

E. Program Requirements

In conducting the activities to achieve the purpose of this program, the recipient will be responsible for the activities listed in 1. Recipient Activities, and CDC will be responsible for the activities in 2. CDC Activities.

1. Recipient Activities

(a) Prepare a proposed plan for all phases of development of a "one-call" national information center.

(b) Conduct the initial phase of development of such an information center, including the following:

(1) Development of a core set of basic resource materials to be made available to people who call the information center.

(2) Development of a telephone interview guide and protocol for providing information, for use by staff who will answer calls to the information center.

(3) Development of a data system for tracking of calls, including how many calls are received and the geographic distribution of the calls received by the information center.

(4) Development of a prototype of the "one-call" system to be implemented in two or more states.

(5) Pilot testing of the prototype of the "one-call" system in two or more states.

(c) Establish an external advisory committee for the "one-call" information center.

2. CDC Activities

(a) Provide technical advice and consultation on all aspects of recipient activities.

(b) Participate as ex-officio members of the "one-call" center advisory committee.

(c) Provide technical assistance for the development and maintenance of a "one call" national information center, including:

a. Technical assistance for the development of a core set of resource materials for distribution by the call center to those who call for information.

b. Technical assistance for the development of a telephone interview guide for those answering calls for information.

c. Technical assistance for the development of a data system to track the calls. This would include how many calls were received, geographic distribution of calls received, and information system.

d. Technical assistance for the development of the prototype "one-call" system for implementation in two or more states.

e. Assist with pilot testing in two or more states; and assist with evaluation

and subsequent recommendations for improvement based on the pilot testing of the "one call" system.

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 developing your program plan. The narrative should be no more than 32 double-spaced pages, printed on one side, with one-inch margins, and un-reduced 12-point font.

The narrative should consist of:

1. Abstract

A one page abstract and summary of the proposed effort.

2. Background and Need

Application should describe the background and need for a "one-call" national information center for traumatic brain injury.

3. Methods

Describe activities required to implement the initial phase of development of a "one-call" national information center for TBI. Provide (a) goals and objectives for implementation; (b) timeline for implementation of activities that is logically sequenced. Describe the coordination of the center with other organizations that will participate and how this will occur. Include letters of support from all involved individuals and organizations.

4. Objectives

Describe long and short-term objectives, which are specific, measurable, attainable, and realistic. Process and outcome objectives should be designed to accomplish all activities of the program during the project period. The program plan should briefly address activities to be conducted over entire three-year project period.

5. Evaluation

Describe the evaluation to document program process and effectiveness in delivering information about traumatic brain injury resources and services. Document staff availability, expertise, and capacity to perform this evaluation.

6. Staff and Resources

Describe the responsibilities of the program coordinator and each of the other staff members responsible for carrying out the program, including

experience, professional education, and time devoted to the program. A curriculum vita should be included for each critical staff member.

7. Budget

Include a detailed budget with accompanying narrative justifying all individual budgets that make up the total amount of funds requested. The budget should be consistent with the stated goals and objectives.

8. Performance Measures

Describe measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of the cooperative agreement. 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.

G. Submission and Deadline

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 (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. Submit the application to: Technical Information Management—PA #03108, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Applications 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

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