



Prospective Applicant Webinar:

National Leadership Grants for Libraries

Laura Bush 21st Century Librarian Program

July 2024

My name is Sarah Fuller and I am a Senior Program Officer in the Office of Library Services at IMLS. This webinar will cover The Fiscal Year 2025 National Leadership Grants for Libraries and the Laura Bush 21st Century Librarian Grant Program.



What We Will Cover Today

- A new Notice of Funding Opportunity (NOFO) format
- IMLS strategic priorities
- Program overview
- Eligibility requirements
- Project types, including a new type!
- Application process
- Advice for applicants

Today we will briefly go over IMLS and its strategic priorities and provide an overview of the NLG and LB21 grant programs.

We will also review eligibility criteria, the project types, take you through the application process, and provide you with some tips to help make your application complete and competitive.

Most importantly, IMLS is pleased to announce a new Notice of Funding Opportunity (NOFO) format for Fiscal Year 2025 as well as a brand-new project type: Community-Centered Implementation.



What is IMLS?

Who are we? IMLS is an independent grantmaking agency and the primary source of federal support for the nation's libraries and museums. IMLS helps to ensure that all Americans have access to museum, library, and information services, and invests in new and exploratory approaches, as well as proven and tested methods.

Our vision: A nation where individuals and communities have access to museums and libraries to learn from and be inspired by the trusted information, ideas, and stories they contain about our diverse natural and cultural heritage.

Our mission: To advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

IMLS is an independent grantmaking agency and the primary source of federal support for the nation's libraries and museums. IMLS helps ensure that all Americans have access to museum, library, and information services. You can read our mission and vision on this slide and on our website, www.ims.gov.

What's New in FY 2025

- The visual format has changed.
- The content remains relatively similar to previous fiscal years.
- New project type: Community-Centered Implementation grants



If you have applied to IMLS in the past you may note that the Fiscal Year 2025 Notice of Funding Opportunity (NOFO) appears in a different visual format. IMLS hopes that this change makes the NOFO easier to read and navigate.

While the format is visually different from previous years, most of the content remains relatively similar to previous fiscal years. Should you have any questions about what's new and any changes, please contact an IMLS Program Officer who will be more than willing to assist you and resolve your concerns.

We will discuss the new Community-Centered Implementation project type a little later in the webinar.



GOALS		OBJECTIVES	
GOAL 1 Champion Lifelong Learning	Objective 1.1	Advance shared knowledge and learning opportunities for all.	
	Objective 1.2	Support the training and professional development of the museum and library workforce.	
GOAL 2 Strengthen Community Engagement	Objective 2.1	Promote inclusive engagement across diverse audiences.	
	Objective 2.2	Support community collaboration and foster civic discourse.	
GOAL 3 Advance Collections Stewardship and Access	Objective 3.1	Support collections care and management.	
	Objective 3.2	Promote access to museum and library collections.	

The IMLS Strategic Plan lays out several goals for the agency's work: Championing lifelong learning, strengthening community engagement, and advancing collections stewardship and access.

Each award that we make through our grant programs will align with one agency-level goal and one associated objective and will contribute meaningfully to the achievement of both program and agency-level goals.



National Leadership Grants for Libraries (NLG)

National Leadership Grants for Libraries (NLG) projects enhance the quality of library services nationwide by addressing critical needs in the library and archives fields.

Projects are expected to generate results such as models, tools, research findings, services, and partnerships that can be widely used, adapted, scaled, or replicated to extend and leverage the benefits of federal investment.

Projects are expected to: influence practice, reflect an understanding of current practice and priorities, use strategic collaborations, disseminate activities, results, and findings, and generate measurable results.

Preliminary proposal deadline: September 20, 2024

Today we will be talking about two of our grant programs – both of which have a preliminary proposal deadline of September 20, 2024.

The first is our National Leadership Grants for Libraries program – otherwise known as NLG. NLG projects enhance the quality of library services nationwide by addressing critical needs in the library and archives fields. The models, tools, research findings, services and partnerships resulting from these awards can be widely used, adapted, scaled, or replicated to extend and maximize the benefit of Federal investment to libraries and archives of all sizes.

