Native American Library Services Enhancement Grant Program

FY 2020 Reviewer Handbook

For information, contact:

Anthony Smith, Associate Deputy Director for Discretionary Programs, asmith@imls.gov

Sarah Boonie, Program Specialist, sboonie@imls.gov

Contents

INTRODUCTION 3

PURPOSE AND SCOPE OF NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS 1

- Indicators of successful projects 1
- IMLS agency-level goals 1
- Project categories 2

APPLICATION AND REVIEW LOGISTICS 2

- Glossary of terms 3
- How your reviews are used 3
- Access to online portal 3
- Conflict of interest 4
- Time required 5
- Confidentiality 5
- Managing records 5

REVIEW PREPARATION AND SUBMISSION 5

- Reading proposals 5
- Review criteria 6
- Writing comments 8
- Assigning scores 10
- COVID-19 11
- Submitting reviews 11

COMPLYING WITH ETHICAL OBLIGATIONS AND AVOIDING CONFLICTS OF INTEREST 13

- General Principles of Ethical Conduct 13
- Summary of Conflict of Interest Laws 14
- Reviewer Conflict of Interest Statement 14

Introduction

Thank you for serving as a reviewer for the Institute of Museum and Library Services (IMLS)! We appreciate the tremendous amount of time and effort you commit to the peer review process. By lending your professional expertise, you make a significant contribution to IMLS grant programs and provide an invaluable service to the entire museum, archives, and library communities.

IMLS staff members have prepared this handbook to ensure fair and candid review of all eligible proposals. It provides you with the procedural information you need. Please use it in conjunction with this year's Native American Library Services Enhancement Grant Notice of Funding Opportunity (NOFO).

Even if you have reviewed for IMLS in the past, you should read through this handbook, since we make changes each year that may impact your reviews.

Purpose and Scope of Native American Library Services Enhancement Grants

Enhancement grants are competitive grants available to carry out activities, described in 20 U.S.C. 9141, that advance the programs and services of eligible Native American libraries.

Indicators of successful projects

Successful Enhancement grant projects should result in measurable changes and outcomes, such as increased understanding, interest, and confidence among participants. Successful Enhancement grant projects support the activities described in 20 U.S.C. 9141, for example:

- support for individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
- improvement of the quality of and access to library and information services; and
- enhancement of the skills of the current library workforce and leadership.

Successful Enhancement grant projects will align with one of three project categories: Preservation and Revitalization; Educational Programming; or Digital Services.

IMLS agency-level goals

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 create a nation of learners. 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 of the IMLS Strategic Plan, Transforming Communities:

- **Promote Lifelong Learning:** IMLS supports learning and literacy for people of all ages through museums and libraries.
- **Build Capacity:** IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.
- **Increase Public Access:** IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.

The goals 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 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; persons with disabilities; persons with limited functional literacy or information skills; individuals having difficulty using a library or museum; underserved urban and rural communities; and children from families with incomes below the poverty level. 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.

Project categories

Enhancement grant projects should support the activities described in 20 U.S.C. 9141 and successful proposals will align with one of three project categories:

Preservation and Revitalization projects focus on the preservation and revitalization of Native American language and culture through use of efficient and effective strategies and incorporation of strategic partnerships. Activities include preservation of content of unique and specific value to the community, following established best practices and standards.

Educational Programming projects include programs for library patrons and community-based users related to a specific topic or content area through development, implementation and evaluation of classes, events, tools, resources, and/or other services. Emphasis should be placed on the needs of learners and appropriate teaching and facilitation approaches and curriculum development.

Digital Services projects feature activities dedicated to the establishment and refinement of digital services and programs related to infrastructure, platforms, and technology, in general. Proposals for digitization projects should include plans for preservation of and access to the resulting digital objects and/or implementing digital library tools to provide services to Native American communities.

Application and Review Logistics

To better familiarize yourself with the process, we are including a chart that documents the entire program cycle. Your participation in the process begins where highlighted.

May 2020	✔	Applicants submit their applications.
May, 2020	✔	IMLS checks the applications for eligibility and completeness.
May, 2020	✔	IMLS identifies available reviewers with appropriate expertise and assigns reviewers to evaluate each application.
May-June, 2020	*ongoing*	Reviewers receive access to the applications, evaluate them, and complete their reviews and scores.
June-July, 2020		IMLS staff members review the financial information for each potential grantee.
July, 2020		IMLS staff members recommend proposals for funding to the IMLS Director, who has the authority to make final funding decisions.
August, 2020		IMLS makes awards. Whether or not they have received an award, all applicants receive anonymous copies of the panel reviews. IMLS also sends notification of the awards to each participating reviewer.

