



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

# **FY2016 LB21 Phase 1 Reviewer Handbook**

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## **Welcome to The LB21 Program Review Process**

Thank you for agreeing to serve as a Laura Bush 21<sup>st</sup> Century Librarian (LB21) Phase 1 reviewer. We have selected you to review this year's applications because of your professional expertise and knowledge of the field. This handbook was prepared specifically for Phase 1 reviewers to provide procedural and technical information, ensuring a fair and candid review of all eligible LB21 applications. Please use it in tandem with the FY2016 LB21 Notice of Funding Opportunity, available at:

<https://www.ims.gov/nofo/laura-bush-21st-century-librarian-program-fy16-2-notice-funding-opportunity>

Even if you have reviewed for LB21 or any other IMLS grant program in the past, it is important that you read through this handbook since we recently made changes to our grant programs.

## **Purpose and Scope of the LB21 Program**

### **What is this grant program?**

The Laura Bush 21st Century Librarian Program (LB21) supports professional development, graduate education and continuing education to help libraries and archives develop the human capital capacity they need to meet the changing learning and information needs of the American public.

This is the second of two FY16 LB21 Grants for Libraries funding opportunities with two separate deadlines. In addition to the opportunity described in this Notice of Funding Opportunity, the first LB21 funding opportunity deadline was in October 2015, with an award announcement in late March 2016.

### **What are the characteristics of successful projects?**

We are especially interested in supporting proposals to address the following agency priorities:

- National digital platform
- Learning in libraries

We conducted a [series of IMLS Focus convenings in 2015](#) that identified issues in the National Digital Platform and Learning in Libraries areas, among other topics. [The reports synthesizing key takeaways from this year's Focus convenings](#) may help inform the development of projects.

In particular, we wish to support academic programs, professional development and continuing education programs that address the issues raised at these convenings.

These include:

- Digital services (content curation, user services, and infrastructure design & management)
- Participatory or lifelong learning services (maker spaces, learning labs, digital media studios, etc.)
- Community engagement, especially engagement that leads to broadband adoption
- Applied research that fosters meaningful connections among researchers, practitioners, and constituencies
- Mentorship, service learning, and practical models for development
- Supporting STEM learning
- Supporting projects that build capacity to embrace open-ended design challenges and proactive service developments.

### **What are the funding categories and project categories for this program?**

#### Funding categories

The four Laura Bush 21<sup>st</sup> Century Librarian Program funding categories are as follows:

*Project Grants* support fully developed projects for which needs assessments, collaboration development, feasibility analyses, prototyping, and other planning

activities have been completed.

*Planning Grants* allow project teams to perform preliminary planning activities, such as analyzing needs and feasibility, solidifying collaboration, developing project work plans, or developing prototypes or proofs of concept. These activities should have the potential to lead to a full project, such as those described in Project Grants above.

*National Forum Grants* provide the opportunity to convene qualified groups of experts and key stakeholders to consider issues or challenges that are important to libraries or archives across the nation. Grant-supported meetings are expected to produce reports for wide dissemination with expert recommendations for action or research that address a key challenge identified in the proposal. The expert recommendations resulting from these meetings are intended to guide future applications to IMLS grant programs. National Forum Grant recipients are required at the end of the project to submit to us a brief whitepaper for public distribution summarizing those expert recommendations, which we will post online.

*Research Grants* support the investigation of key questions important to library or archival practice, including research to support the successful recruitment and education of the next generation of librarians. The term “research” includes systematic study directed toward fuller scientific knowledge or understanding of the subject studied. It also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

The award amount limitations for each funding category are as follows:

Project Grants: \$50,000 - \$1,000,000  
Planning Grants: up to \$50,000  
National Forum Grants: up to \$100,000  
Research Grants: up to \$500,000

### Project Categories

Your application must designate one of the following three project categories on the Program Information Sheet. The same proposal may not be submitted to IMLS under more than one category.

Note: If your application has a recruitment component, you should address ways to bring to the profession skills required to enhance library and/or archives services; and broaden participation in the library profession, including but not limited to members of traditionally underserved groups and communities.

#### 1. Masters-level and Doctoral-level Programs

### Master's Programs

- Educate the next generation of librarians and archivists in nationally accredited graduate library programs to meet the evolving needs of the profession and society.

### Doctoral Programs

- Develop faculty to educate the next generation of library and archives professionals. In particular, increase the number of students enrolled in doctoral programs that will prepare faculty to teach master's students who will work in school, public, academic, research, and special libraries and archives.
- Develop the next generation of library and archives leaders to assume positions as managers and administrators.

