LAURA BUSH 21ST CENTURY LIBRARIAN PROGRAM

FY 2020 NOTICE OF FUNDING OPPORTUNITY

From the Director: IMLS's Essential Ideas

Dear Colleagues in the Library and Archival Fields,

Please review this new **Laura Bush 21st Century Librarian (LB21)** funding opportunity from the Institute of Museum and Library Services (IMLS). It is grounded in IMLS's Strategic Plan that reflects critical issues within our sector and communities as well as the agency's authorizing statute (PDF, 1.31KB). The intent of this funding opportunity is to motivate the library and archival field to innovate, implement, and adapt potentially transformative approaches in response to our society's demographic and cultural shifts.

I encourage each of you to consider how the seven essential ideas outlined below can help us listen and respond to new challenges and changes in national priorities together, whether you are—

- A public, academic, tribal or special librarian;
- An archivist;
- A practitioner engaged in providing lifelong learning for the profession;
- A leader at any level within a library consortium or association;
- A potential collaborator with libraries and archives; or
- A scholar who is driven to advance the work of libraries and archives to best serve the public.

The application of these ideas can be illustrated by walking through some of the ways they might be realized in the LB21 funding opportunity. These essential ideas permeate the agency's grant-making at all levels, and are central to IMLS's collaborative work with the library and archival field:

IMLS is interested in proposals that demonstrate broad (LB21) impact. Project impact may be difficult to define and depends on the problem you are trying to solve. Impact could be increased knowledge, deepening effective skill-building, applying existing technologies to new domains, forging new collaborations, or adapting current practice to new audiences, communities, or external conditions. Obviously weaving in appropriate and useable evaluation and assessment is essential to understanding impact, while sharing the data and findings broadly increases impact by allowing others to build upon what was learned. The **essential idea** is that impact depends in part on careful analysis and evaluation of your project's work so that others can understand how they can replicate your work, use your findings to learn more, or

appropriately modify your work to suit their situation. Of course, we like to see successful project results, but well-documented success is better.

Risk is sometimes forgotten until late in project planning, but risk can unexpectedly occur in different forms in different stages or aspects of proposed work. It is important that you understand, plan for, and identify ways to monitor risk as part of the funding request. Our collective work benefits from a strategic portfolio of national efforts, across a mix of proposed projects. A careful balance between the risks associated with innovation and the rewards from replicable approaches helps to achieve demonstrable impact. The **essential idea** is that risk is welcomed as long as it is well-documented, proactively managed, and included as part of the discussion of your project's potential impact. There are risks that are worth taking if the benefits are great.

In addition, we ask you to thoughtfully and clearly address issues of diversity, equity, and inclusion (DEI) within your organization's proposed activities. This should be evident in your project's approach and in the collaborative efforts you initiate or strengthen with your communities, whether public or professional. This could be demonstrated through short-term activities (such as student recruitment or engaging participants from diverse and underrepresented backgrounds). Or complemented by strategies to sustain and adapt such efforts (such as retaining and empowering practitioners from underserved communities or co-creating inclusive services with people from diverse backgrounds). The components of IMLS's strategy, including NLG-L and LB21, work together and each inform the other. Our focus on DEI in these programs reflects the **essential idea** that these activities and strategies can both create change in library and archival practice and transform educational and career pathways. The goal is to broaden participation in the library and archival field and enhance diversity in the workforce.

Also new this year is the expectation that you will explain how your proposed work is situated within the relevant domain. We believe that innovation can occur anywhere in the lifecycle of your work and we seek to encourage the development, adoption, spread, and adaptation of innovations. IMLS seeks ways to scale up ideas across regional or national library and archival communities. Project results such as new tools, research findings, models, services, practices, or collaborative approaches can be widely used, adapted, scaled, or replicated to extend the benefits of federal investment. The **essential idea** is that innovation can occur anywhere in the life cycle of your work, and work at various stages of maturity (i.e., exploring, piloting, scaling, or enhancing), are worth proposing. It is important that you spend time assessing where your project fits within this framework of maturity and that you explain this through your approach to project design and evaluation.

We also seek tight alignment of project outcomes and improved practices with the needs of the end user (such as the general public, professionals at various stages of their careers, or specific communities of practice). Your proposal should address how your efforts are guided by a demonstrable opportunity for improved practice. In addition, it is important that your evaluation methods are relevant to the questions your project seeks to answer and its desired outcomes. The **essential idea** is the importance of understanding the needs of end users and then improving services to meet those needs.

No longer is it good enough to simply gather data. Consider how your methods, results, interpretation and dissemination can help the field, as well as society, and how you can be positioned to more effectively scale up or spread your efforts or ideas to other contexts. This applies whether you are pursuing opportunities to empower a 21st-century data-capable workforce, providing essential information resources to civic entities or governments, or stewarding collections for research and use by the public. You might gather data to capture how your decision-making evolved during the life of your project due to evaluation, how your approach spreads, or how others incorporate your work within different contexts. The **essential idea** is that there are a variety of project results to consider; not only the methodology and outputs, but other important outcomes relating to adaptation, adoption, expansion, and re-interpretation.

At IMLS, we recognize the need to amplify the multidisciplinary nature of research and practice today—whether in data science, lifelong learning, public engagement, or community development--into the work of archives and libraries. Collaborators, such as partners and intermediaries, make important contributions to the knowledge, expertise, and networks essential to the success of a project. We view partners as those who contribute expertise, resources, reputational standing, and accountability. Intermediaries are those who help expand reach, provide capacity to conduct the work, have existing networks of target users, help in the gathering of evaluation data, or assist in the execution of the project's plan. The **essential idea** is that developing equitable and mutually beneficial collaborations can fully engage the relevant community.

We believe that focusing on these essential ideas, as applied to your particular domain, will contribute to achieving a nation where museums and libraries work together, and with their constituents and stakeholders, to transform the lives of both individuals and communities. The NLG-L and LB21 funding opportunities offer avenues and incentives for innovative practitioners, leaders, collaborators, and scholars who are interested in transformative, problem-inspired work. We encourage each of you from across the broad library and archives community to submit proposals reflecting your best ideas. If you have questions about these or other IMLS programs, please contact one of our Office of Library Services' program officers.

Sincerely,

Dr. Kathryn Matthew, Director

Institute of Museum and Library Services

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Laura Bush 21st Century Librarian Program

FY 2020 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Laura Bush 21st Century Librarian Program
Announcement Type:	Notice of Funding Opportunity

Funding Opportunity Number:	LB21-FY20
Catalog of Federal Financial Assistance (CFDA) Number:	45.313
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on September 27, 2019, for Preliminary Proposals; March 30, 2020 for Invited Full Proposals.
Anticipated Date of Notification of Award Decisions:	July 2020 (subject to the availability of funds and IMLS discretion).
Beginning Date of Period of Performance:	Not earlier than August 1, 2020. Projects must begin on August 1, or September 1, 2020.

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, email the Civil Rights Officer at CivilRights@imls.gov or write to the Civil Rights Officer, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135.

A. Program Description

A1. What is this grant program?

The Laura Bush 21st Century Librarian Program (LB21) supports developing a diverse workforce of librarians to better meet the changing learning and information needs of the American public by: enhancing the training and professional development of library and archives professionals, developing faculty and library leaders, and recruiting, educating, and retaining the next generation of library and archives professionals. This work may be achieved through projects at various phases of maturity (exploring, piloting, scaling, or enhancing).

Please Note: proposals that address challenges faced by the library and archival fields, but do not focus on education and training of library and archives professionals, should be submitted to the National Leadership Grants for Libraries Program.

A2. What are the indicators of successful projects and the phases of maturity?

A2a. What are the indicators of successful projects?

Indicators (characteristics) of successful projects in the Laura Bush 21st Century Librarian Program are as follows:

- **Broad impact**: Successful projects address key needs, high priority gaps, and opportunities for the training and education of library and archives professionals. They should expand the knowledge, skills, and abilities of the workforce, demonstrate potential for far-reaching impact across size and complexity of institutions, and influence theory and practice.
- **Current significance**: Successful projects address a critical issue or opportunity for library and archives professionals and build on current strategic initiatives, knowledge, and agendas in these fields. They should be based on a clear understanding of existing work and the broader environments (e.g., economic, demographic, technological, social) in which library and archives professionals operate. It is important to identify, assess, and manage project risks as well as to identify project outcomes and impacts.
- **Strategic collaborations**: Successful projects involve key stakeholders and partners. These collaborations should establish or deepen strategic relationships and partnerships or engage intermediaries, both inside and outside of the library and archival fields. Collaborations strengthen expertise, leverage resources and relationships, expand development or implementation of services, and elevate the role of library and archives professionals.
- **Demonstrated expertise**: Successful projects articulate a thorough understanding of the current state of and gaps in relevant theory and practice. They should establish how the team possesses the necessary skills, experience, and knowledge to realize significant shifts across the field. They should demonstrate sound theoretical framing as well as the realities of professional practice.
- **Diversity, equity, and inclusion**: Successful projects thoughtfully address issues of diversity, equity, and inclusion. They should strive to broaden participation in the library and archives profession through the recruitment, education, and retention of a diverse workforce. They should strive to promote the successful participation of students and trainees from diverse and underrepresented backgrounds and empower library and archives professionals to provide inclusive services to diverse communities.

A2b. What are the project phases of maturity?

To encourage the adoption and spread of innovations, IMLS considers ways to approach how work or ideas emerge, are validated, and then scaled up across library and archives communities. Successful proposals will generate results such as new tools, research findings, models, services, practices, or alliances that will be widely used, adapted, scaled, or replicated to extend the benefits of federal investment. Projects proposed to this IMLS grant opportunity may be at different phases of maturity in their respective life cycles. Each phase in a project's life cycle

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offers opportunities to learn, discover, develop, and test new ideas, activities, software, services, etc.