Glossary of terms

At times, the vocabulary used on the IMLS grants management portal, eGMS Reach, does not completely match the common IMLS vocabulary. We may use terms interchangeably throughout our instructions and in the online Reach interface. Here is a breakdown of common terms you will come across while completing your review:

Panel: The online space in which you will be completing the review process

Coordinator: IMLS Staff member for technical questions you may have

Chair: IMLS staff member for content-based questions you may have

Evaluation: Your reviewer comments and feedback that are provided to applicants

Applications: Proposals from applicants that you will be reviewing

Application Number: The unique identifier assigned to each proposal

Primary Person/Individual: Project Director (PD) or Principal Investigator (PI)

Primary Institution: The lead applicant and fiscal agent for a project

Grade: The single score or number you will provide for each proposal. (Despite the term, you can edit what you have entered into "Final Grades" until the submission deadline).

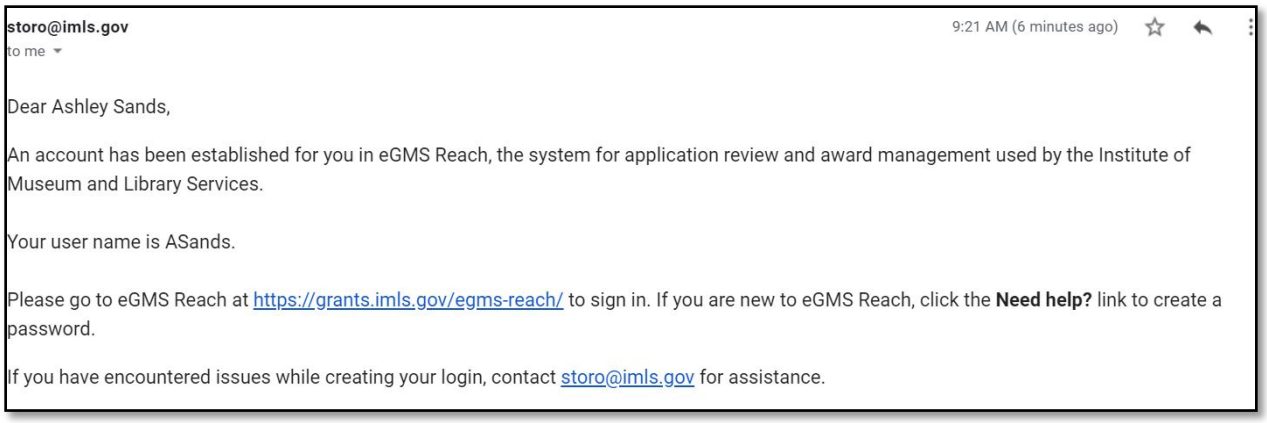
How your reviews are used

Your scores inform the ranking of proposals and are the basis for decisions about which proposals receive funding. Your work helps the Director and IMLS staff understand the strengths and weaknesses of each proposal. As such, it important that your scores support your comments and that your comments justify your scores. Your comments also help unsuccessful applicants revise their proposals for future grant cycles.

Access to online portal

All review materials will be provided to you via the IMLS application review and grants management system maintained by IMLS. This system is called "eGMS Reach." It is both the online portal that you will use to receive materials for review and the system where you will input your reviews.

In order to access the online portal for the first time, you will receive a separate email (see below) from IMLS prompting you to create a username and password. The email body will include instructions for how to setup your password on your first login. If you do not receive the email, please check your junk folder. If you still do not see the message, contact imls-librarygrants@imls.gov.



storo@imls.gov 9:21 AM (6 minutes ago)
to me

Dear Ashley Sands,

An account has been established for you in eGMS Reach, the system for application review and award management used by the Institute of Museum and Library Services.

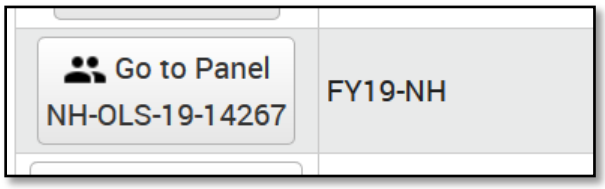
Your user name is ASands.

