

Slide 1



 INSTITUTE of  
**Museum and Library**  
SERVICES

# Prospective Applicant Webinar:

National Leadership Grants for Libraries  
Laura Bush 21<sup>st</sup> Century Librarian Program

July 2022

My name is Ashley Sands and I am a Senior Program Officer in the Office of Library Services at IMLS.



## What We Will Cover Today

- IMLS strategic priorities
- Program overview
- Eligibility requirements
- Project types
- Application process
- Advice for applicants

Today we will briefly go over IMLS and its strategic priorities and provide an overview of the NLG and LB21 grant programs.

We will also review eligibility criteria, the project types, take you through the application process, and provide you with some tips to help make your application complete and competitive.



## What is IMLS?

**Who are we?** IMLS is an independent grantmaking agency and the primary source of federal support for the nation's libraries and museums. IMLS helps to ensure that all Americans have access to museum, library, and information services, and invests in new and exploratory approaches, as well as proven and tested methods.

**Our vision:** A nation where individuals and communities have access to museums and libraries to learn from and be inspired by the trusted information, ideas, and stories they contain about our diverse natural and cultural heritage.

**Our mission:** To advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

IMLS is an independent grantmaking agency and the primary source of federal support for the nation's libraries and museums. IMLS helps ensure that all Americans have access to museum, library, and information services. You can read our mission and vision on this slide and on our website, [imls.gov](http://imls.gov).



The graphic features a dark blue header with a white starburst icon on the left and the text "FY 2022-2026 Strategic Plan" in white. Below the header is a table with a green header row and a light blue body. The table lists three goals and their corresponding objectives.

GOALS	OBJECTIVES
<b>GOAL 1</b> Champion Lifelong Learning	<b>Objective 1.1</b> Advance shared knowledge and learning opportunities for all.
	<b>Objective 1.2</b> Support the training and professional development of the museum and library workforce.
<b>GOAL 2</b> Strengthen Community Engagement	<b>Objective 2.1</b> Promote inclusive engagement across diverse audiences.
	<b>Objective 2.2</b> Support community collaboration and foster civic discourse.
<b>GOAL 3</b> Advance Collections Stewardship and Access	<b>Objective 3.1</b> Support collections care and management.
	<b>Objective 3.2</b> Promote access to museum and library collections.

The IMLS Strategic Plan lays out several goals for the agency's work.

- In our first strategic goal, IMLS supports learning opportunities for people of all ages through museums and libraries as well as the training and professional development of the museum and library workforce.
- In our second strategic goal, IMLS strengthens community collaboration and inclusive engagement across diverse audiences
- In our third strategic goal, IMLS makes strategic investments that support collections care and management. IMLS also seeks to promote access to museum and library collections.

You can find the Strategic Plan and more information on our website, [imls.gov](https://www.imls.gov).

A graphic with a dark blue header containing the title "National Leadership Grants for Libraries" and a decorative starburst icon. Below the header is a white text area with a dark blue vertical bar on the left side. The text describes the National Leadership Grants for Libraries (NLG) program, its goals, and the deadline for preliminary proposals.

## National Leadership Grants for Libraries

**National Leadership Grants for Libraries (NLG)** support projects of national impact that address critical needs of the library and archives fields and have the potential to advance practice in these professions to strengthen library and archival services for the American public. Projects are expected to generate results such as new models, new tools, research findings, services, practices, and/or alliances that can be widely used, adapted, scaled, or replicated to extend and leverage the benefits of federal investment.

**Projects are expected to have:** far-reaching impact, current significance, strategic collaborations, and demonstrated expertise.

**Preliminary proposal deadline: September 21, 2022**

Today we will be talking about two of our grant programs – both of which have a deadline of September 21, 2022.

The first is our National Leadership Grants for Libraries program – otherwise known as NLG. This grant program supports projects of national impact that address critical needs of the library and archives fields and have the potential to advance practice in these professions to strengthen library and archival services for the American public.

Projects are expected to: propose far-reaching impact, address a current issue facing libraries and archives, incorporate collaborations, and show relevant expertise about the topic at hand.

It is particularly important to note the importance of 'far-reaching impact' in an National Leadership Grant application. Applications cannot only benefit a single individual or a single library or archives. Competitive proposals show the potential for far-reaching impact across institutions. Note that we also do not accept applications that are strictly for digitization, and we cannot accept applications for construction.



## National Leadership Grants for Libraries

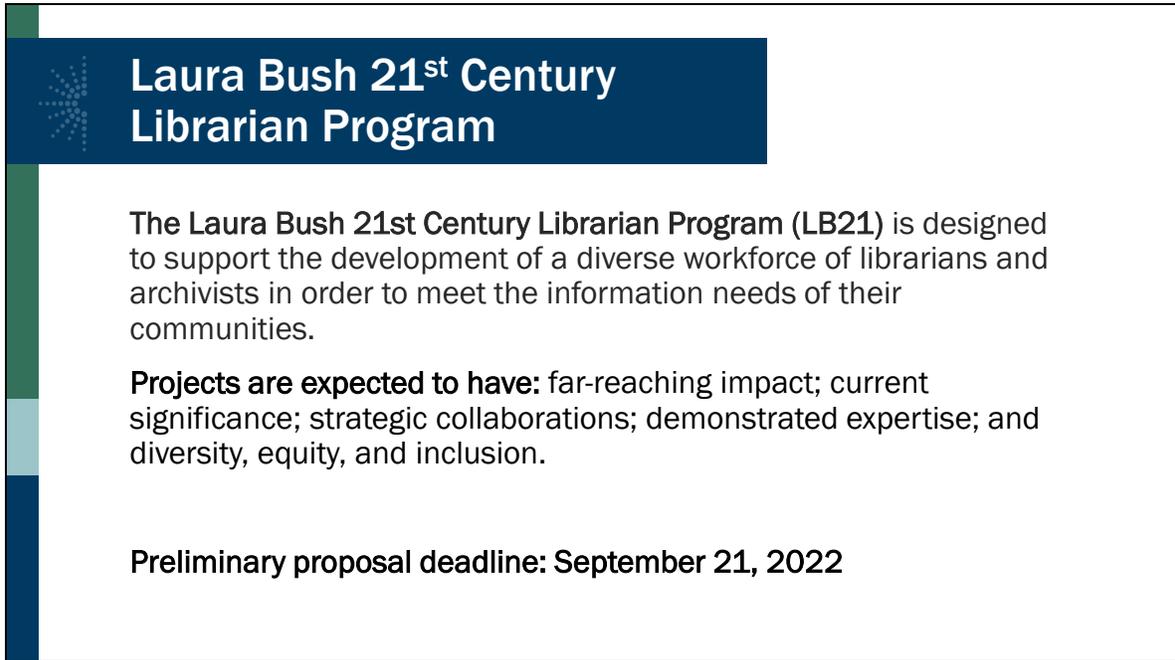
The goals for this program are to generate projects of national impact that:

- Build the workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public.
- Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.
- Improve the ability of libraries and archives to provide broad access to and use of information and collections with emphasis on collaboration to avoid duplication and maximize reach.
- Strengthen the ability of libraries to provide services to affected communities in the event of an emergency or disaster.
- Strengthen the ability of libraries, archives, and museums to work collaboratively for the benefit of the communities they serve.