It is particularly important to note the importance of far-reaching impact in a National Leadership Grant application. The benefits of your work should extend well beyond one institution or geographic region. Collaborating across institutions, considering institutional diversity in terms of geography, size, and type of institutions, and thinking through dissemination and replicability are essential for success. The Community-Centered Implementation project type is an exception. We will talk about this more soon.

Note that we also do not accept applications that are strictly for digitization, and we cannot accept applications for construction.



National Leadership Grants for Libraries

The NLG-L Program has **one** program goal and four associated objectives.

GOAL: Develop, enhance, or disseminate replicable practices, programs, models, or tools to strengthen library and archival services for the American public.

Objectives:

- Serve the learning needs of the public through libraries and archives.
- Improve community well-being through libraries and archives.
- Provide broad access to and preservation of information and collections through libraries and archives.
- Provide services to affected communities in the event of an emergency or disaster.

The goal for this program is to generate projects that develop, enhance, or disseminate replicable practices, programs, models, or tools to strengthen library and archival services for the American public.

Each applicant should align their proposed project with the NLG-L goal and one of the associated objectives. An applicant should clearly identify their selected objective in the narrative and the Library Program Information form.



Laura Bush 21st Century Librarian Program (LB21)

The Laura Bush 21st Century Librarian Program (LB21) aims to build a diverse library and archival workforce to meet the information needs of communities and increase the institutional capacity of libraries, archives, and library and information science graduate programs.

Projects are expected to: influence practice, reflect an understanding of current practice and priorities, use strategic collaborations, disseminate activities, results, and findings, and generate measurable results.

Preliminary proposal deadline: September 20, 2024

The other program we are discussing today is the Laura Bush 21st Century Librarian Program, or LB21 for short.

This program is designed to build a diverse library and archival workforce to meet the information needs of communities and increase the institutional capacity of libraries, archives, and library and information science graduate programs. The program supports projects that provide training and professional development to library and archives professionals; develop faculty and information leaders; and recruit, educate, and retain the next generation of library and archives professionals.

Like NLG, projects are expected to: influence practice, reflect an understanding of current practice and priorities, use strategic collaborations, disseminate activities, results, and findings, and generate measurable results.

And just like NLG, far-reaching impact is expected for all project categories except for the new Community-Centered Implementation category.

For both NLG and LB21, please keep in mind that September 20th will be the only deadline for submitting applications in Fiscal Year 2025.



Laura Bush 21st Century Librarian Program

Two program goals:

1. Recruit and educate future library and archives professionals, faculty, and staff.
2. Train and retain current library and archives professionals, faculty, and staff

The goals for the LB21 program are:

- Recruit and educate future library and archives professionals, faculty, and staff.
- Train and retain current library and archives professionals, faculty, and staff.

Each applicant should align their proposed project with one of these two program goals and one of the associated objectives. Goal and objective choices should be identified clearly in the Narrative and the Library Program Information form.

To Which Program Should We Apply?

Project Purpose	Examples	Program
Pre-professional programs; professional education, research about the profession	<ul style="list-style-type: none"> • Workshops • Master or Doctoral education • Fellowships 	LB21
Early career development of LIS faculty	<ul style="list-style-type: none"> • Research by untenured, tenure-track LIS faculty 	LB21
Development of services that benefit the American public	<ul style="list-style-type: none"> • Civic dialogue programs • Broadband infrastructure • Public health tools 	NLG

Here we have provided some guidance for those of you who are unsure whether your project idea fits into NLG or LB21. Note that NLG is focused on external services and direct work with the American public whereas LB21 is focused on building and training the current and future library and archival workforce.

If your project is primarily about education and training for information professionals – either formal or informal education – you should probably apply to LB21.

If you are a non-tenured, tenure-track faculty member interested in research funding, you will want to look at the Early Career Research Development category in LB21.

If your project is focused on direct services for the American public, whether through practice or research, you should apply to NLG.

Please make sure to read through the Notice of Funding Opportunity (NOFO) carefully to ensure your project is aligned with the correct grant program and that you meet eligibility criteria. If you are unsure, feel free to contact one of our program staff for guidance.

