

Job Aid for Applying to the *All of Us* Data Training and Engagement for Academic Libraries Program

Applications must be submitted, and all supplemental materials received by 11:59PM Eastern Standard Time on September 29, 2023.

Application Questions

Contact Information

- 1. Institution (college or university) name:
- Name of applicant institutional library:

The applicant must be the institutional library. Multiple libraries from the same institution may apply jointly. Only one application per institution may be selected.

- Name(s) of additional participating library(ies):
- 4. Name & contact information of the Program Administrator:

Program Administrator - As part of the application process, each institution should designate one individual to be the *All of Us* Libraries Program Administrator for their campus(es). This person is encouraged to reside within a participating library and/or administrative position that can support key decision making regarding the Capacity Building Award. Program Administrator contacts can be changed or modified upon selection for the program.

- a. Name
- b. Title
- c. Department
- d. Email
- e. Phone
- f. Affiliation with the Library



- 5. Name & contact information of person completing application (if different than Program Administrator):
 - a. Name
 - b. Title
 - c. Department
 - d. Email
 - e. Phone
 - f. Affiliation with the Library
- 6. Please indicate the number of individuals expected to participate in the program from your institution:

At minimum, one library worker from your institution must participate in the program, obtain access to the Researcher Workbench, and complete a Data User Code of Conduct (DUCC).

- 7. Please provide the contact information for the individuals designated in the previous question:
 - a. Name
 - b. Title
 - c. Email Address

Eligibility Criteria

To be eligible for the Program, institutions must meet the following criteria:

- Be an <u>accredited U.S. Institution</u>
- Be a library within an institution with a historic and current commitment to, or track record of, educating underrepresented students.
 - NIH defines "Underrepresented Populations in the U.S. Biomedical, Clinical, Behavioral and Social Sciences Research Enterprise" in the Notice of NIH's Interest in Diversity.
 - Institutions that have a track record of successfully training diverse researcher populations, including those at HBCUs (i.e., institutions described in section 4(b) of <u>Executive Order 14041</u> (incorporating by reference the institutions listed in 34 C.F.R. 608.2)) and other minorityserving institutions, are also encouraged to apply.



- Your institution or organization must have a Data Use and Registration
 Agreement (DURA) in place with All of Us or be willing to establish one with All of
 Us. Institutional DURA status can be confirmed on the All of Us Research Hub.
 - If your institution or organization does not have a DURA, you may still apply. However, it will impact your eligibility to participate and receive funding if a DURA is not in place by March 2024.
- 1. Describe how your institution has a historic and current commitment to, or track record of, educating underrepresented students:
- 2. Is your institution currently receiving, or received in the past, funds from the NIH *All of Us* Research Program?
 - a. Yes
 - b. No
- 3. If you selected Yes in the previous question, describe in 1-2 sentences what activities *All of Us* has funded at your organization. Note: ORAU cannot fund activities already funded by *All of Us*.
- 4. Please indicate how you will provide your institution's letter of commitment: A letter of commitment from the Director or Dean of your institutional library supporting program requirements and your participation in the training program is required. A signed uploaded letter on institutional letter head is preferred, however a formal email from an institutional email address with full signature block may also be accepted. Emailed letters should be directed to NLMAllofUs@orau.org.
 - a. Letter will be sent via email
 - b. Letter Attached to Application (upload on last page of application)

Scored Questions

Please indicate you understand the scoring criteria.

Responses to the following questions will be reviewed and assessed based on your explanation of the potential impact of the Program on your library and



campus community. Please refer to the <u>Rubric</u> for additional scoring information to ensure you have completely answered the question.

- a. I Understand
- 1. In one succinct paragraph, please explain the expected impact of this program on your library and library staff: (15 points)
- In one succinct paragraph, please explain the expected impact of this program on your campus community, including students, administration, faculty, and/or researchers: (15 points)
- 3. In one succinct paragraph, please describe your library/campus community's data readiness based on the following: (10 points)