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- Build the workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public.
- Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.
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- Strengthen the ability of libraries to provide services to affected communities in the event of an emergency or disaster.
- Strengthen the ability of libraries, archives, and museums to work collaboratively for the benefit of the communities they serve.

Each applicant should align their proposed project with one of these five program goals and one or more of the associated objectives. Goal and objective choices should be identified clearly in the Narrative.



## Laura Bush 21<sup>st</sup> Century Librarian Program

The Laura Bush 21st Century Librarian Program (LB21) is designed to support the development of a diverse workforce of librarians and archivists in order to meet the information needs of their communities.

**Projects are expected to have:** far-reaching impact; current significance; strategic collaborations; demonstrated expertise; and diversity, equity, and inclusion.

**Preliminary proposal deadline: September 21, 2022**

The other program we will be discussing today is the Laura Bush 21<sup>st</sup> Century Librarian Program, or LB21 for short.

This program is designed to support the development of a diverse workforce of librarians and archivists in order to meet the information needs of their communities.

Like NLG, projects are expected to: propose far-reaching impact, address a current issue facing libraries and archives, include collaborative elements, show relevant expertise about the topic at hand, and broaden participation in the library and archives profession through the recruitment, education, and retention of a diverse workforce.

Again, like NLG, it is important to note the 'far-reaching impact' in an LB21 application. Generally speaking, applications cannot only benefit a single individual or a single library or archives; competitive proposals show the potential for far-reaching impact across institutions.

For both NLG and LB21, please keep in mind that September 21st will be the only deadline for submitting preliminary proposals in fiscal year 2023.



## Laura Bush 21<sup>st</sup> Century Librarian Program

The goals for this program are to generate projects of far-reaching impact that:

- Recruit, train, develop, and retain a diverse workforce of library and archives professionals.
- Develop faculty, library, and archives leaders by increasing the institutional capacity of libraries, archives, and graduate programs related to library and information science.
- Enhance the training and professional development of the library and archival workforce to meet the needs of their communities.

The goals for this program are to generate projects of far-reaching impact that:

- Recruit, train, develop, and retain a diverse workforce of library and archives professionals.
- Develop faculty, library, and archives leaders by increasing the institutional capacity of libraries, archives, and graduate programs related to library and information science.
- Enhance the training and professional development of the library and archival workforce to meet the needs of their communities.

Each applicant should align their proposed project with one of these three program goals and one or more of the associated objectives. Goal and objective choices should be identified clearly in the Narrative.



## To Which Program Should We Apply?

Project Purpose	Examples	Program
Pre-professional programs; professional education; research about the profession	- Workshops - Master's or Doctoral education - Residencies	<b>LB21</b>
Early career development of teaching professionals	- Untenured, tenure-track teaching faculty member's individual research projects	<b>LB21</b>
Practice-oriented, scalable work of national significance to libraries, archives, and information science	- Tools - Research - Models - Services	<b>NLG</b>

Here we have provided some guidance for those of you who are unsure whether your project idea fits into NLG or LB21.

If your project is primarily about education and training for information professionals – either formal or informal education – you should probably apply to LB21.

If you are a non-tenured, tenure-track faculty member interested in research funding, you will want to look at the Early Career Research Development category in LB21.

Otherwise, any other work of national significance to libraries, archives, and information science will likely fall under the NLG program.

Please make sure to read through the Notice of Funding Opportunity carefully to ensure your project is aligned with the correct grant program and that you meet eligibility criteria. If you are unsure, feel free to contact one of our program staff for guidance.



## Where to Find Grant Information

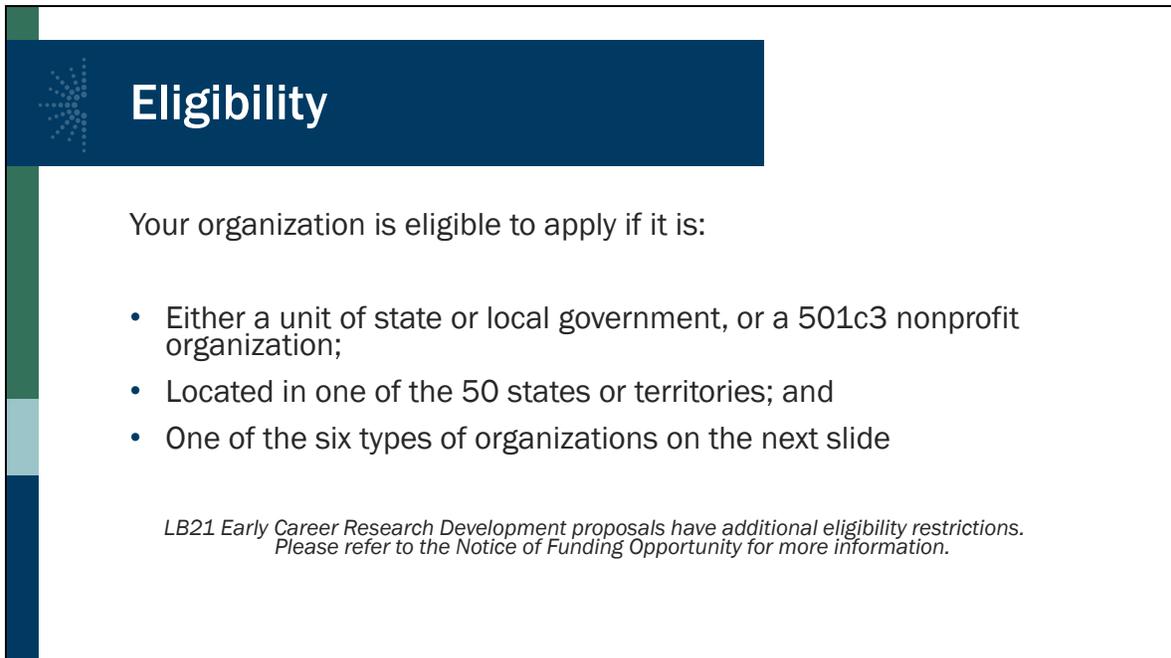
NLG webpage:  
[www.ims.gov/grants/available/national-leadership-grants-libraries](http://www.ims.gov/grants/available/national-leadership-grants-libraries)

LB21 webpage:  
<https://www.ims.gov/grants/available/laura-bush-21st-century-librarian-program>

- Program overview
- IMLS staff contact information
- Link to Notice of Funding Opportunity (NOFO)
- Link to this webinar recording

On the IMLS website we have landing pages for each of the two programs. If you're on this webinar it's likely you've already visited one or both. These pages provide an overview of the programs, links to the full notices of funding opportunity, or NOFOs, and also relevant webinar recordings – so if you want to refer to this applicant webinar later that's where you will find it.

In addition, on each page you can find a list of the relevant program staff you should contact with questions about the grant programs and the application process. If you are unsure who to contact, please just reach out to one of us and we will make sure you get connected to the program officer whose expertise best aligns with your project idea. We highly suggest you reach out to one of us in advance of the preliminary proposal deadline.

The slide features a dark blue header with a white starburst icon and the word "Eligibility" in white. Below the header, the text "Your organization is eligible to apply if it is:" is followed by a bulleted list. At the bottom, a note in italics states: "LB21 Early Career Research Development proposals have additional eligibility restrictions. Please refer to the Notice of Funding Opportunity for more information." The slide is framed by a thin black border and has a decorative vertical bar on the left with green, light blue, and dark blue segments.