Where to Find Grant Information

NLG webpage:

<https://www.ims.gov/grants/available/national-leadership-grants-libraries>

LB21 webpage:

<https://www.ims.gov/grants/available/laura-bush-21st-century-librarian-program>

- Program overview
- IMLS staff contact information
- Link to Notice of Funding Opportunity (NOFO)
- Link to this webinar recording

On the IMLS website we have landing pages for each of the two programs. If you're on this webinar it's likely you've already visited one or both. These pages provide an overview of the programs, links to the full notices of funding opportunity, or NOFOs, and also this webinar– so if you want to refer to this applicant webinar later that's where you will find it.

In addition, on each page you can find a list of the relevant program staff you should contact with any questions about the grant programs and the application process. If you are unsure who to contact, please just reach out to one of us and we will make sure you get connected to the program officer whose expertise best aligns with your project idea. We highly suggest you reach out to one of us in advance of the preliminary proposal deadline.



Eligibility

Your organization is eligible to apply if it is:

- Either a unit of state, local, or tribal government, or a 501c3 nonprofit organization;
- Located in one of the 50 states or territories; and
- One of the six types of organizations on the next slide

*LB21 Early Career Research Development proposals have additional eligibility requirements.
Please refer to the Notice of Funding Opportunity for more information.*

Your organization is eligible to apply if it is: 1) a unit of state or local government or a 501c3 nonprofit organization, 2) located in one of the 50 states or territories, **and** 3) one of six types of organizations, which we'll list on the next slide.

Please also note that the Laura Bush 21st Century Librarian grant program has additional eligibility requirements for Early Career Research Development proposals, so you should pay attention to that in the Notice of Funding Opportunity.



Eligibility

1. a library or a parent organization of a library
2. an academic or administrative unit
3. a digital library or archives, if it makes materials publicly available and provides library or archival services and includes at least one permanent professional staff librarian/archivist
4. a library agency that is an official agency of a State, Tribal, or other unit of government
5. a library or archives consortium that is a local, statewide, regional, interstate, or international cooperative association
6. a library or archives association

In addition to the criteria on the previous slide, your organization is eligible to apply if you are one of these six types of organizations, including a library, archives, or parent organization, an academic or administrative unit, a digital library or archives, or a library or archival agency, consortium, association, or organization.

If you have any questions about your eligibility, please reach out to someone on our program staff.



Eligibility

You are not eligible to apply if you are:

- A federally-operated institution
- A for-profit organization
- An individual
- A foreign country or organization

If your organization is not eligible, we encourage you to apply through a partnership with an eligible institution.

You are not eligible to apply to these programs if you are a federally-operated institution, a for-profit institution, an individual, or a foreign country or organization.

A federally-operated institution does not mean an institution that receives other federal grants. It means that if you are a federal agency, for example, the Library of Congress or Smithsonian, we cannot fund you.

If you are an ineligible institution, we encourage you to partner with an eligible institution. While you cannot be the lead applicant, you can apply through a partnership with an eligible institution and may be able to receive funding in that manner.

More information about this is provided in the guidelines on our website, but the point here is that it is important to figure out early if you are eligible to apply for the program that is of interest to you.

Registration Requirements

- Get your **Unique Entity ID (UEI)** from the System of Award Management (SAM)
- Register your institution with the **System of Award Management (SAM)**, or ensure your existing SAM registration is active <http://www.sam.gov/>
- Create a **Grants.gov** account for your institution, or ensure your existing Grants.gov account is active <http://www.grants.gov/>

