral projects can be up to four years long. To give you a better sense of the scale on each of these funding categories here are the maximum amounts that you may request for each. There is flexibility within the funding levels, but you should keep in mind that we have limited funding and both

programs are highly competitive. We fund very few million or two million dollar projects. There is a value proposition that comes in to play. The Notices of Funding Opportunity also spell out these funding caps along with the corresponding cost share requirements. Cost sharing is not considered in the review of applications but it is an ineligibility criteria for certain NLG and LB21 projects.

Again this is spelled out in the Notice of Funding Opportunity. Generally a one to one cost share is required for both programs with a few exceptions. Applicants proposing research and those requesting less than 250,000 are exempt from this requirement. The Laura Bush 21st Century applicants are not required to cost share funds budgeted for student support. If a cost is unallowable for IMLS funds it is also unallowable for cost share purposes. Applications in both NLG and LB21 are due February 1 of 2018. Each application must include an SF424 which is generated in grants.gov and IMLS program information sheet and a two-page preliminary proposal. No other documents will be accepted.

Applications must be submitted through grants.gov. Please note that grants.gov has adopted a new work space feature and we recommend you give yourself ample time to familiarize yourself with this system. Proposals will be screened for completeness and eligibility and then undergo peer review. After peer review all applicants will receive reviewer comments and feedback. And some will be invited to submit a full proposal for further consideration. Those that are invited to submit full proposals will need to submit those by June 8th of 2018. The required components for the full proposals are much more expensive and listed in the Notice of Funding Opportunity.

These applications are also submitted through grants.gov and will undergo a peer review process. Full proposal applicants will be provided viewer comments and feedback regardless -- will make final -- the IMLS director will make funding decisions which will be announced in September 2018.

To give you an idea of how competitive the grant programs are here are the numbers from cycle 1 of last year. As you can see 43% of the applicants for NLG and 46% of applicants of LB21 were invited to submit full proposals. 64% of NLG applicants and 52% of the LB21 applicants were awarded grants. Overall roughly a quarter of the original applicants from NLG and LB21 received grants of cycle 1 of fiscal year 2018. These numbers vary each year and based on availability of funding but it does demonstrate that the process can be quite competitive. And they usually plan to invest substantial time in writing your two-page proposal to ensure competitive within the guidelines of the program that you select. These are important dates you need to

be aware of during this application cycle. Please make sure the Notices of Funding Opportunity carefully to ensure you are meeting eligibility criteria and have fulfilled all the application requirements.

There are three places where you must register your organization in order to be able to submit proposals, DUNS, SAMs and grants.gov. Check that all these registrations are active because it can take time to update or remove them. The organization will need a DUNS number. URL for acquiring a DUNS number is on the slide.

Next your institution must be registered within the system of award management or SAM. Your SAM registration is good for one year and must be reviewed. That's something you don't want to be doing right before the deadline. So we recommend checking your status early on. If it is not your job to track your SAM registration we recommend that you contact the person at your organization whose job it is so you can make sure this is in place.

Finally, you will need an account at grants.gov which is the portal through which you will submit your application. Allow at least two weeks for the registration process, but if you know you are registered make sure who is authorized at your institution and know your log-in information. In fact, if you don't know for sure that this is all in place now, I would recommend checking on it as soon as we get done today. Again it is not something you want to be trying to accomplish anywhere close to the deadline.

You should think about the preliminary proposal as a movie trailer providing the highlights what a full proposal would include. We recognize that it is quite a challenge fitting all the information about your project in two pages. You will want to be succinct and as specific as possible. The preliminary proposal should follow the general sections of a full proposal narrative and address the statement of need and project design and impact.

For Laura Bush 21st Century librarian program it should address diversity. Some elements you want to address in the proposal, clearly identifying project director and any project partner. Can include -- this can be done in the first sentence. Partner together to make A or accomplish B. I recommend foregoing lengthy introductions and getting in to the meat of what your project is about in the first sentence or two. You also will want to ground your project in current around relevant research and practice.

You want to give an outline of a proposed work plan and what will it look like and how accomplished. If it is a research project, you want to articulate specific research questions and

describe methodology and clear the relevance of your project from the selected project categories and demonstrate the potential impact and suggested outcomes of your work. Please note a budget summary is required and must include the total anticipated costs of the project, including cost share if it is required and a breakdown of how funds will be located in to different cost categories.