Determining a Project's Phase of Maturity

- Is this a new or emergent idea or opportunity requiring **exploratory** work to define the problem or opportunity? Is research in service to practice needed? Who are the target users and what are their needs? What are the most promising initial solutions?
- Has initial exploration been completed within a certain domain (e.g., environment, practice area) and the priority needs of the target user(s) understood? Will **piloting** work result in evidence of the feasibility of possible solutions, an understanding of the solution's value, and a demonstration of readiness for adoption?
- Has the work been piloted within the identified domain or yielded positive results with its initial target users? Can the work realistically benefit more of the library/archives community through **scaling** to new target users or new domains? Are there potential partners and implementers who can provide capacity or expertise to reach more users and achieve broader impact? What barriers will exist to rollout and adoption and how can they be overcome? What are the longer-term sustainability options for this effort?
- Is the project's development complete and now in a **maintenance** mode? Has ongoing evaluation been established? Is there high adoption and retention by users? And finally, if a project has been in maintenance mode but now, due to changes (e.g., within domains or target user communities, new partners or implementers, similar solutions offered by others), is there possible value to enhancing the existing project's results? Are capacity and resources available, as well as some evidence of anticipated benefit, to restart a project's work possibly pushing towards a new **exploratory** mode?
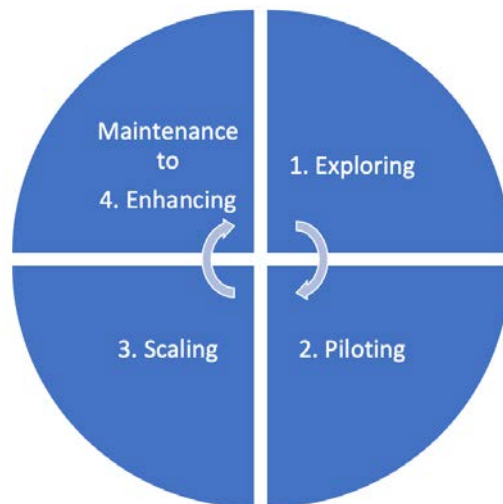
Graphic: Phases of Project Maturity for IMLS Grants

To best meet broad community needs and fund work that has national impact, IMLS seeks to fund projects across the mix of the following project maturity levels: **exploring, piloting, scaling, and enhancing**. For preliminary proposals, your project narrative should declare your

project's maturity level. For full proposals, your narrative should include the project's maturity level, describe the activities the project will accomplish, how it builds on prior phases of work or deepens understanding within a current phase, and how evaluation is relevant to the key questions being addressed at this life cycle phase.

For more information about phases of project maturity and IMLS grants, please see **Biscuits vs. Granola: Innovative Ways for Libraries, Archives, and Museums to Scale Up** (*https://www.imls.gov/blog/2018/06/biscuits-vs-granola-innovative-ways-libraries-archives-and-museums-scale*).

A3. What are the IMLS Agency-Level Goals and Objectives?

The mission of the Institute of Museum and Library Services (IMLS) is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

U.S. museums and libraries are at the forefront in the movement to inform and empower individuals and communities. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2018-2022, each award under this program will support one of the following three goals and an associated objective from the IMLS strategic plan, *Transforming Communities:*

- **Promote Lifelong Learning:** IMLS supports learning and literacy for people of all ages through museums and libraries.
    - o Early, digital, information, health, financial, media, civic, and other literacies
    - o Cross-disciplinary and inquiry-based learning methods
    - o Continuous learning for families and individuals with diverse backgrounds and needs
    - o Distinctive role of museums and libraries as trusted sources of information
- **Build Capacity:** IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.
    - o Recruitment, training, and development of library and museum workforces
    - o Share and adopt best practices and innovations
    - o Identify trends to help organizations make informed decisions
    - o Serve as trusted spaces for community engagement and dialogue
- **Increase Public Access:** IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.
    - o Support stewardship of museum and library collections
    - o Tools, technology, and training enabling discovery and use of collections and resources by all
    - o Policies and partnerships to address access barriers to collections, programs, and information
    - o Increased access to knowledge through effective communications

These agency goals and objectives focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

IMLS places importance on diversity, equity, and inclusion. This may be reflected in a project in a wide range of ways, including efforts to serve individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; individuals with limited functional literacy or information skills; individuals having difficulty using a library or museum; and underserved urban and rural communities, including children from families with incomes below the poverty line. This may also be reflected in efforts to recruit future professionals in the library or museum fields as well as strategies in building or enhancing access to collections and information.

A4. What are the funding categories, project categories, and project types?

A4a. What are the funding categories?

The funding categories are:

- Planning
- National Forum
- Project
- Research in Service to Practice

Your application must designate one of these four funding categories. You may submit as many applications as you wish; however, the same proposal may not be submitted to IMLS under more than one funding category.

Planning Grants allow project teams to perform exploratory activities, such as analyzing needs and feasibility; solidifying partnerships; developing project work plans; or developing prototypes, or proofs of concept, and pilot studies. Methods used to assess the outcomes should be appropriate to the planning category. Applications are expected to provide a basic framework for planning activities that have the potential to lead to a future project. Planning Grants are for a period of one year.

National Forum Grants provide the opportunity to convene qualified experts and key stakeholders, including those from adjacent fields as appropriate, to help explore current or emerging issues or opportunities that are important to professional development and education-related issues in libraries and archives across the nation. National Forum Grants may consist of one or more meetings and related activities. Recipients are expected to produce reports or other deliverables for wide dissemination and are encouraged to consider leveraging technology to allow broad participation, such as virtual meetings or live-streaming. Additional mechanisms for engaging stakeholders and building awareness of the findings are encouraged. National Forum Grants are for periods of one to two years.

Project Grants support recruiting and educating the next generation of library and archives professionals, developing faculty and library leaders, and assisting in the professional development of library and archives staff who serve the nation. Proposals should provide clear evidence of broad impact; current significance; strategic collaborations; demonstrated expertise; and diversity, equity, and inclusion. Projects may further pilot, test scalability or feasibility, expand existing products or services into new audiences or contexts, or enhance existing projects or initiatives. Proposals should not simply sustain current activities or represent incremental improvements in existing programs. Applicants should design their proposed work to ensure that new practices have the potential to be easily adoptable, sustainable, and widely implementable across the field. Proposals should feature methods of evaluation appropriate to the project's phase of maturity. Project Grants are for periods of one to three years; Project Grants that select the Doctoral-level project type are for periods of one to four years.

Research in Service to Practice Grants involve the investigation of key questions relevant to library or archival professional practice. These proposals should build on prior empirical, theoretical, or exploratory work in libraries and archives or other disciplines (as they relate to libraries or library services). Proposals must include clearly articulated research questions and feature appropriate methods, including relevant theoretical or conceptual approaches, data collection, and analysis. Findings and their implications for library and archival practice should be shared broadly throughout the grant period, rather than exclusively at the end of the project. Dissemination activities should not be limited to publishing journal articles and presenting at academic conferences. Research projects should not be designed with a deterministic agenda or predetermined outcomes. Proposals focused on evaluation are not appropriate for the Research in Service to Practice Grants category and should be submitted to the Project Grants category above. See Guidance for Research Applications. Research in Service to Practice Grants are for periods of one to three years.

A4b. What are the project categories?

The project categories are:

- Lifelong Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

Your application must designate one of these three project categories. You may submit as many applications as you wish; however, the same proposal may not be submitted to IMLS under more than one project category.

In November 2017, IMLS hosted a meeting focused on Positioning Library and Information Science Graduate Programs for 21st Century Practice which produced a report (PDF 529KB). We encourage applicants to address themes or gaps described in the report in their proposal.

Below is detailed information about each project category area.

Lifelong Learning: We are interested in proposals that will recruit, train, develop, and retain a diverse workforce of library and archives professionals; and have a significant impact on the capacity of library and archives professionals to support cross-disciplinary and inquiry-based

methods of learning, foster attitudes of discovery, and cultivate skills such as critical thinking, innovation, creativity, communication, and collaboration. Work in this category may include exploring, piloting, scaling, or enhancing education and training programs, services, and partnerships focused on developing the skills and expertise of in-service or pre-service library and archives professionals in facilitating experiential and self-directed learning opportunities. Proposals should address substantial opportunities in library and archival practice and ensure that proposed activities exemplify library principles and values.

Proposals in this category may focus on enhancing professionals' capacity for:

- Fostering collaborations with formal or informal learning organizations to address issues of shared concern and incorporate promising practices from allied domains into library services. They should reinforce the role of library staff as facilitators of lifelong learning and leverage the distinct role of libraries as trusted sources of information. Possible partners and intermediaries might include, but are not limited to, staff at museums, school systems, universities, extension programs, youth-serving organizations, departments of correction, and workforce and economic development organizations.
- Exploring, piloting, scaling, and enhancing programming models and tools that support cross-disciplinary and inquiry-based learning opportunities in libraries for users of all ages. Topics addressed may include, but are not limited to, informal STEM or other types of participatory and inquiry-based learning; community or citizen science; community and expert narratives; early learning; workforce development; and digital, information, health, financial, media, civic, and other types of literacies.
- Investigating questions related to how library services impact user learning that are informed by current library and archival practice. They should develop mutually beneficial relationships between researchers and practitioners and communicate findings in ways that lead to demonstrable improvements to library services.
- Facilitating opportunities for continuous learning for families and individuals of diverse cultural and socioeconomic backgrounds and needs, including, but not limited to, young children and their families or caregivers; tweens and teens; un- and under-employed adults looking to make career transitions or re-enter the workforce; veterans; immigrants and refugees; individuals with disabilities; English language learners; and senior citizens.

Community Catalysts: We are interested in proposals that will recruit, train, develop, and retain a diverse workforce of library and archives professionals, and have a significant impact on the capacity of library and archives professionals to contribute to the well-being of communities. Work in this category may include exploring, piloting, scaling, or enhancing educational or training programs related to professionals' skills and expertise in strengthening civic and cultural engagement, fostering community health, promoting digital inclusion, increasing equity and access, supporting economic vitality, or decreasing social isolation. Proposals should address substantial opportunities in library and archival practice and ensure that the proposed outcomes exemplify library principles and values**.**

Proposals in this category may focus on expanding professionals' capacity for:

- Identifying community opportunities, addressing community needs, providing community-based programs, and enhancing services that support and engage the

community by leveraging the distinct role of libraries as trusted spaces for community engagement, dialogue, and information.

- Integrating into library theory and practice approaches and techniques including, but not limited to, design thinking, data analytics, impact assessment, leadership development, organizational change, asset mapping, and collective impact (see IMLS Community Catalyst and Community Salute Initiatives).
- Developing, implementing, assessing, and scaling programs, services, tools, and partnership models focused on enhancing opportunities, community networks, and well-being in communities. Topics may include, but are not limited to, workforce and economic development; financial, health, or legal services; and increasing equity and access. Some factors to consider may be social and economic conditions, types of anchor institutions, infrastructure, transportation, and geographic and physical barriers.
- Exploring widespread community challenges and opportunities for growth and collaboration that are informed by or build on current library and archival practice and feature mutually beneficial relationships between researchers and practitioners. Findings should be communicated in ways that could lead to demonstrable improvements in library services, sustained community engagement, and increased reach to new and existing library and archives users and underserved audiences.

National Digital Infrastructures and Initiatives: We are interested in proposals that will recruit, train, develop, and retain a diverse workforce of library and archives professionals; and have a significant impact on the capacity of library and archives professionals to provide access to diverse digital content, collections, and services to a wide range of users. Work in this category may include exploring, piloting, scaling, or enhancing educational or training programs related to professionals' skills and expertise in open source digital library infrastructures, efforts to engage communities with digital library content and collections, and other activities related to leveraging shared tools and services. This work may also involve assessing opportunities for and impact of investments in education and training to support digital libraries and archives. Proposals should address substantial opportunities in library and archival practice and ensure that the proposed outcomes exemplify library principles and values**.**

Applicants are encouraged to reference National Digital Infrastructures and Initiatives: A Report on the 2017 NDP at Three Forum (PDF 139KB) when developing their proposal.

