

based on findings, determine methods for dissemination of best approaches and practices to conduct competent evaluations of cancer prevention and control activities.

Performance Measures

Performance will be measured by the extent to which recipients:

- Identify and address needs and strengthen the leadership capacity of school health program personnel to promote, develop, implement, and evaluate coordinated school health programs.
- Identify needs and strengthen the national, state and local coalitions' capacity to support development and implementation of effective coordinated school health programs.
- Collaborate with CDC Division of Adolescent and School Health-funded and other national grantees to strengthen the capacity of school health personnel and state and local coalitions in support of coordinated school health programs.
- Collaborate with state health departments and national cancer prevention and control organizations to strengthen their capacity to plan, implement and evaluate comprehensive cancer control activities.
- Collaborate with state health departments and national cancer prevention and control organizations to support activities related to colorectal and skin cancer education and awareness for both the public and medical providers.
- Identify, coordinate and support cancer issues management forums among a variety of public, private, and not-for profit agencies at the national, state, tribal and community level.
- Promote tobacco use prevention initiatives internationally among women and girls via conferences, forums or other mechanisms of information sharing.
- Collaborates with CDC and other national, state and local organizations to provide to public and not-for-profit program staff and researchers on cancer prevention and control program evaluation.

- Identify gaps in evaluation of cancer prevention and control activities and determine methods for dissemination of best approaches and practices to conduct competent evaluations of cancer prevention and control activities.

2. CDC Activities

- a. Collaborate with the recipient in the development and dissemination of cancer prevention and control

information and activities at national, state, and community-based levels.

- b. Provide, to the recipient, relevant state-of-the-art research findings and public health recommendations related to cancer prevention and control.

- c. Provide, to the recipient, periodic updates regarding comprehensive cancer control, including information on best practices related to coordination and integration of cancer prevention (including addressing risk factors such as tobacco use, poor nutrition and lack of physical activity), early detection, diagnosis, treatment, and survivorship activities.

- d. Give guidance on cancer issues management topics to be considered and timing of consideration.

- e. Collaborate with recipients in the development of publications, manuals, modules, etc. that relate to the purpose of this program announcement.

- f. Facilitate the exchange of program information, technical assistance, and the development of partnerships between recipient and other relevant national, state and community-based organizations.

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 more than two pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. Your letter of intent will be used to enable CDC to determine the level of interest in the program announcement, and should include the following information: program announcement number, name of applicant (organization), and name and contact information for the principal investigator.

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 30 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. Applicants may also submit appendices (including curriculum vitae, job descriptions, organizational charts, and any other supporting documentation), which should not exceed an additional 20 pages.

A narrative is required that contains each of the following application content areas:

1. Statement of Need

Identify opportunities for enhancement and/or improvement of and existing gaps in the support of cancer prevention and control activities on the national, state and local level. Describe the extent to which the proposed programs will fill existing gaps and provide a brief description of each activity.

2. Work Plan

Submit a narrative and work plan (work plan may be submitted in a table format) for each project that establishes goals, objectives, strategies, measures of effectiveness, responsible staff and time lines. In the narrative, provide a concise description of each project and how it will be implemented over the five-year project period. Work plan objectives must be specific, measurable, attainable, time-phased and realistic. The work plan should address only activities to be conducted during the first year of the project period.

3. Management Plan

Submit a narrative for each project that describes a proposed management structure that addresses the use of qualified and diverse technical, program, administrative staff, organizational relationships (in the appendices provide a copy of the organizational chart indicating the placement of the proposed or existing programs in a department or agency), internal and external communication systems, and a system for sound fiscal management. Describe previous experience with cancer prevention and control activities that would contribute to your ability to support the projects described in this program announcement.

4. Evaluation Plan

For each project, submit a quantitative plan for monitoring progress toward achieving each of the objectives in the work plan.

5. Budget and Justification

Provide separate budgets for each of the four projects described in this program announcement. Submit a detailed budget and narrative justification that is consistent with the purpose of the program and is related to the proposed activities.