Please go to eGMS Reach at https://grants.imls.gov/egms-reach/ to sign in. If you are new to eGMS Reach, click the **Need help?** link to create a password.

If you have encountered issues while creating your login, contact storo@imls.gov for assistance.

Please alert IMLS staff immediately if you have not received your access credentials, if any materials are missing, you cannot open them, or if you encounter any other issues.

Upon receipt of the email, you should log into eGMS Reach. After you have completed the successful login, please ensure that you can access your reviewer materials. To do this, click on the "Go To Panel" button for your panel, which starts with "FY20-NAE."



The Panel section of eGMS Reach will provide you with all of the information you need to perform and submit your reviews. It begins with IMLS contact information for the panel, followed by your reviewer materials, and then includes the applications you will be reviewing.

Your review process consists of three main activities:

a. Preparing to begin peer review by reading available documentation
    a. Quick Reference Guide
    b. Reviewer Handbook (this document)
b. Certifying the Conflict of Interest Statement
c. Reading and reviewing the applications

Using the online portal eGMS Reach, you will complete an evaluation form that includes written comments and asks you to assign one "Grade" or score for each application. More guidance on evaluating applications is provided in this document, but if any application seems to be missing pages or other information, please contact imls-librarygrants@imls.gov.

Conflict of interest

Before proceeding to the Application Tab, you must:

1) review the Conflicts of Interest Statement located under your Personal Files. (To review the statement, click the paper icon); and
2) certify that you have reviewed the Conflicts of Interest Statement and that you have no conflicts with the applications that have been assigned to you (to certify that you have reviewed the statement and have no conflicts, click the pencil icon to access the click-

through signature function).

Once you begin reviewing your assigned proposals, you may identify other conflicts. **Contact us immediately if you identify any potential conflicts of interest.**

Peer Reviewer Services Agreement and Direct Deposit Forms

During your review period you will receive an email to access an IMLS Secure File Folder. This is a secure system administered by IMLS to safely obtain reviewer information. In the folder will be a Peer Review Services Agreement which is a required document and a Direct Deposit form if you are electing to receive an honorarium for your services. Instructions for using the system can be found under 'Files' in your Reach panel. Please complete these forms no later than the review due date.

Time required

We estimate that it takes 2-3 hours to evaluate one application. If you are a first-time reviewer, you may need more time.

Confidentiality

The information contained in grant proposals is strictly confidential. Do not discuss or reveal names, institutions, project activities, or any other information contained in the proposals. Contact IMLS if you have any questions concerning a proposal. **Do not contact applicants directly or post on social media about your involvement in the process.**

Managing records

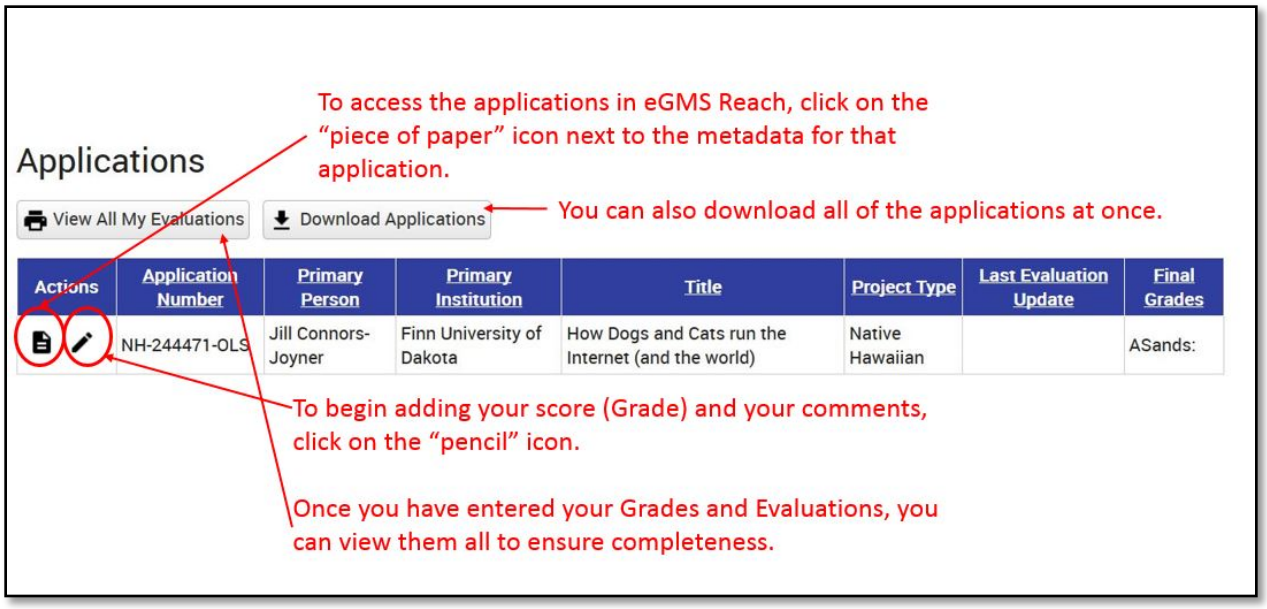
Keep the proposals and a copy of your reviews in case there are questions from IMLS staff. Please destroy your review materials after awards are made.