Proposals in this category may focus on expanding professionals' capacity for:

- Designing, developing, implementing, and maintaining digital tools and services.
- Providing access to digital content and collections at scale for users of all interests and skill levels.
- Assessing barriers to the adoption of tools and services and increasing the accessibility of content and collections to a wide range of users.
- Integrating shared resources and collaborative networks for public access to and preservation of digital library content and collections at institutions of all types and sizes.
- Investigating the sustainability, interoperability, and long-term value and impact of digital content and collections to diverse and evolving user communities.

- Fostering community memory and identity through the development, enhancement, and long-term maintenance of digital collections and community collaborations.
- Curating new or complex content types or digital formats.
- Enabling the ethical stewardship of diverse or culturally sensitive digital content and collections.
- Enhancing information literacy and digital inclusion efforts through expanded broadband connectivity, data privacy and security, or civic data use.
- Engaging communities in the co-creation, interpretation, and stewardship of digital library content and collections, while keeping in mind broader applicability to other contexts and future sustainability.

A4c. What are the project types?

The project types are:

- Pre-Professional
- Master's-level
- Doctoral-level
- Early Career Development
- Continuing Education

Your application must designate one of these five project types. If you have selected the Research in Service to Practice funding category, please select the project category that best aligns with your research focus. Note that all Early Career Development applicants should select the Early Career Development project type regardless of research focus. You may submit as many applications as you wish; however, the same proposal may not be submitted to IMLS under more than one project type.

Pre-Professional:

Pre-Professional proposals support the development of a diverse workforce in library and information science by introducing middle school, high school, community college, or undergraduate students to careers in library and information science. Mentorship, cohort-building, service learning, internships, or part-time employment may be key components of projects in this category.

Master's-level:

Master's programs educate the next generation of library and archives leaders to meet the evolving needs of the profession and society. Proposals in this category support the recruitment, instruction, and formal educational experiences of Master's students in graduate departments of library and information science and graduate departments that provide school library media certification programs.

Doctoral-level:

Doctoral-level proposals in library and information science develop library and archives leaders to assume positions as managers, administrators, researchers, or faculty to meet the evolving

needs of the profession and society. See Section A4e for additional eligibility criteria related to this project type.

Early Career Development:

Early Career Development proposals support the research of untenured, tenure-track library and information science faculty, furthering the faculty member's long-term research trajectory and professional development. Early Career Development proposals must be submitted as Research in Service to Practice Grants. See Section A4e for additional eligibility criteria related to this project type.

Continuing Education:

Continuing Education proposals aim to improve the knowledge, skills, and abilities of library and archives professionals through formal and informal programs such as: post-Master's programs, residencies, enhanced work experiences, blended learning opportunities including mentorships, online learning modules, developing communities of practice, and other training programs.

A4d. Where can I find examples of projects funded by this program?

Click here to search awarded grants by program, category, and/or key word.

A4e. Are there special eligibility conditions for specific project types?

Yes, some project types have special eligibility conditions, as outlined below. Note, all eligible entities may apply, either individually or collaboratively, to the Pre-Professional, Master's-level, and Continuing Education project types.

Doctoral-level

Only graduate departments offering programs of study at the doctoral-level for library or information science, or school library media, are eligible to apply for funding of doctoral-level scholarships and fellowships, either individually or collaboratively.

Early Career Development

- Projects must have a single project director with no co-project directors. Consultants and students may be included in the project.
- By the deadline for submission of Full Proposals, the project director must:
    o hold a doctoral degree
    o be tenure-track, untenured library and information science faculty
    o have both educational and research responsibilities
- If invited to submit a Full Proposal, proposals must include a letter of departmental endorsement, verifying that the project director meets the above criteria.

Note that there are also funding restrictions that could affect the eligibility of a project; please consult Section D7 below for details.

A5. Where can I find the authorizing statute and regulations for this funding opportunity?

Statute: 20 U.S.C. § 9101 et seq.; in particular, § 9165 (Laura Bush 21st Century Librarian Program grants).

Regulations: 45 C.F.R. ch. XI and 2 C.F.R. ch. XXXI

Note: You are required to follow the IMLS regulations that are in effect at the time of the award.

Note: The Office of Management and Budget (OMB) guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) can be found at 2 C.F.R. pt. 200. With certain IMLS-specific additions, IMLS regulations at 2 C.F.R. pt. 3187 formally adopt the 2 C.F.R. pt. 200 Uniform Guidance.

B. Federal Award Information

Total amount of funding expected to be awarded through this announcement	$8,000,000	
Anticipated number of awards	30	
Expected amount of individual awards	Planning Grants	Up to $100,000
	National Forum Grants	Up to $150,000
	Project Grants	Up to $1,000,000
	Research in Service to Practice Grants	Up to $500,000
Average amount of funding per award experienced in previous years	$262,287	
Anticipated start dates for new awards	Not earlier than August 1, 2020. Projects must begin on August 1 or September 1, 2020.	
Anticipated period of performance	August 1, 2020– August 31, 2024. Project activities may be carried out for one to four years based on the selected project category (please see Section A4 above).	
Type of assistance instrument	Grant	

The funding in the above Federal Award Information table is subject to the availability of funds and IMLS discretion. IMLS is not bound by any estimates in this announcement.

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new awards.

Contingent upon the availability of funds, the quality of applications, and IMLS discretion, IMLS may make additional awards from the list of unfunded applications from this competition.

C. Eligibility Information

C1. What are the eligibility requirements for this program?

To be eligible for the Laura Bush 21st Century Librarian program, you must:

- be either a unit of State or local government or be a private, nonprofit institution that has nonprofit status under the Internal Revenue Code of 1954, as amended, and
- be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

In addition, you must qualify as one of the following six types of organizations:

(1) A library or a parent organization, such as a school district, a municipality, a State agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include:
    - Public libraries;
    - Public elementary and secondary school libraries;
    - Tribal libraries;
    - College (including community college) and university libraries;
    - Research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available. Research libraries must be under the supervision of at least one permanent professional staff librarian and must be either generally recognized as possessing unique, scholarly research materials and services that are made available to the public, or able to demonstrate that such is the case when submitting an application to IMLS.;
    - Private or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for the purposes of the Library Services and Technology subchapter (see 20 U.S.C. 9121-9165);
(2) An academic or administrative unit, such as a graduate school of library and information science that is part of an institution of higher education through which it would make an application (see section A4c and A4e above for additional conditions of eligibility that might apply regarding institutions of higher education);
(3) A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian;
(4) A library agency that is an official agency of a State or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction;
(5) A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries; or
(6) A library association or library organization that exists on a permanent basis; serves libraries or library professionals on a national, regional, State, or local level; and

engages in activities designed to advance the well-being of libraries and the library profession.

We recognize the potential for valuable contributions to the overall goals of the LB21 program by entities that do not meet the eligibility requirements above. Although such entities may not serve as the official applicants, they are encouraged to participate in projects. Consult with us about any eligibility questions before submitting an application.

Note: Please consult Section D3 below to see if there is any documentation that must be submitted to support an eligibility determination (for example, proof of private, nonprofit institution status as determined by the Internal Revenue Service).

Note that there are also funding restrictions that could affect the eligibility of a project; please consult Section D7 below for details.

C2. What are the cost sharing requirements for this program?

Cost sharing is an eligibility criterion for certain LB21 projects, as follows:

Funding Category	Award Amount	Cost Share Requirement
Planning Grants	Up to $100,000	No cost share required
National Forum Grants	Up to $150,000	No cost share required
Project Grants	Up to $1,000,000	Projects requesting more than $249,999 in IMLS funds require 1:1 cost share, excluding student support costs
Research in Service to Practice Grants	Up to $500,000	No cost share required

While cost sharing is not considered in the peer review of applications, inclusion of cost share supports organizational investment in and commitment to the project. Click here for further information on cost sharing.

C3. Other Information

C3a. How many applications can we submit under this announcement?

An applicant organization may submit multiple applications under this announcement. Individual project directors may be named on multiple applications under this announcement. However, the same proposal may not be submitted to IMLS under more than one funding category,

project category, or project type, listed in Sections A4a, A4b, and A4c above. Generally, single institutions will receive only 1-2 grants per program during any one cycle.

C3b. What if our organization fails to meet an eligibility criterion by the time of the application deadline?

IMLS will not review applications from ineligible applicants. We will notify you if your application will not be reviewed because your organization is determined to be ineligible.

C3c. What if our organization fails to meet an eligibility criterion at the time of award?

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, you must be eligible, be in compliance with applicable requirements, and be in good standing on all active IMLS awards.

C3d. Additional Eligibility Information

The application process for the LB21 program is a two-phase process. In the first phase (Preliminary Proposal phase), all applicants must submit a two-page preliminary proposal by the deadline listed above. Selected applicants will be invited to submit full proposals in the second phase (Invited Full Proposal phase) of the process. Only invited full proposals will be considered for funding.

D. Application and Submission Information

D1. How can we find the application package?

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:

- CFDA No. 45.313, or
- Funding Opportunity Number: LB21-FY20

D1a. Can we request an audio recording of this announcement?

Yes, call 202-653-4744 to request it.

D1b. Can we request a paper copy of this announcement?

Yes, call 202-653-4744 to request it.

Persons with hearing difficulty are welcome to use **Teletype (TTY/TDD)** 202-653-4614.

D2. What content and forms are required to make a complete application?

The application process for the LB21 program has two phases. In the first phase, all applicants must submit a preliminary proposal (Part I: Components of Preliminary Proposals) by the deadline listed above. Selected applicants will be invited to submit full proposals (Part II: Components of Invited Full Proposals) in the second phase of the process. Only invited full proposals will be considered for funding.

D2a. What content and forms are required to make a complete application for Part I (Preliminary Proposal)?

Part I: Components of Preliminary Proposals

The Table of Application Components below will help you prepare a complete preliminary proposal application. You will find links to more information and instructions for each application component in the table.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. §3187.9.)

D2b. Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Domestic Assistance/Short Organizational Form (SF424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library Program Information Form	Grants.gov form	n/a
Preliminary Proposal Narrative (two pages max.)	PDF document	Preliminaryproposal.pdf

How should we format, name, and sequence the application components?

Document format: Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library Program Information Form, which are created in the Grants.gov Workspace, all application components must be submitted as PDF documents.

Page limits: Note page limits listed in the table above. We will remove any additional pages, and we will not send them to reviewers as part of your application.

Naming convention: Use the naming conventions indicated in the table above. **IMPORTANT**: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected by Grants.gov.

Attachment order: In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.

Complete applications: Use the table above as a checklist to ensure that you have created and attached all necessary application components.