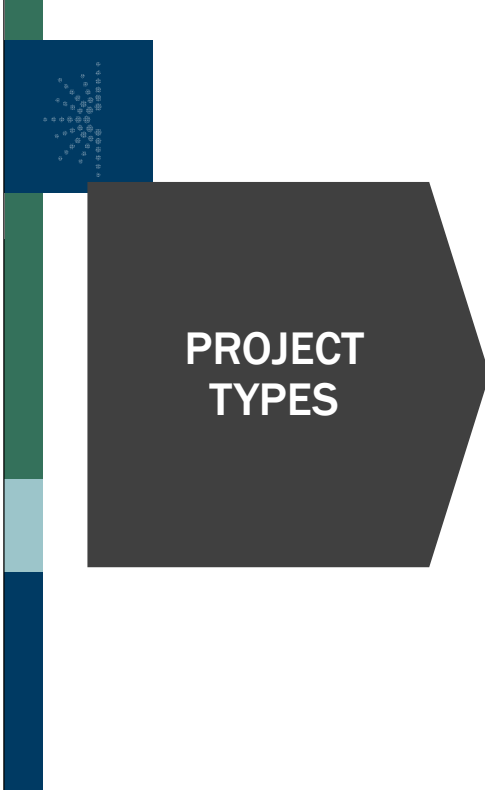
To ensure you will be able to submit your application, please ensure the following registrations are in place at your institution.

An applicant organization must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR). We strongly recommend you check these registrations immediately to ensure that they are accurate, current, and active, as it can take a long time to update or renew them.

Your institution must be registered with SAM. It's important to keep in mind that your SAM registration is good for only one year at a time and must be renewed annually. That's something you don't want to be doing right before the deadline, so we recommend checking your status early on. If it's not your job to track your SAM registration, we recommend you contact the person at your organization whose job it is, so you can make sure this is in place.

You'll also need an account at Grants.gov, which is the portal through which you will submit your application. Allow at least two weeks for the registration process here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their login information.

In fact, if you don't absolutely know for sure that all these registrations are in place now, I'd recommend checking on it as soon as we get done today. It's not something you want to be trying to accomplish anywhere close to the deadline.



Category	Period of Performance	Example
PLANNING	1 to 2 years	Preliminary activities; rapid prototyping; piloting
FORUM	1 to 2 years	Convening key participants and subject matter experts
NATIONAL IMPLEMENTATION	1 to 3 years	Full-scale development, implementation, and evaluation
COMMUNITY-CENTERED IMPLEMENTATION	1 to 2 years	Adapting existing practices, findings, models, tools, and/or partnerships to a specific organizational context.
EARLY CAREER RESEARCH (LB21 Only)	1 to 3 years	Funding to untenured, tenure-track library and information science faculty to conduct research
APPLIED RESEARCH	1 to 3 years	Investigating key questions related to libraries and archives

All applicants will also have to select a project type. These categories each have different limits regarding the period of performance of the grant, which you can see in this table.

Planning grants are for preliminary project activities – many people think about this as planning for a larger grant, but that’s not a requirement. Planning activities may include conducting preliminary research, conducting an environmental scan, rapidly prototyping a new program or service, or working on creating partnerships to support larger future activities.

Forum grants are for convening experts and stakeholders around an issue of national significance. This could be to support one large meeting, or several meetings focused on a particular area to establish a shared agenda or understanding. Planning and Forum grants must be for one to two years and both should demonstrate how you will measure and achieve far-reaching impact..

National Implementation grants support full-scale development, execution, and evaluation activities that will achieve far-reaching impact. These are limited to 1-3 years.

Community-Centered Implementation grants are a new opportunity for IMLS for Fiscal Year 2025. Community-Centered Implementation projects adapt existing practices, findings, models, tools, and/or partnerships to a local or specific context. This could either be one geographic region or a specific archival population. For this type, you must identify an established standards, practices, toolkits, open-source software, or research findings in your proposal and describe how you will adapt it to your specific context. Your project should share resources and lessons learned that can be used by libraries and archives in other communities that may be interested in adapting a similar practice to their own community. **Please Note:** *Your institution may only submit one application under the **Community-Centered Implementation** project type.* Community-Centered Implementation projects are limited to 1-2 years.

Applied Research grants support the investigation of key questions relevant to libraries or archives, building on prior empirical, theoretical, or exploratory work in libraries and archives or other relevant disciplines. Your

project should share resources and lessons learned that can be used by library and archival professionals in other communities throughout the nation.

The LB21 program also offers the **Early Career Research** category, which supports the research of an untenured, tenure-track library and information science faculty member.