Review Preparation and Submission

Reading proposals

Your thorough reading and understanding of each proposal will be the key to providing both insightful comments and an overall rating for the proposal, ensuring that your comments are a reflection of your overall score. Before you review proposals, please read the Native American Library Services Enhancement Grant NOFO.

To access the applications in eGMS Reach, click on the “piece of paper” icon next to the metadata for that application. To begin adding your score (Grade) and your comments, click on the “pencil” icon. You can also view all of the applications at once, as well as view all of your evaluations (scores and comments) at once.



Review criteria

Please provide evaluative comments of 3-5 sentences minimum for each of the five review areas. Below are the review areas as presented to applicants along with the review criteria you should consider for each area:

1. Statement of Need Review Criteria:

Does the applicant demonstrate that it has identified an audience, through a formal or informal assessment of the audience's needs, that the applicant is aware of similar projects completed by other institutions, and that it has developed a project and goals that best answer those needs?

- Does the applicant address a specific need and how that need was assessed or determined?
- Does the proposal provide enough information about the role of the organization and the library services it provides? If not, why not? (What is missing?)
- Does the proposal include information about the purpose of the project and how it relates to an identified need as well as which specific audiences the project will serve with the project? Is the purpose timely and compelling? Why or why not?
- Does the applicant provide enough information about any assessments that were conducted prior to identifying a need as a priority for the library? If not, what is missing? Do you think the approach proposed is the best solution to meet the needs of the targeted audience? Why or why not?

2. Project Design Review Criteria:

Does the applicant have a clear work plan? If not, why not? Are the performance goals and objectives, project questions, and conceptual design and processes well-articulated and framed within the context of Section A1 of the NOFO? If not, why not? What is missing? What can be improved? Do any proposed project components or elements stand out as exemplary?

- Are the activities described appropriate for addressing the stated need? Why or why not? Are the appropriate partners involved? If not, who is missing or should be included? Overall, do

you feel that the project features efficient, effective, and reasonable approaches to accomplish its goals and objectives?

- If applicable, does the description of preliminary work or planning provide sufficient grounding and/or justification for the proposed work? If not, why not? How does the proposed project relate (or not) to other funded work in the area of interest? Is there any published or empirical work that should have been cited or referenced but was not? Is the project duplicative of past efforts or IMLS investment?
- If applicable, are described rationales regarding deviation from accepted practice well-described and justifiable? Why or why not? Do you feel that the expected results will be compatible with other resources that follow existing standards?
- If applicable, has the applicant included the Digital Product Form? If products such as digital collections or software tools will be generated by the project, is there evidence that the applicant has considered key technical details? If not, why not?

3. Impact Review Criteria:
   - Are the project goals clearly described and achievable? Are the project results well-articulated and appropriate? If not, why not?
   - Are the project's outcomes for participants clearly described and achievable? Are any potential benefits for individuals or groups well-described, appropriate, and achievable? If not, why not?
   - Does the applicant appear to have a solid plan for evaluating the project and measuring progress toward achieving project goals and outcomes? Is any information lacking or needed? Do the potential benefits of the proposed work outweigh any potential risks?

