

## National Leadership Grants for Libraries – FY16 Notice of Funding Opportunity

<b>Federal Awarding Agency:</b>	Institute of Museum and Library Services
<b>Funding Opportunity Title:</b>	National Leadership Grants for Libraries
<b>Announcement Type:</b>	Notice of Funding Opportunity
<b>Funding Opportunity Number:</b>	NLG-Libraries-FY16
<b>Catalog of Federal Financial Assistance (CFDA) Number:</b>	45.312
<b>Preliminary Proposal Due Date:</b>	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on September 15, 2015
<b>Full Proposal Due Date:</b>	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on January 15, 2016 (by invitation only)
<b>Anticipated Date of Notification of Award Decisions:</b>	March 2016 (subject to the availability of funds and IMLS discretion)
<b>Beginning Date of Period of Performance:</b>	Not earlier than May 1, 2016

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### 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](mailto:CivilRights@imls.gov) or write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

### A. Program Description

#### What is this grant program?

National Leadership Grants for Libraries (NLG) support projects that address challenges faced by the library and archive fields and that have the potential to advance practice in those fields. Successful proposals will generate results such as new tools, research findings, models, services, practices, or alliances that can be widely used, adapted, scaled, or replicated to extend the benefits of federal investment.

We anticipate two FY16 National Leadership Grants for Libraries funding opportunities with two separate deadlines. In addition to the opportunity described in this Notice of Funding Opportunity, an additional NLG funding opportunity is anticipated to be announced in December 2015 with an application submission due date of February 2016.

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## What are the characteristics of successful projects?

For the October NLG deadline, we encourage applications to address one of two project categories/funding priorities:

- National digital platform
- Learning spaces in libraries

We will also accept any applications that explore the following issues:

- What will move library and archival services in the United States forward?
- What will help libraries and archives make decisions about their own investments?
- What knowledge, capacity, functions, or infrastructure can libraries and archives share?

We conducted a [series of focus meetings in 2015](#) that identified issues in the National Digital Platform and Learning Spaces in Libraries areas, among other topics. [The materials from those meetings](#) may help inform the development of projects.

## What are the 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 FY2016, each award under this program will support one of the following three goals of the [IMLS strategic plan](#) for 2012-2016, *Creating a Nation of Learners*:

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.
3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

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.

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

The funding categories are: Project Grant, Research Grant, Collaborative Planning Grant, or National Forum Grant. Your application must designate one of these 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 category.

We are interested in work that will support the national digital platform: the combination of software applications, social and technical infrastructure, and staff expertise used by libraries, museums, and archives to provide online content and services to all users in the United States. Libraries have made important advancements in this area over the past 20 years, but much of that work was experimental or isolated. We want to bridge gaps between disparate pieces of the existing digital library infrastructure, for increased efficiencies, cost-savings, access and services. The program cannot support the digitization of content, or pre-digitization activities like inventorying collections. *Please note:* proposals that focus on training and development of librarians should be submitted to the Laura Bush 21st Century Grants program.

Issues to consider may include:

- increasing access to shared digital services for libraries and archives through existing platforms, such as the DPLA model;
- expanding the range, types and diversity of existing digital content available through shared infrastructure
- improving the discoverability and functionality of digital content;
- improving the interoperability, usability and community involvement of widely used open source digital library software applications;
- tackling problems facing libraries in providing digital access to users today at scale (digital stewardship, data curation, applications of linked data, and crowdsourcing); and
- addressing access to in-copyright and licensed content, including investigation of economic models.

We are interested in work that builds institutional capacity, develops STEM learning, engages community and encourages partnerships to support all types of learning and inquiry, including participatory and hands-on learning, in libraries. Competitive proposals in this category should focus on supporting and enhancing libraries' ability to make their own decisions and investments, rather than the development of learning spaces or programs in individual libraries and communities. Please note: proposals that focus on training and development of librarians should be submitted to the Laura Bush 21st Century Grants program.

Issues to consider may include:

- creating partnerships and communities of practice for practitioners across fields;
- supporting a cultural shift away from passive service models to proactive, anticipatory and engaged user service models;
- building STEM learning opportunities for at-risk youth;
- designing, developing, testing, and sharing informal learning curricula;
- building bridges to national learning standards or formal curricula;
- developing replicable models for community engagement, mentorship and partnerships;
- defining strategies to increase libraries' relationships and collaborations with education partners in other formal and/or informal settings;
- increasing national awareness of library services and resources in STEM and informal learning collaborations;
- using libraries to increase STEM, digital, financial, health and other literacies; and
- improving methodologies for measuring the impact of these service models

### **How much money can my institution apply for?**

The award amount limitations are as follows:

- Project Grants: \$10,000 - \$2,000,000
- Research Grants: \$10,000 - \$2,000,000
- Planning Grants: \$10,000 - \$50,000
- National Forum Grants: up to \$100,000

*Project Grants* support fully developed projects for which needs assessments, partnership development, feasibility analyses, prototyping, and other planning activities have been completed.