## Eligibility

Your organization is eligible to apply if it is:

- Either a unit of state or local government, or a 501c3 nonprofit organization;
- Located in one of the 50 states or territories; and
- One of the six types of organizations on the next slide

*LB21 Early Career Research Development proposals have additional eligibility restrictions. Please refer to the Notice of Funding Opportunity for more information.*

Your organization is eligible to apply if it is: 1) a unit of state or local government or a 501c3 nonprofit organization, 2) located in one of the 50 states or territories, and 3) one of six types of organizations, which we'll list on the next slide.

Please also note that the Laura Bush 21<sup>st</sup> Century Librarian grant program has additional eligibility restrictions for Early Career Research Development proposals, so you should pay attention to that in the Notice of Funding Opportunity.

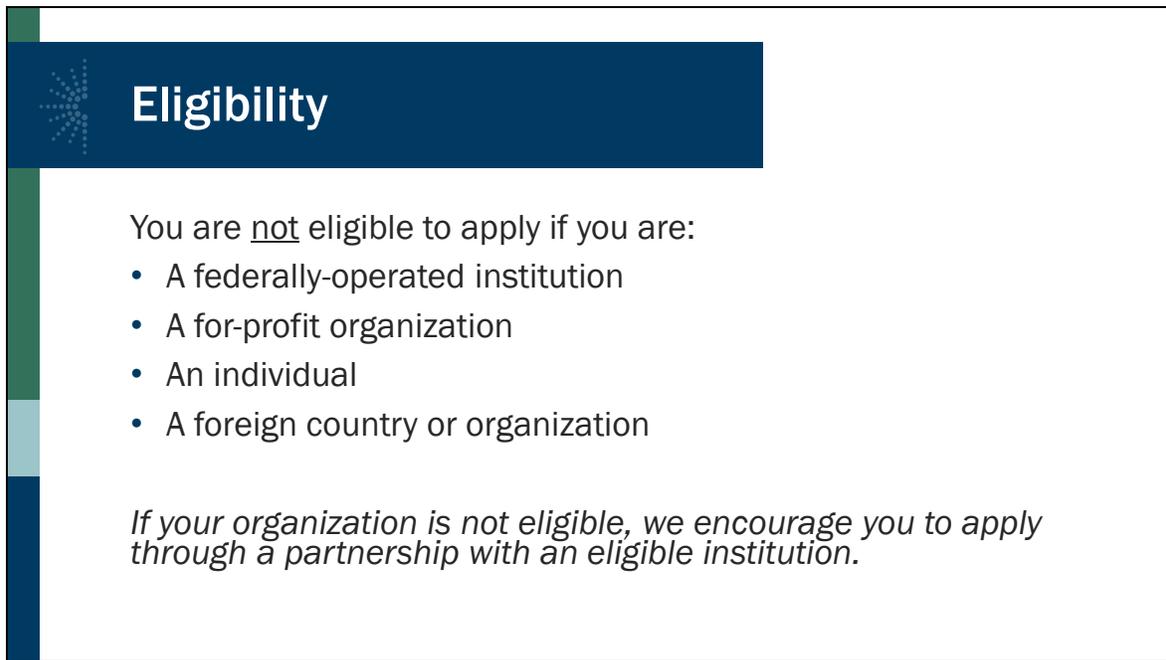


## Eligibility

1. a library or a parent organization of a library
2. an academic or administrative unit
3. a digital library, if it makes library materials publicly available and provides library services
4. a library agency that is an official agency of a state or other unit of government
5. a library consortium that is a local, statewide, regional, interstate, or international cooperative association
6. a library association or organization

In addition to the criteria on the previous slide, your organization is eligible to apply if you are one of these six types of organizations, including a library or parent organization, an academic or administrative unit, a digital library, or a library agency, consortium, association, or organization.

If you have any questions about your eligibility, please reach out to someone on our program staff.



## Eligibility

You are not eligible to apply if you are:

- A federally-operated institution
- A for-profit organization
- An individual
- A foreign country or organization

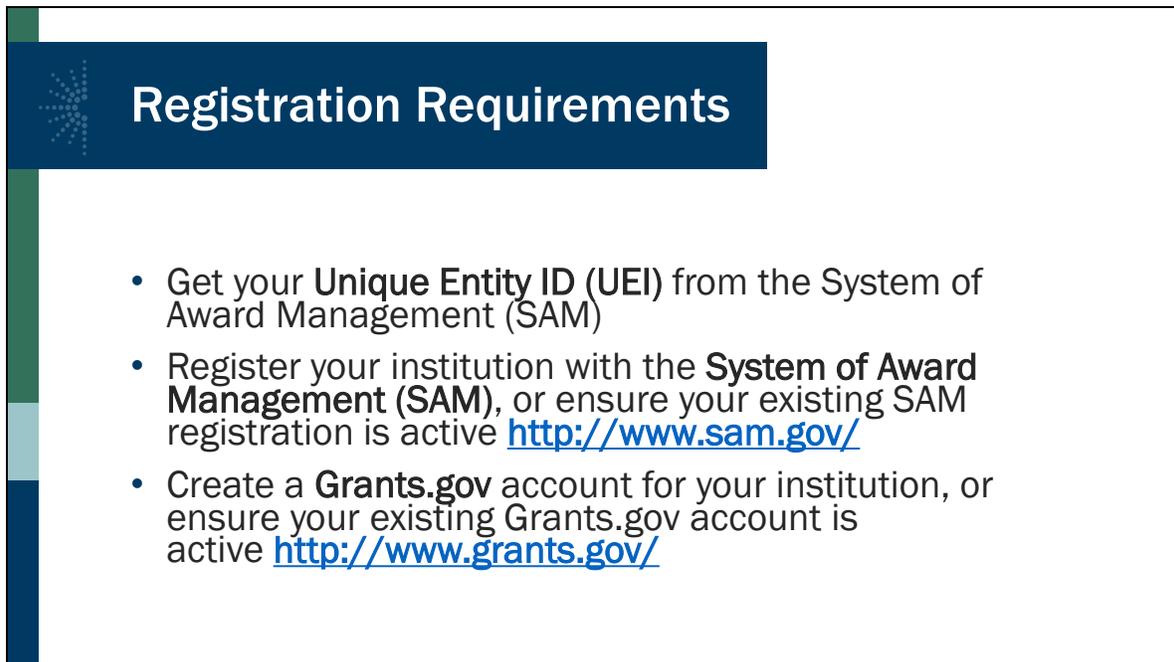
*If your organization is not eligible, we encourage you to apply through a partnership with an eligible institution.*

You are not eligible to apply to these programs if you are a federally-operated institution, a for-profit institution, an individual, or a foreign country or organization.

A federally-operated institution does not mean an institution that receives other federal grants. It means that if you are a federal agency, for example, the Library of Congress or Smithsonian, we cannot fund you.

If you are an ineligible institution, we encourage you to partner with an eligible institution. While you cannot be the lead applicant, you can apply through a partnership with an eligible institution and may be able to receive funding in that manner.

More information about this is provided in the guidelines on 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.

A slide titled "Registration Requirements" with a dark blue header and a white body. The header contains a starburst icon and the title text. The body contains three bullet points. The slide is framed by a thin black border and has a decorative vertical bar on the left side with green, light blue, and dark blue segments.