## 2. Research and Early Career Development

### Research

- Investigate issues and trends affecting library and archival practices.
- For all research projects, except Early Career Development Projects, all eligible library entities may apply, either individually or collaboratively.

### Early Career Development

- Support the early career development of new faculty members in library and information science by supporting innovative research by untenured, tenure-track faculty. (Proposed research should be in the investigator's own field of inquiry and need not relate to library education or librarianship as a career.)

For more information on the Early Career Development category, contact Mary Alice Ball ([mball@imls.gov](mailto:mball@imls.gov)[\(link sends e-mail\)](#) or 202-653-4730) or Sandra Toro ([storo@imls.gov](mailto:storo@imls.gov)[\(link sends e-mail\)](#) or 202-653-4662), and see [Special Conditions of Eligibility for Institutions of Higher Education](#). See also the [Frequently Asked Questions \(FAQs\) about the IMLS Early Career Development Program](#).

We encourage internships and residency programs and are especially interested in increasing diversity in professional employment in libraries and archives developing a diverse workforce of librarians and archivists.

## 3. Continuing Education and Programs to Build Institutional Capacity

### Continuing Education

- Improve the knowledge, skills, and abilities of library and archives staff through programs of continuing education, both formal and informal,

including post-master's programs such as certificates of advanced study, residencies, enhanced work experiences, and other training programs for professional staff.

#### Programs to Build Institutional Capacity

- Develop or enhance curricula within graduate schools of library and information science to better meet the needs of cultural heritage and information professionals.
- Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship.
- Develop projects or programs of study to increase the abilities of future library and archives professionals in developing the 21st century skills of their users, including information and digital literacy skills. (See [Museums, Libraries, and 21st Century Skills](#).)
- Only eligible graduate programs in Library and Information Science or School Library Media may apply to this category (see Article C: Eligibility).

Applicants may choose to submit a Project Grant, Planning Grant, or National Forum Grant proposal in any of the three LB21 project categories. Your application must designate one of these project categories. The same proposal may not be submitted to IMLS under more than one category.

## **Application and Review Process**

Applicants submit their preliminary proposals using Grants.gov—the single point of entry for IMLS grant applications.

IMLS receives the applications and checks them for organizational eligibility and application completeness.

IMLS identifies a pool of available Phase 1 reviewers with appropriate expertise and assigns reviewers to evaluate each application.

Phase 1 reviewers receive access to the preliminary proposals, evaluate them, and complete their reviews via Dropbox.

LB21 Phase 1 review panels meet in Washington, DC, to rank the proposals, discuss the merits of the proposals, and to provide recommendations and feedback for improvement of the preliminary proposals. IMLS uses Phase 1 reviewers' comments and feedback to create a list of proposals recommended for invitation to Phase 2 (review of full applications).

Invited institutions are provided reviewer comments and invited to speak with IMLS staff regarding their proposals. They are invited to make any changes to their proposals and submit full applications by the deadline of June 1, 2016.

Institutions that are not invited to submit a full proposal will receive notification of this decision, along with the reviewer comments about their proposal.

Applicants submit their full proposals using Grants.gov—the single point of entry for IMLS grant applications.

IMLS receives the full proposals and checks them again for organizational eligibility and application completeness.

IMLS identifies a pool of available Phase 2 reviewers with appropriate expertise and assigns reviewers to evaluate each application. Phase 2 reviewers receive access to the full applications, evaluate them, and complete their reviews and scores through the online reviewer system.

LB21 Phase 2 review panels will provide a second level of review for LB21 proposals. Phase 2 panelists review applications from a broad perspective, identifying applications that best meet IMLS and LB21 program goals. They also provide insight into issues pertinent to this year's competition as well as provide recommendations on improving the grant program, applications, and the review process.

IMLS staff members review the financial/accounting information and the budget sheets of each potential grantee.

IMLS staff members provide a list of applications recommended for funding to the IMLS Director for approval. By law, the director has the authority to make final

funding decisions.

## **What to Expect at the Panel**

When the panel meets at IMLS in Washington, DC we will discuss each proposal. While our time is limited, we should have ample opportunities to go over every application. IMLS will provide laptops with access to the complete applications as well as the reviews you submitted; you need not print out copies of applications, but it may be convenient to bring along copies of your reviews and any notes you may have.

We do not need to reach consensus on any evaluation, but you will have the opportunity to adjust your scores and add or revise your comments after each proposal is discussed.