*Research Grants* support the investigation of key questions important to library or archival practice.

*Planning Grants* allow project teams to perform preliminary planning activities, such as analyzing needs and feasibility, solidifying partnerships, 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 the NLG-Libraries program. 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.

### Where can I find additional examples of projects funded by this program?

[Click here to search awarded grants by program, category, and/or key word.](#)

### Where can I find the Authorizing Statute and Regulations for this Funding Opportunity?

**Statute:** 20 U.S.C. §9101 et seq., in particular §9162 (National Leadership)

**Regulations:** 45 CFR Chapter XI and 2 CFR Chapter XXXI

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

**PLEASE NOTE:** The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

## B. Federal Award Information

Total amount of funding expected to be awarded	\$10,000,000
Anticipated number of awards	10-20
Range of awards	\$10,000-\$2,000,000
Average amount of funding per award	\$500,000
Type of assistance instrument	Grant
Anticipated start date	Not earlier than May 1, 2016.
Anticipated period of performance	May 2016-May 2019. Project activities may generally last between one to three years.

The funding in the above Federal Award Information is subject to the availability of funds and IMLS discretion.

## C. Eligibility Information

### What are the eligibility requirements for this program?

To be eligible as an applicant for this National Leadership Grants for Libraries Program, you must:

- be either a unit of State or local government or be a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as one of the following:
  - 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, 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 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
  - a private library or other special library, but only if the State in which it is located determines that the library should be considered a library for purposes of Library Services and Technology (see 20 U.S.C. 9121-9165)
  - 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 application
  - 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
  - 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
  - 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
  - a library association 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

**Note to applicants: In order to receive an IMLS award, you must be in compliance with applicable requirements and be in good standing on all active IMLS awards.**

### **What are the requirements for cost sharing?**

In order to receive a NLG-Libraries grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. Cost sharing is not expected for research projects, or for applications for grants under \$250,000, and will not be considered in the review of the application. [Click here for further information on cost sharing.](#)

### **How many applications can we submit to this program?**

You may submit as many applications as you wish; however, the same proposal may not be submitted to IMLS under more than one category. Generally, single institutions will receive only 1-2 grants per program during any one cycle.

### **What if I fail to meet the eligibility requirements?**

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

### **Additional Eligibility Information**

Only invited full proposals will be considered for funding. (Please see “What is the process for applying” section and further related information below).

## D. Application and Submission Information

### Are there registration requirements in order to submit an application?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, 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® and SAM.gov registrations 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 of an award, your application cannot be funded.

### What is a D-U-N-S® Number and how do I get one?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, 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.

[Click here to learn more about getting a D-U-N-S® Number.](#)

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

[Click here to learn more about SAM.gov Registration.](#)

If your DUNS and SAM.gov registrations 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 of an award, your application cannot be funded.

### What is Grants.gov?

Grants.gov is your place to FIND and APPLY for federal grants.

The Grants.gov program management office was established, in 2002, as a part of the President's Management Agenda. Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget.

Under the President's Management Agenda, the office was chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities. Today, the Grants.gov system houses information on over 1,000 grant programs and vets grant applications for [26 federal grant-making agencies](#).

### How can I find the application package on Grants.gov?

Use one of the following identifiers to locate the National Leadership Grants for Libraries package in Grants.gov:

- CFDA No: 45.312, or
- Funding Opportunity Number: NLG-Libraries-FY16

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 at least two weeks for completing this one-time process. **Do not wait until the day of the application deadline to register.**

You do not need to complete the registration process to download the application package and begin to prepare your material. However, 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.

**We require all applicants to apply through Grants.gov.** Please note that the entire completed application must be submitted online through Grants.gov.

[Click here to learn more about Grants.gov registration and Tips for Using Grants.gov.](#)

### **Can I request an audio recording of this publication?**

Upon request, we will provide an audio recording of this publication. Use **Teletype (TTY/TDD) (for persons with hearing difficulty):** 202-653-4614

### **Can I request a paper copy of this publication?**

If needed because of difficulty using Internet or for other accessibility reasons, you may also request paper copies of the materials. Use the [National Leadership Grant Program web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to NLG Program grants.

### **What is the process for applying?**

The application process for this round of the NLG program is a two phase process. In the first phase, all applicants must submit a two page preliminary proposal by September 15, 2015, describing the proposal, its relevance to one of the two project categories/funding priorities (if applicable), its potential impact, its projected performance goals and outcomes and its estimated budget. Those applicants, whose preliminary proposals are the most promising and best aligned with the IMLS's funding priorities, will be invited to participate in the second phase of the process by submitting a full proposal and complete application by January 15, 2016. The review process and criteria are described in section E.

### **What federal laws do I agree to comply with when I submit my application?**

[Click here to read the IMLS Assurances and Certifications](#)

### **When and where must I submit my application?**

For the first phase (Preliminary Proposals) of the FY15 National Leadership Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on September 15, 2015.