## Registration Requirements

- Get your **Unique Entity ID (UEI)** from the System of Award Management (SAM)
- Register your institution with the **System of Award Management (SAM)**, or ensure your existing SAM registration is active <http://www.sam.gov/>
- Create a **Grants.gov** account for your institution, or ensure your existing Grants.gov account is active <http://www.grants.gov/>

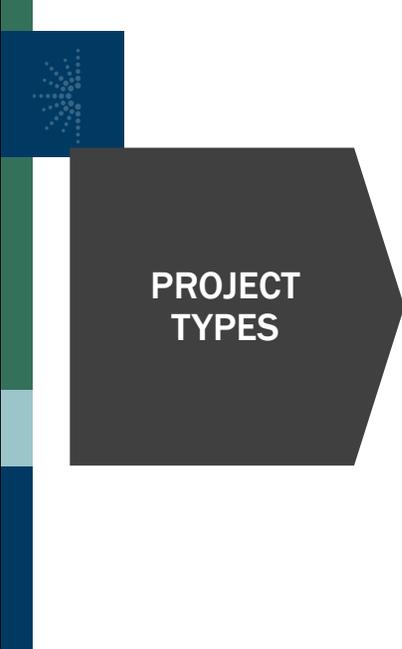
To ensure you will be able to submit your application, please ensure the following registrations are in place at your institution.

An applicant organization must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR). We strongly recommend you check these registrations immediately to ensure that they are accurate, current, and active, as it can take a long time to update or renew them.

Your institution must be registered with SAM. It's important to keep in mind that your SAM registration is good for only one year at a time and must be renewed annually. That's something you don't want to be doing right before the deadline, so we recommend checking your status early on. If it's not your job to track your SAM registration, we recommend you contact the person at your organization whose job it is, so you can make sure this is in place.

You'll also 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 here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their login information.

In fact, if you don't absolutely know for sure that all these registrations are in place now, I'd recommend checking on it as soon as we get done today. Again, it's not something you want to be trying to accomplish anywhere close to the deadline.



Category	Period of Performance	Example
PLANNING	1 to 2 YEARS	Preliminary activities; rapid prototyping; piloting
FORUM	1 to 2 YEARS	Convening key participants and subject matter experts
IMPLEMENTATION	1 to 3 YEARS	Full-scale development and implementation
EARLY CAREER RESEARCH DEVELOPMENT (LB21 Only)	1 to 3 YEARS	Provide funding to untenured, tenure-track library and information science faculty to conduct research.
APPLIED RESEARCH	1 to 3 YEARS	Investigating key questions related to library and archival sciences

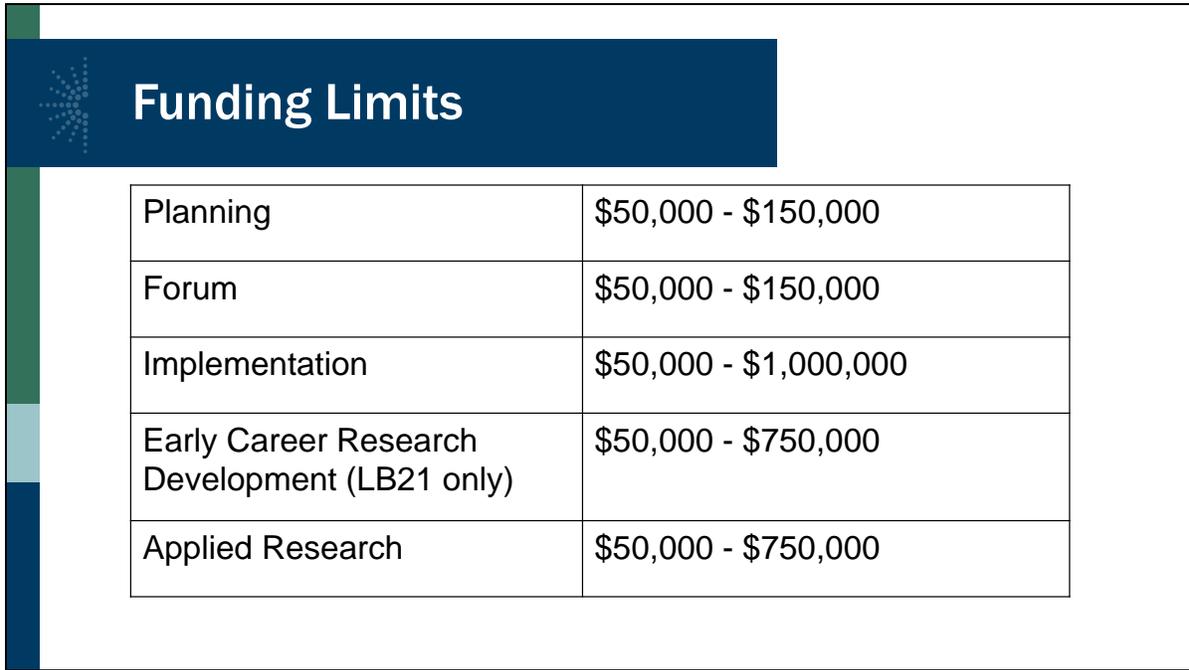
All applicants will also have to select a project type. These categories each have different limits regarding the period of performance of the grant, which you can see in this table.

**Planning** grants are for preliminary project activities – many people think about this as planning for a larger grant, but that’s not a requirement. Planning activities may include conducting preliminary research, conducting an environmental scan, rapidly prototyping a new program or service, or working on creating partnerships to support larger future activities.

**Forum** grants are for convening experts and stakeholders around an issue of national significance. This could be to support one large meeting or several meetings focused on a particular area to establish a shared agenda or understanding. Planning and Forum grants must be for one to two years.

**Implementation** grants and **Applied Research** grants support project implementation or development activities, as well as investigating key research questions in library and archival practice. These are limited to 1-3 years.

The LB21 program also offers the **Early Career Research Development** category, which supports the research of an untenured, tenure-track library and information science faculty member.



The table is titled "Funding Limits" and is presented within a decorative frame. The frame includes a dark blue header bar with a white starburst icon on the left and a vertical sidebar on the left side with segments of green, light blue, and dark blue. The table itself has a white background and a black border, listing five project types and their corresponding funding ranges.

Project Type	Funding Range
Planning	\$50,000 - \$150,000
Forum	\$50,000 - \$150,000
Implementation	\$50,000 - \$1,000,000
Early Career Research Development (LB21 only)	\$50,000 - \$750,000
Applied Research	\$50,000 - \$750,000

To give you a better sense of the scale, here are the maximum dollar amounts you may request, which are based on the project type you select. In these two programs, the minimum dollar request is \$50,000.

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-dollar projects. There is a value proposition that comes into play – the higher the amount you are asking for, the more compelling your case must be for how your work will impact the entire field and represent a significant return on investment.

The Notices of Funding Opportunity also spell out these funding caps along with the corresponding cost-share requirements.



