

## Laura Bush 21st Century Librarian Program– FY16 Notice of Funding Opportunity

<b>Federal Awarding Agency:</b>	Institute of Museum and Library Services
<b>Funding Opportunity Title:</b>	Laura Bush 21st Century Librarian Program
<b>Announcement Type:</b>	Notice of Funding Opportunity
<b>Funding Opportunity Number:</b>	LB21-FY16-2
<b>Catalog of Federal Financial Assistance (CFDA) Number:</b>	45.313
<b>Preliminary Proposal Due Date:</b>	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on February 2, 2016
<b>Full Proposal Due Date:</b>	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on June 1, 2016 (by invitation only)
<b>Anticipated Date of Notification of Award Decisions:</b>	August 2016 (subject to the availability of funds and IMLS discretion)
<b>Beginning Date of Period of Performance:</b>	Not earlier than October 1, 2016. Projects must begin on October 1, November 1, or December 1, 2016.

### 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?

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.

For FY16, there are two Laura Bush 21st Century Librarian Program funding opportunities with two separate deadlines. In addition to the opportunity described in this Notice of Funding Opportunity, an additional LB21 funding opportunity was announced in September 2015 with an application submission due date in October 2015.

### Contents

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Process
- F. Award Administration Information
- G. Contacts
- H. Other Information

## 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 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?

### 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 ideas for activities or research that address a key challenge identified in the proposal. The ideas resulting from these meetings are intended to inform and be a resource for 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 opinions, 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.

### 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) or 202-653-4730) or Sandra Toro ([storo@imls.gov](mailto:storo@imls.gov) 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 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.

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

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

#### 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 §9165 (Laura Bush 21<sup>st</sup> Century Librarian Program)

**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	22
Range of awards	\$50,000-\$1,000,000
Average amount of funding per award	\$336,000

<b>Type of assistance instrument</b>	<b>Grant</b>
<b>Anticipated start date</b>	<b>Not earlier than October 1, 2016</b> Projects must begin on October 1, November 1, or December 1, 2016.
<b>Anticipated period of performance</b>	<b>October 1, 2016 – September 30, 2019.</b> The actual completion dates of periods of performance may vary; project activities 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 for LB21, you must be either a unit of State or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code and be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

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

- 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 the following:
  - 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 person and must be either generally recognized as possessing unique scholarly research materials and services that are made available to the public, or able to demonstrate that such is the case when submitting an application to IMLS.)
  - Private or special libraries that have been deemed eligible to participate in this program by the State in which the library is located
- 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 (See below for additional conditions of eligibility that might apply to such applicants)
- 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 person
- 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
- 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

We recognize the potential for valuable contributions to the overall goals of the LB21 program by entities that do not meet the eligibility requirements above. Although such entities may not serve as the official applicants, they are encouraged to participate in projects. Federally operated libraries and museums may not apply for LB21 grants, but they may participate with applicants. Contact us before submitting a proposal involving a federal agency or federal collection. Non-Federal entities may serve as subrecipients or contractors and may receive IMLS grant funds as a result of the project. Consult with us about any eligibility questions before submitting an application.

### **Are there special conditions for institutions of higher education?**

Yes, institutions of higher education have the following special conditions:

#### **Programs to Build Institutional Capacity**

All graduate schools of library and information science and school library media graduate programs are eligible to apply for funding to build institutional capacity, either individually or collaboratively. Libraries, library associations, and other library entities are not eligible for funding in this category.

#### **Doctoral Programs**

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

#### **Master's Programs**

- Graduate schools of library and information science and graduate schools that provide school library media certification programs are eligible to apply for funds to educate students at the master's level only if they apply in a collaboration that includes one or more eligible library entities. Any of the eligible applicants in the collaboration may serve as the lead applicant.

#### **Research**

- For all research projects, except Early Career Development Projects, all eligible entities may apply, either individually or collaboratively.

#### **Early Career Development Projects**

- Projects must have a single principal investigator with no co-investigators. Consultants and students may be included in the project.
- Only tenure-track, untenured faculty in graduate schools of library and information science and graduate school library media education programs that prepare master's and doctoral-level students are eligible to serve as principal investigators/project directors on Early Career Development projects.
- The principal investigator/project director must hold a doctoral degree and have both educational and research responsibilities.
- A letter of departmental endorsement, including verification of principal investigator eligibility, must be included in the application packet.

**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 an LB21 Project Grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant after subtraction of student support costs. Cost sharing is not expected for Research Grants, Early Career Development Grants, 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 [Laura Bush 21<sup>st</sup> Century Librarian Grant program](#) package in Grants.gov:

- CFDA No: 45.313, or
- Funding Opportunity Number: LB21-FY16-2

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 [Laura Bush 21st Century Librarian Program web page](#) for IMLS contact information. We are available by phone at 202-653-4700.

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

The application process for this round of the LB21 program is a two phase process. In the first phase, all applicants must submit a two page preliminary proposal by February 2, 2016, describing the proposal, its relevance to one of the two agency 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 June 1, 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 FY16 Laura Bush 21<sup>st</sup> Century Librarian Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on February 2, 2016.

