

in the State's long-range program for the Public Library Construction and Technology Enhancement grant.

(Authority: 20 U.S.C. 355c)

PART 776—LIBRARY EDUCATION AND HUMAN RESOURCE DEVELOPMENT PROGRAM

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Subpart A—General

§ 776.1 What is the Library Education and Human Resource Development Program?

The Secretary awards grants under the Library Education and Human Resource Development Program to—

- (a) Educate and train persons in library and information science through fellowships, institutes, or traineeships, particularly in areas of critical needs; and
- (b) Establish, develop, and expand programs of library and information science, including new techniques of information transfer and communication technology.

(Authority: 20 U.S.C. 1021, 1032)

§ 776.2 Who is eligible for a grant?

Eligible applicants are—

- (a) Institutions of higher education;
- (b) Library organizations; or
- (c) Library agencies.

(Authority: 20 U.S.C. 1032)

§ 776.3 Who is eligible to participate in a project?

In order to be selected by a grantee as a participant in a project, an individual must—

- (a)(1) Be a United States citizen or national;
- (2) Provide evidence from the United States Immigration and Naturalization Service that he or she—
 - (i) Is a permanent resident of the United States; or
 - (ii) Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or
- (3) Be a permanent resident of the Republic of Palau (until the Compact of Free Association with Palau takes effect);
 - (b) Be engaged in or preparing to engage in a profession or other occupation involving library or information science; and
 - (c) Meet the selection criteria of the grantee.

(Authority: 20 U.S.C. 1032)

§ 776.4 What types of projects may the Secretary fund?

A grantee may conduct one or more fellowship projects, institute projects, and traineeship projects with funds under this program.

(Authority: 20 U.S.C. 1032)

§ 776.5 What priorities may the Secretary establish?

(a) The Secretary may give priority to applications that address one or more of the following critical needs:

(1) To educate, train or retrain library personnel in areas of library specialization where there are currently shortages, such as school media, children's services, young adult services, science reference, and cataloging.

(2) To educate, train or retrain library personnel in new techniques of information acquisition, transfer, and communication technology.

(3) To educate, train or retrain library personnel to serve the information needs of the elderly, the illiterate, the disadvantaged, or residents of rural America.

(4) To increase excellence in library leadership through advanced training in library management.

(5) To increase excellence in library education by encouraging study in library and information science and related fields at the doctoral level.

(6) To provide advanced training in the development, structure, and management of new library organizational formats, such as networks, consortia, and information utilities.

(7) To recruit, educate, train, retrain and retain minorities in library and information science.

(b) The Secretary establishes priorities by publishing a notice in the FEDERAL REGISTER, in accordance with 34 CFR 75.105.

(Authority: 20 U.S.C. 1032)

§ 776.6 What regulations apply?

The following regulations apply to this program:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Edu-

cation, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs).

(3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

(4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).

(5) 34 CFR part 82 (New Restrictions on Lobbying).

(6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Non-procurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(7) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this part 776.

(Authority: 20 U.S.C. 1021)

§ 776.7 What definitions apply?

(a) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR 77.1:

- Applicant
- Application
- Award
- Contract (includes definition of Sub-contract)
- Department
- EDGAR
- Grant
- Grantee
- Private
- Project
- Project period
- Public
- Secretary

(b) *Other definitions.* The following definitions also apply to this part:

Act means the Higher Education Act of 1965, as amended.

Disadvantaged means those persons whose socio-economic or educational deprivation or whose cultural isolation from the general community may preclude them from benefiting from library services to the same extent as the general community benefits from these services.

Fellowship means an award of financial assistance for tuition to an individual who has been accepted for admission to an institution of higher education and who is or will be enrolled full-time in a graduate program of library and information science, working

toward or completing the requirements for a specific degree in some aspect of library and information science.

Financial need means the fellow's financial need as determined under title IV, part F, of the Act for the period of the fellow's enrollment in the graduate program for the specific degree in library and information science for which the fellowship was awarded.

Institute means a specialized long-term or short-term group training project in library and information science that—

(i) Is separate from the regular academic program of the applicant;

(ii) Has an innovative curriculum; and

(iii) Either provides persons with the skills needed to enter the library and information science field or provides library and information science personnel—including library educators—an opportunity to strengthen or increase their knowledge and skills.

Institution of higher education means an institution of higher education as defined in section 1201 of the Act.

Library and information science means the study of recordable information and knowledge and the services and technologies to facilitate their management and use. The term encompasses information and knowledge creation, communication, identification, selection, acquisition, organization, description, storage, retrieval, preservation, analysis, interpretation, evaluation, synthesis, dissemination, and management.

Library organization or agency means a public or private organization or agency that provides library services or programs.