For the second phase (Full Proposals) of the FY15 National Leadership Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on January 15, 2016.

We strongly recommend that you REGISTER EARLY for DUNS and SAM.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.

[Contact the Grants.gov help line](#) (1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, on which it is closed.

### **What happens after I submit my application to Grants.gov?**

Once Grants.gov has received your submission, Grants.gov will send email messages regarding the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency (IMLS) or has been rejected due to errors. Once your submission is retrieved by the grantor agency, you will receive a third email. You can check the status of your application(s) after submission in Grants.gov, by using the "Track My Application" feature. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login and clicking on the "Check Application Status" link.



## What documents are required to make a complete Preliminary Proposal application?

The required documents for the first phase of the application process ("Preliminary Proposal") are: a completed SF-424S form; a two-page preliminary proposal description; and the Program Information Sheet. These documents must be submitted through Grants.gov, on or before the deadline of September 15, 2015. A Preliminary Proposal application is required in order to be considered for invitation for a Full Proposal application ("Full Proposal").

The Table of Application Components (Preliminary Proposal) below will help you prepare a complete and eligible application. You will find links to more information and instructions for completing each application component in the table. Applications missing any Required Documents from this list will be considered incomplete and will be rejected from further consideration.

## How should the application components for the Preliminary Proposal be formatted, named, and sequenced?

- **Document format:** Aside from the SF424 listed below which is created in Grants.gov, all application components must be submitted as PDF documents.
- **Page limits:** Note page limits listed below. We will remove any pages above 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. **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.
- **Document order:** In Grants.gov, attach all application components in the sequence listed below. Use all available spaces in the "Mandatory Documents for Submission" box first. Attach any remaining application components using the "Optional Documents for Submission" box.
- **Complete applications:** Use the table below as a checklist to ensure that you have created and attached all necessary application components.

Any document you create must be converted to PDF format before submitting it. [Click here for assistance in converting documents to PDF.](#) Do not send secured or password-protected PDFs; we cannot process these files.

**Note that IMLS does not permit the authorized representative to be the same person as the project director on the SF-424-S.**

## Table of Application Components (Preliminary Proposal)

Component	Format	File name to use
<b>Required Documents</b>		
<a href="#">The Application for Federal Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
Preliminary proposal description (two pages, max.)	PDF document	Preliminaryproposal.pdf
<a href="#">IMLS Program Information Sheet</a>	IMLS PDF form	Programinfo.pdf

## Required Documents

### The Application for Federal Assistance/Short Organizational Form (SF-424S)



**Click here for instructions on:**  
[How to Fill Out the SF-424S](#)

## Preliminary Proposal

To frame a preliminary proposal, you may wish to review the documentation from the IMLS focus meetings, research the issues identified as critical and work with other professionals to develop a practical, collaborative proposal. The preliminary proposal should be no longer than two pages and should describe project director and partners; the proposed work plan; its relevance to one of the project categories/funding priorities, if applicable; its potential impact; its projected performance goals and outcomes; and its estimated budget.

## IMLS Program Information Sheet

**Download IMLS Program Information Sheet:**  
[Adobe® PDF](#) (318 KB)

### 1. Applicant Information:

- a. Legal Name: From 5a on the SF424S.
- b. Organizational D-U-N-S® Number: From 5f on the SF424S.
- c. Expiration date of your SAM.gov registration: Enter the expiration date of your SAM.gov registration in the fill-in field. Please note that before submitting an application, your organization must have a current SAM.gov registration.
- d. Organizational Unit Name: If you cannot apply for grants on your own behalf, then enter your organizational unit's name and address in these spaces. For example, if your library is part of a parent organization, such as a university, then enter the name of the university under **Legal Name**, and the library as the **Organizational Unit**.
- e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.
- f. Organizational Unit Type: Select the one that most accurately describes your organization.

**2. Organizational Financial Information:** a-d. All applicants must provide the information requested.

**3. Grant Program Information:** Select one funding category under e. National Leadership Grants-Libraries.

**4. Performance Goals:** Select one of the three IMLS agency-level goals (a – c). Check at least one of the performance goals listed beneath it. **Note:** If you select a performance goal(s) under agency-level goals a) Learning or b) Community, click on the link below it to review the specific performance measure statement choices and the information you will be required to collect and report on throughout the award period of performance.

### 5. Funding Request Information:

- a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.
- b. Cost Share Amount: Enter the amount of non-federal funding you are providing. You must provide cost sharing of at least one-half of the total project cost. Cost sharing is not expected for FY 2016 NLG research projects or applications for grants under \$250,000. [Click here for further information on cost sharing.](#)

**6. Population Served:** Check the boxes that reflect the population(s) to be served by your project.

**7. and 8.** Skip this section, as it pertains only to Museums for America and National Leadership Grants for Museums Applicants Only.

