

AGREEMENT BETWEEN

**NN/LM MIDCONTINENTAL REGION-
UNIVERSITY OF UTAH**

AND

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE
BECKER MEDICAL LIBRARY**

Type of Contract:

Reimbursable/Fee for Service

Principal Investigator:

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Project Title:

**Mobile School Health Information Initiative
(MoSHI)**

**Period of Performance: February 1, 2010 – February 28, 2011
Amount Funded: \$10,053.00**

Exhibit A

Mobile School Health Information Initiative (MoSHI)

Statement of Work:

The Mobile School Health Information (MoSHI) Initiative is designed to connect St. Louis area K-12 librarians with credible, free health information resources on the web. Becker Medical Library will use its existing partnerships with St. Louis groups to promote, deliver and evaluate a curriculum designed to train K-12 librarians to be health information champions in their districts. School librarians should be able to take lessons learned and incorporate them into in-services and collaboration efforts within the K-12 curriculum. Evaluation will be two-pronged, done at the time of training and in 3-month follow-up surveys distributed via web surveying.

Objectives:

The MoSHI Initiative will deliver the mobile curriculum to create health information champions in local school libraries. These personnel should be capable of answering basic to moderately complex questions about where to locate reputable health information to help their students, administrators, teachers and parents.

- At the end of a training session, 80% of participants will have at least one idea about integrating health information resources into their curriculum.
- At the end of a training session, 80% of participants will be able to report at least one resource they learned about locating credible health information on the web.
- Three months after training, 50% of participants will report increased confidence in locating credible health information on the web
- Three months after training, 50% of participants will report continuing to use NLM products or MoSHI curriculum materials in their schools.

Activities:

- Purchase laptop and projector to use in presenting the workshop.
- Modify the existing curriculum for mobile training.
- Create and print curriculum workbook and collateral materials.
- Identify school districts interested in scheduling the course.
- Deliver the MoSHI workshop to at least three groups of K-12 librarians.
- Modify the MoSHI workshop and present it at the Missouri Association of School Librarians (MASL) Spring Conference in April 2010.
- Evaluate retention and use of information presented through the MOSHI initiative.

Publicity/Promotion

Activities and classes will be announced on the following:

- Missouri Association of School Librarians e-mail list

- St. Louis Suburban Librarians group list
- St. Louis city librarians list
- Archdiocesan schools list
- St. Louis Medical Librarians e-mail list
- St. Louis Regional Librarians Network list (at least 50 school libraries are members)
- Missouri Department of Elementary and Secondary Education libraries newsletter

Classes will be promoted through a partnership with Gateway Media Literacy Partners.

A MoSHI logo will be developed.

Activities and classes will be promoted with the assistance of the Becker Library marketing work-group.

Time Line:

Date	Activity
February 2010	Modify workshop for delivery Acquire computer hardware Deliver workshop to Kirkwood School District librarians
February 2010	Deliver workshop to 2 nd school librarian group
April 2010	Perform 3-month evaluation of Kirkwood group Deliver workshop to Missouri Association of School Librarians Spring Conference
Early May 2010†	Perform 3-month evaluation of 2 nd workshop group
September/October 2010	Deliver workshop to 3 rd school librarian group
December 2010	Perform 3-month evaluation of 3 rd workshop group Perform project wrap-up Analyze evaluation data for publication
	Project results and evaluative data will be presented in several of the following venues: <ul style="list-style-type: none"> ○ St. Louis Medical Librarians annual business meeting ○ MidContinental Medical Library Association annual meeting ○ Medical Library Association annual meeting ○ Missouri Association of School Librarians meeting ○ Suburban St. Louis librarians meeting ○ Relevant academic journals ○ State and local newsletters

Evaluation:

Participants will complete an evaluation form at the end of the on-site course.

Participants will also be queried 3 months later via a web survey using the existing Becker Medical Library subscription to SurveyMonkey (web-based survey management software). Reminders will be sent to non-responders after 1 week to improve response rate.

3 month follow-up evaluations will help investigators demonstrate *retention* and *continued* use of knowledge presented in the MoSHI curriculum, and provide the opportunity for school librarians to share their successes (or challenges) in using the MoSHI curriculum.