4. Communications Plan Review Criteria:
   - Is the communications plan, including descriptions of intended audiences, clear? Is there evidence that results, products, models, findings, processes, benefits, and lessons learned from the project will be shared openly and effectively? Why or why not?
   - Is there evidence of community building and/or audience engagement via discussion, involvement, collaboration, or adoption throughout the project lifecycle? For example, is it clear the project team will seek and obtain feedback from various stakeholders? Why or why not?
   - Are communications-related roles and responsibilities clearly delineated?
   - Are any necessary plans for supporting documentation included, if applicable?

5. Sustainability Review Criteria:
   - What is the extent to which the project's benefits will continue beyond the grant period? Does there appear to be a solid plan for continued support for project activities and products beyond the grant period? Is there demonstrated buy-in from potential stakeholders? Why or why not?
   - Do you believe the project will lead to systemic change within the community of interest based on the information provided? Why or why not?
   - Are plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools sufficient? Why or why not?

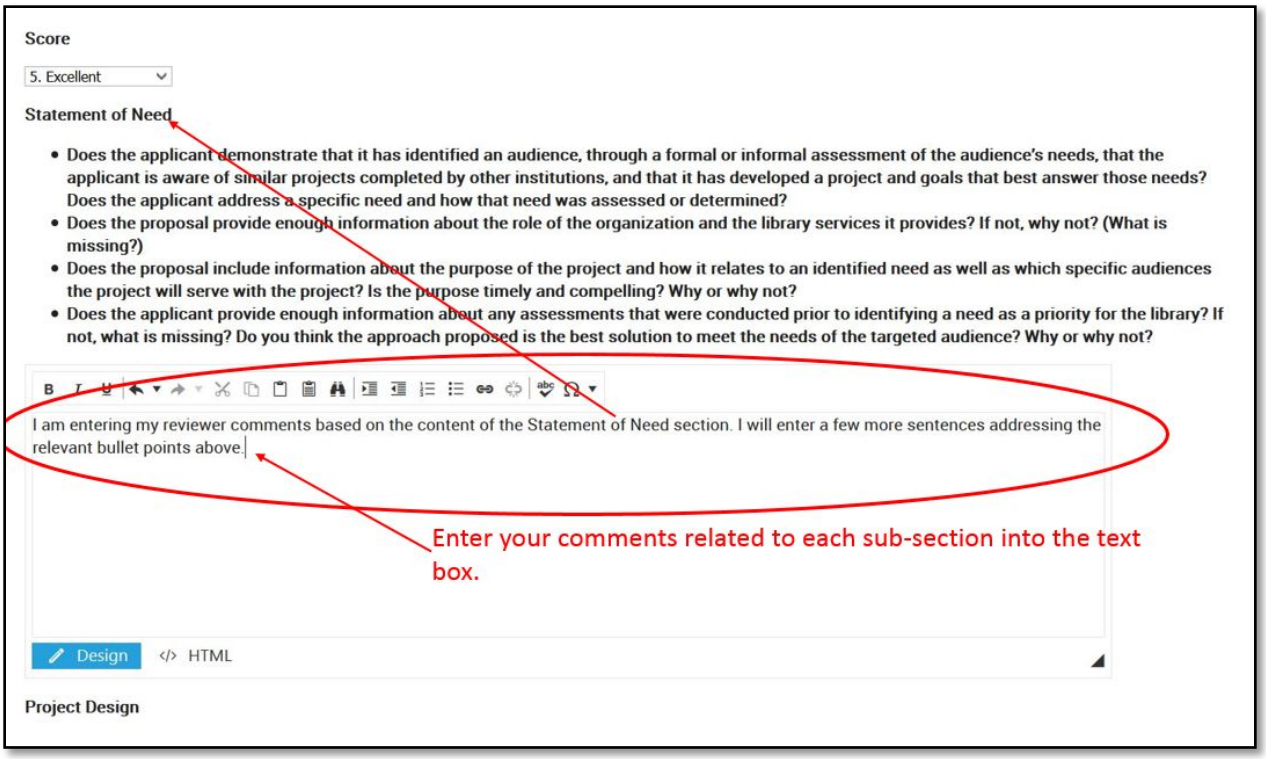
Review criteria for each section are also outlined in the Notice of Funding Opportunity: https://www.imls.gov/sites/default/files/fy20-ols-nag-enhancement-nofo.pdf

Writing comments

Draft comments for each of the required prompts. When you are ready, you can begin writing (or copy/pasting) your score and comments within eGMS Reach by clicking on the pen icon next to each respective application.

