

on Birth Defects and Developmental Disabilities (NCBDDD), to ensure effective dissemination of survey results to key audiences.

g. Use survey findings to encourage the development of new and/or enhanced birth defects prevention programs.

2. CDC Activities

a. Provide technical and scientific consultation and assistance for the implementation aspects of this project.

b. Provide technical and scientific consultation as needed in evaluating the indicators of changes in knowledge, attitude and behaviors of the general public, women who are at risk, and health care professionals.

c. Provide assistance in coordinating the release of survey findings with key partners so that wide dissemination occurs among key audiences.

d. Provide technical and scientific assistance for the evaluation and dissemination of the findings.

e. Provide technical and scientific assistance for the development of surveys/studies of women of reproductive age.

F. Content

Letter of Intent (LOI)

A letter of intent (LOI) is requested for this program. The LOI should identify the program announcement number and the proposed project director. The LOI should be no more than three pages, doubled spaced, printed on one side, with one-inch margins, and unreduced font. It should describe the intent of the proposed intervention, the target population, and describe those activities and collaborations already in place to fully meet the requirements of the announcement. The LOI will be used to determine the level of interest in the announcement, and assist CDC in the planning for the conduct of the application review process.

Application

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 program plan should address activities to be conducted over the entire five year project period. The narrative should be no more than 30 pages, double spaced, printed on one side, with one-inch margins, and unreduced font. The narrative should

consist of, at a minimum, the following elements:

1. Understanding of the Project.
2. Technical Approach.
3. Organizational Capacity.
4. Budget.
5. Human Subjects.

G. Submission and Deadline

Letter of Intent (LOI)

On or before July 7, 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 Form 5161-1 (OMB Number 0920-0428). Forms can be found 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.

Application Submission Date, Time, and Address

The application must be received by 4 p.m. Eastern Time August 4, 2003. Submit the application to: Technical Information Management—PA #04002, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Room 3000, Atlanta, GA 30341-4146.

Forms 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

Letters of Intent and applications will be considered as meeting the deadline if they are received before 4:00 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

Applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various tasks of the cooperative agreement. Measures of effectiveness must relate to the performance goal 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 shall be submitted with the application and shall be an element of evaluation.

Each application will be evaluated individually against the following criteria by an independent review group appointed by CDC. It is suggested that applications be organized to be compatible with the evaluation scoring criteria, as that is the process by which the review committee will assess the quality of the applications.

1. Organizational Capacity—(50 Points)

The extent to which the applicant has described:

a. The qualifications and commitment of the organization to birth defects prevention.

b. The qualifications and commitment of the professional staff.

c. The allocation of time and effort of key project staff to agreed upon project activities.

d. Previous experience (of both the organization and the proposed staff) conducting survey research and disseminating research findings to multiple audiences to develop and/or improve educational efforts.

2. Understanding of the Project—(30 Points)

The applicant's understanding of the requirements, intent, and objectives for a successful project including:

a. The extent to which the applicant outlines a methodologically sound approach to conducting survey research activities.

b. The extent to which the applicant describes a plan for widely disseminating research findings to the public that is coordinated with NCBDDD and other key partners.

c. The extent to which the applicant describes a plan for using survey research findings to improve birth defects prevention educational efforts.

d. The extent to which the applicant describes processes that facilitate