

following: Does the application adequately address the CDC Policy requirements regarding the inclusion of women, ethnic, and racial groups in the proposed research? This includes:

- a. The proposed plan for the inclusion of both sexes and racial and ethnic minority populations for appropriate representation.
- b. The proposed justification when representation is limited or absent.
- c. A statement as to whether the design of the study is adequate to measure differences when warranted.
- d. A statement as to whether the plans for recruitment and outreach for study participants include the process of establishing partnerships with community(ies) and recognition of mutual benefits.

## 2. Existing Resources (25 Points)

The extent to which the applicant has described (1) existing surveillance and monitoring systems that will be used to conduct the linkage project including an estimate of the population/live births covered by the health effects surveillance system, timeliness of the data and other data system evaluation information, previous data analyses and publications, and examples of how the data from these existing systems previously has been used to take public health or environmental regulatory action; (2) the level of coordination with programs responsible for these surveillance/monitoring systems and the commitment of technical expertise from these programs for carrying out this project; (3) the adequacy of computer hardware and software available to carry out the project; (4) the actions that will be taken to ensure data security and privacy of individuals in both conducting linkages and disseminating results.

## 3. Collaborative Relationships (20 Points)

The extent to which the applicant describes past, current and proposed collaborations and experiences (for example in conducting surveillance, data linkage, and/or health investigations or other research studies) with relevant organizations and agencies within the state/local government (if applicable) and provides evidence that these organizations/agencies are willing and capable to support and be actively involved in carrying out the project. The extent to which the applicant describes past, current and proposed collaborations with other relevant external organizations such as state medical associations, national organizations, and the Federal Government that may be

required to conduct program activities. Significant collaboration with those programs directly involved with the surveillance/monitoring systems being utilized (such as the state cancer or birth defects registry, the air monitoring program, the state health and environmental laboratories, and others) and with any existing CDC-funded Environmental Public Health Tracking Program within the state/locale. Evidence of collaboration includes letters from program directors outlining their support and involvement in the data linkage project and a budget plan that describes resource sharing among collaborating agencies/programs.

## 4. Understanding of the Purpose of the Data Linkage as a Tool for Capacity Building (15 Points)

The extent to which the applicant has a clear, concise understanding of the requirements, objectives, and purpose of the cooperative agreement. The extent to which the application reflects an understanding of purpose and use of surveillance data and realistic expectations of data linkage activities. The extent to which the application reflects the potential integration of data linkage activities into ongoing environmental public health tracking/surveillance/monitoring rather than it's use for special studies.

## 5. Organizational and Program Personnel Capability (10 Points)

The extent to which the proposed staffing, organizational structure, staff experience and background, and job descriptions indicate that the applicant is capable of carrying out this program, including past experiences relevant to the proposed project. The resumes/curricula vita of key personnel should be included in the application. The applicant should document commitment of staff and resources from both environment and health to the project. The resource documentation may be in the form of percent time dedicated to the project, in kind resources, travel, etc.

## 6. Budget and Justification (Not Scored)

The extent to which the proposal demonstrates appropriateness and justification of the requested budget relative to the activities proposed, including resource sharing among collaborating agencies/programs.

## 7. Performance Goals (Reviewed, But Not Scored)

## 8. Human Subjects Review (Not Scored)

Does the application adequately address the requirements of Title 45 CFR Part 46 for the protection of human

subjects? Not scored; however, an application can be disapproved if the research risks are sufficiently serious and protection against risks is so inadequate as to make the entire application unacceptable.

## Other Requirements

### Technical Reporting Requirements

Provide CDC with the original plus two copies of:

1. Interim progress report, no less than 90 days before the end of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:

- a. Current Budget Period Activities Objectives.

- b. Current Budget Period Financial Progress.

- c. New Budget Period Program Proposed Activity Objectives.

- d. Detailed Line-Item Budget and Justification.

- e. Additional Requested Information.

2. Financial status report, no more than 90 days after the end of the budget period.

3. Final financial and performance reports, no more than 90 days after the end of the project period.

Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

## Additional Requirements

The following additional requirements are applicable to this program. For a complete description of each, see Appendix V of the program announcement, as posted on the CDC Web site.

- AR-1 Human Subjects Requirements
- AR-2 Requirements for Inclusion of Women and Racial and Ethnic Minorities in Research
- AR-7 Executive Order 12372 Review
- AR-9 Paperwork Reduction Act Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2010
- AR-12 Lobbying Restrictions
- AR-22 Research Integrity

## J. Where To Obtain Additional Information

This and other CDC announcements, applications, and associated forms can be found on the CDC web site, Internet address: <http://www.cdc.gov>.

Click on "Funding" then "Grants and Cooperative Agreements."

For general questions about this announcement, contact: Technical Information Management, CDC