Anecdotal evidence of impact will be tracked and summarized in the final project report.

Deliverables

Deliverables are to be submitted to the NN/LM MidContinental Region in Salt Lake City, Utah

- Quarterly Reports are due 15 days after the close of the quarter.
- The NN/LM MidContinental Region will provide a template to use in completing the reports.
- Quarterly Reports will be due:
 - May 15, 2010
 - August 15, 2010
 - November 15, 2010
 - February 15, 2011
 - Last Quarter and Final Report due: March 31, 2011
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- The final 10% of the award will be paid upon receipt of the final report of the project and an invoice for the final 10%.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or ClinicalTrials.gov by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nnc.nlm.gov/train/suggest.html) (NTCC) (<http://nnc.nlm.gov/train/suggest.html>).
- At the conclusion of the project, the bidder will submit one effective practice or lesson learned to the Library Success Wiki. <http://www.libsuccess.org/>

EXHIBIT B
Mobile School Health Information Initiative (MoSHI)

Budget

EXPENDITURE CATEGORY	AMOUNT
Personnel	\$2,537.00
Equipment	\$2,512.00
Supplies	\$1,500.00
Communications	\$0
Reproduction	\$1,000.00
Other Costs	\$2,504.00
TOTAL	\$10,053.00

B. Budget Narrative

Justification for each budget category is provided below. **This revised budget reflects changes required by Washington University's internal grants budgeting software.**

1. Personnel

Judy Hansen is a part-time employee at Becker Library and personnel costs will be used to fund the estimated 90 additional hours needed for her participation as a trainer and co-organizer during the project. As salaried, full-time employees, the contributions of Will Olmstadt and Bob Engeszer will be in-kind.

2. Equipment

The following equipment will be needed for this project:

- 1 Dell Latitude E6400 Notebook (Dell E-Quote #1009434479648 - \$1,081) Laptop computer will be pre-loaded with materials needed for training and dedicated for exclusive use by MoSHI project instructors for offsite sessions at K12 schools.
- 1 NEC NP510 Office Projector (CDW.com Catalog #1846321 - \$899)
- 1 NEC Projector Lamp (CDW.com Catalog #1558120 - \$339)
- 1 NEC Leather Roller Case (CDW.com Catalog #781259 - \$192.99) Data projector, replacement lamp, and traveling case for use by project instructors for offsite sessions at K-12 schools.

3. Supplies

Supplies will include thumb drives for distributing additional copies of course materials and promotional items to advertise sessions in the community and for distribution to attendees.

4. Communications - None.

5. Reproduction

For printing and binding of course materials to be used in course.

6. Other Costs

Travel

- Estimated travel mileage to local schools to conduct training sessions (50 miles roundtrip per instructor/per session@.55 per mile) (\$700)
- Missouri Association of School Librarians (MASL) conference registration for Will Olmstadt and Judy Hansen (2 registrations@\$125 each = \$250 total)
- MASL conference lodging & meals for Will Olmstadt and Judy Hansen (\$200 per presenter for 1 night = \$400 total)
- Travel mileage to MASL conference (St. Louis to Osage Beach MO 280 miles roundtrip@.55 per mile) (\$154)
- Conference fees, travel and lodging for Will Olmstadt to present results at MCMLA 2010 (\$1,000)

EXHIBIT C

Mobile School Health Information Initiative (MoSHI)

Publishing

All Publications should include the following acknowledgement:

“This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract No. N01-LM-6-3504 with the University of Utah.”

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

Publications Resulting from NN/LM funded Projects:

As of April 7, 2008, final peer-reviewed manuscripts arising from NIH funds must be submitted to 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 PubMed Central (<http://www.pubmedcentral.nih.gov/>) 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 PubMed Central no later than 12 months after publication.

The NIH Public Access site should be consulted for additional information:
<http://publicaccess.nih.gov/policy.htm>.

Section 508 Compliance:

According to the Department of Health and Human Services synopsis of Section 508 accessibility requirements, 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.

It should be noted that other 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.

Section 508 Compliance information is at <http://www.section508.gov>