Participant means a person who is enrolled in a project funded under this part.

Participation costs means the costs associated with participation in a traineeship or institute, including the costs of travel and subsistence, for which the grantee pays directly or reimburses the trainee or institute participant.

State agency means the State agency designated under section 1203 of the Act.

Stipend means an award of money from a grantee to a fellow, the amount

of which is determined on the basis of the fellow's demonstrated financial need.

Traineeship means a training project in library and information science that—

(i) Is separate from the regular academic program of the applicant;

(ii) Is designed to meet the individual needs of mid-level library and information science professionals; and

(iii) Provides individualized instruction, usually through an internship.

(Authority: 20 U.S.C. 1021, 1032)

§ 776.8 What is the duration of a project?

(a) A fellowship must provide at least one academic year of training.

(b) A long-term institute project must provide at least one academic year but no more than 12 months of training.

(c) A short-term institute project must provide at least one week but no more than six weeks of training.

(d) A traineeship project may not exceed 12 months.

(Authority: 20 U.S.C. 1021, 1032)

Subpart B—What Are the Application Requirements?

§ 776.10 How does one apply for a grant?

(a) An applicant must submit separate applications for fellowship, institute, and traineeship projects.

(b) An applicant must submit separate applications for fellowship projects at the master's, post-master's, and doctoral levels, limited to one application per level for new fellowships.

(c) An applicant must include all of its requests for new fellowships at a particular level within the single application for that level.

(Authority: 20 U.S.C. 1021, 1032)

§ 776.11 What assurance must an applicant for a fellowship project provide?

An applicant for a fellowship project must provide an assurance that in the event funds made available to a participant under this program are insufficient to provide the assistance due a

participant under the commitment entered into between the applicant and the participant, the applicant will endeavor, from any funds available to it, to fulfill the commitment to the participant.

(Authority: 20 U.S.C. 1032)

Subpart C—How Does the Secretary Make an Award?

§ 776.20 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a fellowship project on the basis of the provisions in § 776.21 and awards up to 110 possible points for these criteria.

(b) The Secretary evaluates an application for an institute project on the basis of the criteria in § 776.22 and awards up to 100 possible points for these criteria.

(c) The Secretary evaluates an application for a traineeship project on the basis of the criteria in § 776.23 and awards up to 100 possible points for these criteria.

(d) The maximum score for each criterion is indicated in parentheses.

(Approved by the Office of Management and Budget under control number 1850–0022.)

(Authority: 20 U.S.C. 1032)

§ 776.21 How does the Secretary evaluate an application for a fellowship project?

(a) *Continuation awards.* Before considering applications to support new fellowships, the Secretary provides funds to continue support for qualified students who were awarded fellowships under this program in the previous two years and who are maintaining satisfactory progress as determined by the institution.

(b) *Selection criteria for new fellowship projects.* The Secretary evaluates an application for a new fellowship project based on the following selection criteria:

(1) *Project description* (20 points). The Secretary reviews each application to determine the quality of the applicant's project, including the extent to which—

(i) The project addresses one or more of the critical needs announced by the

Secretary as a priority or priorities under § 776.5(a);

(ii) The project objectives are clearly stated, realistic, and satisfy a current training need;

(iii) The required courses meet standards that are recognized by the library and information science profession; and

(iv) The student field experience component (if included) is well designed.

(2) *Plan of operation* (20 points). The Secretary reviews each application to determine the quality of the plan of operation for the project, including—

(i) The quality of the design of the project;

(ii) The extent to which the plan of management is effective and ensures proper and efficient administration of the project;

(iii) How well the objectives of the project relate to the purpose of the program; and

(iv) The quality of the applicant's plans to use its resources and personnel to achieve each objective.

(3) *Quality of key personnel.* (10 points)

(i) The Secretary reviews each application to determine the quality of the key personnel the applicant plans to use on the project, including—

(A) The qualifications of the project director (if one is to be used);

(B) The qualifications of each of the other key personnel to be used in the project; and

(C) The time that these key personnel will commit to the project.

(ii) To determine the qualifications of these key personnel the Secretary considers—

(A) Experience, training, and professional productivity in fields related to the objectives of the project; and

(B) Any other qualifications that pertain to the quality of the project.

(4) *Selection of fellows* (15 points). The Secretary reviews each application to determine the effectiveness of the applicant's method of selecting fellows including—

(i) Conformance with program priorities in § 776.5(a); and

(ii) Evidence that admissions standards for fellows are comparable to those for other students admitted to the library and information science education program.