Please note that while the eGMS Reach system is intended to auto-save every five minutes, we highly suggest hitting the save button at the bottom of the screen more frequently, and not solely relying on the auto-save feature. Please only have one application reviewer comment screen open at a given time, the system may lose your reviews if more than one application's reviews are open. Please also only use the plain text option (whether you are typing directly into the text boxes, or if you choose to copy/paste from your own software).

The form allows you to enter one score number per proposal, and to enter written comments into the five components of the review criteria.



- Use your professional knowledge and experience to assess the information objectively.
- If you question the accuracy of any information, call IMLS to discuss it. **Do not question the applicant's honesty or integrity in your written comments.**
- Do not contact the applicant directly.
- **Analyze** the proposal in your comments; summarizing or paraphrasing the applicant's own words will not help the applicant.

Should I consider…	Yes	No
an institution's financial or staffing needs?		X
the size or age of the organization?		X
my prior knowledge of an institution or project staff?		X
whether the organization has the appropriate resources to complete the project?	✔	
whether the applicant has included the information necessary for an adequate evaluation of its merits?	✔	
whether a project is new or a resubmission?		X

the proposed cost share? *(IMLS will confirm whether the proposed cost share meets the program requirements.)*		X
an institution's indirect cost rate?		X

Characteristics of constructive and effective comments:

- Presented in a constructive manner
- Concise, specific, easy to read and understand
- Specific to the individual applicant
- Reflect the professionalism of the reviewer
- Align with the rating that is given
- Acknowledge the resources of the institution
- Reflect the proposal's strengths and identify areas for improvement

Characteristics of poor comments:

- Make derogatory remarks (Offer suggestions for improvement rather than harsh criticism.)
- Penalize an applicant because you feel the institution does not need the money (An eligible institution may receive funds, regardless of institutional need.)
- Penalize an applicant because of missing materials (If you believe a proposal is missing required materials, please contact an IMLS staff member immediately.)
- Question an applicant's honesty or integrity (You may question the accuracy of information provided by the applicant, but if you are unsure how to frame your question, contact IMLS.)
- Offer or ask for irrelevant or extraneous information (Your comments should concern only the information IMLS requests of applicants.)
- Offer limited explanation or detail for the score provided

Remember that both successful and unsuccessful applicants use your comments to help improve their projects or future proposals.

Assigning scores

After you have read, evaluated, and written comments for each proposal, please provide a single numeric score from 1-5 (5 being the highest) that reflects your opinion of the proposal's overall quality and your recommendation of whether it should be funded this year. A score of 3 or above is typically considered "fundable."

Fundable	Excellent	5	The proposal meets **all** of the review criteria (as described in the Notice of Funding Opportunity). You recommend funding the proposal without reservation.
	Very Good	4	The proposal meets **most** of the review criteria, but requires minor improvements. You recommend funding the proposal.
	Good	3	The proposal meets **some** of the review criteria, but requires some improvements. You recommend funding the proposal, but acknowledge it could be more successful with some changes.
Do not fund	Some Merit	2	The proposal **does not** meet the review criteria. You do not recommend the proposal for funding, but think it could be strengthened for resubmission in a future grant cycle.
	Inadequate	1	The proposal **does not** meet the review criteria. You do not recommend the proposal for funding or for resubmission.

To help applicants understand and benefit from your reviews, make sure that your scores accurately reflect your written comments.