## Full Proposal

**What documents are required to make a complete Full Proposal application?**

If you are invited to submit a Full Proposal you must submit a complete application by January 15, 2016. We make grants only to eligible applicants that submit complete Full Proposal applications through Grants.gov, on or before the 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 (Full Proposal) below will help you prepare a complete and eligible application. Links to more information and instructions for completing each component are provided in the table. Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and will be rejected from further consideration.

### How should the application components for the Full Proposal be formatted, named, and sequenced?

- **Document format:** Aside from the SF424 listed below which is created in Grants.gov, all application components must be submitted as PDF documents.
- **Page limits:** Note page limits listed below. We will remove any pages above 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. **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.
- **Document order:** In Grants.gov, attach all application components in the sequence listed below. Use all available spaces in the "Mandatory Documents for Submission" box first. Attach any remaining application components using the "Optional Documents for Submission" box.
- **Complete applications:** Use the table below as a checklist to ensure that you have created and attached all necessary application components.

Any document you create must be converted to PDF format before submitting it. [Click here for assistance in converting documents to PDF.](#) Do not send secured or password-protected PDFs; we cannot process these files.

**Note that IMLS does not permit the authorized representative to be the same person as the project director on the SF-424-S.**

### Table of Application Components (Full Proposal)

Component	Format	File name to use
<u><a href="#">Required Documents</a></u>		
<u><a href="#">The Application for Federal Assistance/Short Organizational Form (SF-424S)</a></u>	Grants.gov form	n/a
<u><a href="#">Abstract (one page, max.)</a></u>	PDF document	Abstract.pdf
<u><a href="#">IMLS Program Information Sheet</a></u>	IMLS PDF form	Programinfo.pdf
<u><a href="#">Organizational Profile (one page, max.)</a></u>	PDF document	Organizationalprofile.pdf

<a href="#">Narrative (ten pages, max.)</a>	PDF document	Narrative.pdf
<a href="#">Schedule of Completion (one page per year, max.)</a>	PDF document	Scheduleofcompletion.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants (one page, max.)</a>	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)</a>	PDF document	Resumes.pdf
<b><u>Conditionally Required Documents</u></b>		
<a href="#">Proof of Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Stewardship Supplementary Information Form</a>	IMLS PDF form	Digitalstewardship.pdf
<b><u>Supporting Documents</u></b>		
<a href="#">Information that supplements the narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.
Partner Letter of Commitment	PDF document	PartnerCommitment1.pdf PartnerCommitment2.pdf PartnerCommitment3.pdf etc.

### Required Documents

### The Application for Federal Assistance/Short Organizational Form (SF-424S)

Click here for instructions on:  
[How to Fill Out the SF-424S](#)

## Abstract

A project abstract must be no more than one page and address the following:

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

This abstract may be used for public information purposes, so it should be informative to other persons working in the same or related fields, as well as to the lay reader. The abstract must not include any proprietary or confidential information.

## IMLS Program Information Sheet

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[Adobe® PDF](#) (318 KB)

#### 1. Applicant Information:

- a. Legal Name: From 5a on the SF424S.
- b. Organizational D-U-N-S® Number: From 5f on the SF424S.
- c. Expiration date of your SAM.gov registration: Enter the expiration date of your SAM.gov registration in the fill-in field. Please note that before submitting an application, your organization must have a current SAM.gov registration.
- d. Organizational Unit Name: If you cannot apply for grants on your own behalf, then enter your organizational unit's name and address in these spaces. For example, if your library is part of a parent organization, such as a university, then enter the name of the university under **Legal Name**, and the library as the **Organizational Unit**.
- e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.
- f. Organizational Unit Type: Select the one that most accurately describes your organization.

**2. Organizational Financial Information:** a-d. All applicants must provide the information requested.

**3. Grant Program Information:** Select one funding category under e. National Leadership Grants-Libraries.

**4. Performance Goals:** Select one of the three IMLS agency-level goals (a – c). Check at least one of the performance goals listed beneath it. **Note:** If you select a performance goal(s) under agency-level goals a) Learning or b) Community, click on the link below it to review the specific performance measure statement choices and the information you will be required to collect and report on throughout the award period of performance.

#### 5. Funding Request Information:

- a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.
- b. Cost Share Amount: Enter the amount of non-federal funding you are providing. You must provide cost sharing of at least one-half of the total project cost. Cost sharing is not expected for FY 2016 NLG research projects or applications for grants under \$250,000. [Click here for further information on cost sharing.](#)

**6. Population Served:** Check the boxes that reflect the population(s) to be served by your project.

**7. and 8.** Skip this section, as it pertains only to Museums for America and National Leadership Grants for Museums Applicants Only.

## **Narrative**

Write a narrative that addresses the components listed and explained below. 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.

- Use Supporting Documents to provide supplementary material.
- 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.
- Be certain that your narrative clearly states how it fits into IMLS funding priorities.

Be certain to address the bullet points under each of the narrative sections as you write. Address the sections of the narrative separately and in the same order in which they are listed below.

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with this application.

