

number must appear in the LOI. The narrative should be no more than two pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. Your letter of intent will be used to estimate the potential reviewer workload and to avoid conflicts of interest during the review. Your letter of intent must include the following information: name, address, telephone number, and E-mail address of the Principal Investigator, the identities of other key personnel and participating institutions, and a narrative description of the proposed project.

Applications

The Program Announcement title and number must appear in the application. Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your PHS 398 (OMB Number 0925-0001) application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 25 pages, single-spaced, printed on one side, with one-inch margins, and 12-point unreduced font.

The narrative should consist of, at a minimum, the following sections: Background and Need; Goals and Objectives; Project Management and Staffing; Methods and Plan of Operation; Collaboration Plan; Evaluation Plan; and Requested Budget.

In addition, the narrative contained in applications for activities that address goal 1 must include the following information:

a. A description of the public health legal issues the applicant tentatively proposes to analyze, reasons for selecting those issues, and a description of ways public health practitioners, policy makers, and the legal community would apply the results of those analyses.

b. A detailed plan for activities the recipient would conduct to improve the quality, accessibility, and utility for public health practitioners of information relevant to public health and maintained in standardized, electronic databases. (This is the "information improvement plan" referred to in the Program Requirements section of this announcement.) This type of information consists, in part, of information stemming from scholarly legal research and analysis and review, as well as information maintained in compilations of statutory and regulatory law and of judicial rulings. This body of information currently is largely inaccessible to public health

practitioners. The information improvement plan will identify the types and sources of such information the recipient will include in these activities, the methods the recipient will use to improve the quality, accessibility, and utility of that information, the resources the recipient will use to conduct these activities, and a calendar showing when improved information would be made available to public health practitioners.

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before May 12, 2003, submit the LOI to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

Application Forms

Submit the original and two copies of PHS 398 (OMB Number 0925-0001) (Errata Instruction Sheet for PHS 398 attached). Forms are available at the following Internet address: <http://www.cdc.gov/od/pgo/forminfo.htm>.

If you do not have access to the Internet, or if you have difficulty accessing the forms on-line, you may contact the CDC Procurement and Grants Office Technical Information Management Section (PGO-TIM) at: 770-488-2700. Applications can be mailed to you.

Submission Date, Time, and Address

The application must be received by 4 p.m. Eastern Time June 9, 2003.

Submit the application to:

Technical Information Management-PA#03048, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Rd., 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

Letters of intent and 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

Letter of Intent

The required Letter of Intent will not be evaluated or scored.

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 goals stated in the Program Requirements section of this announcement. Measures must be objective and quantitative and must measure the intended outcome. These measures of effectiveness shall be submitted with the application and shall be an element of evaluation.

A review group appointed by CDC will evaluate each application against the following criteria:

1. Collaboration Plan (25 points)

a. The extent to which the applicant presents documented evidence of past or current experience and collaboration, or capacity to collaborate, with partners active in public health practice and public health law, the legal community, and other relevant entities.

b. The extent to which the applicant proposes relevant and feasible collaborations with other organizations in conducting the Recipient Activities and methods for fostering collaboration among such organizations.

c. The extent to which the application includes signed agreements specifying the roles and responsibilities of each organization that will collaborate with the applicant.

2. Project Management and Staffing (20 points)

a. The extent to which the project staff is clearly identified, possesses appropriate skills and knowledge, and has clearly described roles.

b. The extent to which the application provides details regarding the level of effort and allocation of time for each staff position.

c. The extent to which the applicant possesses management and other