

Region 6

PARTNER OUTREACH PROGRAM 2021-2026

MEMORANDUM OF UNDERSTANDING

[Institution Name] agrees to serve as a Partner Outreach Program (POP) ambassador for the Network of the National Library of Medicine (NNLM) Region 6 from **[current date]** – April 30, 2026. NNLM Region 6 is funded through the National Library of Medicine (NLM), National Institutes of Health (NIH), and Department of Health and Human Services under Grant Number UG4 LM013729 with The University of Iowa.

A successful POP ambassador exhibits the following criteria:

- A mission of health information outreach to the community
- Qualified health information professionals, such as librarians, community health workers, and/or health educators with time dedicated to outreach activities in their state
- An NNLM member organization/NNLM user ID for designated staff
- Familiarity with NLM/NIH and other quality health information resources.

Under this agreement, the Network of the National Library of Medicine Region 6 office will:

- Reimburse the partner organization up to \$1200 per year, for expenses related to outreach:
 - Personnel time per outreach event, such as providing instruction or exhibiting on behalf of Region 6, at the institution's rate of \$__ per hour or contracted \$300 per event.
 - Mileage, lodging, and meals up to the federal government rate (www.gsa.gov) for traveling on behalf of NNLM Region 6
 - incidental expenses, such as printing materials, postage, parking, shipping, or other related costs
 - Reimburse partner institutions for the cost of one NLM Exhibition when the exhibition is a collaboration with another NNLM Member organization
- Provide support for outreach opportunities within their state
- Coordinate quarterly meetings for partner outreach librarians.

Under this agreement, the Partner Outreach Program ambassador institution will:

- Perform at minimum three outreach activities or events per year in their state to groups unaffiliated with their institution
- Communicate with the Region 6 coordinator prior to teaching or exhibiting on behalf of Region 6
- Stay current with NLM/NIH resources
- Follow reporting procedures for events and projects as outlined by NNLM
- Submit invoices for reimbursement to the Region 6 office, minimally quarterly each year.

Those in the Partner Outreach Program may withdraw at any time during the agreement period (May 1, 2021 – April 30, 2026) by giving written notice to Region 6 at which time Region 6 will no longer reimburse that institution for outreach expenses. Region 6 will continue to fund activities during the agreement period until funds budgeted for these activities are expended. Indirect costs (F&A) are not eligible for activities under this agreement. If POP ambassadors are not meeting expectations as outlined in this MOU, Region 6 reserves the right to terminate the arrangement.

The Partner Outreach Program is intended to fund small outreach events within the POP organization’s state. Program participants are encouraged to apply for awards ([Region 6 Call for Applications 2021-2022](#)) for projects that fall beyond the scope of this agreement.

[Institution]
[Library Name]

Name [Date]
Director

[Signature] [Date]
Derek Johnson
Associate Director

***Network of the National Library of
Medicine
Region 6***