



Learning Partnership Host Requirements

The Grace and Harold Sewell Memorial Fund (“Fund”) was established to improve the quality of information used by health care providers by increasing librarians’ identification with medical, pharmaceutical, and health care professionals. This document describes the requirements for organizations that are selected to receive a grant to host a Learning Partnership. Organizations that do not currently have librarians or a library are especially encouraged to apply.

The Learning Partnership grant is intended to be used to provide financial support to host a librarian (“Fellow”) in a Learning Partnership. The financial support will be in the form of a stipend that your institution will pay directly to the Fellow. The entire amount of the grant monies (\$70,000) will be used to provide the stipend, less \$5,000 that your institution may retain to cover reasonable administrative costs incurred in connection with the grant and less any tax or other amounts required to be withheld under applicable laws. The stipend will be paid by your organization to the Fellow at regular intervals over the term of his/her fellowship in accordance with the normal payroll practices and procedures of your institution.

Your institution is responsible for providing the Fund with a reasonably detailed financial plan on how you plan to use the grant to structure the Learning Partnership within 30 days of executing this letter.

Your institution will be responsible for recruiting and selecting the Fellow, with assistance from a library/library organization that you select. The Fund will provide assistance in this area if you request it. The ideal Fellow would be a self-motivated librarian with a master's degree in Library or Information Science who has shown an interest in working within the healthcare field. The Fund requires your institution to consult with the Fund before making the final selection of a Fellow.

At your institution, the Fellow will receive appropriate training, access to necessary resources, and a workspace as described in your grant application. Your institution will work with the Fellow to prepare a written work plan that will set forth in reasonable detail specific tasks and projects to be performed by the Fellow (including any research reports or articles to be prepared or published by him or her) and will include a timeline showing when the tasks and projects are to be completed. A copy of the work plan will be provided to the Fund for approval within 30 days of when the Fellow begins work at your institution. Your institution will work with the Fellow to submit quarterly reports to the Fund on the status of and changes to the Work Plan. The Fund will provide a preferred format for these reports. At the end of the fellowship under the terms of this grant, your institution will ask the Fellow to complete a detailed evaluation provided by the Fund of his or her experience. The evaluation, together with a separate

evaluation prepared by your institution, should be provided to the Fund. The evaluations will be used by the Fund to improve its grant-making procedures and requirements.

The grant will be paid to your institution in one installment.

The Foundation reserves the right to withdraw the grant if a Fellow has not been selected by October 15, 2017.

The Fellow may be discharged by your institution at any time for misfeasance, malfeasance or similar acts pursuant to your institution's employment policies. In addition, if your institution determines that the Fellow has not fulfilled your institution's expectations in the performance of his or her duties or assignments, or for any other reason wishes to terminate the fellowship prior to the expiration of his or her fellowship, then your institution will provide the Fellow and the Fund with at least thirty (30) days' prior written notice of such termination, unless extraordinary circumstances or acts of the Fellow make such notice period impractical or inappropriate.

If the Fellow ceases to receive the stipend or any other benefits to which he or she may be entitled under this grant for any reason whatsoever, the balance of any grant monies not yet paid to the Fellow will be returned to the Fund.