## Cost Share

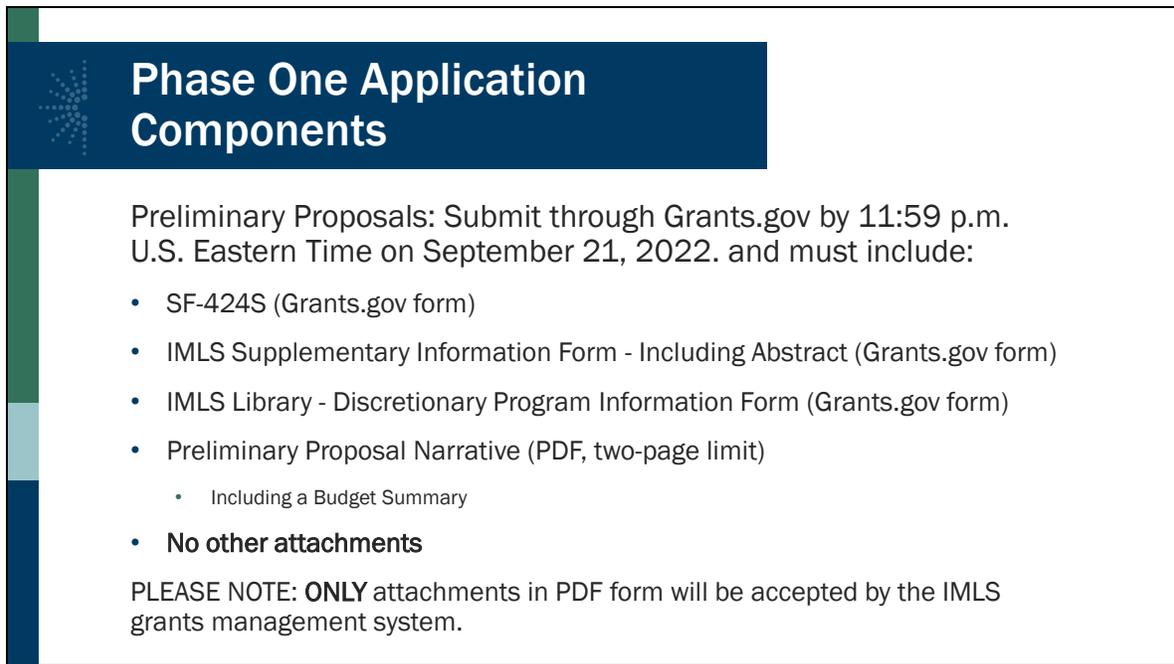
1:1 cost share is required for both programs, EXCEPT:

- No cost share is required for Applied Research or Early Career Research Development
- No cost share is required for applications requesting \$249,999 or less in federal funds
- LB21 applicants are not required to cost share funds budgeted for student support

Cost sharing is not considered in the review of applications but is an eligibility criterion. Again, this is spelled out in the notices of funding opportunity.

Generally, a one-to-one cost share is required for both programs, with a few exceptions. Applicants in the Applied Research and Early Career Research Development project types and those requesting less than \$249,999 are exempt from this requirement. Additionally, LB21 applicants are not required to cost share the funds budgeted for student support.

Please remember that if a cost is unallowable for IMLS funds, it is also unallowable for cost share.

The slide features a dark blue header with a white starburst icon on the left and the title "Phase One Application Components" in white. Below the header, the text "Preliminary Proposals: Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on September 21, 2022. and must include:" is followed by a bulleted list of requirements. A "PLEASE NOTE" section at the bottom emphasizes that only PDF attachments will be accepted.

## Phase One Application Components

Preliminary Proposals: Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on September 21, 2022. and must include:

- SF-424S (Grants.gov form)
- IMLS Supplementary Information Form - Including Abstract (Grants.gov form)
- IMLS Library - Discretionary Program Information Form (Grants.gov form)
- Preliminary Proposal Narrative (PDF, two-page limit)
  - Including a Budget Summary
- **No other attachments**

PLEASE NOTE: **ONLY** attachments in PDF form will be accepted by the IMLS grants management system.

Each application must include three forms that are generated within Grants.gov and a two-page preliminary proposal narrative, which includes a budget summary. No other documents will be accepted. Applications must be submitted through Grants.gov before midnight Eastern time on September 21, 2022.

Please note that Grants.gov has adopted a “workspace” feature, which you may be required to use to submit your proposal. We recommend you give yourself ample time to familiarize yourself with the system.

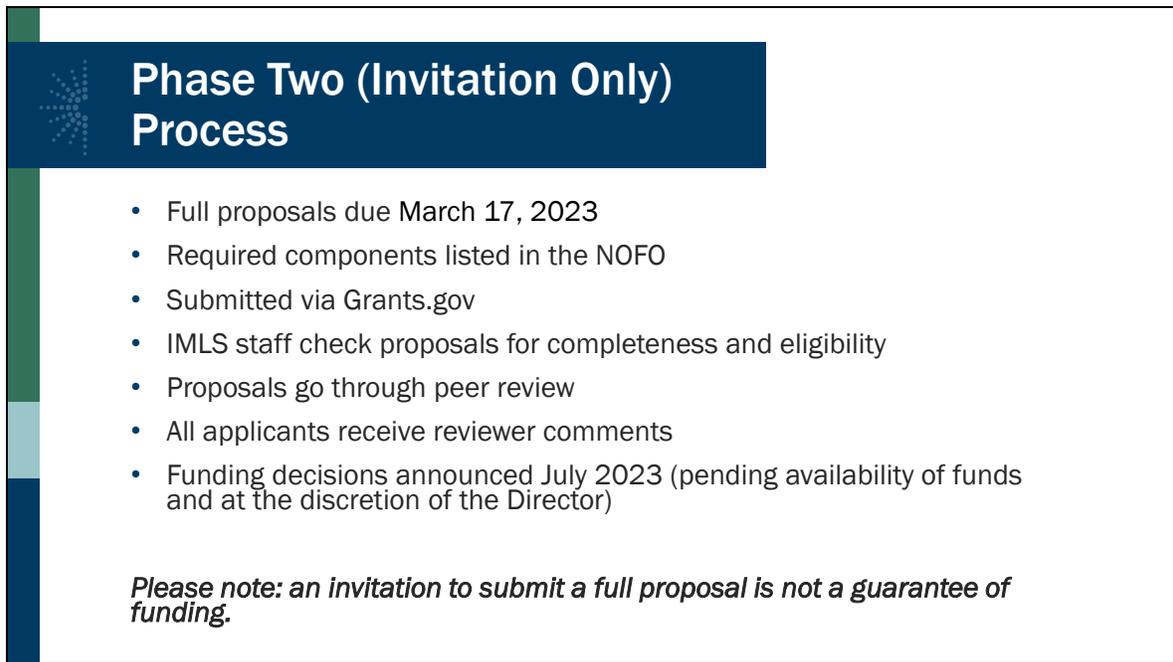
IMLS’ internal system for receiving applications from Grants.gov will only accept documents in PDF form. Any applications that include a non-PDF document will be bounced back by our system and will not be considered submitted. We recommend ensuring all documents are in PDF format prior to submittal and **SUBMIT EARLY**. Do not wait until 11pm on the night of the deadline to submit.



## Phase One Process

- IMLS staff check proposals for completeness and eligibility
- Proposals go through peer review
- Some applicants will be invited to submit full proposals
- All applicants receive reviewer comments

After proposals are submitted through Grants.gov, IMLS staff screens them for completeness and eligibility. After that, proposals undergo peer review. After peer review, all applicants will receive reviewer comments and feedback. The most competitive applicants will be invited to submit a full proposal for further consideration.