For the second phase (invited Full Proposals) of the FY16 Laura Bush 21<sup>st</sup> Century Librarian Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on June 1, 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 **February 2, 2016**. 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>		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a

Preliminary proposal description (two pages, max.)	PDF document	Preliminaryproposal.pdf
IMLS Program Information Sheet	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 the project director and partners; the proposed work plan; its relevance to one of the two agency 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 a. Laura Bush 21st Century Librarian Program

**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.  
In order to receive an LB21 Project Grant, you must provide funds from non-federal sources in an amount

that is equal to or greater than the amount of the grant after subtraction of student support costs. Cost sharing is not expected for Research Grants, Early Career Development Grants, 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.](#)

**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 **June 1, 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
<b>Required Documents</b>		

The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (one page, max.)	PDF document	Abstract.pdf
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationalprofile.pdf
Narrative (ten pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year, max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page, max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf
<b>Conditionally Required Documents</b>		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Stewardship Supplementary Information Form	IMLS PDF form	Digitalstewardship.pdf
Sample curriculum or equivalent description of training activities	PDF document	Curriculum.pdf
Service Expectations/Recruitment Documentation (if applicable)	PDF document	Serviceexpectations.pdf

Student Placement Documentation (if applicable)	PDF document	Studentplacement.pdf
<b>Supporting Documents</b>		
Information that supplements the narrative and supports the project description provided in the application	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? For projects where the intended outcomes involve building capacity of a program or organization, what are the targeted outcomes from intended project activities in terms of measurable, quantitative indicators?
- For projects where the intended outcomes involve audience members, what are the targeted outcomes from intended project activities in terms of measurable, quantitative changes in knowledge, attitudes and/or behaviors?
- For projects involving research and/or plans, what are the targeted results and products from project activities?  
How many students or individuals will benefit from the scholarship or training activity?

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

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 a. **Laura Bush 21st Century Librarian Program**.

**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. [Performance Measure Statements and Information to be Collected and Reported for Learning and Community Projects](#)

**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.  
In order to receive an LB21 Project Grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant after subtraction of student support costs. Cost sharing is not expected for Research Grants, Early Career Development Grants, 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.](#)

**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:

- Awareness of similar projects completed by other institutions and a clear statement of whether and how this project replicates, improves or expands upon past practice
- Identification of the audience(s) that will benefit from the project
- Assessment of the audience's needs along with a description of the process used to determine those needs
- Statement of how the proposed project, as planned, will meet the identified need
- Early Career Development applicants 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.

**Review Criteria:**

- Evidence that the literature review includes relevant research and/or projects
- Evidence that the needs assessment clearly articulates the project audience and its needs
- Evidence that project activities and goals directly address the needs of the identified audience

## **2. Impact**

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

Address issues such as the following:

- How the project will build greater skills and abilities in the library and archives workforce
- How the project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies
- How the project will transform practice
- The likelihood that the project will be adopted by other institutions
- For each benefit, what performance indicators will be measured, and how will they be assessed against the originally stated goals?

**Review Criteria:**

- Evidence that the project will increase the number of qualified professionals for employment as librarians or archivists
- Evidence that the project will build greater skills and abilities to meet the needs of today's library and archives workforce
- Evidence that the project will contribute to results or products that can extend beyond a single institution to benefit multiple institutions and diverse constituencies
- Evidence that project outcomes will meet library service needs not only in the communities served but also be generalizable to libraries of similar size and type
- Evidence that the benefits of the project justify the costs
- Evidence that this project will transform practice (innovative approaches will be given high consideration)
- Strength of the proposed indicators as well as their target values (i.e. the targets you aim to reach)

**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 and the applicant's plan to ensure that normal operations are not disrupted
- The design, integration, and implementation of an evaluation approach that will measure project results, findings, or products

- Information about the roles and commitments of any collaborators, 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. For training projects, description of the proposed curriculum, including training materials, training methods, audience served, and intended benefits for the applicant and trainees. For projects involving distance education, you should include information about both the synchronous and asynchronous elements of any courses designed (e.g., face-to-face, streaming audio or video, webinars, web-based course content, etc.). Explain the technical requirements for the institution and for the students and describe the course management system, if any, that will be used to offer or support the course. Describe who will be able to take the course both during and after the grant period; how the course and course content would be made available to other entities who might wish to use or adapt the courses (including the conditions of use and any assistance that would be provided to users); what costs would be charged to students both during and after the grant period; and how potential students and/or providers will be made aware of the course, e.g., through a searchable portal or clearinghouse.

