



## What is a listserv?

A listserv is an electronic mailing list management tool that enables subscribers with common interests to correspond via email. Through a listserv, subscribers who are interested in a specific topic can subscribe to a list that pertains to that topic. Once subscribed, they can easily converse, via email, with other subscribers who share that interest or receive announcements about it. Whenever mail is sent to a list, the listserv automatically distributes copies to all list subscribers. The sender does not need to know the names and network addresses of all the subscribers, since that information is maintained by the listserv.

## The intent of the INNU Grantee Listserv, hosted by the Nutrition and Aging Resource Center

is to provide a space for former and current Innovations in Nutrition Programs and Services grantees to seek input or best-practice recommendations from other grantees. Subscribers of this listserv may include former and current project directors, project investigators, ACL representatives, ACL project officers, and/or supporting personnel. The Resource Center encourages participation and communication amongst grantees and in some cases may ask grantees to share an example from their experience. The Resource Center will reply to all unanswered posts within two business days, or in the case that additional research is required, will respond with, "We are looking into this matter for clarification and will provide an update in two business days." On or before the 3<sup>rd</sup> business day, the Resource Center will respond with appropriate updated information.

### The name of the list: [INNU\\_GRANTEES](#)

### How to send an email to the listserv:

Email: [INNU\\_GRANTEES@LIST.NIH.GOV](mailto:INNU_GRANTEES@LIST.NIH.GOV)

### To unsubscribe from the listserv:

Email: [INNU\\_GRANTEES-SIGNOFF-REQUEST@LIST.NIH.GOV](mailto:INNU_GRANTEES-SIGNOFF-REQUEST@LIST.NIH.GOV)

### To add/remove project personnel from the listserv:

Project directors should send administrative requests to [caroline.mckinney@iowa.gov](mailto:caroline.mckinney@iowa.gov)  
Refrain from sending administrative requests to the listserv itself.

### To sign up for the listserv newsletter:

In order to not miss any important news or updates, please sign up for the Listserv e-newsletter [here](#). On the third Wednesday of each month, we send an e-newsletter with Nutrition and Aging news from across the nation pertinent to State Units on Aging and INNU grantees.

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**Listserv members are encouraged to utilize this resource:**

- as a place to post job opportunities
  - as a go-to resource for seeking best practices amongst fellow grantees
  - as a safe, supportive, and private environment to ask clarifying questions regarding grant work
  - to foster networking opportunity
  - as expertise on-demand
  - as a place to share successes or challenges incurred within a grant period
  - as a place to share resources and research
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**While participating on the listserv, please follow general netiquette guidelines:**

- Please include your full signature in all original posts and replies. Signatures establish an identity of being courteous to others.
- Avoid repetitive questions and responses by reading the original message first.
- Ensure acknowledgement of the original source of material. Plagiarism is wrong in all arenas.
- In the subject line, use short phrase topics so users can do a quick screen of incoming mail. Try to be as specific as possible.
- Please do not use ALL CAPS. This is known as “shouting.”
- Be selective with humor and sarcasm due to high risk of content being misinterpreted.
- Refrain from sending short, irrelevant, or one-line responses (e.g., 'ditto').
- Refrain from self-promotion of goods or services provided by yourself or the entity you are associated with that would result in any personal gain.

**Use of any of the following is unacceptable and may result in being removed from the listserv:**

- Abusive, threatening, or defamatory comments
  - Profanity
  - Berating responses or allegations; this is called “flaming.”
  - Unlawful information or information creating a loss of user's work or system
  - Inappropriate comments or references with respect to race, gender, religion, sexual orientation, or ethnic background
  - No professional or political endorsements should be sent through the INNU listserv.
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## What are some examples of emails that should be sent to the entire listserv and what should not?

### Instead of this.....

Hey Guys,  
Check out this webinar next week.  
Thanks,  
Iowa Department on Aging

### Write this.....

Good morning everyone,  
The National Resource Center will be holding a webinar regarding Medically Tailored Meals on November 30th, 2021, at 1pm CDT. Please use the following link to register for the webinar.  
Thank you,  
Iowa Department on Aging

*This example includes a more courteous salutation and comprehensive event information including topic, date, and time. This makes it more efficient for readers to note the most important information associated with this communication.*

### Instead of this.....

Hi,  
How are other grantees getting participants to sign up for your program?  
Thanks.

### Write this.....

Hello everyone,  
We are reaching out to fellow grantees to inquire about best practices for encouraging participation in grant programs. We are experiencing challenges in recruitment for participation and were wondering if anyone else has found a particular recruitment effort to be successful?  
Thank you,  
Iowa Department on Aging

*This example includes a more courteous salutation and provides a bit of context for readers to consider when developing their reply.*