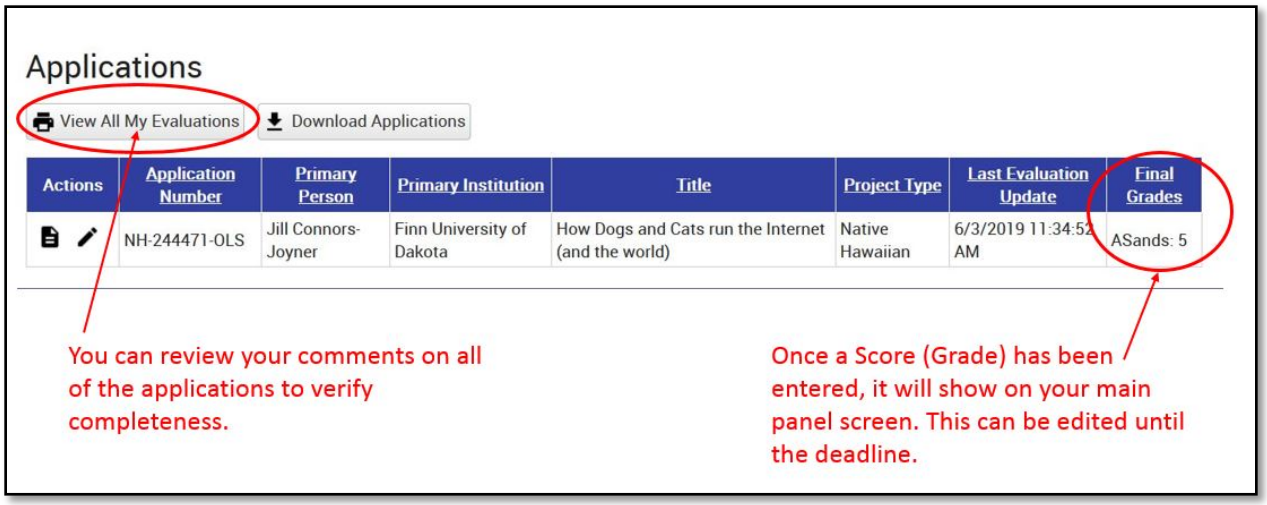
COVID-19

As we are all very aware, the COVID-19 pandemic is evolving each and every day. It is unknown how long, and to what extent, social isolation or other measures will be taken with our nation's libraries, museums, and archives. Given the uncertainty, we ask peer reviewers to provide some leniency to applicants who may have been impacted by the virus and the social isolation measures. While we ask you to make an indication of any potential concerns in your comments, please do not reduce your grade/score in relationship to COVID-19.

Submitting reviews

Review your draft comments and scores. Adjust your scores, if necessary, to more accurately reflect your written evaluation. **Remember, scores should support comments, and comments should justify scores.**

Once you have entered a score from the 1-5 dropdown, as well as comments into each of the five review criteria sections, click "Save and Close" at the bottom of the screen, and your score and comments will be saved and visible to IMLS staff. At the end of the process, you will have gone through this once for each of the assigned applications. To confirm that these scores have been recorded, you can view the "final grades" column on the far right of the list of applications, which will now include a number. You can continue to edit your scores and comments through this same process until the submission deadline.



Complete this process for all reviews and files you are required to return to IMLS. Please note that all files **must** be submitted by **Monday, June 29 at 11:59 PM Eastern.**

Complying with Ethical Obligations and Avoiding Conflicts of Interest

As a reviewer for IMLS, you perform a vital role in ensuring the integrity of IMLS's peer review process and must carry out your duties in accordance with government ethics rules. Before you evaluate applications, we ask that you review the following ***General Principles of Ethical Conduct*** and ***Summary of the Conflict of Interest Laws***. You will be asked to certify compliance with the IMLS Reviewer Conflict of Interest Statement and Certification. IMLS allocates up to one hour of your reviewer time for you to consider these materials.

If, at any time in the course of performing your duties at IMLS, you believe you may have a conflict of interest, please contact the IMLS staff member coordinating your review process. Other questions about the ethics rules and responsibilities may be directed to IMLS's Designated Agency Ethics Official at ethics@imls.gov; (202) 653-4787; 955 L'Enfant Plaza, SW, Suite 4000, Washington, DC 20024.

General Principles of Ethical Conduct

1. Public service is a public trust, requiring you to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. You shall not hold financial interests that conflict with the conscientious performance of duty.
3. You shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. You shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by IMLS, or whose interests may be substantially affected by the performance or nonperformance of the your duties.
5. You shall put forth honest effort in the performance of your duties.
6. You shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
7. You shall not use public office for private gain.
8. You shall act impartially and not give preferential treatment to any private organization or individual.
9. You shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. You shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. You shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. You shall satisfy in good faith your obligations as citizens, including all just financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.
13. You shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. You shall endeavor to avoid any actions creating the appearance that you are violating the law or the ethical standards.

