

management and fiscal capabilities regarding the handling of U.S. Federal funds.

Recipient Financial Participation

Matching funds are not required for this program.

Funding Priority

Public comments on the proposed Funding Priority are not being solicited due to insufficient time prior to the funding date.

Funding Preferences

Funding preferences will be given to organizations that can show established relationships with governmental institutions such as Ministries of Health, national disease prevention and control programs, academic institutions and international organizations.

E. Program Requirements

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the activities listed in 1. Recipient Activities, and CDC will be responsible for the activities listed in 2. CDC Activities.

1. Recipient Activities.

a. Coordination, facilitation, and logistic support of periodic meetings of the Regional Technical Committee (RTC) of the *Servicio de Investigacion Epidemiologica y Vigilancia de Centro America la Republica Dominicana y Haiti* (SIEVCADH).

b. Implementation, facilitation, and logistic support of an annual regional scientific conference on public health surveillance and epidemiology as a forum for SIEVCADH trainees and graduates to conduct oral and poster presentations on their studies in epidemiology and public health surveillance. This conference should also include participation from other public health staff involved in epidemiology and surveillance including the public health laboratories, which were supported under the Hurricane Mitch and George Reconstruction Project.

c. Implementation of an external and independent evaluation of the training and service activities of SIEVCADH. This evaluation should be modeled after evaluations done for Field Epidemiology Training Programs and should address the special local circumstances in the SIEVCADH project countries.

d. Coordination and oversight of an emergency epidemiologic response fund for SIEVCADH project countries.

e. Coordination, facilitation, and logistic support of a program of periodic seminars for the presentation and

scientific discussion of epidemiologic investigation and surveillance studies in SIEVCADH project countries.

f. Development and oversight of a system of grants to support research in the development and improvement of public health surveillance in SIEVCADH project countries.

2. CDC Activities.

a. Collaboration with the RTC participants in carrying out innovations and modifications of SIEVCADH activities in accordance with agreements reached at the periodic meetings of the RTC.

b. Provision of assistance in the development of criteria for the review and selection of abstracts for the annual regional scientific conference on public health surveillance and epidemiology.

Guidance for potential conference participants in the development of projects in public health surveillance and epidemiologic investigation and in the preparation of abstracts and presentations.

c. Provision of example evaluations and assistance in developing the evaluation framework for training and service activities of SIEVCADH.

d. Technical assistance for investigations funded by the emergency epidemiologic response fund.

e. Assistance in the identification and selection of speakers and appropriate topics for the periodic seminars. Guidance and training of SIEVCADH participants in the preparation of seminars.

f. Provision of assistance in the development of criteria and selection of grants to support research in the development and improvement of public health surveillance in SIEVCADH project countries.

F. Content

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 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, double-spaced, printed on one side, with one-inch margins, and un-reduced 12-point font.

The narrative should consist of: Background and Need, Plan and Objectives, Plan of Operations, Evaluation, and Budget. The program Plan should briefly address activities to be conducted over the entire three-year project period.

G. Submission and Deadline

Submit the signed original and two copies of PHS 5161-1 (OMB Number 0920-0428). Forms are available at the following Internet address: 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. Application forms can be mailed to you.

Submission Date, Time, and Address

The application must be received by 4 p.m. eastern time on June 9, 2003. Submit the application to: Technical Information Management—PA 03025, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Application may not be submitted electronically.

CDC Acknowledgment 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 goals stated in the purpose section of this announcement. Measures must be objective and quantitative and