



**National Network of Libraries of Medicine  
MidContinental Region**

Colorado \* Kansas \* Missouri \* Nebraska \* Utah \* Wyoming

800-338-7657 – Toll Free  
801-587-3412 – Voice  
801-581-3632 – Fax  
<http://nnlm.gov/mcr>

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION**

**Memorandum of Agreement  
Longmont High School**

**K-12 School Partnership  
August 19, 2015 – April 30, 2016**

Longmont High School agrees to carry out the following responsibilities on behalf of the National Network of Libraries of Medicine, MidContinental Region (MCR), for a 8-month period.

With this agreement Longmont High School will receive reimbursement up to \$1,500 payable upon delivery of the first Quarterly Report.

During the period of August 19, 2015 – April 30, 2016 Longmont High School agrees to:

1. Work with students in the Medical and Bioscience Academy (MBSA) Nutrition and Wellness elective course to create a public service announcement (PSA) for the Longmont High School community.
2. Work with students in the Medical and Bioscience Academy (MBSA) Nutrition and Wellness elective course to host a wellness fair in the library with hands on activities related to their PSA topic.
3. Evaluate the project by employing the [iMovie PSA rubric](#).

During the period of August 19, 2015 – April 30, 2016, the National Network of Libraries of Medicine, MidContinental Region agrees to:

1. Provide instruction, access and support in completing report forms.
2. Input reports in the NN/LM Online Contract Reports System for classes, demonstrations, or presentations with 30 days of any training event.

**DELIVERABLES  
Reports:**

#### Quarterly and Final Reports:

- Quarterly Report **Due October 15, 2015**  
(<https://www.surveymonkey.com/s/7QBV5LP>)
- Quarterly Report **Due January 15, 2016**  
(<https://www.surveymonkey.com/s/7QBV5LP>)
- Quarterly Report **Due April 15, 2016**  
(<https://www.surveymonkey.com/s/7QBV5LP>)
- Final Report **Due May 15, 2016**  
(<https://www.surveymonkey.com/s/7W3BPDS>)

#### Materials:

- Share content created for your project with the MCR so that we can share with others.

#### Delivery Dates:

- Notify [Dana Abbey](#) or [Monica Rogers](#) within 7 days of a training or exhibit activity. Provide needed reporting information (see Appendix A) [NN/LM Activity Report](#) and [NN/LM Participant Form](#)).
- Invoices PSA props, health fair supplies, iPad tripod, whitboard, and whiteboard supplies totaling no more than \$1,500.00 are **due no later than April 30, 2016** (see Appendix B for sample invoice).

#### Credit Statement:

The statement below should be used in all publications resulting from this funding:

*This project has been funded in whole or in part with Federal funds from the Department of Health and Human Services, National Institutes of Health, National Library of Medicine, under Contract No. HHS-N-276-2011-00006-C with the University of Utah Spencer S. Eccles Health Sciences Library.*

#### 508 Compliance:

The Department of Health and Human Services synopsis of Section 508 accessibility requirements, requires that all Federal agencies are obligated to make all electronic and information technology (EIT) that they develop, maintain or use compliant with Section 508. EIT purchases made on or after June 25, 2001, are subject to Section 508. 508 Compliance information is located at (<https://www.section508.gov/>

Federal regulations and guidelines (e.g., Section 501 and Section 504 of the Rehabilitation Act) require equal access for individuals with disabilities. Therefore, Federal agencies are required, upon request, to provide information and data to individuals with disabilities through an alternative means of access that can be used by the individuals.

The National Library of Medicine is a part of the National Institutes of Health, U.S. Department of Health and Human Services. Recipients of National Library of Medicine funding through the NN/LM must also meet these requirements.

### **Publications Resulting from NN/LM funded Projects:**

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to PMC (PubMed Central) upon acceptance for publication. The NIH Public Access Policy at (<http://publicaccess.nih.gov/policy.htm>) ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PMC (<http://www.ncbi.nlm.nih.gov/pmc/>) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers (<http://publicaccess.nih.gov/FAQ.htm#b1>) are accessible to the public on PMC no later than 12 months after publication. The NIH Public Access site should be consulted for additional information: (<http://publicaccess.nih.gov/policy.htm>)

Authors that publish NIH-supported, peer-reviewed articles in full PMC-participating journals (such as the Journal of the Medical Library Association) have fulfilled their obligations to NIH Public Access and have nothing else to do.

If an NIH-supported peer-review article is published in a non-PMC journal, the final manuscript must be submitted to PMC via the NIH Manuscript Submission System (NIHMS). If the author was supported by an NIH contract, and the contract details are not available for selection in the NIHMS, the author should contact the NIHMS Help Desk to have this information added to the system. This lets the NIHMS Help Desk correlate requests with specific manuscript numbers and specific users, and helps us resolve the issue faster.

The NIHMS Help Desk will need the following information:

- Contract number: HHS-N-276-2011-00006-C
- Contract title/name: National Network of Libraries of Medicine
- Awarding NIH institution: National Library of Medicine

### **Educational (Promotional) Items:**

The U.S. Department of Health and Human Services has developed a new policy that promotes the Administration's commitment to act in a fiscally responsible manner by minimizing our administrative costs to perform our mission-critical functions in the most efficient, cost-effective way. It is the Department's policy that appropriated funds not be used to pay for promotional items. Promotional items include, but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees. Typically, items or tokens to be given to individuals are considered personal gifts for which appropriated funds may not be expended. More information is located at ([http://www.hhs.gov/asfr/ogapa/acquisition/promoitems\\_att3.html](http://www.hhs.gov/asfr/ogapa/acquisition/promoitems_att3.html))

**Development of Training Materials:**

Successful applicants are expected to use or adapt existing training materials before developing new materials. Consult the Medical Library Association (MLA) Educational Clearinghouse (<http://cech.mlanet.org>) prior to developing materials. Training materials developed as part of the award should be submitted to the MLA Educational Clearinghouse.

*All awards issued under the NLM Contract with the University of Utah are subject to the Government's availability of appropriated funds in compliance of Federal Acquisition Regulation (FAR) 52.232-18, Availability of Funds. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.*

THIS AGREEMENT IS TO BE SIGNED AND RETURNED TO THE RML OFFICE NO LATER THAN: September 15, 2015.

Longmont High School

By: Heles Robbins

NATIONAL NETWORK OF LIBRARIES OF  
MEDICINE MIDCONTINENTAL REGION

By: C. Hamasu

Title: Teacher Librarian

Claire Hamasu, Associate Director

Date: 5/21/15

Date: 6/15/2015

Appendix A

## **Training or Exhibit Activity Reporting Form**

Name of Organization(s) Participating in Activity:

Name, Email, and Voice Number of Person Who Conducted the Activity:

Date Submitted:

Activity Name:

Activity Description:

Date of Activity:

Estimated Number of Participants

Zip Code of Activity Location

## Appendix B



**National Network of Libraries of Medicine  
MidContinental Region**

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## Invoice

[Funded organization responsible for adding information shaded in gray.]

2015 Invoice must be dated by **April 30, 2016** in order to receive payment.

NN/LM MidContinental Region  
Eccles Health Sciences Library  
University of Utah  
10 North 1900 East Rm 107  
Salt Lake City, UT 84112-5890  
Attn: Robert Millsap

Pay to:

Institution Name:  
Department:  
Address:  
Attn:

Funding Title: K-12 Partnership Funding

Project Description, Deliverables, and Due Dates.

Amount Due:

Payee Billing Contact Information

Name:  
Phone:  
Email:

US Fed TIN: **(IRS Form W-9 is required)**

State sales tax exemption #, if applicable