D2c. Required Documents

1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

The SF-424S is part of the application package that you complete in the Grants.gov Workspace. Click here for instructions on completing the SF-424S.

2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in the Grants.gov Workspace. Preliminary proposal applications do not require a one-page abstract and applicants are encouraged to reuse the "Project Description" (about 120 words) entered into the SF-424S form. Click here for instructions on completion.

3. IMLS Library Program Information Form

The IMLS Library Program Information Form is part of the application package that you complete in the Grants.gov Workspace. Click here for instructions on completion.

4. Preliminary Proposal Narrative

Instructions are listed in the following section.

D2d. Preliminary Proposal Narrative

Your preliminary proposal Narrative should be no longer than two pages and follow the general sections of a full proposal Narrative: statement of broad need, project design, diversity plan, and broad impact. Briefly describe the broad need for the project and its relevance to the selected project category and project type, its phase of maturity, and then lay out the project's proposed work plan and projected broad impact, including specific goals and outcomes. Consider the indicators of successful projects as you develop your narrative (section A2 above). The diversity plan is a required section of the preliminary proposal narrative.

Research in Service to Practice preliminary proposals must also include clearly defined research questions. See also Guidance for Research Applications in the Appendix for further guidance on how to write an effective research application.

You must conclude the preliminary proposal Narrative with a budget summary. **Proposals that do not include a budget summary will be rejected without review.** The budget summary must include the total anticipated costs of the project, cost share amount (if required), and a breakdown of how funds would be allocated.

Save this document as a PDF. Make sure your organization's name appears at the top of each page. Use at least 0.5-inch margins on all sides and a font size of at least twelve points. Include a project title at the top of the first page.

In the first few sentences of your proposal, provide a summary that includes the: name of the lead applicant organization; amount of IMLS funds requested and amount of funds provided as cost share (if required); partner organizations; and main question, objective, or anticipated result of the project.

If your proposal is selected for funding, the preliminary proposal Narrative may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

D2e. Who should I contact if I have questions while developing my proposal?

Prior to submitting a preliminary proposal, applicants are encouraged to contact IMLS program officers, who can offer general information about the Notice of Funding Opportunity and the review process. Contact information is available on the Laura Bush 21st Century Librarian program page.

D3. What content and forms are required to make a complete application for Part II (Invited Full Proposal)?

Part II: Components of Full Proposals

If you are invited to submit a full proposal you must submit a complete application by 11:59 p.m. U.S. Eastern Time on March 30, 2020. We make grants only to eligible applicants that submit complete full proposal applications through Grants.gov, on or before this deadline. Complete applications will be accepted only from applicants who have submitted preliminary proposals and have been invited to submit a full proposal.

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. §3187.9)

The conditionally required documents are those which you must include only if your organization meets the situation described for that document.

D3a. Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form	Grants.gov form	n/a
IMLS Library Program Information Form	Grants.gov form	n/a
Organizational Profile	PDF document	Organizationalprofile.pdf
Narrative (ten pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents **Please see the guidance in Section D3d for more information.**		
Proof of Private, Nonprofit Status	PDF document	Proofnonprofit.pdf

Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Product Form	IMLS PDF form	Digitalproduct.pdf

Supporting Documents **Please see the guidance in Section D3e for more information.**		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

D3b. How should we format, name, and sequence the application components?

Document format: Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library Program Information Form, which are created in the Grants.gov Workspace, all application components must be submitted as PDF documents.

Page limits: Note page limits listed in the table above. We will remove any pages over the limit, and we will not send them to reviewers as part of your application.

Naming convention: Use the naming conventions indicated in the table above. IMPORTANT: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected by Grants.gov.

Attachment order: In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.

Complete applications: Use the table above as a checklist to ensure that you have created and attached all necessary application components.

D3c. Instructions for Required Documents

1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

The SF-424S is part of the application package that you complete in the Grants.gov Workspace. Click here for instructions on completing the SF-424S.

2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in the Grants.gov Workspace. Click here for instructions on completing it.

For the Abstract:

    a. Who is the lead applicant and, if applicable, who are the collaborators?
    b. What do you plan to accomplish and why?
    c. What is the time frame for the project?
    d. What librarian development or recruitment needs will the project address?
    e. What will be the specific project activities, goals, outcomes, results, and tangible products?
    f. What are the intended outcomes for the community in terms of measurable changes in knowledge, attitudes, or behavior?

This Abstract may be used for public information purposes, so it should be written for experts as well as a general audience. If your proposal is selected for funding, the Abstract may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

3. IMLS Library Program Information Form

The IMLS Library Program Information Form is part of the application package that you complete in Grants.gov Workspace. Click here for instructions on completing the IMLS Library Program Information Form.

4. Organizational Profile

Create a one-page organizational profile, addressing the following, and save it as a PDF. Completed organizational profiles should follow the outline below and include responses to sections A, B, and C.

    A. Organizational finances
        1. Does your institution have current policies and procedures in place to evaluate and record expenditures made under federally sponsored projects? *(These should include how you will evaluate costs to ensure they are necessary, reasonable, allocable, and allowable; as well as how you will record personnel expenses and participant support, as well as any other necessary budget controls).*
            ▪ **If yes:** indicate the following in this section of the document: We affirm that the institution has current policies and procedures in place to evaluate and record expenditures made under federally sponsored projects.
            ▪ **If no:** Please explain
        2. Provide the URL for the findings of your most recent annual report, financial statement audit, or your latest tax return (i.e., IRS Form 990 and 990-T).
        3. Has your organization received a Single Audit (formerly known as A-133 Audit) or other financial statement audit in the past three years (see 2CFR200). Please choose one of the following three responses and provide the information requested for that response. *(A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.)*

- We affirm that we have not received a single audit in the past three years.
- We affirm that we have received a single audit and no material weaknesses were identified in the prior year's audit report.
- We affirm that we have received a single audit, and material weaknesses were identified in the prior year's audit report. **Explain the findings in detail.**

NOTE: Federally recognized Native American tribes are not required to provide responses to Part A.

B. External funding
1. **Proposed Project:** Provide a table listing any previous, current, or pending support from any federal or non-federal sources (of more than $10,000 *and* within the past three years) *for the proposed project.* Include the source, dates, amount of funds, and time commitment per year devoted to the project by any Key Staff overlapping between existing projects and the project proposed with this application (even if they receive no salary support). If there is no additional external funding, indicate N/A in this section of the document.
2. **Proposed Project Director:** Provide a table listing any current or pending support *for the Project Director* (as per form SF-424) not yet listed above, that will overlap with the proposed project's period of performance. If the Project Director listed on the SF-424 form is not actually the person running or leading the project, please include information for both the Project Director *and* this leader. Include the sources, dates, amount of funds, and time commitment per year devoted to the project (even if they receive no salary support). If there is no additional external funding, indicate N/A in this section of the document.

C. External partnerships

List and briefly describe key institutional partners, sub-recipients, contractors, or expert consultants participating in this proposed project. *(Note that only partnerships during the project period of performance need to be included on this list; potential future beneficiaries and advisory board members may be described in the narrative but not included in this section.)* If the proposed project does not include any external partners, indicate N/A in this section of the document.

5. Full Proposal Narrative

Your Narrative should include sections with the following titles: Statement of Broad Need, Project Design, Diversity Plan (required), and Broad Impact. Each section should address questions listed in the Full Proposal Outline below. Throughout the Narrative, you should also address the indicators of successful LB21 projects and phases of maturity as described in Section A2, the IMLS agency-level goals selected on the IMLS Library Program Information Form and as described in Section A3, and the selected funding category, project category, and project type as described in Section A4.

Limit the Narrative to ten single-spaced, numbered pages. We will remove any pages above the ten-page limit, and we will not send them to reviewers as part of your application. Make sure

your organization's name appears at the top of each page. Use at least 0.5-inch margins on all sides and a font size of at least twelve points.

Use supporting documents to provide supplementary material.

If your proposal is selected for funding, the Narrative may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Full Proposal Outline

Statement of Broad Need

Provide a justification for the proposed project as it relates to a challenge or opportunity for library and archives professionals. Questions to consider may include:

- What current, nationally significant challenge or opportunity does your proposal address, and how was it identified?
- How does this proposed project differ from, complement, or build upon existing theory, scholarship, and practice?
- What is the justification for the phase of maturity you selected?
- How will your project address the project category you selected?
- For Early Career Development applicants: describe how this work fits within your long-term research agenda.

Project Design

Provide a description of the proposed work plan. Questions to consider may include:

- What are the project goals and assumptions? What are the potential risks and how will you mitigate them? Do the anticipated benefits justify the approach and risks?
- When and in what sequence will activities occur? What time, personnel, financial, project management, and other resources will you need to carry out the activities?
- How will you ensure project success and broad impact through engaging with collaborators (such as partners and intermediaries), individual experts, or steering committee members?
- Who is the target community for the project and how will their perspectives and contributions be incorporated into the project design? How does the project design allow for external input, validation, and consensus building?
- What are the indicators of success for your project? How will you include evaluation and performance measurement? How is your evaluation method appropriate to the phase of maturity of your project and the questions you are addressing? How will you adapt your project's design or outcomes to reflect the evaluation results over the course of the period of performance?
- How and with whom will you share your project findings? How will results of the project be made available? Are there artifacts from the project that illustrate the approaches and evolution of the work to provide more context to the field and other interested parties?
- How will your project findings, coursework, or training content be disseminated? How can your coursework or training content be adapted by future users?

For Research in Service to Practice grant proposals only:

- What is your research question(s)?
- What is your theoretical or conceptual framing?
- What kind of data will you collect? How will you collect your data? How will you analyze your data?
- Does your study require Institutional Review Board (IRB) approval? Have you taken steps to secure IRB approval?
- How will your research be informed by current practice and have the potential to further professional practice?
- How will you translate and publicly share research findings for practitioners?
- How are the chosen research methods adequate and appropriate to answer the research questions? How was the feasibility and applicability of various approaches considered in the project design?
- Are the research methods replicable? Are the questions appropriately constructed to address the project design, data collection, interpretation, and other aspects of the research process?

See also Guidance for Research Applications in the Appendix for further guidance on how to write an effective research application.

Diversity Plan (required)

Describe how the project supports recruiting, educating, and retaining a diverse workforce of library and archives professionals. Questions to consider may include:

- Who are the diverse or underserved communities that will be engaged as participants and how were they identified?
- What challenges or opportunities are you addressing by engaging these participants? How are they involved in defining the challenges or opportunities and implementing the project?
- How will the proposed project support the development of a diverse workforce of library and archives professionals?

Broad Impact

Describe the anticipated impact of the proposed work. Questions to consider may include:

- How will the project build greater knowledge, skills, and abilities in the library and archives professions?
- Based on the project's phase of maturity, how might your project explore, pilot, scale, or enhance practice, or otherwise lead to systemic change within the field?
- How do you plan to sustain the results of the project beyond the funding period?
- How will your project findings, coursework, or training content be disseminated?
- How will you ensure project deliverables are readily adaptable by other institutions and communities?