Funding Limits

Planning	\$50,000 - \$150,000
Forum	\$50,000 - \$150,000
Implementation	\$50,000 - \$1,000,000
Community-Centered Implementation	\$25,000 - \$100,000
Early Career Research Development (LB21 only)	\$50,000 - \$750,000
Applied Research	\$50,000 - \$750,000

To give you a better sense of the scale, here are the maximum dollar amounts you may request, which are based on the project type you select.

There is flexibility within the funding levels, but you should keep in mind that we have limited funding and both programs are highly competitive. We fund very few million-dollar projects. There is a value proposition that comes into play – the higher the amount you are asking for, the more compelling your case must be for how your work will impact the entire field and represent a significant return on investment.

The Notices of Funding Opportunity (NOFOs) also spell out these funding caps along with the corresponding cost-share requirements.

Cost Share

1:1 cost share is only required for Implementation grants and only if:

- An applicant is requesting \$250,000 or more in federal funds

LB21 applicants are not required to cost share funds budgeted for student support

Cost sharing is not considered in the review of applications but is an eligibility criterion. Again, this is spelled out in the Notices of Funding Opportunity (NOFOs).

Generally, a one-to-one cost share is required for both programs if you select the National Implementation project-type and you are requesting \$250,000 or more in IMLS funds.

LB21 applicants requesting a National Implementation grant of \$250,000 or more, are required to provide 1:1 cost share, less student support costs.

Please remember that if a cost is unallowable for IMLS funds, it is also unallowable for cost share.

Cost share is not required for planning, forum, community-centered implementation, applied research, or early career research grants.



Phase One Application Components

Preliminary Proposals: Submit through Grants.gov by **11:59 p.m. U.S. Eastern Time on September 20, 2024.** and must include:

- SF-424S (Grants.gov form)
- IMLS Library - Discretionary Program Information Form (Grants.gov form)
- Preliminary Proposal Narrative (PDF, two-page limit) including a Budget Summary

PLEASE NOTE: **ONLY** attachments in PDF form will be accepted by the IMLS grants management system.

Each application must include two forms that are generated within Grants.gov and a two-page preliminary proposal narrative including a budget summary. No other documents will be accepted. Applications must be submitted through grants.gov before 11:59 pm Eastern time on September 20, 2024.

IMLS' internal system for receiving applications from Grants.gov will only accept documents in PDF form. Any applications that include a non-PDF document will be bounced back by our system and will not be considered submitted. We recommend ensuring all documents are in PDF format prior to submittal and **SUBMIT EARLY**. Do not wait until the night of the deadline to submit.



Phase One Process

- IMLS staff check proposals for completeness and eligibility
- Proposals go through peer review
- Some applicants will be invited to submit full proposals
- All applicants receive reviewer comments

After proposals are submitted through Grants.gov, IMLS staff screen them for completeness and eligibility. After that, proposals undergo peer review. After peer review, all applicants will receive reviewer comments and feedback. The most competitive applicants will be invited to submit a full proposal for further consideration.

Phase Two (Invitation Only) Process

- Full proposals due March 10, 2025
- Required components listed in the NOFO
- Submitted via Grants.gov
- IMLS staff check proposals for completeness and eligibility
- Proposals go through peer review
- All applicants receive reviewer comments
- Funding decisions announced in late July 2025 (pending availability of funds and at the discretion of the Director)

Please note: an invitation to submit a full proposal is not a guarantee of funding.

Applicants who are invited to submit full proposals will be notified by February and will need to submit full proposal applications by March 10, 2025. Note that this is a tight window to develop a full application so you will want your ideas to be well-formed when you submit your preliminary proposal.

The required components for full proposals are much more extensive and are also listed in the Notices of Funding Opportunity. These applications are also submitted through Grants.gov and will similarly undergo a peer review process. Full proposal applicants will be provided reviewer comments and feedback regardless of whether the project is selected for funding or not. The IMLS director makes final funding decisions, which will be announced in late July 2025, pending availability of funds and at the discretion of the Director.

Writing the Preliminary Proposal Narrative

- Identify project director and partners
- Contextualize in current research and practice
- Outline proposed work plan
- Articulate potential impact and projected outcomes
- Provide a budget summary (**required**)
- Use the Search Awarded Grants function on the IMLS website to review successful preliminary proposals: <https://www.imls.gov/grants/awarded-grants>

For the final part of this webinar, we'll go over some tips for preparing a competitive application at this first phase of the proposal process.