The slide features a dark blue header with a white starburst icon on the left and the text "Phase Two (Invitation Only) Process" in white. Below the header is a list of seven bullet points. At the bottom of the slide, there is a note in italics. The slide is framed by a black border and has a vertical bar on the left side with green, light blue, and dark blue segments.

## Phase Two (Invitation Only) Process

- Full proposals due March 17, 2023
- Required components listed in the NOFO
- Submitted via Grants.gov
- IMLS staff check proposals for completeness and eligibility
- Proposals go through peer review
- All applicants receive reviewer comments
- Funding decisions announced July 2023 (pending availability of funds and at the discretion of the Director)

*Please note: an invitation to submit a full proposal is not a guarantee of funding.*

Applicants who are invited to submit full proposals will need to submit those by March 17, 2023.

The required components for full proposals are much more extensive and are also listed in the Notices of Funding Opportunity. These applications are also submitted through Grants.gov and will similarly undergo a peer review process. Full proposal applicants will be provided reviewer comments and feedback regardless of whether the project is selected for funding or not. The IMLS director makes final funding decisions, which will be announced in July 2023, pending availability of funds and at the discretion of the Director.



## Writing the Preliminary Proposal Narrative

- Identify project director and partners
- Contextualize in current research and practice
- Outline proposed work plan
- Articulate potential impact and projected outcomes
- Provide a budget summary (**required**)
- Use the Search Awarded Grants function on the IMLS website to review successful preliminary proposals: <https://www.imls.gov/grants/awarded-grants>

For the final part of this webinar, we'll go over some tips for preparing a competitive application at this first phase of the proposal process.

You should think about the preliminary proposal narrative as a movie trailer, providing the highlights of what a full proposal would include. We recognize that it is quite a challenge fitting all of the information about your project into two pages so you will want to be as **succinct and specific** as possible. The Search Awarded Grants section of the IMLS website has the full and preliminary proposals associated with the LB21 and NLG projects that have been funded over the past few years, which can be helpful to review as you start to work on your proposal.

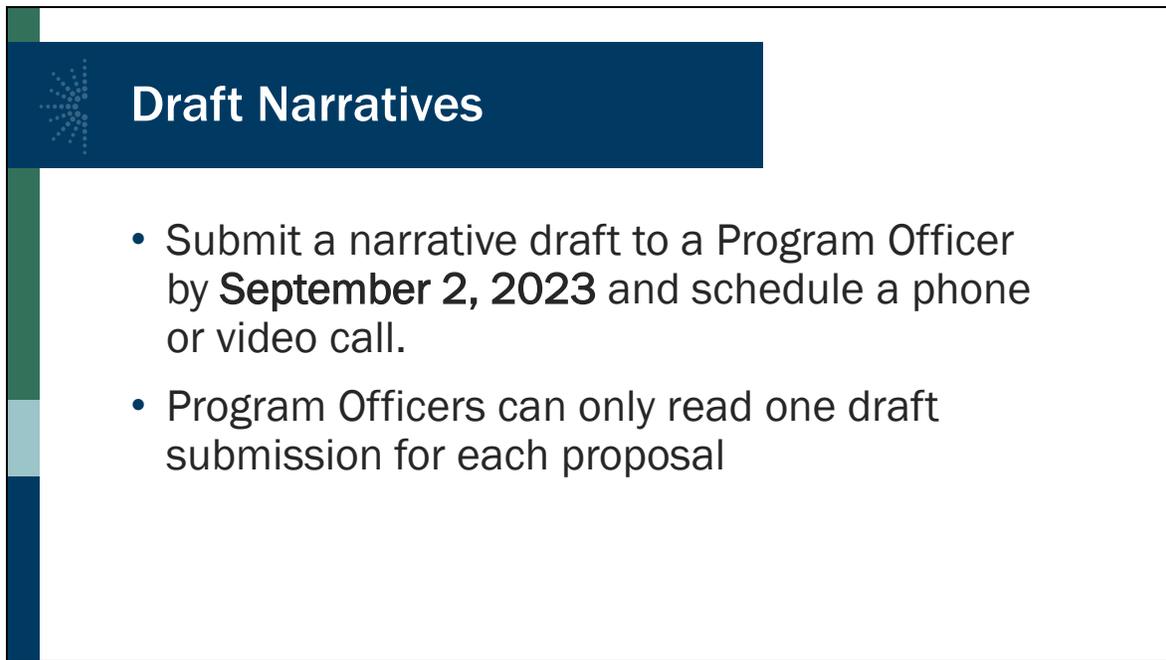
The preliminary proposal should follow the general sections of a full proposal narrative and address the Project Justification, Project Work Plan, and Project Results and Impact. For LB21, it **must** also include a Diversity Plan.

Some elements you will want to address in your preliminary proposal include clearly identifying the project director and any project partners – this can easily and quickly be done in the first sentence: Institution X and Institution Y will partner together to make A or accomplish B. They request \$Z from IMLS. We recommend foregoing lengthy introductions and getting directly into the meat of what your project is all about in the first sentence or two.

In your project justification, you will want to ground your project in current and relevant research and practice. You will want to give an outline of your proposed work plan – what will it look like and how will it be accomplished. If it's a research proposal, you must articulate specific research questions and describe your data collection and analysis methods. You should make clear the relevance of

your project to the program goal and also demonstrate the potential far-reaching impact and projected outcomes of your work.

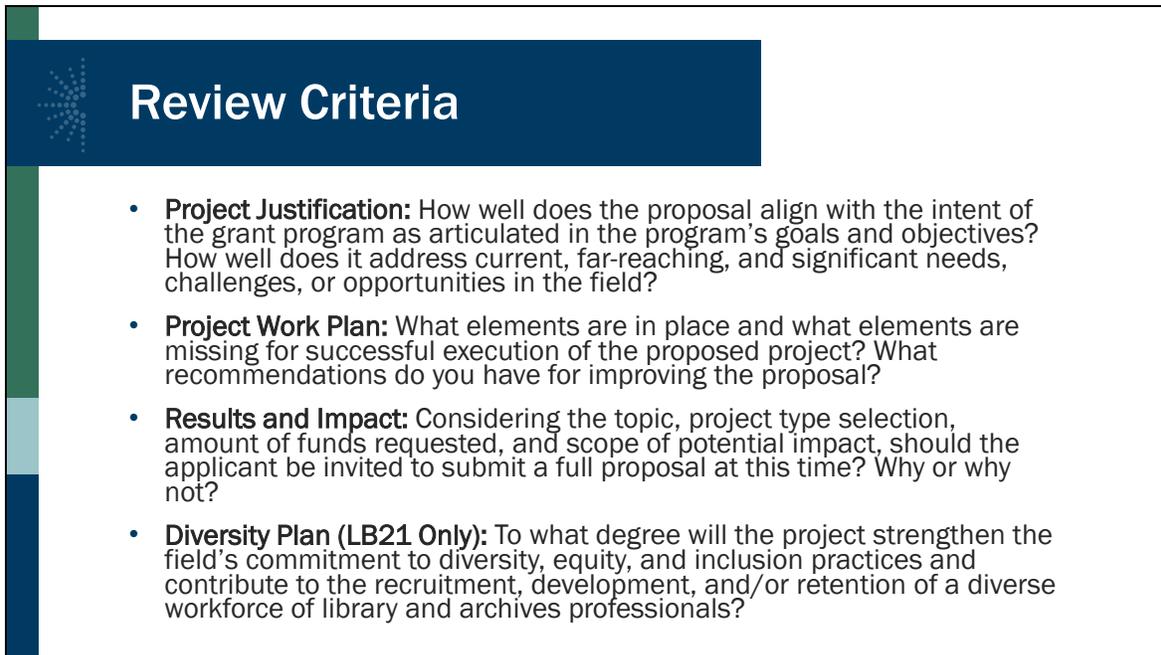
Please note a budget summary is **required** in all preliminary proposal narratives and must include the total anticipated costs of the project, including cost share (if required), and a **breakdown** of how funds would be allocated into different cost categories. Proposals that do not include this information will be rejected without review.