Proposals that do not include this information will be rejected without review. We have posted the full and preliminary proposals associated with the Laura Bush 21st Century librarian program and that have been funded over the past few years. IMLS program officers are available to talk to you about your draft preliminary proposal. Please e-mail it to one of us by January 25th. Even earlier is preferred. January 25th is the last day we can accept drafts. We can schedule a phone call with you to answer any questions you might have. Refer to your contact sheet to identify the program officer whose expertise best aligns with the subject matter in your proposal.

For research projects specifically you want to make sure you are describing your theoretical or conceptual framework. You want to make sure you clearly state your research questions and describe how you will collect and analyze your data. In addition you want to give some information about who your research study participants will be and who your subjects are.

Finally, you should talk a little bit about how you will interpret and share your findings with the fields. For more information please see the guidance for research application that are in each Notice of Funding Opportunity. Here's some things that you can do to ensure you are submitting your most competitive proposal. The first you have accomplished by attending this webinar. You want to choose a grant program and categories, the best one of a proposal idea. Review the preliminary proposals from last year. Articulate your project goals as quickly as possible in the preliminary proposal. Include a budget paragraph and submit the required and completed documents. I highly recommend having a colleague unfamiliar with your project read through your proposal prior to submission. This will ensure the proposal you are submitting communicates your project idea.

Most importantly get in touch with us. Our program staff are more than happy to chat with you about your project ideas prior to the deadline. Our job is to help people put together most competitive applications we can. We are here to help all applicants and so please be in touch. Thank you for joining us today. Here's a table with all of our contact information. Each of us works in specific contact areas. If you are not sure

who to contact, feel free to contact any one of us and we will steer you to the right person.

And now we are going to open up for questions. As we mentioned at the beginning, please go ahead and type any questions you might have in the chat box. And James and I will answer those for you at this time. So the first question is can you send in more than one proposal? The answer is yes. You are able to send in more than one proposal. Although you should not send in the same idea to multiple categories. I will say that even though one institution is allowed to submit multiple proposals to either grant programs but the -- basically the chances of both of those proposals getting funded is slim, considered very competitive. You are able to submit more than one idea. We have lots of questions. Can funds provided by a federally funded agency be used as a cost share for an IMLS grant? That's a great question. And no, they cannot.

Are cycle 1 and cycle 2 NOFOs identical? They are identical and the dates have changed. And even though you might be familiar with the NOFO already from reading it during cycle 1 you want to reread it and refamiliarize yourself with what we are asking for. Does a planning grant require a partner? It does not require a partner. But for both Laura Bush and the National Leadership Grant program there is a recommendation that you do include partners. Most of the projects that we have that are successful have actually multiple partners involved. It is a lot easier to make an argument for broad impact or through national impact if you are involving others in your work. And I would definitely encourage you to take a look at the proposals we have done last year and see how they accomplish that.

If you are an organization who is a previous awardee as a Laura Bush grant, can we apply again? Yes, you can apply again even if you have been awarded a grant in the past. Can I send in a similar proposal to another funding agency at the same time and split the cost? I am not sure what you mean by split the cost, but you certainly could send in some more proposals and see what happened. But that's something I would ask you to contact one of our program staff offline and we can talk with you about that.

Are there any restrictions on grant money being used for building costs? Yes, we do not fund building costs. We are a community college with a collocated municipal library within our own community resource center. Is this a good partner to stand up? Preference for collaboration. It is definitely a start. And actually what I would encourage you to do is get in touch with one of our project staff. And we can talk to you a little bit more about your specific situation and who you might potentially partner with.

Can divisions or communities of ALA be partners in the NLG grant proposal? Yes, they can be partners in a grant proposal, but we encourage you to have partners outside of your own institution. The more partners you are able to finance some diverse background, from diverse geographic areas the more likely you are to make the case for national leadership. Can project grants acquire a previously awarded grant? That's a great question. They do not acquire a previously awarded grant.

Okay. Approximately what is the percentage of applicants which are asked to submit a full application? If you are asked to submit a full application do we get additional (inaudible) in the preparation? Yes. We don't have the exact percentage but it does tend to be about half of the people who submit preliminary proposals are invited to the full proposal stage. Although again that obviously has to do with the number of applications that we receive at any given cycle. If you are asked to submit a full application what will happen is you will receive the reviewer comments from the preliminary proposal. Actually you will receive those regardless of whether you are invited or not. And then you will also have the opportunity to speak one-on-one with one of our program officers about your project and will help answer any questions you have about the full application process. And similar to the preliminary proposal round we will offer you the ability to submit a draft of your narrative. We won't comment on anything specifically about it, but we can use that as a launching point to answer any questions you have and talk about others who are working in that same space as you.