You should think about the preliminary proposal narrative as a movie trailer, providing the highlights of what a full proposal would include. We recognize that it is quite a challenge fitting all of the information about your project into two pages so you will want to be as **succinct and specific** as possible. The Search Awarded Grants section of the IMLS website has the full and preliminary proposals associated with the LB21 and NLG projects that have been funded over the past few years, which can be helpful to review as you start to work on your proposal.

The preliminary proposal should follow the general sections of a full proposal narrative and include an: Introduction, Project Justification, Project Work Plan, Optional Diversity Plan, Project Results, and Budget Summary.

Some elements you will want to address in your preliminary proposal include clearly identifying any project partners and the purpose of the project – this can easily and quickly be done in the first sentences of the Introduction: Institution X and Institution Y will partner together to make A or accomplish B. They request \$Z from IMLS. We recommend foregoing lengthy introductions and getting directly into the substance of what your project is all about in the first sentence or two.

In your project justification, you will want to ground your project in current and relevant research and practice. Please be succinct and provide data that supports your statements.

You will want to give an outline of your proposed work plan – what will it look like and how will it be accomplished. If it's a research proposal, you must articulate specific research questions and describe your data collection and analysis methods.

Optionally, you can include a statement of how your project will strengthen diversity, equity, and inclusion in the field.

You should articulate the potential impact of your work, your projected outcome, and how you will disseminate results.

Please note a budget summary is **required** in all preliminary proposal narratives and must include the total anticipated costs of the project, including cost share (if required), and a **breakdown** of how funds would be allocated into different cost categories. Proposals that do not include this information will be rejected without review.

Draft Narratives

- Submit a narrative draft to a Program Officer by **August 30, 2024** and schedule a phone or video call.
- Program Officers can only read one draft submission for each proposal and are only able to provide feedback verbally.

IMLS Program Officers are available to discuss your project ideas with you and to look over a draft of your preliminary proposal. If you'd like a Program Officer to look at a draft, please email it to one of us by **August 30, 2024**. Sending it even earlier is preferred, but August 30th will be the last day we are able to accept drafts. One of us will look at it and then we can schedule a call with you to discuss your draft and to answer any questions you might have. Please refer to the list at the end of this presentation to identify the Program Officer whose expertise best aligns with the subject matter in your proposal. While we can continue to answer questions you may have about the process, we can only read and provide feedback on one draft submission for each proposal.

Review Criteria

- **Project Justification:** How well does the proposal address current, significant needs, problems, or challenges in the field? How well does it differ from, complement, build on, or adapt existing models, standards, theories, scholarship, or practice? How well does the proposal align with the program goal and objective?
- **Project Work Plan:** What elements are in place and what elements are missing for successful execution of the proposed project? What recommendations do you have for improving the proposal?
- **Diversity Plan (Optional):** To what degree will the project strengthen the field's commitment to diversity, equity, and inclusion practices? (LB21 only: ...and contribute to the recruitment, development, and/or retention of a diverse workforce of library and archives professionals?)
- **Project Results:** How well do the intended results support the project's purpose and will the results be well disseminated to the intended audiences? Considering the topic, project type selection, amount of funds requested, and scope of potential impact, should the applicant be invited to submit a full proposal at this time? Why or why not?

IMLS will instruct reviewers to consider the following review criteria when evaluating Preliminary Proposals. Applicants will want to keep these in mind when writing the two-page proposal.

Project Justification: How well does the proposal address current, significant needs, problems, or challenges in the field? How well does it differ from, complement, build on, or adapt existing models, standards, theories, scholarship, or practice? How well does the proposal align with the **program goal and objectives**

Project Work Plan: What elements are in place and what elements are missing for successful execution of the proposed project? What recommendations do you have for improving the proposal?

Diversity Plan (Optional): To what degree will the project strengthen the field's commitment to diversity, equity, and inclusion practices? Additionally, for LB21 proposals, to what degree will the project contribute to the recruitment, development, and/or retention of a diverse workforce of library and archives professionals?