## Draft Narratives

- Submit a narrative draft to a Program Officer by **September 2, 2023** and schedule a phone or video call.
- Program Officers can only read one draft submission for each proposal

IMLS Program Officers are available to discuss your project ideas with you and to look over a draft of your preliminary proposal. If you'd like a Program Officer to take a look at a draft, please email it to one of us by **September 2, 2023**. Sending it even earlier is preferred, but **September 2nd** will be the last day we are able to accept drafts. One of us will take a look at it and then we can schedule a call with you to discuss your draft and to answer any questions you might have. Please refer to the list at the end of this presentation to identify the Program Officer whose expertise best aligns with the subject matter in your proposal. While we can continue to answer questions you may have about the process, we can read and provide feedback on only one draft submission for each proposal.

The slide features a dark blue header with a white starburst icon on the left and the title "Review Criteria" in white. Below the header, a list of four bullet points is presented in black text on a white background. The slide is framed by a thin black border and has a decorative vertical bar on the left side with segments of green, light blue, and dark blue.

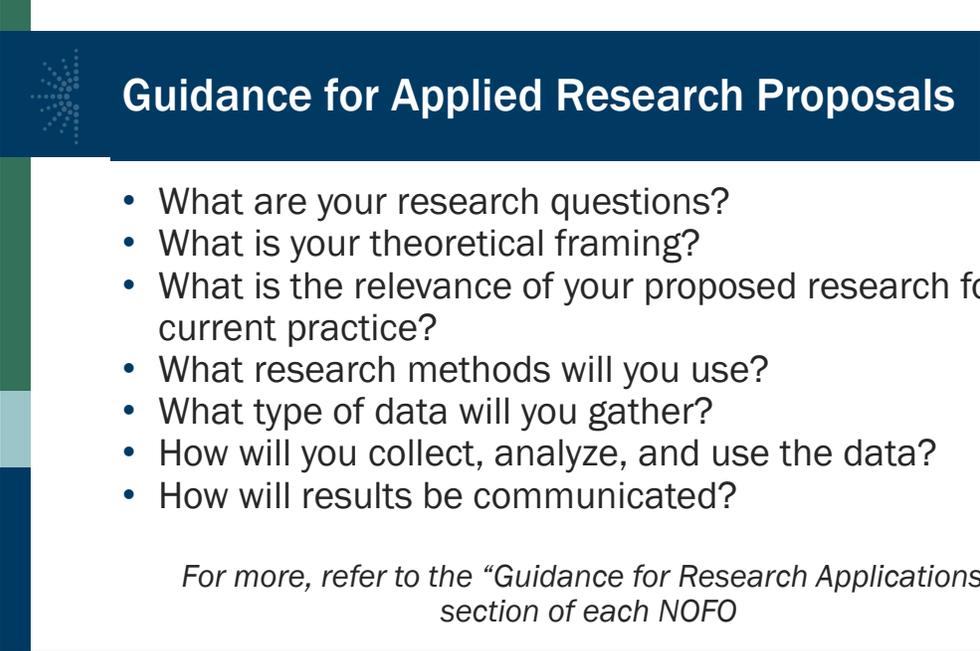
## Review Criteria

- **Project Justification:** How well does the proposal align with the intent of the grant program as articulated in the program's goals and objectives? How well does it address current, far-reaching, and significant needs, challenges, or opportunities in the field?
- **Project Work Plan:** What elements are in place and what elements are missing for successful execution of the proposed project? What recommendations do you have for improving the proposal?
- **Results and Impact:** Considering the topic, project type selection, amount of funds requested, and scope of potential impact, should the applicant be invited to submit a full proposal at this time? Why or why not?
- **Diversity Plan (LB21 Only):** To what degree will the project strengthen the field's commitment to diversity, equity, and inclusion practices and contribute to the recruitment, development, and/or retention of a diverse workforce of library and archives professionals?

IMLS will instruct reviewers to consider the following review criteria when evaluating Preliminary Proposals. Applicants will want to keep these in mind when writing the two-page proposal.

- **Project Justification:** How well does the proposal align with the intent of the grant program as articulated in the program's goals and objectives? How well does it address current, far-reaching, and significant needs, challenges, or opportunities in the field?
- **Project Work Plan:** What elements are in place and what elements are missing for successful execution of the proposed project? What recommendations do you have for improving the proposal?
- **Results and Impact:** Considering the topic, project type selection, amount of funds requested, and scope of potential impact, should the applicant be invited to submit a full proposal at this time? Why or why not?

**For LB21, reviewers will also consider the Diversity Plan:** To what degree will the project strengthen the field's commitment to diversity, equity, and inclusion practices and contribute to the recruitment, development, and/or retention of a diverse workforce of library and archives professionals?

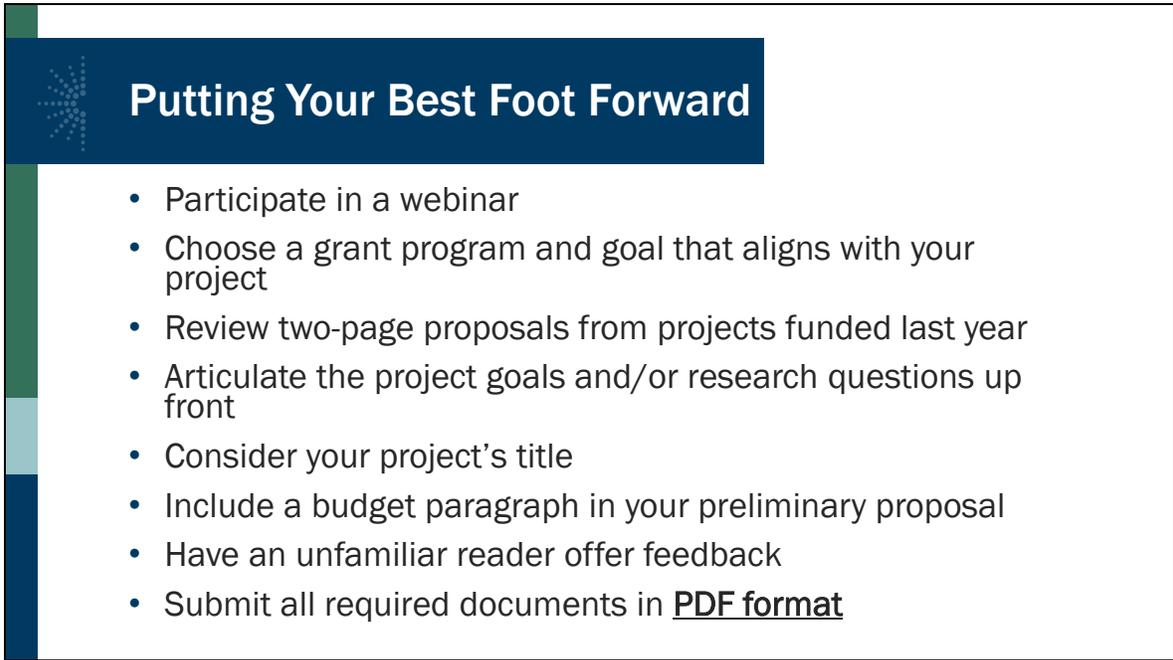


## Guidance for Applied Research Proposals

- What are your research questions?
- What is your theoretical framing?
- What is the relevance of your proposed research for current practice?
- What research methods will you use?
- What type of data will you gather?
- How will you collect, analyze, and use the data?
- How will results be communicated?

