

Submit the application to: Technical Information Management—PA03038, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146.

Applications may not be submitted electronically.

#### *CDC Acknowledgement of Application Receipt*

A postcard will be mailed by PGO–TIM, notifying you that CDC has received your application.

#### *Deadline*

Applications shall be considered as meeting the deadline if they are received before 4 p.m. Eastern Time on the deadline date. Any applicant who sends their application by the United States Postal Service or commercial delivery services must ensure that the carrier will be able to guarantee delivery of the application by the closing date and time. If an application is received after closing due to (1) carrier error, when the carrier accepted the package with a guarantee for delivery by the closing date and time, or (2) significant weather delays or natural disasters, CDC will upon receipt of proper documentation, consider the application as having been received by the deadline.

Any application that does not meet the above criteria will not be eligible for competition, and will be discarded. The applicant will be notified of their failure to meet the submission requirements.

#### **H. Evaluation Criteria**

##### *Application*

Applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of the cooperative agreement. Measures of effectiveness must relate to the performance goal stated in the purpose section of this announcement. Measures must be objective and quantitative and must measure the intended outcome. These measures of effectiveness must be submitted with the application and will be an element of evaluation.

Applications which are complete and responsive will be subjected to a preliminary evaluation by a Special Emphasis Panel (SEP) to determine if the application is of sufficient technical and scientific merit to warrant further full review. Priority scores will be assigned by the SEP to the core applications. CDC will withdraw from further consideration applications judged to be noncompetitive.

Each application will be evaluated individually against the following criteria by a Special Emphasis Panel (SEP) appointed by CDC:

1. Methods (25 points)
  - a. The extent to which the applicant describes the methods used for ascertaining cases and obtaining data from core data sources. This should include a discussion of methods used in motivating reporting sources, ensuring high quality data, and resolving data issues.
  - b. The extent to which the applicant provides a detailed and clear description of how linkage of records from different sources is, or will be, accomplished.
  - c. The extent to which the applicant describes how data will be stored in a central location in the state.
  - d. The extent to which the applicant provides a detailed plan for protecting data from loss and assuring confidentiality where required by state law or regulation.
  - e. The extent to which the applicant provides evidence that proposed activities are not duplications of existing activities. (Experienced applicants only)
2. Goal(s) and Objectives (15 points)
  - a. The extent to which the applicant has included goals, which are relevant and consistent with the purpose of the program announcement.
  - b. The extent to which the objectives are specific, measurable, assigned to specific staff, realistic, and time-phased.
  - c. The extent to which the applicant has included a five-year plan with timeline. Is it realistic? Does it accomplish the goals and objectives?
3. Experience (15 points)
  - a. The extent to which the applicant documents experience in accessing, collecting, linking, editing, managing, and analyzing surveillance information from multiple data sets, especially experience with mortality surveillance.
  - b. The extent to which the applicant provides evidence of experience in injury surveillance, conducting data quality assurance activities, and generating data reports.
4. Capacity and Staffing (15 points)
  - a. The extent to which the applicant provides evidence of existing staff with expertise in SAS software and database manager, (e.g., Microsoft Access), computer programming skills, and skills in data management and quality assurance, especially involving large complex databases.
  - b. The extent to which the applicant provides a plan, with position description(s), to hire someone with such skills and expertise. Resumes or curriculum vitae should be included.
  - c. The extent to which the applicant provides a timetable showing when information regarding the occurrence of a violent death during a given calendar

quarter is available to the applicant from each of the four required data sources.

##### 5. Collaboration (15 points)

a. The extent to which the applicant provides evidence of involvement by key stakeholders in the current system or a plan for including key stakeholders in the development of a violent death reporting system.

b. The extent to which the applicant documents the quality and specificity of access to required and optional data sources, e.g., the limitations of that access, the most recent year data are available, the timeliness and availability of data from all core and optional data sources, the duration of access, etc. Information from the letters of support will be considered in this context.

c. The extent to which the applicant provides additional letters of support from potential partners in the project.

d. The extent to which the letters of support document specific contributions of the partner, including but not limited to a description of the precise nature of past and proposed collaborations, products, services, and other activities that will be provided by and to the applicant through the proposed collaboration.

##### 6. Evaluation (10 points)

a. The extent to which the applicant provides a detailed plan for evaluating the surveillance system. The plan should include standard CDC surveillance evaluation measures described above.

b. The extent to which the applicant describes both system and data quality assurance procedures.

##### 7. Background (5 points)

The extent to which the applicant documents the magnitude of the violent death problem in the applicant's state and/or target area.

##### 8. Human Subjects (Not Scored)

The extent to which the applicant adequately addresses the requirements of Title 45 CFR part 46 for the protection of human subjects. Not scored; however, an application can be disapproved if the research risks are sufficiently serious and protection against risks is so inadequate as to make the entire application unacceptable.

##### 9. Budget (Not Scored)

The extent to which the budget request is clearly explained, adequately justified, reasonable, sufficient and consistent with the stated objectives and planned activities. The Budget should include funds for at least two trips to CDC for program related meetings and training.