Project Results: How well do the intended results support the project's purpose and will the results be well disseminated to the intended audiences? Considering the topic, project type selection, amount of funds requested, and scope of potential impact, should the applicant be invited to submit a full proposal at this time? Why or why not?



Guidance for Research Applications

- What are your research questions, methods, and theoretical framing?
- What type of data will you gather for your research?
- How will you collect, analyze, and use the data?
- Does your study require IRB approval?
- How will you report and disseminate your findings?

*For more, refer to the “Guidance for Research Applications”
section of each NOFO*

The Notices of Funding Opportunity have specific guidance for applications in the Applied Research and Early Career Research Development categories. This slide lists some of the questions we ask you to consider, including thinking about the research questions, theoretical framing, research methods, and other aspects of your proposed project. Please note that Applied Research and Early Career Research Development preliminary proposals **MUST** include research questions in the preliminary proposal narrative.

Putting Your Best Foot Forward

- Participate in a webinar
- Consult with an IMLS Program Officer
- Choose a grant program, goal, and objective that aligns with your proposal idea
- Review two-page proposals from recently funded projects
- Articulate the project goals and/or research questions up front
- Include a budget paragraph in your preliminary proposal
- Have an unfamiliar reader offer feedback
- Submit all required documents in PDF format

As a summary, here are some things that you can do to ensure you are submitting your most competitive proposal.

The first you've already accomplished by viewing this webinar. Next, you want to choose the grant program, goal, and objective that best aligns with your proposal idea. Schedule time with an IMLS Program Officer to help refine your ideas and submit a draft.

Some other tips are that you should read through a few of the funded preliminary proposal narratives from previous years to get some ideas of what was successful and how they used the limited two-pages of space; articulate your project goals as quickly as possible in the preliminary proposal; include a budget paragraph; and be sure you are submitting all the completed and required documents in pdf format.

I highly recommend having a colleague unfamiliar with your project read through your proposal prior to submission – we all get too close to our work, and this will ensure that the proposal you are submitting clearly communicates your project idea.

Key Dates

- Draft Proposals Due (Optional): August 30, 2024
- Preliminary Proposals Due: September 20, 2024
- Notification of Status: by February 2025
- Full Proposals Due: March 10, 2025
- Notification of Funding: July 2025
- Projects Must Begin on: August 1, 2025

Here are all the important dates you need to be aware of during this year's application cycle. Of most importance right now is the optional draft proposal and preliminary proposal deadlines.

Again, please read through the notices of funding opportunity carefully to ensure you are meeting eligibility criteria and have fulfilled all application requirements.

Erin Barsan ebarsan@imls.gov	Archives and special collections Audiovisual collections Community archives Digital collections Digital preservation
Jill Connors-Joyner jconnors-joyner@imls.gov	Future library and archival workforce Early learning Informal STEM learning and Making School libraries Young adult services
Sarah Fuller sfuller@imls.gov	Community development Diversity, equity, and inclusion initiatives Public health Workforce development Library and archives' organizational readiness and retention
James Neal jneal@imls.gov	Civic technology Data privacy and security Digital inclusion Cybersecurity Open educational resources
Dr. Ashley Sands asands@imls.gov	Data curation and research data management AI/machine learning and data science Open infrastructures Scholarly communications Web archives Open scholarship/public access

Contact a Program Officer

As we mentioned already, program staff are available to assist with any questions you have about the proposal process. Here are some of the topical areas reflected in each program officer's expertise and funding portfolio. This table is not intended to be comprehensive, but more so is intended to give you a sense of the best person to reach out to. We are a close group, so if we believe one of our colleagues has better expertise to discuss your project, we will ensure the person with the closest expertise gets back to you.

And don't forget -- program staff are available to discuss your project ideas with you and to look over a draft of your preliminary proposal. To take advantage of this opportunity, you must email the draft of your proposal no later than end of day on **Friday, August 30**. One draft submission is the limit for each proposal. You are more than welcome and even encouraged to email or contact us well in advance of that deadline.

Thank you for joining us for this presentation and we look forward to hearing from you soon.