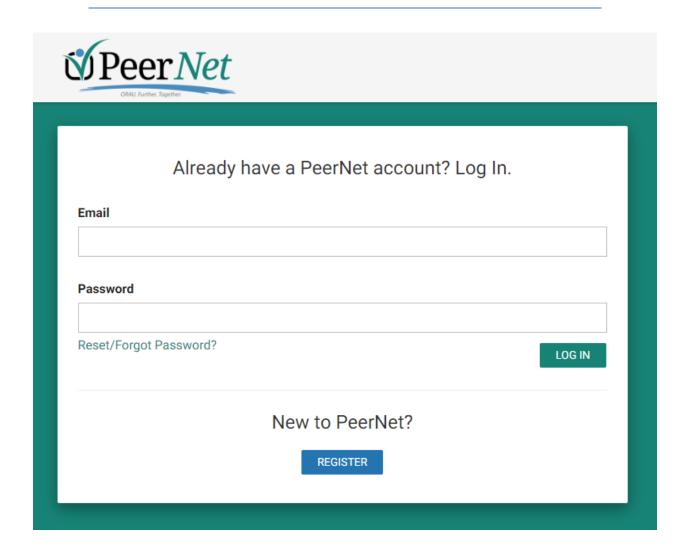
This program is intended to build capacity for data readiness at your institution. Institutions are not required to be data ready or to have these elements already in place. Applicants who feel they are not data ready are encouraged to apply and should describe their current state of readiness.

- People: the expertise, receptivity, and commitment to using data among administrators, faculty, and staff.
- Process: the interactions among people and guidelines necessary to ensure that data are shared widely, and processes are in place to produce information that the institution can use.
- Data Management: storing and retrieving information and how information that is critical to the institution becomes transparent through data management.
- In one succinct paragraph, please explain how this program will enhance your institution's ability to train and support "Underrepresented Populations in the U.S. Biomedical, Clinical, Behavioral and Social Sciences Research Enterprise": (10 points)



The Application Portal Creating an Account

Start an application and/or create an account.





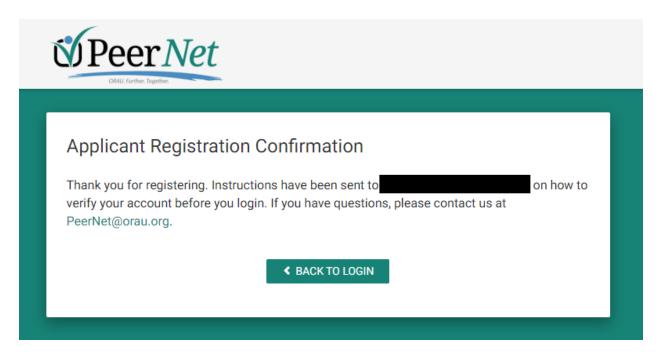
If you are new to PeerNet, select **REGISTER** to create an account. If you already have an account, select **LOG IN** and skip to the <u>Starting and Completing the Application</u> section.



Applican ⁻	t Regist	ration	
First Name: *			
Last Name: *			
Organization: *			
Email: *			
Confirm Email *			

Enter your institutional contact information.





You will see a prompt that instructs you to refer to your email for additional instructions. You will be given a link directing you to a PeerNet page to set (reset) your password.

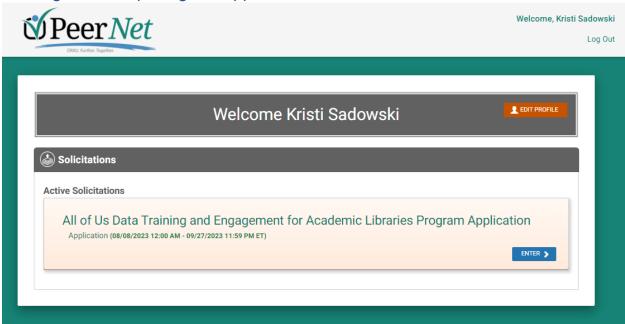


Reset Your	Password	
New Password *		
Confirm Passwo	rd *	
Password Red	quirements	
Password can	not be one of your previous five passwords	
	ast eight non-blank characters	
 Contains at lea Lower-case 	ast three of the four following character sets:	
 Upper-case 		
 Number 		
 Special Cha 		
	n angle brackets ('<' or '>')	
■ Password and	Password Confirmation fields match	

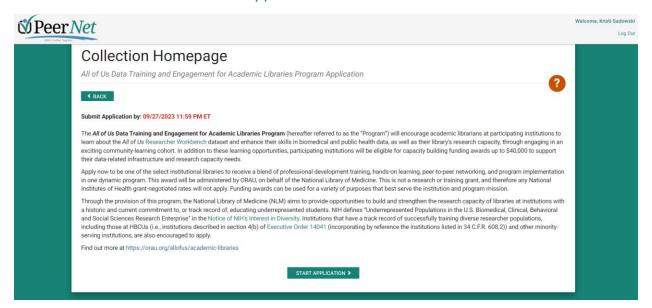
Once you have set your password, you will be prompted to login.