6. Schedule of Completion

The schedule of completion should reflect each major activity identified in your application narrative and the project dates identified on the SF-424S and the IMLS Budget Form. It should show when each major project activity will start and end. The schedule must be no longer than one page per project year. See the sample schedule of completion below. Save this document as a PDF.
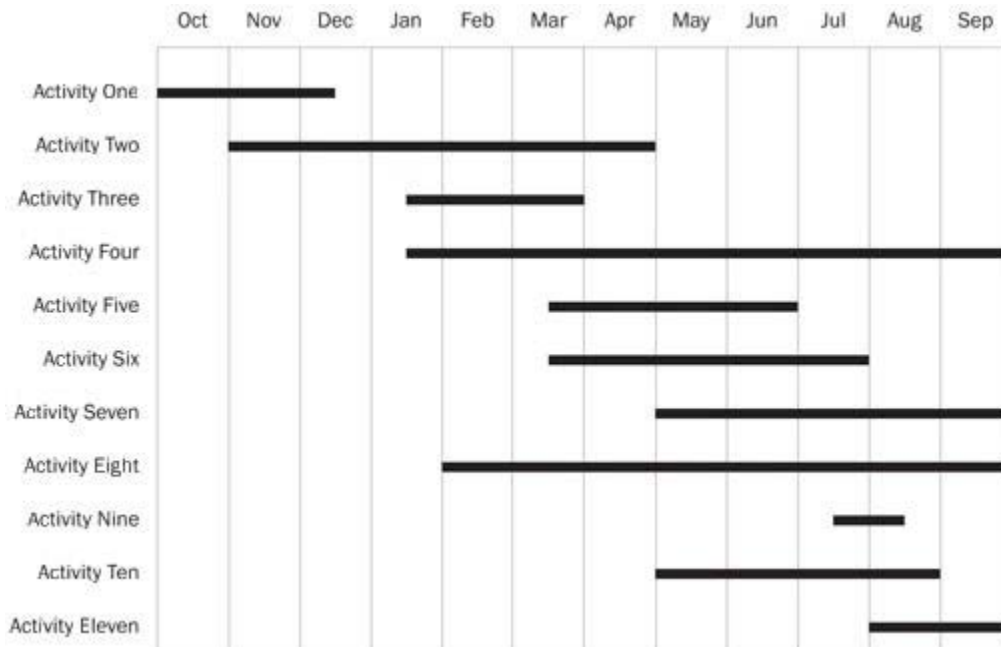
If your proposal is selected for funding, the schedule of completion may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

7. IMLS Budget Form

Download and complete the current IMLS Budget Form (PDF, 1.1MB). Click here for instructions on completing the budget form. **Java Script must be enabled.**

8. Budget Justification

Write a budget justification to identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form. Save this document as a PDF. Click here for instructions on creating the budget justification.

9. List of Key Project Staff and Consultants

Write a one-page list of only those staff and consultants whose expertise is essential to the success of the project and save it as a PDF. Do not list all staff involved in the project. If you cannot identify key project staff by the application deadline, then list the position title instead. This list must include the Project Director listed in Item 7 of the SF-424S.

10. Resumes of Key Project Staff and Consultants

Provide a resume of no more than two pages for each individual whose expertise is essential to the success of the project. Save all the resumes in a single PDF. This document must include the resume of the Project Director listed in Item 7 of the SF-424S. If you cannot identify key project staff by the application deadline, then (in lieu of a resume) provide a position description that identifies the qualities, range of experience, and education necessary to successfully implement and complete project activities.

D3d. Conditionally Required Documents

These are documents which may be required depending upon the circumstances ("Conditionally Required Documents"). Please see the table below to assist you.

Failure to provide a conditionally required document will result in your application being considered incomplete and may be rejected from further consideration.

If you are:	Then you must provide:	Notes:
Applying as a private, nonprofit institution, as indicated by choosing "M" as the Applicant Type code in 5d of the SF-424s form.	A copy of the IRS letter indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended.	You must submit this letter with each application whether or not you have submitted it with other applications in the current year or in previous years. We will not accept a letter or State sales tax exemption as proof of nonprofit status.
Using a federally negotiated indirect cost rate in your budget	A current copy of your Final Federally Negotiated Indirect Cost Rate Agreement	If you are eligible for and are choosing the option of claiming an indirect cost rate of 10 percent of modified total direct costs (see 2 C.F.R. part 200, including 2 C.F.R. 200.68, 200.414(f), and 200.510(b)(6)), you do not need to provide any documentation.

Creating digital products IMLS defines digital products very broadly (digital content, resources, assets, software, or datasets).	A completed IMLS Digital Product Form (PDF, 180KB)	If you are creating digital products, you must complete the digital product form by providing for each section the corresponding information or stating "Not applicable for this project" in each respective section. Click here for Guidance for Projects that Develop Digital Products.

D3e. Supporting Documents

You may submit a reasonable number of supporting documents that supplement your narrative and support the project description. Supporting documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the narrative questions. Give each document a clear, descriptive title at the top of the first page. You may wish to consider the following:

- Letters of commitment from any third party that will receive grant funds or from entities that will contribute substantive funds to the completion of project activities
- Letters of commitment from partners or other groups who will work closely with you on your project
- Bibliography or references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and stakeholders
- Position descriptions for project staff (if not included with resumes for key personnel) to be supported by grant or cost share funds
- Reports from planning activities
- Contractor quotes
- Equipment specifications
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Collections, technology, or other departmental plans for the organization as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

D4. What are the registration requirements for submitting an application?

Before submitting an application, your organization must have a current and active D-U-N-S® number (a unique entity identifier), System for Award Management (SAM.gov) registration, and

Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® number and SAM.gov registration are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time an award is made, we may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

D4a. What is a D-U-N-S® number and how do we get one?

A D-U-N-S® number is a unique nine-digit number assigned to all types of business organizations, including nonprofits and government entities Click here to learn more about getting a D-U-N-S number.

D4b. What is the System for Award Management (SAM.gov) and how do we register?

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.gov. Click here to learn more about SAM.gov registration.

D4c. What is Grants.gov and how do we register?

Grants.gov is the centralized location for grant seekers to find and apply for Federal funding opportunities.

You must submit your application through Grants.gov.

You must register with Grants.gov prior to submitting your application package. The multi-step registration process generally cannot be completed in a single day. If you are not already registered, you should allow several weeks before the grant program deadline to complete this one-time process. **Do not wait until the day of the application deadline to register**.

You will need your Grants.gov user ID and password that you obtain during the registration process to submit your application when it is complete.

Click here to learn more about Grants.gov registration and tips for using Grants.gov.

D5. When and how must we submit our application?

You must submit your application through Grants.gov. Do not submit through email to IMLS.

For the Laura Bush 21st Century Librarian Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on September 27, 2019, for preliminary proposals; March 30, 2020, for invited, full proposals.

We strongly recommend that you obtain a D-U-N-S® number, register with SAM.gov and Grants.gov, and complete and submit the application early. We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline, as indicated by the date stamp generated by Grants.gov.

INSTITUTE of
Museum and Library
SERVICES

Contact Grants.gov at support@grants.gov or call their help line at 1-800-518-4726 for technical assistance. The help line is available 24 hours a day, seven days a week, except for federal holidays.

D5a. What happens after we submit our application through Grants.gov?

Grants.gov will generate a series of emails confirming the status of your application. You can check the status of your application(s) in Grants.gov by using the "Track My Application". For further details, please consult Grants.gov.

D6. Is there an intergovernmental review?

No. This funding opportunity is not subject to intergovernmental review per Exec. Order No. 12372.

D7. Are there funding restrictions?

You may only use IMLS funds, and your cost sharing, for allowable costs as found in IMLS and OMB government-wide cost-principle rules. Please consult 2 C.F.R. pt. 200 and 2 C.F.R. pt. 3187 for additional guidance on allowable costs.

The following list includes some examples of generally allowable costs, both for IMLS funds and for cost share (if applicable), under this announcement:

- tuition and fees;
- project personnel (contract or in-house) whose time is necessary for the proper and efficient execution of the project;
- course buyouts, summer session salary;
- project consultants;
- project-related travel of key project staff and consultants;
- purchase of equipment, materials, supplies, or services;
- workshops, conference attendance, and other professional development activities;
- mentoring programs/internships/residencies/fellowships;
- educational materials, staff time, and supplies for sharing the impact of the activities;
- evaluation to show the extent to which the project has met its goals;
- dissemination/communication activities;
- publications based on project activities;
- preservation of digital assets; and
- indirect or overhead costs.

You must explain all proposed expenses in your budget justification.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), under this announcement:

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising or project activities associated with advocacy;
- general operating support;

- acquisition of collections (See 2 C.F.R. §3187.15(b));
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost);
- contributions to endowments;
- social activities, ceremonies, receptions, or entertainment; and
- pre-award costs.

Note: If you have questions about whether specific activities are allowable, call IMLS staff for guidance.

D7a. How do we include costs for third parties?

Your project may require you to provide federal funds to third parties (such as partners, consultants, collaborators, subgrantees, subawardees, vendors, and/or service providers). It is your responsibility to determine whether a third party should be characterized as a subrecipient or a contractor. The characterization must be reflected in the terms of each agreement you make with each third party.

(See 2 C.F.R. § 200.330 (Subrecipient and contractor determinations).) IMLS grant funds may not be provided to any federal agency serving as a third party.

D7b. What are our options for including indirect costs in our budget?

You can choose to:

- use a rate not to exceed your current indirect cost rate already negotiated with a federal agency;
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet finalized, as long as it is finalized by the time of the award;
- use a rate not to exceed 10% of the total modified direct costs if you have never had a federally negotiated indirect cost rate and you are otherwise eligible; or
- not include any indirect costs.

Click here for further information on indirect costs.

E. Application Review Information

E1. What are the review criteria?

Reviewers are instructed to evaluate applications according to the review criteria in this section. Reviewers consider all required, conditionally required, and supporting documents, as listed in Section D3.

E1a. Preliminary Proposals

Reviewers will be asked to evaluate preliminary proposals based on the following questions:

- In what ways does the proposal address the indicators of successful projects (see Section A2)? In what ways does the proposal align with the project category (see Section A4b)?
- What components are in place to ensure successful implementation, taking into account the maturity of the concept (See Section A2b)? What recommendations do you have for improving the proposal?
- Considering the topic, amount of funds requested, and potential impact, should the applicant be invited to submit a full proposal at this time? Why or why not?
- For Research in Service to Practice proposals only: Does this proposal align with the Research in Service to Practice category? Does it include clearly articulated research questions, appropriate methods for data collection and analysis, and any relevant theoretical or conceptual approaches?