### **1. Statement of Need**

Provide a justification for the proposed project as it relates to a field-wide need or challenge. Include information such as the following:

- The project's intended audience and the need or challenge it faces
- Evidence that there is some consensus around the urgency to address this need or challenge
- How this project differs from, complements, or builds upon, previous work in this area
- How the project will benefit the intended audience

For Project Grants building on a prior NLG-Libraries Planning Grant, include a discussion of what was learned during the planning process. Research proposals should clearly explain how the proposed research will address current issues in the research literature and how the findings can be used to improve the services of libraries and archives. [Click here for Guidance for Research Proposals.](#)

*Review Criteria:*

- The applicant should demonstrate that it has identified an audience, through a formal or informal assessment of the audience's needs, that it is aware of similar projects completed by other institutions, and that it has developed a project and goals that best answer those needs.
- The proposal should provide evidence of broad national significance.
- Research proposals should frame the project in the context of current research and explain what the project will contribute to the library or archive fields.

Planning grant proposals do not require full needs assessments and environmental scans since these types of activities can be part of planning activities, but they should describe the field-wide need or challenge the planning grant is addressing.

### **2. Impact**

Describe the intended performance goals and benefits of this project for the library or archive fields, as follows:

For National Digital Platform projects, address the following issues:

- How the project effectively addresses current issues that concern the library or archive fields and will have a lasting impact on the field(s)
- How the project design allows for input, consensus building, and buy-in from others in and/or outside the field

- **How the project will expand and improve digital content and services to all users in the United States**
- What performance indicators will you develop to measure progress toward expanding or improving content and improving the **digital library infrastructure**?
- What are the project targets for these performance measures? How will you measure success toward these targets?
- What tangible products will result from this project?
- What tangible value will your project provide to the library or archive fields?
- How will you sustain the benefit(s) of your project?

For Learning Spaces or other projects, address the following issues:

- How the project effectively addresses current issues that concern the library or archive fields and will have a lasting impact on the field(s)
- How the project design allows for input, consensus building, and buy-in from others in and/or outside the field
- What specific learning outcomes is the project designed to improve or enhance?
- What performance indicators will you measure for the learning outcomes identified in the prior question?
- What are the project targets for these performance measures? How will you measure success toward these targets?
- What tangible products will result from this project?
- What tangible value will your project provide to the library or archive fields?
- How will you sustain the benefit(s) of your project?

*Review Criteria:*

- Degree to which the project is likely to have a far-reaching national impact through results or products that serve multiple institutions and constituencies
- Evidence that the project will create, implement, and document work that has the potential for successful, widespread adaptation where appropriate
- Degree to which potential benefits of the project outweigh its potential risks
- Degree to which evaluation plan ties directly to project goals through measurable project outcomes, findings, or products
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions
- For projects that involve building digital collections, software, or other technology products, in addition to the above criteria, evidence that the project demonstrates interoperability and accessibility in its broadest context and potential for integration into larger-scale initiatives
- For research projects, evidence that the results will be widely applicable and useful to the library or archive communities
- For planning grant proposals, evidence that the planning outcomes, findings, or products are identified, will be measured, and can be used to inform the development of a full project

**Incorporating Evaluation into Your Project**  
[Click here for helpful information about evaluation.](#)

### 3. Project Design

Describe the proposed project's design. Include information such as the following:

- Clearly stated project goals and objectives
- The activities required to implement the project
- Information about the roles and commitments of partnering organizations, if applicable
- Information about any preliminary work or planning (If the project or one closely related to it has been supported by IMLS or other funding agencies, indicate what has been accomplished and the degree to

which the project has met its established goals. List any print or electronic publications produced so far, with web addresses, statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary.)

- Rationale for using any procedures that deviate from accepted practice and explanation of whether the results would be compatible with other resources that follow existing standards
- Description of how the project will test the potential applicability of any innovative techniques and procedures that the project is likely to develop

*Review Criteria:*

- Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its goals and objectives
- Evidence that methodology and design are appropriate to the scope of the project
- Evidence that the project uses existing or emerging standards or best practices
- If products such as digital collections or software tools will be generated by the project, evidence that the applicant has considered key technical details and has included the Digital Stewardship Supplementary Information Form.

#### **4. Diversity Plan [if applicable]**

If the project is designed to engage or provide services and products to diverse communities, please describe how the project accounts for their shared experiences, worldviews, and ways of learning. Include information such as the following:

- Identification of the diverse communities that will be served by the project
- Description of the unique service needs for the identified population that will be served by the proposed project
- Explanation for why this particular population was chosen
- Explanation of how the proposed project will address the library service needs of those communities, particularly the needs of traditionally underserved groups or communities

*Review Criteria:*

- Evidence that the proposed activities will serve the needs of diverse communities
- Evidence of how, exactly, the identified diverse communities will benefit from the proposed project in ways that would not be possible without IMLS support
- Evidence that the institution has the capacity to serve the identified diverse communities based on past performance or other relevant criteria.