Starting and Completing the Application



Select the **ENTER** button on the application's active solicitation.



Select the **START APPLICATION** button.

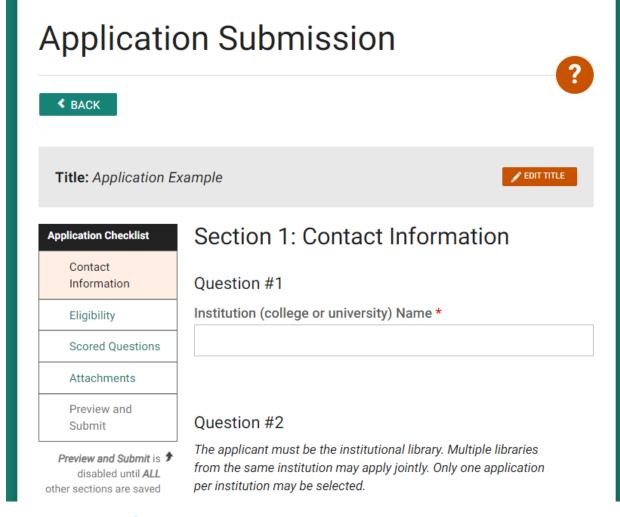


Before We Begin		×
What is the official title of your submission?		
plication Title: *		
Note: You will have the ability to edit the title prior to submitting your application.)		
	SAVE AND CONTINUE	CANCEL

ing and Engagement for Academic Libraries Program (hereafter referred to as the "Program") will encourage academic librarians at participals. Researcher Workbench dataset and enhance their skills in biomedical and public health data, as well as their library's research capacity, thro

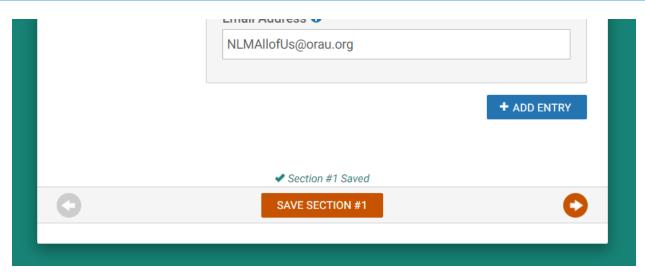
Create a name for your application.





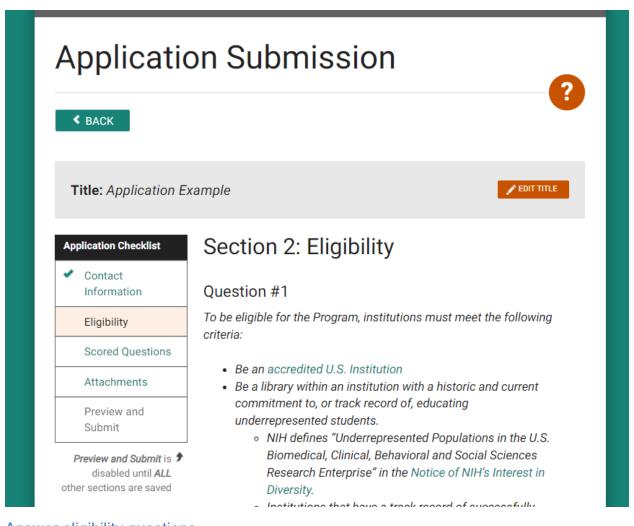
Answer contact information questions.





Click SAVE SECTION #1 and use the ARROW to move to the next section.



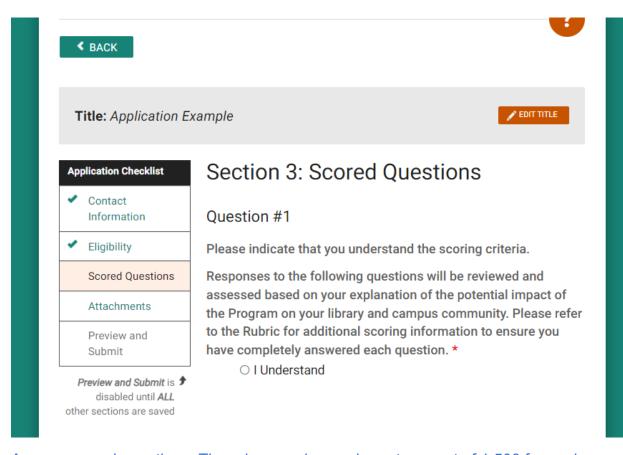


Answer eligibility questions.



