



**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
Oakwood Elementary**

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

Oakwood Elementary 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 Oakwood Elementary 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 Oakwood Elementary agrees to:

1. Develop monthly K-6 health curriculum-related slideshow content to be displayed on monitor located in high-traffic area.
2. Develop questions related to slideshow content to support interactive learning to solicit engagement.
3. Evaluate the project by employing an online survey to measure participant engagement with interactive content and increased health consciousness.

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:

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. HHSN-276-2011-00006-C with the University of Utah

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 for monitor and computer programs 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.

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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)

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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.~~
Oct 30,

Oakwood Elementary

By: Renee Lett

NATIONAL NETWORK OF LIBRARIES OF MEDICINE/MIDCONTINENTAL REGION

By: C. Hamasu

Title: Librarian

Claire Hamasu, Associate Director

Date: Oct 12, 2015

Date: 10/19/2015

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



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

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