(5) *Applicant characteristics* (20 points). The Secretary reviews each application to determine the applicant's commitment to library and information science education, including—

(i) The adequacy of the description in the applicant's catalog of the specific library education program in which participants will be enrolled;

(ii) The extent to which the amount the applicant spends per student for education in library and information science is comparable to that of other education programs;

(iii) The extent to which the ratio of degrees awarded to total enrollment in the applicant's library education program is comparable to that of other library education programs;

(iv) The extent to which the ratio of requested fellowships to other fellowships and scholarships in library and information science supported by the applicant is comparable to that of other library education programs; and

(v) The extent to which the academic level of the project is appropriate to the applicant's capabilities or experience.

(6) *Budget and cost effectiveness* (5 points). The Secretary reviews each application to determine the extent to which—

(i) The budget is adequate to support the project; and

(ii) Costs are reasonable in relation to the objectives of the project.

(7) *Evaluation plan* (5 points). The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation are—

(i) Appropriate to the project;

(ii) Objective; and

(iii) Designed to produce data that are quantifiable.

CROSS-REFERENCE: See 34 CFR 75.590 Evaluation by the grantee.

(8) *Adequacy of resources* (5 points). The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

(9) *Project impact* (10 points). The Secretary reviews each application to determine the extent to which the project will expand and strengthen the

applicant's library and information science degree programs.

(c) *Other considerations*. The Secretary may give priority among applications for new fellowship projects that are of substantially the same quality to applications that will contribute to an appropriate balance of fellowships among the priorities announced under § 776.5.

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(Authority: 20 U.S.C. 1021, 1032)

§ 776.22 What selection criteria does the Secretary use to evaluate an application for an institute project?

(a) *Project description* (20 points). The Secretary reviews each application to determine the quality of the applicant's project, including the extent to which—

(1) The project addresses one or more of the critical needs announced by the Secretary as a priority or priorities under § 776.5(a);

(2) The subject matter of the project is significant, timely, well-described, appropriate for an institute, and is not duplicated in the applicant's regular curriculum;

(3) The project duration is appropriate for presenting the subject matter;

(4) The project content satisfies rigorous educational standards; a blend of theoretical and practical training is suitable to the subject matter and the needs of the participants; and

(6) The training methods are innovative and imaginative.

(b) *Plan of operation* (20 points). The Secretary reviews each application to determine the quality of the plan of operation for the project, including—

(1) The quality of the design of the project;

(2) The extent to which the plan of management is effective and ensures proper and efficient administration of the project;

(3) How well the objectives of the project relate to the purpose of the program; and

(4) The quality of the applicant's plan to use its resources and personnel to achieve each objective.

(c) *Quality of key personnel*. (15 points)

(1) The Secretary reviews each application to determine the quality of the key personnel the applicant plans to use on the project, including—

- (i) The qualifications of the project director (if one is to be used);
- (ii) The qualifications of each of the other key personnel to be used in the project; and
- (iii) The time that these key personnel will commit to the project.

(2) To determine the qualifications of these key personnel, the Secretary considers—

- (i) Experience, training, and professional productivity in fields related to the objectives of the project; and
- (ii) Any other qualifications that pertain to the quality of the project.

(d) *Selection of institute participants* (15 points). The Secretary reviews each application to determine the effectiveness of the method of participant selection, including the extent to which—

- (1) Participants will be selected according to their ability, experience, current responsibilities, and training needs; and
- (2) The number of participants is appropriate to the training methods and project resources.

(e) *Budget and cost effectiveness* (5 points). The Secretary reviews each application to determine the extent to which—

- (1) The budget is adequate to support the project; and
- (2) Costs are reasonable in relation to the objectives of the project.

(f) *Evaluation plan* (8 points). The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation are—

- (1) Appropriate to the project;
- (2) Objective; and
- (3) Designed to produce data that are quantifiable.

CROSS-REFERENCE: See 34 CFR 75.590 Evaluation by the grantee.

(g) *Adequacy of resources* (7 points). The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

(h) *Project effectiveness* (10 points). The Secretary reviews each application

to determine the effectiveness of the project, including the extent to which—

- (1) The project will increase the number of librarians with specialized skills; and
- (2) The project includes plans for disseminating promising results and high quality materials to other institutions or agencies.

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(Authority: 20 U.S.C. 1032)

§ 776.23 What selection criteria does the Secretary use to evaluate an application for a traineeship project?

(a) *Project description* (15 points). The Secretary reviews each application to determine the quality of the applicant's project, including the extent to which—

- (1) The project addresses one or more of the critical needs announced by the Secretary as a priority or priorities under § 776.5(a);

(2) The training needs to be met by the project are significant, of current interest to the library and information science community, and well-described;

(3) Project activities are designed to meet the individual needs of each participant; and

(4) Other library agencies or institutions will cooperate with the applicant in providing appropriate and high quality internship opportunities.