Click **SAVE SECTION #2** and use the **ARROW** to move to the next section.



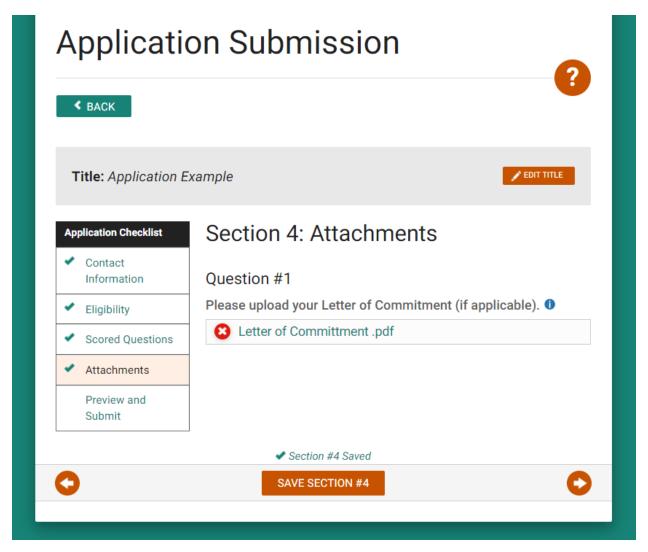


Answer scored questions. There is a maximum character count of 1,500 for each question.



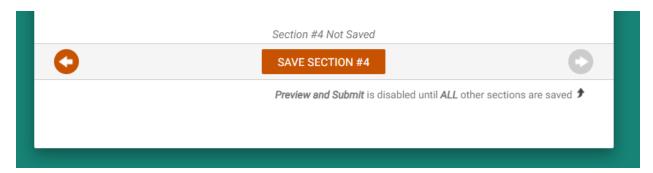
Click **SAVE SECTION #3** and use the **ARROW** to move to the next section.





Upload your Letter of Commitment. Please note, the file must be saved as PDF to upload. If you do not have something to upload, a formal email from an institutional email address with full signature block may also be accepted. Emailed letters should be directed to NLMAllofUs@orau.org.





Click **SAVE SECTION #4** and use the **ARROW** to move to the next section. The arrow will not be available to select until all sections are completed and saved.



Summitting the Application **Peer**Net Welcome, Kristi Sadowski All of Us Data Training and Engagement for Academic Libraries Program Application **Application Submission ≮** BACK Preview and Submit Contact Information You have completed your application. Please review the application you have provided by Eligibility clicking the "Generate Compiled Application" button. A PDF will be generated and, if it is accurate and you approve, please select "Approve Application" below and then click Scored Questions Attachments If you need to make changes, please update the appropriate sections and return to this Preview and Submit GENERATE COMPILED APPLICATION

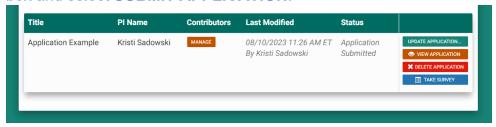
O VIEW COMPILED APPLICATION Note: Generating a PDF of your application will take a few moments. Please approve and submit to complete the process. Approve Application

Select GENERATE COMPILED APPLICATION.

Select **VIEW COMPILED APPLICATION**. This will start a download of your application. Save it for your records.



When you are ready to submit your application check the **APPROVE APPLICATION** box and select **SUBMIT APPLICATION**.

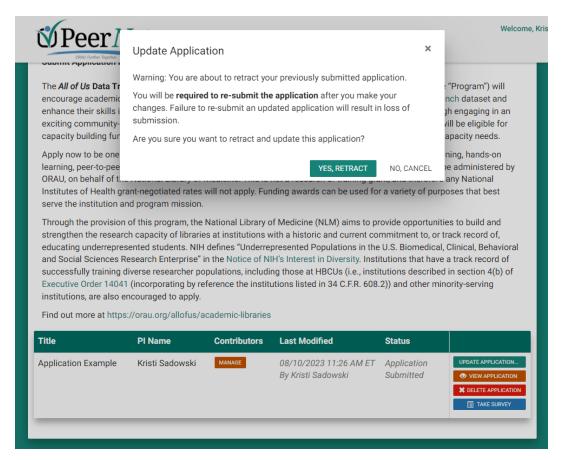


Congratulations, your application has been submitted. You should receive an email confirmation shortly.

Updating the Application

In the event you need to update your application, please note that this will retract your application and you will need to resubmit.





Please direct any questions to NLMAllofUs@orau.org.