

which are applicable to state, and local public health departments.

**Note:** Title 2 of the United States Code section 1611 states that an organization described in section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting an award, grant or loan.

#### D. Funding

##### *Availability of Funds*

Approximately \$100,000 is available in FY 2003 to fund one award. It is expected that the award will begin on or about August 1, 2003 and will be made for a 12-month budget period within a project period of up to three years. Funding estimates may change.

Continuation awards within an approved project period will be made on the basis of satisfactory progress as evidenced by required reports and the availability of funds.

##### *Recipient Financial Participation*

Matching funds are not required for this program.

##### *Funding Priority*

Public comments on the proposed Funding Priority are not being solicited due to insufficient time prior to the funding date.

#### E. Program Requirements

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the following activities:

Phase 1—Develop measures for key indicators of accreditation's effectiveness and seek agreement from stakeholders on the measures' appropriateness with particular emphasis on their use in the public health setting. The public health setting here would include state and local health departments, schools of public health, and other public health research partners, including community-based organizations or other non-traditional research partners. Methods might include such strategies as:

1. Prepare a summary of the relevant literature on accreditation and quality improvement, bioethics, and biomedical, social science, and public health research to identify potential measures of effectiveness.
2. Convene a steering committee consisting of persons with appropriate expertise in human subject research protections, public health research, and state or local health department activities. This group could also contain liaison representatives from other government agencies or departments with interest or expertise in the role of

accreditation in improving human research protection programs.

Phase 2—Develop evaluation methods and data collection instruments to examine the impact of the accreditation process in public health settings. Phase 2 activities will be largely dependent upon the measures generated in Phase 1. Evaluation methods should include plan for a longitudinal activity in which organizations that seek accreditation are evaluated over time as well as a comparison of accredited and non-accredited organizations.

Phase 3—Pilot test the evaluation methods and validate the proposed set of outcome measures in a small number of settings. These settings should be generally representative of the types of public health settings noted above.

Phase 4—Refine the initial set of outcome measures and evaluation methods and make them accessible to a range of interested parties for potential implementation.

Phases 1 and 2 should be undertaken in Year one, with a general outline of Phases 3 and 4 provided for Year two and three.

#### F. Content

##### *Letter of Intent (LOI)*

A LOI is not required for this program.

##### *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 ten pages, double-spaced, printed on one side, with one-inch margins, and unredacted 12-point font.

The narrative should consist of a plan to achieve the full purpose of project for the three-year project period, a description of the qualifications and background of key personnel, a defined set of measurable objectives for year one activities, the proposed methods for achieving the objectives, a projected timeline to monitor progress, a plan for evaluation of project activities, and a proposed budget.

#### G. Submission and Deadline

##### *Application Forms*

Submit the signed original and two copies of PHS form 398. (OMB Number 0925-0001); adhere to the instructions on the Errata Instruction Sheet for PHS 398. 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 August 1, 2003. Submit the application to: Technical Information Management—PA#03157, 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*

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 grant. 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.