*For more, refer to the “Guidance for Research Applications” section of each NOFO*

The Notices of Funding Opportunity have specific guidance for applications in the Applied Research and Early Career Research Development categories. This slide lists some of the questions we ask you to consider, including thinking about the research questions, theoretical framing, research methods, and other aspects of your proposed project. Please note that Applied Research and Early Career Research Development preliminary proposals MUST include research questions in the preliminary proposal narrative.



## Putting Your Best Foot Forward

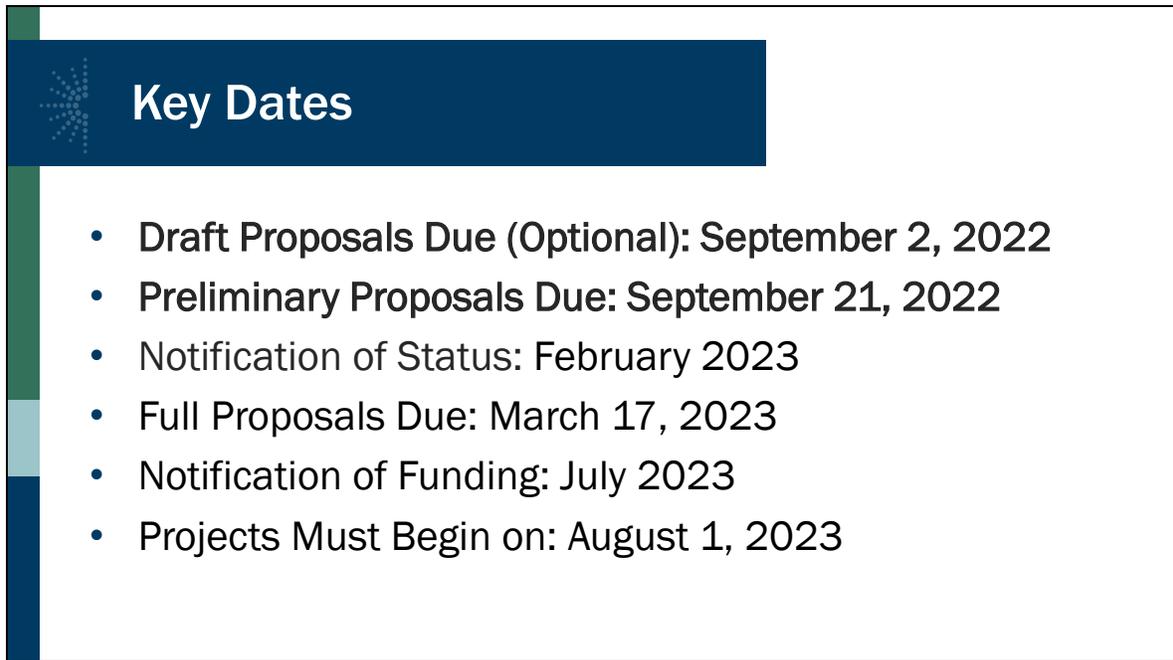
- Participate in a webinar
- Choose a grant program and goal that aligns with your project
- Review two-page proposals from projects funded last year
- Articulate the project goals and/or research questions up front
- Consider your project's title
- Include a budget paragraph in your preliminary proposal
- Have an unfamiliar reader offer feedback
- Submit all required documents in **PDF format**

As a summary, here are some things that you can do to ensure you are submitting your most competitive proposal.

The first you've already accomplished by viewing this webinar. Next, you want to choose the grant program and goal that best goes with your proposal idea.

Some other tips are that you should read through the funded preliminary proposal narratives from last year to get some ideas of what was successful and how they used the limited two-pages of space; articulate your project goals as quickly as possible in the preliminary proposal; include a budget paragraph; and be sure you are submitting all the completed and required documents in pdf format.

I highly recommend having a colleague unfamiliar with your project read through your proposal prior to submission – we all get too close to our work, and this will ensure that the proposal you are submitting clearly communicates your project idea.

The slide features a dark blue header bar with a white starburst icon on the left and the text "Key Dates" in white. Below the header, a list of six key dates is presented in black text. The slide is framed by a thin black border and has a vertical decorative bar on the left side with segments of green, light blue, and dark blue.

## Key Dates

- **Draft Proposals Due (Optional): September 2, 2022**
- **Preliminary Proposals Due: September 21, 2022**
- Notification of Status: February 2023
- Full Proposals Due: March 17, 2023
- Notification of Funding: July 2023
- Projects Must Begin on: August 1, 2023

Here are all the important dates you need to be aware of during this year's application cycle. Of most importance right now is the optional draft proposal and preliminary proposal deadlines.

Again, please read through the notices of funding opportunity carefully to ensure you are meeting eligibility criteria and have fulfilled all application requirements.

<p><b>Erin Barsan</b> ebarsan@imls.gov</p>	<p>Archives and special collections Audiovisual collections Community archives Digital collections Digital preservation</p>
<p><b>Jill Connors-Joyner</b> jconnors-joyner@imls.gov</p>	<p>Diversifying the future library workforce Early learning Informal STEM learning and Making School libraries Young adult services</p>
<p><b>Sarah Fuller</b> sfuller@imls.gov</p>	<p>Community development Diversity, equity, and inclusion initiatives Population-specific programs and services Public health Workforce development</p>
<p><b>James Neal</b> jneal@imls.gov</p>	<p>Civic technology Data privacy and security Digital inclusion eBooks Open educational resources</p>
<p><b>Dr. Ashley Sands</b> asands@imls.gov</p>	<p>Data curation Data science and AI Open infrastructures Scholarly communications Web archives</p>

**Contact a  
Program  
Officer**

As we mentioned already, program staff are available to assist with any questions you have about the proposal process. Here are some of the topical areas reflected in each program officer’s expertise and funding portfolio. This table is not intended to be comprehensive, but more so is intended to give you a sense of the best person to reach out to. That being said, we are a close group, so if we believe one of our colleagues has better expertise to discuss your project, we will ensure the person with the closest expertise gets back to you.

And don’t forget – program staff are available to discuss your project ideas with you and to look over a draft of your preliminary proposal. To take advantage of this opportunity, you must email a draft of your proposal no later than end of day on **Friday, September 2nd**. One draft submission is the limit for each proposal. You are more than welcome and even encouraged to email or contact us well in advance of that deadline.

Thank you for joining us for this presentation and we look forward to hearing from you soon.