E1b. Full Proposals

Reviewers will be asked to evaluate full proposals based on the following questions:

Broad Impact

- Are the project's benefits, outcomes, and impact clearly stated?
- Does the proposal make a compelling case for how it might ultimately scale, transform practice, or otherwise lead to systemic change within the community and at a broad level?
- Are the project's intended findings or products clearly articulated, appropriate, and realistic given the project's phase of maturity?
- Will the proposed project generate results that can extend beyond a single institution?
- Does the proposal adequately describe how it will ensure that results and deliverables will be readily adaptable to other institutions and communities?
- Is there a well-grounded and practical plan for sustaining the outputs or resources of the project beyond the conclusion of the award?
- Is there an effective plan for communicating results and sharing findings in a manner that has potential for broad impact?
- Are the proposed evaluation activities and performance measurements appropriate for the project? As appropriate, does the project design incorporate evaluation throughout the project and in the final deliverables? Will project activities result in findings that can inform future work?

For Research in Service to Practice grant proposals only:

- Is the research informed by current practice and does it have the potential to advance professional practice?
- Is the dissemination and communication plan comprehensive in terms of broad reach to practitioners and other communities of interest? Is there consideration of various artifacts that illustrate the evolution of the work and the approaches that were used?

Current Significance

- Does the proposal make a compelling case for the significance and timeliness of the proposed project?

- How well does the proposed project address the goals of the LB21 program and project categories (see Section A4b)?
- Is the proposed project well-grounded in current theory, scholarship, and practice drawn from inside or outside the library and archival fields? Does this evidence base support the proposed project goals or methods?
- For Research in Service to Practice grant proposals only: Does the proposal include research questions? If so, are the questions of significant interest to the library and archives fields? Are the questions appropriately constructed to address the project design, data collection, interpretation, and other aspects of the research process?
- For Early Career Development proposals only: Does the proposed work fit within the Project Director's broader research agenda or career trajectory?

Strategic Collaborations

- Are appropriate collaborations, including partners, individual experts, intermediaries, steering committees, and other stakeholder engagements, used to ensure project success?
- Have collaborators' roles and contributions to the project been clearly described, and do they align with the needs of the project?
- Does the project design allow for external input and consensus building?
- As applicable, does the project design account for relevant and appropriate outreach, engagement, or retention strategies?

Demonstrated Expertise

- Do the project team members have the necessary expertise, background, and capacity to successfully plan, implement, and manage the proposed work?
- Have subject matter experts and advisors been appropriately included in the project?
- How well are the intended audiences defined and understood? Does the project team have knowledge about the needs and perspectives of the intended audiences?
- Are the goals, projected outcomes and impact, and assumptions clearly stated? Will the activities achieve the stated outcomes and goals?
- Are the proposed activities well informed by appropriate theory and practice, taking into consideration the project's phase of maturity?
- Are clear methods described for tracking the project's progress and adjusting course when necessary? Are any potential risks clearly identified and mitigated?
- Are the identified time, personnel, financial, and other resources appropriate for the scope and scale of the project?
- For Research in Service to Practice grant proposals only: Are research methods adequate and appropriate to answer the research questions? Is it clear which approaches were considered and why the selected method is optimal?
- For Research in Service to Practice grant proposals only: Can the research methods be replicated in other populations or settings or by other institutions?

Diversity, Equity, and Inclusion

- Will the project contribute to the development of diverse library and archives professionals?
- If applicable, does the project design account for relevant and appropriate outreach, engagement, or retention strategies?
- Has the project team adequately and appropriately considered and described the needs or opportunities of the populations to be served?
- Does the project engage the identified communities? Are plans clearly articulated, appropriate, and realistic? Are members of the communities involved in relevant discussions and decision-making processes?

E1c. Is cost sharing considered in the review process?

Cost sharing is an eligibility criterion and is not considered in the peer review of applications. Inclusion of cost share supports organizational investment in and commitment to the project. Cost sharing is not required for research grants. Cost sharing requirements for this grant program are addressed in Section C2.

E2. What is the review and selection process?

We use a peer review process to evaluate all eligible and complete applications. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. We instruct reviewers to evaluate applications according to the review criteria. Peer reviewers must comply with IMLS's Federal ethics and conflicts of interest requirements.

The Director takes into account the input provided by the review process and makes final funding decisions consistent with the purposes of the agency's mission and programs.

E3. What is the designated integrity and performance system and how does IMLS comply with its requirements?

IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently $ 250,000 but periodically adjusted), is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. § 2313 and 41 U.S.C. §134).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered.

IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in considering the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 (Federal awarding agency review of risk posed by applicants).

E4. When will we be notified of funding decisions?

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. We expect to notify both successful and unsuccessful applicants of the final decisions by July 2020.

F. Award Administration Information

F1. How will we be notified of funding decisions?

We will notify both successful and unsuccessful applicants of funding decisions by email.

F2. What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards (PDF, 246KB) and the IMLS Assurances and Certifications. Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in the Assurances and Certifications. By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your award and require you to return funds to the government.

F3. What are the reporting requirements?

At a minimum, you will be required to submit a performance report and financial report annually.

Reports are due according to the reporting schedule that is part of your Official Award Notification for Grants and Cooperative Agreements. Grantees must submit reports electronically using the IMLS performance and financial report forms. In support of the agency's commitment to open government, interim and final performance reports may be made accessible on the IMLS website to engage the public in communities of practice and to inform application development and grantmaking strategies.

For details and forms, please see the Manage Your Grant: Administration page on the IMLS website.

You must also comply with 2 C.F.R. §§ 180.335 and 180.350 and 2 C.F.R. pt. 3185 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

F3a. What do we need to know if the Federal share of our award is more than $500,000 over the period of performance?

If the Federal share of your award is more than $500,000 over the period of performance, you should refer to the post-award reporting requirements reflected in 2 C.F.R. pt. 200, Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters.

G. Contacts

G1. Who should we contact if we have questions?

Click here for IMLS staff contact information for this program. IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this grant program.

Contact Grants.gov or call their help line at 1-800-518-4726 for assistance with hardware and software issues, registration issues, and technical problems.

G2. How can we participate in a webinar for this IMLS funding opportunity?

Program staff hosts webinars to introduce potential applicants to funding opportunities. Click here for a schedule of webinars and instructions for accessing them from your computer.

H. Other Information

H1. What do we need to know about acknowledging IMLS support?

Grantees must include an acknowledgement of IMLS support in all grant products, publications, websites, and presentations developed with IMLS funding. All work products should reference IMLS and include the associated grant award number(s). Click here for the Grantee Communications Kit, which provides guidance for fulfilling these requirements.

H2. What should we do if we are including confidential or proprietary information in our application?

IMLS may share grant applications, work products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum,

library, and information services. These materials may be disseminated broadly and made available in a variety of ways and formats.

For the above reasons, you should not include in your application any information that you consider to be confidential or proprietary. However, if you do decide to provide information that you consider confidential or proprietary, you must clearly identify it as such. IMLS will handle confidential and proprietary information in accordance with applicable law (e.g., Freedom of Information Act [FOIA], Privacy Act).

H3. What do we need to know about sharing and copyright of IMLS-supported work products and managing digital products?

Read more about sharing and copyright of IMLS-supported work products and management of digital products (including research data and other digital content) produced with IMLS support.

H4. What conflict of interest requirements must we follow?

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. Click here for more information about IMLS conflict of interest requirements.

H5. Where else can we find additional information about IMLS?

You can check the IMLS website for information on IMLS and IMLS activities.

H6. Is IMLS obligated to make an award as a result of this announcement?

IMLS is not obligated to make any Federal award or commitment as a result of this announcement.

H7. How can I become a peer reviewer?

If you are interested in serving as a peer reviewer, you may enter your contact information, identify your experience and expertise, and upload your resume through our online reviewer application at https://www.imls.gov/grants/become-reviewer. If you are identified as a potential reviewer, we will notify you by email prior to the next review period to confirm your availability.

H8. How long should it take us to complete an application?

Complete applications include the elements listed in the Table of Application Components in Section D. We estimate the average amount of time needed for one applicant to complete the

Narrative portion of this application to be 40 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that it will take you an average of 15 minutes per response for the IMLS Supplementary Information Form and the IMLS Library Program Information Form through Grants.gov; and three hours per response for the IMLS Budget Form. We estimate that it will take you an average of 60 minutes per response for the Digital Product Form.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0091), Washington, DC, 20503.

H9. IMLS Clearance Number:

IMLS-CLR-D-0019, Expiration date: 8/31/2021

H10. PRA Clearance Number:

OMB Control #: 3137-0091, Expiration date: 8/31/2021

Appendix One - IMLS Assurances and Certifications

As a Federal agency, IMLS is required to obtain from all applicant's certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the SF-424S.

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a Federal award be made, the applicant will comply with the statutes outlined below and all related IMLS regulations (for example, see 2 C.F.R. ch. XXXI and 45 C.F.R. ch. XI). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and

agreements made in these assurances, and that the United States Government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized representative whose signature appears on the application form.

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, reporting, recordkeeping, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with applicable law.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars and regulations.

Nondiscrimination

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

1. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Exec. Order No. 13,166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq., including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. pt. 1170 in determining compliance with section 504 as it applies to recipients of federal assistance);
3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, §§ 1685–1686), which prohibits discrimination on the basis of sex in education programs;
4. the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age; and
5. The requirements of any other nondiscrimination statute(s) which may apply to the application.

Debarment and Suspension

The applicant shall comply with 2 C.F.R. pt. 3185 and 2 C.F.R. pt. 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

1. are presently excluded or disqualified;

2. have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
3. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4. have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. pt. 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. pt. 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. pt. 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. pt. 3186, which adopts the Government wide implementation (2 C.F.R. pt. 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for your employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents you keep on file in your offices) all known workplaces under your federal awards.

Trafficking in Persons

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in the General Terms and Conditions for IMLS Discretionary Awards (2 C.F.R. 175.15 Award Term.).

Certification Regarding Lobbying Activities

(Applies to Applicants Requesting Funds in Excess of $100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

a) No federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

General Certification

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

Certifications Required for Certain Projects

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Subawards

Under IMLS regulations at 2 C.F.R. § 3187.14, a recipient may not make a subaward unless expressly authorized by IMLS. A recipient may contract for supplies, equipment, and services, subject to applicable law, including but not limited to applicable Office of Management and

Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 C.F.R. pt. 200.

Native American Human Remains and Associated Funerary Objects

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f, see 54 U.S.C. § 306108), Exec. Order No. 11593) and any related applicable preservation laws.

Environmental Protections

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

a. institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Exec. Order No. 11514;
b. notification of violating facilities pursuant to Exec. Order No. 11738;
c. protection of wetlands pursuant to Exec. Order No. 11990, as amended by Exec. Order No. 12608;
d. evaluation of flood hazards in floodplains in accordance with Exec. Order No. 11988, as amended see Executive Order 12.148);
e. assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
f. conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
g. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
h. protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. § 1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more, or as otherwise designated.

