

b. Assist in developing and evaluating methodologies to assess the impact of prevention efforts using population-based FAS surveillance and alcohol use monitoring among childbearing-age women.

c. Assist in analyzing prevention and surveillance data generated from the prevention interventions and surveillance and monitoring systems developed.

d. Assist in ensuring that successful prevention interventions, program models and lessons learned are shared between grantees through various mediums.

e. Assist in designing strategies to improve the access of children with FAS to health services and support programs.

f. Assist in the development of standardized evaluation formats and activities for grantees.

g. Coordinate the dissemination of findings and collaborate with recipients on specific publications involving data collected.

h. Assist in the development of a research protocol for Institutional Review Board (IRB) review by all cooperating institutions participating in the research project. The CDC IRB will review and approve the protocol initially and on at least an annual basis until the research project is completed.

F. Content

Letter of Intent (LOI)

A LOI is requested for this program. The Program Announcement title and 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. The LOI will not be used to eliminate potential applicants, but it will be used to enable CDC to determine the level of interest and plan the review more efficiently. The LOI should include the following information: applicant's name and address, project director's name, phone number, and e-mail address.

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, and in Attachment I, "Application Guidance," which can be found on the CDC Web site, 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 applicant should provide a detailed description of first-year

activities and briefly describe future-year objectives and activities. The application must contain the following:

1. *Eligibility Response:* The response, not to exceed three pages, should address the eligibility criteria listed in section C. Eligible Applicants.

2. A one-page, single-spaced, typed abstract in 12-point font must be submitted with the application. The heading should include the title of the grant program, project title, organization name and address, project director and telephone number. The abstract should briefly summarize the program for which funds are requested, the activities to be undertaken, and the applicant's organizational structure. The abstract should precede the program narrative. A table of contents that provides page numbers for each of the following sections should be included. All pages must be numbered.

3. The narrative should be no more than 25 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. The required detailed budget and detailed budget justification are not considered to be part of the program narrative.

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before May 29, 2003, submit the LOI to the Public Health Analyst identified in the "Where to Obtain Additional Information" section of this announcement.

Application Forms

Submit the signed original and two copies of PHS 5161-1 (OMB Number 0920-0428). 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 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 30, 2003. Submit the application to: Technical Information Management Section—PA#03021, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Rd., Room 3000, Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

CDC Acknowledgement of Application Receipt

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

Deadline

Letters of intent and applications will be considered as meeting the deadline if they are received before 4 p.m. Eastern Time on the deadline date. Applicants sending applications 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.

Applications which do not meet the above criteria will not be eligible for competition and will be returned. Applicants will be notified of their failure to meet the submission requirements.

H. Evaluation Criteria

Application

Applicants are required to provide descriptions of prevention, surveillance, and monitoring activities, and, to identify outcome measures of effectiveness and cost-effectiveness that will demonstrate the accomplishment of the various identified objectives of the cooperative agreement. Measures of effectiveness must relate to the performance goals as stated in Section B. Purpose 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.

1. Program Plan (40 points)

a. The extent to which the applicant describes proposed interventions that are evidence-based, and justifies the appropriateness of the methods and design to be used in FAS prevention interventions and monitoring programs.

b. The extent to which the applicant describes their capacity to identify population(s) or geographic areas with increased rates of women at risk for having children with FAS, ascertain FAS cases and exposures, and track and monitor the impact of prevention activities.