During the meeting, we will set aside time to hear your ideas and feedback about the grant review process and the Laura Bush 21<sup>st</sup> Century Librarian Program.

## **Follow Up**

We greatly appreciate the tremendous amount of time and effort you commit to being a reviewer. By participating in the peer review process, you make a significant contribution to the LB21 program and provide an invaluable service to the entire museum, archives and library communities.

Thank you!

# Application Review Instructions

- Verify Access to Applications Online** This year we are using Dropbox to deliver the proposals to you. You will receive an email containing a link to Dropbox where you can access all of proposals. Please refer to the review spreadsheet, also in Dropbox, to see the proposals assigned to you. Please check your spam filters to ensure that this message is delivered to your inbox. Make sure you see all the applications referenced in the email. Then, save them to your computer in a secure place that is not accessible to others. Call or email Emily Reynolds immediately if any applications are missing or if you cannot open them.
- Conflict of Interest** Once you begin reviewing your assigned applications, if you discover any conflicts of interest, please contact us immediately. Please see the Reviewer Conflict of Interest Statement included in your review materials. A conflict of interest would arise if you have a financial interest in whether or not the proposal is funded, or if for some reason, you feel that you cannot review a proposal objectively.
- Confidentiality** The information contained in grant applications is strictly confidential. Do not discuss or reveal names, institutions' project activities, or any other information contained in the applications. Contact us if you have any questions concerning an application. Do not contact an applicant directly.
- Read Applications** Your thorough reading and understanding of each application will be the key to providing both insightful comments and an overall rating for the application, ensuring that your comments are a reflection of your overall score. Before you review proposals, please read the LB21 Notice of Funding Opportunity at <https://www.ims.gov/nofo/laura-bush-21st-century-librarian-program-fy16-2-notice-funding-opportunity>.
- We have included in this document a quick reference sheet that you may wish to have accessible as you review proposals. It lists the types of information you should look for in each applicant's responses and provides guideposts for your review.
- Evaluate Applications** Read your applications again and respond with your comments under the prompts provided on the reviewer spreadsheet. For your convenience, we have expounded upon these prompts in the Quick Reference Guide.
- Please take constructive notes on the strengths and weaknesses of these proposals and how they might be improved using the provided spreadsheet.
- Use your professional knowledge and experience to assess the information objectively.
  - Judge the application on its own merits. Do not base your evaluation on any prior knowledge of an institution.

- 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.
- Consider whether the applicant has the resources to successfully complete the project.
- Analyze the two-page abstract of the application in your comments. Summarizing or paraphrasing the applicant's own words will not help the applicant.

Characteristics of Constructive and Effective Comments:

- They are presented in a helpful manner.
- They are concise, specific, and easy to read and understand.
- They acknowledge the resources of the institution.
- They are specific to the individual applicant.
- They correlate with the score given.
- They reflect the application's strengths and identify areas for improvement.
- They are directed to applicants for their use.

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. (Any eligible institution may receive funds, regardless of institutional need.)
- Penalize an applicant because of missing materials. (If you believe an application 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.)

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

**Assign Scores**

After you have read, evaluated and provided written comments, please provide a single numeric score for the application that reflects your opinion of the proposal's overall quality and your recommendation of whether it should be funded this year on the spreadsheet.

- Use only whole numbers.
- Do not use fractions, decimals, zeroes, or more than one number.

## SCORE DEFINITIONS

- 5 – Excellent: The applicant’s response is outstanding and provides exceptional support for the proposed project.
- 4 – Very Good: The applicant’s response provides solid support for the proposed project.
- 3 – Good: The applicant’s response is adequate but could be strengthened in its support for the proposed project.
- 2 – Some Merit: The applicant’s response is flawed and does not adequately support the proposed project.
- 1 – Inadequate/Insufficient: The applicant’s response is inadequate or provides insufficient information to allow for a confident evaluation.

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

**Deadline** Completed spreadsheets should be returned to your IMLS contact **no later than Friday, April 8, 2016.**

**Returning Materials to IMLS** Along with the review materials, you will receive, via email, a Conflict of Interest form. Please print, complete, scan, and e-mail the form to your IMLS contact by the deadline, Friday, April 8, 2016.

**Managing Copies** Keep your applications and a copy of your review sheets until **November 1, 2016**, in case there are questions from IMLS staff.

Please maintain confidentiality of all applications that you review.

Thank you for serving as an LB21 Reviewer!