

E. Program Requirements

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

1. Recipient Activities

a. Manage all activities related to conference content (e.g., objectives, topics, session design, workshops, special exhibits, speakers, fees, agenda composition, printing). Many of these items may be developed in concert with CDC personnel assigned to support the conference.

b. Provide draft copies of the agenda, objectives, and proposed related activities to the CDC Project Official for review and comment. Submit a copy of the final agenda, objectives, and proposed related activities to the CDC Grants Management Office for approval.

c. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press). CDC must review and approve the use of any materials with reference to CDC involvement or support.

d. Manage all registration processes with participants and registrants (e.g., travel, reservations, correspondence, conference materials and hand-outs, badges, registration procedures).

e. Plan, negotiate, and manage conference site arrangements, including all audiovisual needs.

f. Develop the content and manage the activities of the conference.

g. If the proposed conference is or includes a satellite broadcast, recipient will

(1) Provide individual, on-camera rehearsals for all presenters.

(2) Provide at least one full dress rehearsal involving the moderator, all presenters, equipment, visuals, and practice telephone calls at least one day before the actual broadcast and as close to the actual broadcast time as possible.

(3) Provide full scripting and Teleprompter use for the moderator and all presenters.

h. Collaborate with CDC staff in reporting and disseminating conference results, recommendations, and relevant HIV prevention information. This information should be made available to appropriate Federal, State, and local agencies, healthcare providers, HIV/AIDS prevention and service organizations, and the general public.

2. CDC Activities

a. Provide technical assistance through telephone calls, correspondence, and site visits in the areas of program agenda development,

implementation, and priority setting related to the cooperative agreement.

b. Provide scientific collaboration for appropriate aspects of the program, including selection of speakers, pertinent scientific information on HIV, preventive measures, and program strategies for the prevention of HIV infection.

c. Review draft agendas. The Grants Management Officer will approve or disapprove the final agenda and proposed related activities prior to release of restricted funds.

d. Assist applicant in reporting and disseminating results, recommendations, and relevant HIV prevention information.

F. Content

Letter of Intent (LOI)

A LOI is required for this program. The Program Announcement title and number must appear in the LOI. The narrative should be no longer than two pages, including the letterhead and signatures, single-spaced, and with one-inch margins. The page limitation must be observed or the LOI will be returned without review.

CDC will review each LOI and determine who can submit a full application. CDC will invite applicants to submit their full applications within 30 days after the LOI due date.

Availability of funds may limit the number of applicants, regardless of merit, who receive an invitation to submit an application.

Applicants must submit an original and two copies of a two-page typewritten LOI that briefly provides the following information:

- a. Name of organization.
- b. Mailing address.
- c. Telephone and fax numbers.
- d. Email address.
- e. Title of the proposed conference.
- f. Location of the proposed conference. (city and State.)
- g. Conference dates.
- h. Document need for the conference.
- i. Purpose of the conference.
- j. Potential contribution to HIV/AIDS Prevention.
- k. Intended audience (number and description of conference attendees.)
- l. Population(s) who will ultimately benefit from the information shared with conference attendees (population consists of persons at risk, i.e., women, men who have sex with men, injecting drug users and persons living with HIV.)
- m. The estimated total cost of the conference.
- n. The percentage of the total cost (which must be 75 percent or less) being requested from CDC.

o. The relationship of the conference to CDC's Funding Preferences, which are listed in section E.

p. Potential contribution toward the National HIV prevention goals based on the CDC HIV Prevention Strategic Plan:

1. Decrease new infections.
2. Increase knowledge of Serostatus.
3. Increase linkage to prevention, care and treatment.
4. Strengthen monitoring, capacity and evaluation.

Information on HIV prevention methods (or strategies) can include abstinence; monogamy, i.e., being faithful to a single sexual partner; or using condoms consistently and correctly. These approaches can avoid risk (abstinence) or effectively reduce risk for HIV (monogamy, consistent and correct condom use).

q. If applicable, current recipients of CDC HIV funding must provide the award number and title of the funded programs.

Note: No attachments, booklets, or other documents accompanying the LOI will be considered.

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 12 pages, double-spaced pages (excluding attachments, i.e., assurances), printed on one side, with one-inch margins, and 12-point font. Write your narrative in English only and do not use jargon or abbreviations. Clearly number the pages, and include a complete index to the application and its appendices. The original and two required copies of the application must be submitted unstapled and unbound. Materials that are part of the basic plan should not be in the appendices.

Narrative Content

If your LOI is selected, your application must include the following information:

a. A project summary cover sheet that includes

- (1) Name of organization.
- (2) Name of conference.
- (3) Location of conference.
- (4) Date(s) of conference.
- (5) Target population(s) who will benefit from the information shared with conference attendees (e.g., youth,