Project grants require to show results from needs assessment partnership, et cetera? I'm not clear on what you need for that. But most of our -- actually all of our grant categories there are requirements around demonstrating impact and outcomes and performance measurements as well, but I think if you talk to one of our -- talk to us offline we might be able to answer that question clearly.

Can a partner be a corporation that will benefit and offer support for the proposal? You can certainly bring in a corporation or someone who is a noneligible entity themselves who is a partner on a proposal. Anything that is created with federal funds has a requirement of being openly and freely accessible. So couldn't turn around necessarily and sell that material. But again that's -- it is kind of a complicated situation. So you should feel free to reach out to us and we can go through that with you.

Are planning grants required to choose one of the categories? Yes, they are.

Every single type of grant is required.

Partnerships have to be formally confirmed at the time of the preliminary proposal. That's a great question. If you do have any or you know that you are speaking to people, it is certainly good to demonstrate that to the reviewers. And it is helpful to demonstrate to the reviewers what types of partners you are including in your project. And this is one of those times where definitely we recommend you take a look at the awarded grants from last year that IMLS awarded. If you go to our search awarded grants page you can take a look at those. So you can actually take a look at what other grantees have -- successful grantees have done to demonstrate that and to show how they have partners or to show how they are thinking about that.

Do we have access to specifically what types of programs and projects have won past awards? As I just mentioned if you go to our awarded grants database on our website you can look at project descriptions for all of the awards that we have named in the past. And in this past year especially you can look at some of the application components for both the preliminary proposal and their full proposal.

Planning grants require results from needs assessment partnership development feasibility analysis planning activities? Again I think that's -- this is something where it depends on what your planning grant is about. What results are required but there is a requirement that all of our awarded projects are in some way demonstrating outcomes or results. But that will be linked to your specific project. Can you go in to more detail about the differences between a Laura Bush 21st Century community anchor grant and curating collections? Our academic library is a public library on weekends and after 5 p.m. we partner with other public libraries. It seems (inaudible) community anchor status but it is providing digitizing and curating two specific collections that are important to our community. It will really concern the specific question. That's one where I think you should reach out to us and we can talk with you more about the specifics of your project.

One of the things that you brought up for both Laura Bush and for the National Leadership Grants program there is a huge requirement of impact and demonstrating impact. So even for Laura Bush it is -- there is some wording around broad impact. And so it is -- you will need to be demonstrating how your project will have benefit not just in your community but in a broader sense. Again I recommend you give us a call or send an e-mail and we can talk with you about that.

Do projects require logic models? No, they do not. And at the preliminary proposal phase you are certainly not going to have enough time. Something you would find useful to

demonstrate your project design you can certainly include it. That's up to you.

Is there previously awarded grants that are very similar to the project for which we want to submit a grant? Does that make it less appealing or more appealing if we build upon what's been done before? That is related. So work is part of the collective impact -- no. Those are different. So the first question is about if your project that you want to propose is similar to what's been awarded in the past. So that's a great question and actually the reviewers always respond positively. And IMLS is always invested in projects that are building off of research and work that's already been done in the field regardless of if that's been funded by us or not.

So you want to be demonstrating that you are aware of what else has been happening in the space that you are working in. And how you are either building off of that or creating a brand new model. So you do want to demonstrate how your project is really advancing practice in the field.

Is the work part of a collective impact model backbone (inaudible) more likely to be funded and would you recommend it be building on the application? That's a very specific question and that would depend on the specifics of your situation. And I'm the one who works most closely on those types of projects. I would highly encourage you to send me a e-mail and we can talk about your specific situation. I'm Sarah Fuller.

If you scroll back to the contacts, I don't see any more questions. We are going to hang out on the line for one more second. Someone looks like they are typing. Again if you do have any questions, here's how we all kind of divide how we think about things. I highly recommend that you reach out to one of us to talk with us after you had received Notice of Funding Opportunity.

We really appreciate you joining us today. We know that we covered a lot in a little bit of time. If you have any questions at all about your project or any of our requirements feel free to reach out. Okay. I don't see any other questions. So we are going to sign off now. But thank you for joining us and have a great day.

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