#### **5. Project Resources: Personnel, Time, Budget**

Describe the resources, including those funded by the grant and those funded by the applicant organization as cost sharing (Research Grants and grants under \$250,000 are not expected to provide cost sharing), required to implement and complete the project. Include information such as the following:

- Identification of key project staff, their duties, and their qualifications for successfully completing their project tasks
- Identification of consultants and service providers involved in project activities, the process for selecting them, and how they will work with project staff
- Qualifications of personnel assigned to manage project finances
- A timeline for specific activities, showing how the results of one stage of the project carry over into the next one
- The amount of time that key project staff will devote to the project and how they will balance project responsibilities with other ongoing duties
- The facilities, equipment, and supplies necessary to support the project
- Source(s) of matching funds and/or in-kind contributions, if applicable
- Source(s) and use of revenues that will be derived from the project, if applicable
- Contributions to and benefits from the project for both the applicant and partner organization(s), if applicable



*Review Criteria:*

- Evidence that the applicant will complete the project activities in the time allocated through the effective deployment and management of resources, including personnel, money, facilities, equipment, and supplies
- Evidence of sound financial management coupled with an appropriate and cost-efficient budget
- Evidence that the applicant has the ability to meet any applicable cost share requirement
- Evidence that the project personnel have appropriate experience and expertise and will commit adequate time to accomplish project activities
- If the project includes a partnership, evidence that all partners are active contributors to the partnership activities

## **6. Communications Plan [Not required for Planning Grants]**

Describe the project's communication plan. Include information such as the following:

- Description of the audiences you plan to reach and how you will reach them
- Plans for community building and/or audience engagement via discussion, involvement, collaboration or adoption
- Means to measure audience engagement and outcomes
- Staff assignments for outreach, promotion and dissemination
- Plans for technical documentation where applicable

*Review Criteria:*

- Evidence that the results, products, models, findings, processes, and benefits of this project will be communicated freely and effectively to the library field and to other professional organizations and communities
- Evidence that communication activities will be ongoing throughout the project lifecycle rather than occur simply at the end of the project
- Evidence that the project will seek feedback from various stakeholders
- Evidence that the communities described in the Needs Assessment section can be reached and served through the proposed communications plan
- Evidence that the project will make every reasonable attempt to communicate lessons learned and the results of the project beyond standard professional audiences and communities of interest

## **7. Sustainability [Not required for Planning Grants, National Forum Grants, or Research Grants]**

Describe how the applicant will continue to support the project, its results, and/or new models that are created beyond the grant period.

*Review criteria:*

- Extent to which the project's benefits will continue beyond the grant period of performance, either through ongoing institutional support of project activities or products, websites development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products
- Extent to which you have planned to build buy-in or adoption among others in the field
- Extent to which the project will lead to systemic change within the organization as well as within the archive and/or library fields
- Plans for preserving and sustaining any digitized collections, software and supporting documentation, information systems, and other technology tools

For this section of the application, reviewers will consider information provided in the Narrative, Budget Forms, Budget Justification, and Resumes.

In addition to following the instructions above, research project applications should also address each of the following questions within the three sections of the Narrative portion.

- What are the specific research questions this investigation will attempt to answer?
- What is the relevance of the proposed research for current practice?
- What research method(s) will be used to conduct the research?
- What type of data will be gathered?
- How will the data be analyzed?
- How will the information be reported?
- How will the research data be managed and made available for future use (as applicable)?

If an electronic dataset will be created as a result of the proposed research, you should complete the [Digital Stewardship Supplementary Information Form](#) and include this form as part of your application. This form asks you to summarize the dataset's original purpose and scope; provide technical information about the dataset's format, structure, and content; explain what metadata will be created about the dataset and what standards and formats will be used for the metadata; list any relevant hardware, software, or other dependencies for using the data; identify a repository where the data and metadata will be archived, managed, and made accessible (if applicable); and describe the long-term preservation plan for the dataset. If you do not expect your project to generate data, please state this clearly in your narrative. [Click here to learn more about the elements of an effective research application.](#)

### **Schedule of Completion**

**Click here for instructions on:**

How to create the [Schedule of Completion](#)

### **Budget Form and Budget Justification**

**Click here for instructions on:**

How to complete the [Budget Documents](#)

### **How do I construct my application budget?**

#### **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 NOTE:** The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

#### **What are some examples of allowable and unallowable costs?**

The following list includes some examples of allowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult 2 CFR Part 200 for additional guidance on allowable costs.

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project;
- project consultants;
- project-related travel of key project staff and consultants;
- purchase of equipment, materials, supplies, or services;
- program development and implementation;
- integration of technology into operations or programs;
- publications based on project activities;

- software development;
- evaluation to show the extent to which the project has met its goals; 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), in this grant program. Please consult the appropriate cost principles for additional guidance on unallowable costs.

