

**The T-AP Digging into Data Challenge
Request for Proposals
Addendum for Applicants to the
Institute of Museum and Library Services
Version 1.1, Modified 5 November 2015**

Note: This addendum to the T-AP Digging into Data Challenge Request for Proposals contains agency-specific information for US-based institutions applying to the program. Please see the Digging into Data Challenge Web site, www.diggingintodata.org, for links to the main RFP and the RFP Addenda for all funders.

Applications will initially be submitted through the Digging into Data Challenge online portal. Following review, those organizations whose applications have been referred for consideration for funding from IMLS will be asked, at IMLS' discretion, to submit a copy of the original application, plus additional IMLS-specific documents to IMLS.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.312

I Program Description

<see RFP>

II Award Information

IMLS awards are subject to the availability of funds and IMLS discretion.

Cost Sharing

Cost sharing is permitted, but not expected, for research grants and will not be considered in the review of the application. However, if you chose to include cost sharing in an application in such category, your projected cost share in the project budget should be carefully calculated; grantees are expected to meet the cost share another commitments that are set forth in their awards.

Cost share is that portion of the project costs that is not charged to IMLS funds. These costs may be supported by a grantee's cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.

All listed expenses, including cost sharing, must be incurred during the grant period of performance. Federal funds may not be used for cost sharing. All instructions regarding use of funds apply to both requested IMLS funds and cost sharing.

Requirements for use of IMLS funds

You may only use IMLS funds, and your cost sharing, for allowable costs as found in IMLS and OMB government-wide cost-principle rules.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

If you have questions about the allowability of specific costs, please call IMLS staff.

Indirect Costs

Indirect costs are project costs that an organization incurs that cannot be easily assigned to an individual project. Follow the rules for indirect costs identified in the IMLS National Leadership Grants for Libraries <https://www.ims.gov/fo/national-leadership-grants-libraries-fy16-notice-funding-opportunity#doclet-125>

III Eligibility

Eligibility is limited to organizations eligible for IMLS National Leadership Grants for Libraries. See <https://www.ims.gov/fo/national-leadership-grants-libraries-fy16-notice-funding-opportunity#tab-c>

IV. Application and Submission Information

As described above, applications will initially be submitted through the Digging into Data Challenge online portal. Following review, those organizations whose applications have been referred for consideration for funding from IMLS will be asked, at IMLS' discretion, to submit a copy of the original application, plus additional IMLS-specific documents to IMLS.

To be eligible for consideration for funding from IMLS the project narrative should specifically address the project's relevance to libraries or archives. Applicants should explain how the project advances practice in these types of organizations.

The list below provides links to additional documents required for submission to IMLS. Note that this list is not all inclusive.

- [The Application for Federal Assistance/Short Organizational Form \(SF-424S\)](#)
- [IMLS Program Information Sheet](#)
- [IMLS Budget Form](#)
- [Budget Justification](#)
- [Digital Stewardship Supplementary Information Form](#)

For further information about completing each of these documents, see <https://www.ims.gov/fo/national-leadership-grants-libraries-fy16-notice-funding-opportunity#tab-d>

In addition, please note the following designated integrity and performance system information:

- i. IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold [currently \$150,000], is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

V. Application Review

IMLS uses a peer review process to evaluate all eligible and complete applications. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The IMLS Director takes into account the advice provided by the review process and makes final funding decisions consistent with the purposes of IMLS's programs.

VI- Award Administration Information

Awards must comply with the Award Administration requirements of the National Leadership Grant's for Libraries Program <https://www.ims.gov/nofo/national-leadership-grants-libraries-fy16-notice-funding-opportunity#tab-f>

VII- National Policies

Organizations that receive IMLS grants or cooperative agreements are subject to the [IMLS General Terms and Conditions for IMLS Discretionary Awards](#) and the [IMLS Assurances and Certifications](#). Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

As an applicant for US federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in the IMLS [Assurances and Certifications](#). By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will

maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your grant and require you to return funds to the US Government.

VIII Points of Contact

<see RFP>