#### **Review Criteria:**

- Evidence of a cost-effective approach that will support a clear return on investment
- Evidence of sound project management principles that adequately address budget, timeline, and personnel
- Evidence that the project uses existing or emerging standards or best practices in the technical or disciplinary area to which the project relates
- Evidence of a sound evaluation plan that clearly explains how the project will be assessed, using methods and procedures that result in valid, reliable, and/or generalizable findings

#### **Additional Review Criteria Specific to Early Career Development Proposals:**

- Evidence that the proposal clearly articulates research questions and adequately addresses timeline and personnel
- Evidence that methods chosen are the most appropriate for addressing the research questions that were posed based on the current scientific literature

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

Describe how the project engages diverse communities and their shared experiences, world views, 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 and/or communities.

#### **Review Criteria:**

- Evidence that the institution has the capacity to serve the identified diverse communities based on past performance or other relevant criteria
- 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 proposed activities will serve the needs of diverse communities

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

Describe the resources required to implement and complete the project, including both those funded by the grant and those funded by the applicant organization as cost sharing (Early Career Development, Planning, and Research Grants, as well as grants under \$250,000, are not expected to provide cost sharing). 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; and
- 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 collaborators, evidence that all are active contributors to the project activities

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

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

- The variety of media and other means the project will use to reach library, archive, museum, and other audiences that might benefit from its work
- Description of the steps this project will take to ensure that new products and services will reach the target audiences (See [www.ims.gov/recipients/grantee.aspx](http://www.ims.gov/recipients/grantee.aspx) for ideas.)
- The extent to which results, products, models, findings, processes, and other benefits of this project will be transparent, adaptable and accessible through effective communication channels to the library field and to other professional organizations and communities that might benefit
- Examples of communications methods might include but are not limited to webcasts, podcasts, e-mailings, press releases, conference presentations, publications, websites, project blogs, and community outlets. Multiple and interactive dissemination methods that extend throughout the life of the project, from initial funding through final evaluation, are desirable. You are encouraged to develop communication plans that have the potential to reach beyond your usual communities of interest.

**Review Criteria:**

- Evidence that the results, products, models, findings, processes, and benefits of this project will be communicated 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 project, or portions or impacts of the project, will continue after the end of the funded grant activities. Include information such as the following:

- The extent of ongoing institutional support of project activities or products, including websites
- The continuing benefits resulting from the development of institutional expertise and capacity or through continuing access to project findings or products
- The extent to which the project can lead to systemic change within the institution as well as within the library field
- For education and training projects, you should identify who would own copyright on the course content and describe any restrictions placed on use of the course and course content during and after the grant period. You should also describe plans for preservation and maintenance of the course and course content during and after the grant period.

**Review criteria:**

- Evidence that the project's benefits have the potential to be sustained beyond the grant period
- Evidence that the project plan addresses issues of copyright and access on the course and course content during and after the grant period
- For projects involving distance education, evidence that there are plans for preservation and maintenance of course and course content during and after the grant period
- Evidence that the findings from research projects will inform practice and/or future research agendas

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

### LB21 DOCTORAL CATEGORY APPLICANTS ONLY

**Instructions for Completing the Budget Form:** If you are applying for four years of funding, combine years 3 and 4 in the Year 3 column of the budget form and provide details for each year in the budget justification.

### 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.

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

You must explain all proposed expenses in your Budget Justification.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult the appropriate cost principles for additional guidance on unallowable costs.

- salary substitution for regular employees;
- fundraising costs, such as development office expenditures or other staff time devoted to general fundraising;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- advocacy;
- contributions to endowments;
- acquisition of collections;
- social activities, ceremonies, receptions, or entertainment;
- construction and/or renovation of facilities; 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?

- **Broad Impact:** Your proposal should address key needs and challenges that face libraries and/or archives. Your project should show the potential for far-reaching impact, influence practice throughout the library and/or archival communities, and reflect awareness and support of current strategic initiatives and agendas in these fields.
- **Innovation:** Your proposal should demonstrate a thorough understanding of current practice and knowledge about the subject matter and show how the project has the potential to strengthen and improve library and/or archive services to benefit the audiences and communities being served.
- **Collaboration:** While collaboration is not required, it can help demonstrate a broad need, field-wide buy-in and input, access to appropriate expertise, and sharing of resources.

Reviewers of all applications will use the criteria listed in Section D. Application and Submission Information (above) for evaluating individual parts of an application.

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

In order to receive an LB21 Project Grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant after subtraction of student support costs. [Click here for further information on cost sharing.](#)

Cost sharing is permitted, but not expected, for Research, Early Career Development, as well as grants of less than \$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 one of the two agency priorities (if applicable);
- have the potential for the greatest impact upon the library and archival services and practices;
- 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 August 2016. Funded projects may not begin earlier than October 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 [Laura Bush 21st Century Librarian Program web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to [LB21 Program](#) grants.

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

We are available by phone and through e-mail to discuss general issues relating to the [Laura Bush 21st Century Librarian 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 [Laura Bush 21st Century Librarian Program web page](#) for more information and exact dates of the webinars.

## **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.

### **What are the requirements regarding the designated integrity and performance system?**

- i. IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold [currently \$150,000], is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

### **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. XXXXXX; Expiration Date: XXXXXX.

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