

d. If also applying for funding for research activities, a brief description of the activities to be undertaken for each research project/activity and an estimated budget for each.

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 25 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font.

The narrative should consist of a description of the planned first year activities, and clearly lay out future year objectives and activities to be conducted over the entire three-year project period. The criteria listed in the Evaluation Criteria section will serve as the basis for evaluating the application; therefore, the narrative of the application should address the following:

- a. Applicant's understanding of the problem.
- b. Applicant's ability to carry out the project.
- c. Technical and program personnel capability.
- d. Budget justification.
- e. Human Subjects review.

G. Submission and Deadline

Letter of Intent (LOI) Submission:

The LOI must be received by 4 p.m. Eastern Time, July 16, 2003. Submit the LOI to the Grants Management Specialist identified in the "Where To Obtain Additional Information" section of this announcement. The LOI may not be submitted electronically.

Application Forms

If applying for surveillance funding, submit the signed original and two copies of PHS 5161-1 (OMB Number 0920-0428). If applying for research funding, submit the signed original and two copies of PHS 398 should be utilized. Forms are available 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.

Submission Date, Time, and Address

The application must be received by 4 p.m. Eastern Time, August 1, 2003. Submit the application to: Technical Information Management-PA#03102, 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

Letters of intent and 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 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. These measures of effectiveness must be submitted with the application and will be an element of evaluation.

An independent review group appointed by CDC will evaluate each application against the following criteria:

- a. Understanding of the Problem (25 Points):

The extent to which the applicant understands the purpose and requirements of the program. This includes the extent of the applicant's

identification and description of the problem, the realistic presentation of objectives to maintain effective surveillance systems and prevention programs, and evaluation criteria established to assess surveillance, epidemiologic research, and prevention activities.

- b. Ability to Carry Out the Project (25 Points):

Degree to which the applicant provides evidence of the ability to carry out the proposed project and the extent to which the applicant documents demonstrated capability to achieve the objectives of the proposed program. This may include plans, approaches, methods, and evaluations to be used in conducting and evaluating surveillance, epidemiologic research, and prevention programs, and may include collaborating with universities or other health research agencies.

- c. Technical Approach (20 Points):

Degree to which proposed objectives are clearly stated, realistic, measurable, time-phased, and related to the stated purpose of this project. Also, the adequacy of the proposed surveillance, epidemiologic research, and prevention plans to achieve the objectives. The degree to which the applicant has met the CDC Policy requirements regarding the inclusion of women, ethnic, and racial groups in the proposed project. 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; and (d) A statement as to whether the plans for recruitment and outreach for study participants include the process of establishing partnerships with communities and recognition of mutual benefits will be documented.

- d. Personnel (20 Points):

Extent to which professional personnel involved in this project are qualified, including evidence of experience similar to this project.

- e. Plans for Administration (10 Points):

Adequacy of the plans submitted for administering the project.

- f. Budget Justification (Reviewed, but Not Scored):

Itemized budget for conducting the project, along with justification, is provided and is reasonable. The applicant should include the costs for one person to travel in Atlanta, GA, to attend the 6th National Environmental Health Conference December 3-5, 2003. Review the CDC/NCEH web site for