Research on Human Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. pt. 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Research on Animal Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135. Or call 202/653-IMLS (4657).

Appendix Two – Required Federal Systems

Getting a D-U-N-S® Number

All non-federal entities are required to have a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number (a unique entity identifier) in order to apply for, receive, and report on federal awards.

You should verify that your organization has a D-U-N-S® number. You can get one within two business days at no cost by calling the dedicated toll-free D-U-N-S® number request line at 1-866-705-5711 or by visiting http://www.dnb.com/duns-number.html.

Registering for SAM.gov

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. You must be registered with SAM.gov before you register with Grants.gov. There is no fee to register with SAM.gov. Click here to find information about registering with SAM.gov.

As of March 2018, SAM.gov registration requires an original, signed notarized letter identifying the authorized "Entity Administrator" for the organization associated with the D-U-N-S® number before a new SAM.gov entity registration will be activated.

We recommend that you allow several weeks to complete your SAM.gov registration. You must renew your registration in SAM.gov at least every 12 months—and sooner, if your information changes. An expired registration will prevent you from submitting applications via Grants.gov and receiving awards or payments. Grant payments will be made to the bank account that is associated with your SAM.gov registration.

Registering for Grants.gov

You must register with Grants.gov before submitting your application to IMLS. Click here to learn more about the multistep registration process. Make sure your D-U-N-S® number and SAM.gov registration are accurate, current, and active. We recommend that you allow at least two weeks to complete your Grants.gov registration.

After you register with Grants.gov, and create an Organizational Applicant Profile, the request for the organization's Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log into Grants.gov and assign the appropriate roles to individuals within the organization. This will include the Authorized Organization Representative (AOR) which will give permission to complete and submit applications on behalf of the organization. For more detailed instructions about creating a profile on Grants.gov, please refer to https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

Working with Grants.gov

Click here to learn more about Grants.gov resources, which include checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications.

Grants.gov applicants apply online using "Workspace". "Workspace" is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within a grant application. For each funding opportunity, you can create individual copies of a workspace to complete your application. Here is an overview of how to apply on Grants.gov. https://www.grants.gov/web/grants/applicants/workspace-overview.html.

Designate more than one Authorized Organization Representative (AOR) when you register in Grants.gov. This will help avoid last-minute crises in the event that your one AOR is unavailable when you are ready to submit your application.

Update the contact information and password in Grants.gov when the AOR at your organization changes.

Grants.gov offers online support regarding Adobe® software and browser compatibility. Contact Grants.gov at support@grants.gov or call the help line (1-800-518-4726) for technical assistance. The help line is available 24 hours a day, seven days a week, except for federal holidays.

Appendix Three – Explanation of Forms for Reference

Grants.gov SF-424S

The SF-424S is the "Application for Federal Domestic Assistance/Short Organizational Form," which is part of the application package that you downloaded from Grants.gov.

Items 1 through 4

These items are automatically populated by Grants.gov.

Item 5. Applicant Information

a. **Legal Name**: Enter your organization's legal name as it appears in your SAM.gov registration. This is the organization with the authority to apply directly for funding in this program. If you have an organizational unit that will be carrying out the project, be sure that it is specified as the organizational unit on the IMLS Supplementary Information Form.

b. **Address**: Enter your legal applicant's address as it appears in your SAM.gov registration.

c. **Web Address**: Enter your web address.

d. **Type of Applicant**: Select the code that best characterizes your organization from the menu in the first dropdown box. Leave the other boxes blank.

e. **Employer/Taxpayer Identification Number (EIN/TIN)**: Enter the EIN or TIN assigned to your organization by the Internal Revenue Service.

f. **Organizational DUNS**: Enter your organization's D-U-N-S® number received from Dun and Bradstreet.

g. **Congressional District**: Enter your organization's congressional district. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th Congressional District of North Carolina, enter "NC-012." For states and territories with "At Large" Congressional Districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001."

If your organization does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter "00-000." To determine your organization's district, visit the House of Representatives website by [clicking here](#) and using the "Find Your Representative" tool.

Item 6. Project Information

a. **Project Title:** Enter a brief descriptive title for your project. IMLS may use this title for public information purposes.

b. **Project Description:** Enter a brief description (about 120 words) of your project. Tell us what your project will do, for whom or what, and why. Use clear language that can be understood by readers who might not be familiar with the discipline or subject area.

c. **Proposed Project Start Date/End Date:** Enter the start date and end date of the proposed period of performance in the format mm/dd/yyyy. The project period begins on the first day of the month in which project activities start and ends on the last day of the month in which these activities are completed. Refer to [Section B](#) of this Notice of Funding Opportunity to determine when your project can begin.

Item 7. Project Director

The Project Director is the person who will have primary responsibility for carrying out your project's activities. Enter the requested information for this individual here.

IMLS requires that the Project Director be a different person than the Authorized Representative.

Item 8. Primary Contact/Grants Administrator

The Primary Contact/Grants Administrator is the person who has primary responsibility for administering the award. Enter the requested information for this individual here. If the Primary Contact/Grants Administrator is the same as the Authorized Representative, please still complete both Items 8 and 9.

In some organizations this individual may be the same as the Project Director. If this is the case, check the box and skip to Item 9.

Item 9. Authorized Representative

The Authorized Representative is the person who has the authority to legally bind your organization. Enter the requested information for this individual here. **The Authorized Representative cannot be the same person as the Project Director.** By checking the "I Agree" box at the top of Item 9, this individual certifies the applicant's compliance with the IMLS Assurances and Certifications and any other relevant federal requirements.

The "Signature of Authorized Representative" and "Date Signed" boxes will be automatically populated by Grants.gov upon submission of the application. This will be the person whose name was listed as your organization's authorized representative when you registered with Grants.gov. Please note that this name might not be the same as the name and other information you entered in Item 9 above; however, the person whose name appears in the "Signature of Authorized Representative" box must have authorization from your organization to submit this application on behalf of your organization.

Submission of the electronic application acknowledges that your organization certifies compliance with relevant federal requirements, including but not limited to the IMLS Assurances and Certifications, to the same extent as the signature does on a paper application.

IMLS Supplementary Information Form

This is a dynamic Grants.gov Workspace form, so your answers to certain questions will determine what questions you see next.

Applicant Information

Check YES or NO, and provide the information requested in the blocks that appear next.

Funding Request

IMLS Funds Requested: Enter the amount in dollars sought from IMLS.

Cost share amount: Enter the amount of non-federal funding you are providing. Click here for further information on cost sharing.

Indirect Cost Rate

Select one option for calculating and including indirect costs in your project budget.

Population Served

Check the boxes that reflect the population(s) to be served by your project.

Abstract

Write an Abstract of no more than 3000 characters in a concise narrative format for experts as well as a general audience, and paste it into the block provided. If your proposal is selected for funding, the Abstract may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Address the following:

- Who is the lead applicant and, if applicable, who are the collaborators?
- What do you plan to accomplish and why?
- What is the time frame for the project?
- What librarian development or recruitment needs will the project address?
- What will be the specific project activities, goals, outcomes, results, and tangible products?
- What are the intended outcomes for the community in terms of measurable changes in knowledge, attitudes, or behavior?

IMLS Library Program Information Form

This is a Grants.gov Workspace form.

Section 1. Agency-Level Goals and Objectives: Select one of the three IMLS Agency-Level Goals with which your project best aligns. Once you have selected a goal, then select an associated objective.

Section 2. Grant Program: Select Laura Bush 21st Century Librarian Program

1. Select one funding category: Planning, National Forum, Project, or Research in Service to Practice
2. Select one project type: Pre-professional, Master's-level, Doctoral-level, Early Career Development, or Continuing Education
3. Select one project category: Lifelong Learning, Community Catalysts, National Digital Infrastructure and Initiatives

IMLS Budget Form

Download the IMLS Budget Form (PDF, 1.1MB).

The IMLS budget form accommodates up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/category to which you are applying and the cost principles in 2 C.F.R. pt. 200 and 2 C.F.R. pt. 3187.

The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns. If the program/category to which you are applying permits a fourth year as part of the budget, enter Year 4 budget details on a second copy of the IMLS budget form.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost sharing. In-kind contributions to cost sharing may include the value of services (e.g., donated volunteer or consultant time) or equipment donated to the project between the authorized start and end dates of your project. All the items listed, whether supported by grant funds or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the award period of performance. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the award period of performance as program income.

If you need more lines for a specific section, summarize the information in the IMLS budget form and explain it further in the budget justification.

1. **Salaries and Wages:** Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, number of days, number of hours) in your budget justification.

2. **Fringe Benefits:** Fringe benefits can only be claimed as a direct cost for those positions included in your direct cost pool. Fringe benefits may be claimed only on the portion of salaries and wages identified for this project.

3. **Travel:** Explain the method of cost computation for each travel cost, including subsistence, lodging, and transportation, in your budget justification.

    You must use the lowest available commercial fares for coach or equivalent accommodations, and you must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

    Please refer to the [narrative section](#) of this Notice of Funding Opportunity for information about special travel requirements, if any.

4. **Supplies, Materials, and Equipment:** List the costs of supplies, materials, and equipment purchased specifically for the proposed project. For definitions and other information, please see 2 C.F.R. pt. 200. Use the Budget Justification to explain or describe these items in further detail.

5. **Contracts and Subawards:** List each third party that will undertake project activities and their associated costs as an individual line item on your budget form. Designate each third party as either a contract or subaward using the drop-down menu on each line. To explain or describe these items in further detail, you may either
    • itemize these third-party costs in your budget justification or
    • include a separate IMLS budget form as a supporting document and refer to it in the budget justification, for more complex projects.

6. **Student Support:** If your project includes student support costs, enter them in this section. [Click here for a definition and examples of student support](#).

7. **Other Costs:** Use this section for costs that cannot be assigned to other categories. Do not use this section to list items that do not fit in the lines allotted for another section.

8. **Total Direct Costs:** These amounts will total automatically.

9. **Indirect Costs:** Indirect costs are expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. Click here for more information about indirect costs.

10. **Total Project Costs:** These amounts will total automatically.

Cost Share

Cost share is that portion of the project costs that is not paid by IMLS funds. Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.

All expenses, including cost sharing, must be incurred during the award period of performance unless otherwise specified and allowed by law. Federal funds from other federal awards may not be used for cost sharing. All federal, IMLS, and program requirements regarding the use of funds apply to both requested IMLS funds and to cost sharing. See 2 C.F.R. §§ 200.29 and 200.306 for more information on cost share.

Budget Justification

To write your budget justification, follow the format of the IMLS Budget Form's section headings and save it as a PDF. Address both grant funds and cost share.