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;
- general operating support;
- acquisition of collections;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction and renovation of facilities (Generally, any activity involving contract labor in the construction trades is not an allowable cost.);
- exhibit fabrication that includes creation of large-scale permanent structures for animals or objects that would involve contract labor of the construction trades (Applicants with questions about the eligibility of exhibition activities should call us immediately.);
- projects in which the majority of requested funds go to training library or archive staff;
- contributions to endowments;
- social activities, ceremonies, receptions, or entertainment; and
- pre-award costs.

(Note: If you have questions about the allowability of specific activities, call IMLS staff for guidance.)

### **Are partner-related costs allowable?**

Yes. [Click here to learn more information about incorporating partners into your project.](#)

### **Subawards and Contracts**

In addition to the activities that you carry out directly, some project activities may be carried out by utilizing IMLS funds for either subawards or contracts. It is your responsibility to make a case-by-case determination as to whether each agreement you make for the disbursement of federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. (See 2 CFR 200.330 (Subrecipient and contractor determinations)).

There are particular requirements for subawards that you must follow as a pass-through entity (a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program). (See 2 CFR 200.74 (Pass-through entity) and 2 CFR 200.331 (Requirements for pass-through entities)). There are other requirements that you must follow if you contract for activities. (See sections 200.317 through 326 (Procurement Standards))

Please Note: You may not make a subaward unless expressly authorized by IMLS. (See 2 CFR 200.3187 (Subawards)).

See 2 CFR Part 200 (in particular, sections 200.330 through 332 (Subrecipient Monitoring and Management) and sections 200.317 through 326 (Procurement Standards) and 2 CFR Part 3187 for further information.

### **What are the requirements regarding costs for foreign travel?**

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118) (see also 41 CFR 301-10.131 through 10.143). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate IMLS program officer.

### What are my choices regarding indirect costs?

You can choose to:

- use a 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 approved, as long as it is approved by the time of award
- if you have never had a federally negotiated indirect cost rate and you are otherwise eligible, use a rate not to exceed 10% of total modified direct costs or
- not include any indirect costs

[Click here for further information on indirect costs.](#)

### List and Resumes of Key Project Staff and Consultants

Click here for instructions on:

How to create the [Project Staff and Consultant Documents](#)

### Conditionally Required Documents

Link to information on providing:

[Proof of Nonprofit Status](#)

Please consult the table below to determine if any additional documents are required. If any of the conditions in the left column apply to your project, then the documents described in the right column are required. If you do not provide them, your application will be considered incomplete and will be rejected from further consideration.

If your project involves ...	Then you must include ...
A federally negotiated indirect cost rate	A current copy of your Federally Negotiated Indirect Cost Rate Agreement.
A digital product (IMLS defines digital products very broadly. If you are developing anything through the use of information technology, you should assume that you need to complete this form.)	A Digital Stewardship Supplementary Information Form; <a href="#">click here for Requirements for Projects that Develop Digital Content</a>

Please note that if you are eligible for and are choosing the option of claiming an indirect cost rate of 10 percent of modified total direct costs, you do not need to provide any documentation. [Click here for further information on indirect costs.](#)

### Supporting Documents

You may submit other attachments of your choosing as part of your application package in the second phase of the application (Full Proposal), but these attachments should include only information that will supplement the narrative

and support the project description provided in the application. They should help IMLS staff and reviewers envision your project, but they should not be used to answer narrative questions. You may wish to consider the following:

- Letters of commitment from subrecipients who will receive grant funds or from entities that will contribute substantive funds to the completion of project activities
- Bibliography of references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and/or stakeholders
- Reports from planning activities
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Collections, technology, or other departmental plans for the institution as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

*Note:* When attaching these documents, give each one a specific title for clear identification. All Supporting Documents should include dates of creation and authorship.

## E. Application Review Process

### What are the characteristics of successful applications?

- *National or professional impact:* Your project should address a key goal identified in the IMLS priorities.
- *In depth knowledge:* Your proposal should reflect a thorough understanding of relevant work, current practice and knowledge about the subject matter.
- *Demonstrable results:* Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

### Is cost sharing considered in the review process?

In order to receive a NLG-Libraries grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. No cost sharing is expected for applications in the Research category, or for applications for grants under \$250,000 regardless of category. [Click here for further information on cost sharing.](#)

Cost sharing is permitted, but not expected, for Research Grants and for applications under \$250,000, and will not be considered in the review of the application. However, if you chose to include cost sharing in an application in such category(s), your projected cost share in the project budget should be carefully calculated; grantees are expected to meet the cost share and other commitments that are set forth in their awards.

### What is the review and selection process?

A two phase review process will be used in this grant cycle. We are incorporating the Preliminary Proposal into our application process so that applicants will find out **before** doing the work of putting together a complete application package for a Full Proposal – whether or not their application is competitive. Because of the shorter format, applicants invest less time upfront and will receive feedback early on in the process.