Summary of Conflict of Interest Laws

18 U.S.C. § 201 – Prohibits you from acceptance of bribes or gratuities to influence Government actions.
18 U.S.C. § 203 – Prohibits you from accepting compensation for representational activities involving certain matters in which the United States is a party or has a direct and substantial interest.
18 U.S.C. § 205 – Prohibits you from certain involvement in claims against the United States or representing another before the Government in matters in which the United States is a party or has a direct and substantial interest.
18 U.S.C. § 207 – Imposes certain restrictions on you related to your activities after Government service.
18 U.S.C. § 208 – Prohibits you from participating in certain Government matters affecting your own financial interests or the interests of your spouse, minor child, general partner, or organization in which you are serving as an officer, director, trustee, general partner, or employee.
18 U.S.C. § 209 – Prohibits you from being paid by someone other than the United States for doing their official Government duties.

Reviewer Conflict of Interest Statement

As a reviewer or panelist for IMLS, you may receive a grant application for review that could present a conflict of interest. Such a conflict could arise if you are involved with the applicant institution, or in the project described in the application, as a paid consultant or through other financial involvement. The same restrictions apply if your spouse or minor child is involved with the applicant institution or if the application is presented on behalf of an institution with which you, your spouse or minor child is negotiating for future employment.

A present financial interest is not the only basis for conflict of interest. Through prior association as an employee or officer, you may have gained knowledge of the applicant that would preclude objective review of its application. Past employment (generally more than five years) does not by itself disqualify a reviewer so long as the circumstances of your association permit you to perform an objective review of the application. If you believe you may have a conflict of interest with any application assigned to you for review, please notify us immediately.

You may still serve as a reviewer even if your institution is an applicant in this grant cycle or you were involved in an application submitted in this grant cycle, as long as you do not review any application submitted by your own institution or any application in which you were involved.

However, if you believe that these or any other existing circumstances may compromise your objectivity as a reviewer, please notify us immediately.

If an application presents no conflict of interest at the time you review it, a conflict of interest may still develop later on. Once you have reviewed an application, you should never represent the applicant in dealings with IMLS or another Federal agency concerning the application, or any grant that may result from it.

It is not appropriate, for your purposes or for the purposes of the institutions or organizations you represent, for you to make specific use of confidential information derived from individual applications that you read while you were serving as an IMLS reviewer. In addition, pending applications are confidential. Accordingly, you must obtain approval from IMLS before sharing any

proposal information with anyone, whether for the purpose of obtaining expert advice on technical aspects of an application or for any reason.

If you have any questions regarding conflict of interest, either in relation to a specific application or in general, please contact the IMLS staff member who is coordinating the review process.
review a grant proposal that could present a conflict of interest. Such a conflict could arise if you are involved with the applicant institution, or in the project described in the proposal, as a paid consultant or through other financial involvement. The same restrictions apply if your spouse or minor child is involved with the applicant institution or if the proposal is presented on behalf of an institution with which you, your spouse, or minor child is negotiating for future employment.

A present financial interest is not the only basis for conflict of interest. Through prior association as an employee or officer, you may have gained knowledge of the applicant that would preclude objective review of its proposal. Past employment (generally more than five years) does not by itself disqualify a reviewer so long as the circumstances of your association permit you to perform an objective review of the proposal. If you believe you may have a conflict of interest with any proposal assigned to you for review, please notify us immediately.

You may still serve as a reviewer even if your institution is an applicant in this grant cycle or you were involved in a proposal submitted in this grant cycle, as long as you do not review any proposal submitted by your own institution or any proposal in which you were involved. However, if you believe that these or any other existing circumstances may compromise your objectivity as a reviewer, please notify us immediately.

If a proposal presents no conflict of interest at the time you review it, a conflict of interest may still develop later on. Once you have reviewed a proposal, you should never represent the applicant in dealings with IMLS or another Federal agency concerning the proposal, or any grant that may result from it.

It is not appropriate, for your purposes or for the purposes of the institutions or organizations you represent, for you to make specific use of confidential information derived from individual proposals that you read while you were serving as an IMLS reviewer. In addition, pending proposals are confidential. Accordingly, you must obtain approval from IMLS before sharing any proposal information with anyone, whether for the purpose of obtaining expert advice on technical aspects of a proposal or for any reason.

If you have any questions regarding conflict of interest, either in relation to a specific proposal or in general, please contact IMLS immediately.