

## 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 fifteen pages per program, single-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. The print must be clear and legible. Use standard size, black letters that can be clearly copied. Do not use photo reduction. Prepare all graphs, diagrams, tables, and charts in black ink. The application must contain only material that can be photocopied. Do not include course catalogue and course brochures. When additional space is needed to complete any of the items, use plain white paper (8.5 x 11 inches), leave one inch margins on each side, identify each item by its title, and type the name of the program director and the grant number (if the application is a competitive renewal) in the upper right corner of each page. All pages, including Appendices should be numbered consecutively at least one-half inch from the bottom edge.

Please consult the detailed Recommended Outline for Preparation of Competing New/Renewal Training Grant Applications (CDC 2.145 A) available at the Internet address listed in section J.

## G. Submission and Deadline

### *Application Forms*

Submit the signed original and two copies of CDC 2.145 A—ERC or TPG (OMB Number 0920–0261). Applications should be clearly identified as an application for an ERC Training Grant or TPG Training Grant. 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. Application forms can be mailed to you.

### *Submission Date, Time, and Address*

The application must be received by 4 p.m. Eastern Time July 1, 2003. Submit the application to: Technical Information Management—PA#04001,

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 grant. Measures of effectiveness must relate to the performance goals 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.

Upon receipt, applications will be reviewed by CDC/NIOSH for completeness. Incomplete applications will be returned to the applicant without further consideration. Those applications judged to be competitive will be further evaluated individually against the following criteria and the extent to which they have been met. The initial peer review will be conducted by means of a panel meeting or site visit. The purpose of the initial review is to obtain basic information regarding elements of the proposed training grant program and to provide a technical report as input to the Special Emphasis

Panel. Site visits will be made for new ERC and TPG applications, competing continuation ERC applications, and competing continuation TPG applications that have undergone major program changes during the previous project period. Since the site visits are not assured and depend on the availability of funds, the application is considered a complete document for review purposes. All other competing continuation applications will be initially reviewed by a panel. This panel review includes telephone communication with the proposed Program Directors and serves to clarify elements of the application and answer reviewer questions. Site visitors and panel members are extramural peer reviewers with education and expertise in specific occupational safety and health disciplines.

The final official peer review will be conducted by a Special Emphasis Panel (SEP) appointed by CDC. SEP members are extramural peer reviewers with occupational safety and health expertise in the program areas under review, and include selected members of initial site visit and panel review teams. Each of the following criteria will be addressed and considered by the peer reviewers in assigning the overall priority score weighting them as appropriate for each application. If an application is deemed responsive and of significant merit, a priority score will be assigned using the 100–500 range representing adjectival equivalents from outstanding (100) to acceptable (500). Note that applications do not need to be strong in all categories to be judged likely to have a major scientific impact and thus deserve a good priority score. The NIOSH Training Grants Council provides an internal programmatic review and provides funding recommendations to the Director of NIOSH based on programmatic relevance of competing applications to the NIOSH goals and objectives.

The Special Emphasis Panel will evaluate each application against the following criteria:

1. ERC comprehensive evaluation criteria are as follows:

a. Plans to satisfy the regional needs for training in the areas outlined by the application, including projected enrollment, recruitment and current workforce populations. Special consideration should be given to the development of programs addressing the under-representation of minorities among occupational safety and health professionals. Indicators of regional need should include measures utilized by the ERC such as previous record of training and placement of graduates.