#### 1. Preliminary Proposal Applications

In the first phase, all eligible and complete Preliminary Proposal applications will be reviewed and evaluated. Full Proposals applications will be invited from those applicants whose Preliminary Proposal applications:

- most directly and practically address the program's two funding priorities (where applicable);
- have the potential for the greatest impact upon the library and archival services and practices;
- propose cost-effective solutions that can be easily replicated by other institutions;
- provide a sound basis and means for measuring impact;

- support IMLS digital stewardship policy (where applicable);
- provide for collaboration with other entities in the course of the project; and
- demonstrate appropriate project management skills and capacity

If you are invited to submit a Full Proposal application you will receive written comments for the improvement and development of your Full Proposal application, and you will be encouraged to contact program officers for additional details.

If you are not invited to submit a Full Proposal application your Preliminary Proposal application will be rejected as not being competitive at this time. The decision to invite or not invite a Full Proposal application from an applicant is binding.

## **2. Full Proposal Applications**

In the second phase of the process (Full Proposal applications), all invited, eligible and complete applications will be reviewed and evaluated. In addition to the criteria listed above, reviewers will use the criteria listed in Section D (above) for evaluating individual parts of a complete application. Full Proposal applications that were not invited will be returned without review. An invitation to submit a Full Proposal application is no guarantee of funding.

We use a peer review process to evaluate all eligible and complete applications, including both Preliminary and Full Proposals. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate applications according to the Review Criteria above. Reviewer conflicts of interest are identified prior to review, and reviewers who may have conflicts with particular applications are reassigned to review other projects.

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

**Reviewers are directed to follow the review criteria described in Section D above.**

### **When will awards be announced?**

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. For full proposals, we expect to notify both funded and unfunded applicants of final decisions by late February 2016. Funded projects may not begin earlier than May 1, 2016.

## **F. Award Administration Information**

### **How will we be notified about the results of the grant process?**

Official Award Notifications for Grants and Cooperative Agreements will be sent electronically. The award packet sent to the Authorized Representative/Authorizing Official will contain the following:

- cover letter(s)
- the Official Award Notifications for Grants and Cooperative Agreements
- links to the applicable documents, including general terms and conditions, reporting forms, etc.

The Project Director will receive the following:

- copies of the cover letter(s)
- a copy of the Official Award Notifications for Grants and Cooperative Agreements
- links to the applicable documents, including general terms and conditions, reporting forms, etc.
- when appropriate for a particular funding category, reviewer comments

Applicants who do not receive awards will be notified at the same time.

### **What is the award period of performance?**

The award period of performance will run from the first day of the month in which project activities are undertaken and will end on the last day of the month in which these activities are completed.

### **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 Awards](#) 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 grant and require you to return funds to the government.

### **What are the reporting requirements?**

Reports are due according to the reporting schedule that accompanies your Official Award Notification for Grants and Cooperative Agreements. Please note that recipients must submit performance reports in the format defined by the IMLS; both interim and final performance reports may be accessible on the IMLS website to support the agency's commitment to open government, to engage the public in communities of practice and to inform application development and grant making strategies.

For details and forms, please see: [www.imls.gov/recipients/administration.aspx](http://www.imls.gov/recipients/administration.aspx)

### **What do I need to know about acknowledgement of IMLS support?**

[Read more about acknowledgement of IMLS support.](#)

### **What do I need to know about sharing IMLS-supported work products and copyright, and management of digital assets produced with IMLS support?**

[Read more about sharing IMLS-supported work products and copyright, and management of digital assets produced with IMLS support.](#)

## **G. Contacts**

### **How can I contact program staff?**

See the [National Leadership Grants for Libraries web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to NLG Program grants.

### **How can I participate in a webinar?**

We are available by phone and through e-mail to discuss general issues relating to National Leadership Grants for Libraries Program grants. We also invite you to participate in one of two pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants. See the [National Leadership Grants for Libraries web page](#) for more information.



## H. Other Information

### What are the requirements regarding conflict of interest?

You must comply with IMLS' [conflict of interest requirements](#). These requirements include disclosing in writing to IMLS or pass-through entity any potential conflict of interest.

### How long should it take to complete this application?

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, in addition to the time needed for you to answer the narrative questions, it will take you an average of 15 minutes per response for the IMLS Program Information Sheet and three hours per response for the IMLS Budget 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 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

### How can I become a reviewer?

If you are interested in serving as a reviewer, you may submit your information through our online reviewer application at [www.ims.gov/reviewers/become.aspx](http://www.ims.gov/reviewers/become.aspx). Please remember to attach your resume. Your information will be considered and, if accepted, your name will be entered into our reviewer database. You will be contacted prior to the next deadline regarding your availability to serve as a reviewer.

There are many benefits to reviewing applications, including enhancing your professional knowledge and serving the museum and library communities. If you are selected to serve, you will be helping IMLS and strengthening our grant review process.

### Office of Management and Budget Clearance Numbers

Notices of Funding Opportunity: OMB No. XXXXX; Expiration Date: XXXXX.

Forms: OMB No. XXXXX; Expiration Date: XXXXX.