1. Salaries and Wages

Identify each person whose salary or wages will be paid with IMLS funds or by cost share, provide their names, describe their role in the project, the percent of time to be devoted to the project, and their rate of pay. If cost share is being provided by unpaid volunteers, explain how you arrived at the dollar amount used to represent the value of their services.

If you are requesting IMLS funding for salaries of permanent staff, explain the reason for the request and how the regular duties of these individuals will be performed during the award period of performance.

2. Fringe Benefits

Identify your organization's fringe benefit rate and explain the base for the calculation for each person. If you have consolidated several persons' fringe benefits into a single line on the IMLS budget form, break out the detail here.

3. Travel

For each trip, explain the purpose of the trip and specify the points of origin and destination, the name of the traveler, and break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at the dollar amount.

4. Supplies, Materials, and Equipment

List each type of supply, material, and equipment you propose to purchase or provide as cost share for the project. Detail the number and unit cost for each item and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists as supporting documents with your application.

5. Contracts and Subawards

List the costs of project activities to be undertaken by third parties for the project. (Familiar terms for third parties can include partners, consultants, subgrantees, collaborators, vendors, or service providers.) Identify each third party by name, describe their role in the project, the activities they will carry out, and the cost. For each entry, designate the third party as either a subrecipient or a contractor. Explain costs for third parties and provide relevant supporting documents with your application. IMLS grant funds may generally not be provided to other U.S. government agencies.

You are responsible for making a case-by-case determination as to whether the agreement you make with a third party should be a contract or a subaward. That determination will depend upon the nature of your relationship with the third party with respect to the activities to be carried out. (See 2 C.F.R. § 200.330 (Subrecipient and contractor determinations).)

6. Student Support

Explain your method for calculating the costs listed in this section. Click here for a definition and examples of student support.

7. Other Costs

Use this section for costs that cannot be assigned to other categories.

8. Total Direct Costs

Indicate the total direct costs and specify how much you are asking from IMLS and how much you intend to provide as cost share.

9. Indirect Costs

If you include indirect costs in your project budget, identify the rate(s) and explain the base(s) on which you are calculating the costs. Click here for more information about indirect costs.

10. Total Project Costs

Indicate the total project costs here and specify how much you are asking from IMLS and how much you intend to provide as cost share.

Indirect Costs

What are indirect costs?

Indirect costs are expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. Some examples include utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. See 2 C.F.R. pt. 200 for additional guidance.

What are our options for calculating and including indirect costs in our project budget?

You can choose to:

- Use a rate not to exceed your current indirect cost rate already negotiated with a federal agency;
- Use an indirect cost rate proposed to a federal agency but not yet finalized (if the rate is not finalized by the time of award, it will not be allowed);
- Use a rate not to exceed 10% of modified total direct costs if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and local governments and Indian tribes); or
- Not include any indirect costs.

What is a federally negotiated indirect cost rate, and how do we use one?

Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-federal entities. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. You may also choose to use a rate lower than your current federally negotiated indirect cost rate. We will only accept federally negotiated indirect cost rates that are current by the award date.

What if we use an indirect cost rate that we proposed to a federal agency but is not yet finalized?

If your organization is in the process of negotiating an indirect cost rate with a federal agency, you may use the indirect cost rate that was proposed to the federal agency to estimate total project costs. In such situations, if we award a grant, we will accept the rate only if the negotiations are final by the award date and a copy of the final agreement is submitted to us. IMLS staff will work with you to adjust your budget prior to awarding the grant.

How do we use the 10% indirect cost rate?

Except for those non-federal entities described in Appendix VII to 2 C.F.R. pt. 200, you may choose to charge a rate not to exceed 10% of modified total direct costs (MTDC), as long you have never had a federally negotiated indirect cost rate and you meet the applicable requirements. See 2 C.F.R. part 200, including 2 CFR sections 200.68, 200.414(f), and 200.510(b)(6), for additional guidance.

Modified total direct costs are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each sub-award. MTDC excludes several cost categories, including equipment, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. See 2 C.F.R. § 200.68 for additional information.

If you are using the 10% indirect cost rate, check the box indicated on the IMLS budget form. No additional documentation is required.

Can we apply our indirect cost rate to the cost share portion on our IMLS budget form?

Yes. You may, if done consistent with 2 CFR part 200 (Uniform Guidance), apply your indirect cost rate to your total direct costs covered by cost share. But any you claim as cost share must be accounted for in the cost share column on the budget form. IMLS funds can be used for

indirect costs, but only for the portion of the total direct costs for which you are requesting IMLS funds (the Grant Funds column).

Are there any other project costs that cannot be included in our indirect cost calculations?

If you have a federally negotiated indirect cost rate agreement, you must follow its conditions and requirements.

If you are eligible for and using a rate not to exceed 10%, you may include up to 10% of the modified total direct costs (MTDC) in your indirect cost calculations. (Please see above section on this 10% rate as well as 2 C.F.R. § 200.414(f) and § 200.68.)

Student Support Costs

Students are understood to be:

- Students enrolled in a community college, undergraduate, or graduate program of study. (Note: for pre-professional project proposals submitted to the Laura Bush 21st Century Librarian Program, the definition of students also includes those at the middle school level or above.)
- Individuals participating in post-master's or post-doctoral programs which are focused on supporting their career or professional development.
- Library, archive, and museum staff participating in education and training activities focused on their career or professional development.

Examples of student support include:

- Tuition support for students participating in the project.
- Salaries or stipends for graduate assistant work, so long as their work is focused on research and teaching activities (therefore contributing to their education).
- Pay and benefits for a resident or fellow to work in a position that is intended to support their learning outcomes or professional development.
- Costs for travel and conference registration provided to support a student or participant's learning outcomes or professional development.
- Costs of supplies and equipment provided to students to support a student's learning outcomes or professional development.

Activities not considered student support include:

- Students employed in roles that are primarily administrative or clerical, doing work that is not primarily focused on their career or professional development. These costs should be listed in the salaries and wages section of the budget, and tuition paid on behalf of these students would not be considered student support.

Proof of Private, Nonprofit Status

If your organization is applying as a private, nonprofit institution, you must submit a copy of the letter from the Internal Revenue Service indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. We will not accept a letter of state sales tax exemption as proof of nonprofit status. (See 2 C.F.R. §3187.7(b))

Appendix Four – IMLS Products Guidance

Guidance for Projects that Develop Digital Products

What are digital products?

IMLS broadly defines digital products as any digital content, resources, assets, software, or datasets that you may create, collect, or develop during the course of your project.

What are the IMLS requirements for projects that create, collect, or develop digital products?

IMLS is committed to expanding public access to federally funded research, data, and other digital products. The assets you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products is not always straightforward. We require that you follow the directions addressing specific aspects of creating and managing digital products in the Digital Product Form. Click here to access the Digital Product Form (PDF, 180KB).

Additionally, IMLS participates in the Federal Agencies Digital Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive—nor do we endorse any specific resource—applicants considering digital projects may find the information useful. Click here to access the FADGI website.

Guidance for Research Applications

Please note that research and information collection is subject to applicable law, including but not limited to 45 C.F.R. pt. 46 (Protection of Human Subjects); see also the IMLS Assurances and Certifications.

An effective research application should answer the following questions in the project narrative.

What are the specific research questions our project will attempt to answer?

List the question or questions that will drive your proposed activities. Research questions should be clear and concise to help reviewers understand what you wish to learn.

What is our theoretical framing?

What are the concepts, assumptions, expectations, beliefs, and/or theories that support and inform your research and guide your approach to data collection and analysis? If you are proposing to conduct research that will build theory, explain why.

What is the relevance of our proposed research for current practice?

Discuss how your proposed work builds on existing projects or efforts, including those funded by IMLS. Provide information about how your research can lead to improved museum or library

practice and demonstrate you are familiar with current scholarship, including empirical work, in your area of interest.

What research methods will we use to conduct the research?

Detail the methods you will use to collect and analyze data. Say why they are the most appropriate for addressing the question(s) at hand. Your methods must be replicable and based on current practices.

What type of data will we gather?

Describe the type of data you will collect and any measures you will take to ensure its validity and reliability. Detail the methods for collecting information along with any potential privacy or human subjects concerns that may arise. List potential challenges in gathering data and explain how you will address them. As noted above, research and information collection are subject to applicable law, including but not limited to privacy requirements and 45 C.F.R. pt. 46 (Protection of Human Subjects), see also the IMLS Assurances and Certifications.

How will we analyze and use the data?

Describe how you will analyze the results of your research and relate them to your research questions. If applicable, outline an analysis plan that links a set of testable hypotheses to the proposed research question(s). Identify the variables of interest that are key to the investigation and explain how you will deal with alternative explanations for the observed phenomena.

How will we report the information?

Address how you will communicate the results to a variety of target audiences with different levels of expertise, especially practitioners.

How will we manage the research data and make it available for future use (as applicable)?

Explain how you will manage, share, preserve, and document the information and research products you will create during the project. To do this, complete the Digital Product Form (PDF, 180KB) and include it as part of the application to IMLS.

Data sharing is an essential component of research and expedites the translation of research results into new knowledge and practices. If your project involves the collection and analysis of data, we expect you to include, as part of your application, a data management plan (Part IV of the Digital Product Form (PDF, 180KB)) that provides for long-term preservation and access. We expect you to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final report to IMLS. The data should be deposited in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis.

Your project budget may include the costs of preparing the data for public release and for making the data publicly available. In your final report to IMLS, you will be required to identify where your data has been deposited and can be accessed by the public.

We recognize that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and

regulations, including those protecting confidentiality and personal privacy. The rights and privacy of people who participate in IMLS-supported research must be protected at all times. Thus, data intended for broader use should be free of anything that could lead to disclosure of the identity of individual participants. You should identify and explain the reasons for any limitations in your data management plan.

For the purposes of this section, "data" is defined consistent with OMB guidance (please see 2 C.F.R. § 200.315). We reserve a royalty-free, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the data first produced under a grant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

Access to Work Products and Documents from IMLS Supported Projects

How should we share our work products from IMLS-supported projects?

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We encourage IMLS grant recipients to share their work products (including publications, datasets, educational resources, software, and digital content) whenever possible through free and open-access journals and repositories. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

What project documents might IMLS make openly accessible?

We may share grant applications, work products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. We require that your final report include one copy of each written product you create, unless otherwise instructed. These materials may be disseminated broadly and made available in a variety of ways and formats.

What do we need to know about copyright and works produced with IMLS support?

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for federal government purposes, a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. We encourage you to make your works produced with IMLS support widely available, including through the use of open licenses.

What do we need to know about digital products produced with IMLS support?

IMLS is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). We require that you follow the directions addressing specific aspects of creating and managing digital products in the Digital Product Form. The form provides additional instructions and guidance. [Click here to access the Digital Product Form](#) (PDF, 180KB).

Appendix Five – Conflict of Interest Requirements

Conflict of Interest Requirements

What conflict of interest requirements must we follow?

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the pass-through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

- As a non-federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.