(b) *Plan of operation* (20 points). The Secretary reviews each application to determine the quality of the plan of operation for the project, including—

- (1) The quality of the design of the project;

(2) The extent to which the plan of management is effective and ensures proper and efficient administration of the project;

(3) How well the objectives of the project relate to the purpose of the program; and

(4) The quality of the applicant's plans to use its resources and personnel to achieve each objective.

(c) *Quality of key personnel*. (15 points)

- (1) The Secretary reviews each application to determine the quality of key personnel the applicant plans to use on the project, including—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project; and

(iii) The time that these key personnel plan to commit to the project.

(2) To determine the qualifications of these key personnel, the Secretary considers—

(i) Experience, training, and professional productivity in fields related to the objectives of the project; and

(ii) Any other qualifications that pertain to the quality of the project.

(d) *Selection of trainees* (15 points). The Secretary reviews each application to determine the effectiveness of the applicant's method of trainee selection, including the extent to which trainees will be selected on the basis of their stated career goals and on their potential for high level advancement and continued professional growth within the field of library and information science.

(e) *Budget and cost effectiveness* (10 points). The Secretary reviews each application to determine the extent to which—

(1) The budget is adequate to support the project; and

(2) Costs are reasonable in relation to the objectives of the project.

(f) *Evaluation plan* (10 points). The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation are—

(1) Appropriate for the project;

(2) Objective; and

(3) Are designed to produce data that are quantifiable.

CROSS-REFERENCE: See 34 CFR 75.590 Evaluation by the grantee.

(g) *Adequacy of resources* (15 points). The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

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(Authority: 20 U.S.C. 1021, 1032)

Subpart D—What Conditions Must Be Met After an Award?

§ 776.30 How may a grantee use grant funds?

(a)(1) A grantee may use grant funds in the following amounts to cover the cost of providing fellowship training:

(i) For each fellowship awarded at the master's level—\$6,400 for an academic year plus \$1,600 for a summer session.

(ii) For each fellowship awarded at postmaster's and doctoral levels—\$8,000 for an academic year plus \$2,000 for a summer session.

(2) A grantee shall use grant funds to pay stipends to fellows, based on the amount of demonstrated financial need up to a maximum of \$14,000 a year.

(b)(1) A grantee may use grant funds to cover the costs of providing institute training.

(2) A grantee may use grant funds to assist in covering the participation costs of institute training.

(c)(1) A grantee may use grant funds to cover the costs of providing traineeship training.

(2) A grantee may use grant funds to assist in covering the participation costs of traineeship training.

(Authority: 20 U.S.C. 1032)

§ 776.31 What are the restrictions on costs for participants?

A grantee may not charge tuition or fees to a participant in a project funded under this program.

(Authority: 20 U.S.C. 1032)

§ 776.32 What are the allowances for assistance under other Federal programs?

(a) Any amount paid a participant from any other Federal grant program for educational purposes (except veterans', war orphans', and widows' educational assistance under title 38, United States Code) must be deducted from the amount that participant would receive under this part.

(b) If a participant receives a federally assisted educational loan, the amount of the loan and any interest paid may not be deducted from the

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amount received by the participant under this part.

(Authority: 20 U.S.C. 1021, 1032 and 38 U.S.C. 1700)

§ 776.33 What requirements govern the removal, withdrawal, and substitution of participants?

(a) A grantee shall remove a participant from a project if the grantee determines that the participant has ceased to maintain academic proficiency.

(b) If a grantee removes the participant or if a participant withdraws, the grantee—

(1) May replace the participant if the new participant can successfully complete the fellowship, traineeship, or institute at no additional cost to the Department; and

(2) Must notify the Secretary in writing—

(i) Within 30 days of the removal or withdrawal; or

(ii) Within 30 days of a substitution if the grantee substitutes another participant.

(c) The date of removal or withdrawal is—

(1) The date the grantee determined that the participant had ceased to maintain academic proficiency; or

(2) The last date the participant attended class.

(d)(1) If a grantee removes a fellowship participant or if a fellowship participant withdraws, the grantee shall prorate the participant's stipend, according to the number of weeks the participant has completed in the project.

(2) For purposes of paragraph (d)(1) of this section, the grantee shall count attendance in any part of a week as a full week.

(e) If a grantee does not substitute a participant for the participant who has been removed or who has withdrawn from a fellowship, traineeship, or institute, the grantee shall return to the Federal Government the unused portion of the stipend and any participation costs.

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(Authority: 20 U.S.C. 1032)

§ 776.34 What agencies must be informed of activities funded under this program?

Each institution of higher education that receives a grant under this part shall annually inform the agency designated under section 1203 of the Act of its project activities.

(Authority: 20 U.S.C. 1022)