

2. CDC Activities

a. CDC will provide technical assistance in designing and building local area networks, setup of databases and other information technology projects. CDC will also provide guidance in selecting computer equipment to assist in achieving project goals, subject to agreement by CDC and the recipient.

b. CDC will assist in developing and implementing data and information dissemination plans for HIV, AIDS, TB, and STD data and results.

c. CDC will provide technical assistance including support from Atlanta-based staff for planning and implementing M&E activities. Activities may include identifying appropriate indicators to track progress in HIV, TB, and STD prevention and care, and in developing appropriate ways to collect and analyze the data needed to produce these indicators.

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 laying out your program plan. The narrative should be no more than 20 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font.

The narrative should consist of background information about the institution and its place in the national public health structure; objectives for the agreement and a description of how they will be accomplished; background on the staff members who will work with CDC to implement the project; and a description of prior and proposed collaboration with the Zambia CDC office. The narrative should also contain a program plan that addresses activities to be conducted over the entire five-year project period. A detailed budget justification is required.

G. Submission and Deadline

Application Forms

Submit the signed original and two copies of your proposal and PHS 5161-1 (OMB Number 0920-0428). Forms are available in the application kit, available from the CDC Zambia Office, American Embassy, Lusaka, tel. +260-1-250955, and 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 7, 2003. Submit the application to: Technical Information Management-PA 03060, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146, USA.

Applications may be e-mailed to pgotim@cdc.gov.

If you e-mail your application, you must also mail a hard copy of the application to the address listed above, for documentation purposes.

PGO-TIM will acknowledge receipt of applications by sending a postcard to all applicants.

Deadline

Applications shall be considered as meeting the deadline if they are received by 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 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:

1. Importance of the Institution in Zambia's Public Health System (40 Points)

The extent to which the applicant's proposal demonstrates the key role of the institution for HIV, STD or TB control programs in Zambia.

2. Ability to Jointly work with CDC on the Project (20 Points)

The extent to which the applicant documents ability to work with CDC to jointly develop M&E capacity in the areas of HIV, STIs or TB.

3. Personnel (20 Points)

The extent to which professional personnel involved in this project are qualified to develop and implement M&E projects in the areas of HIV, STIs or TB.

4. Administration (20 Points)

The adequacy of the plans to account for, prepare reports, monitor, and audit expenditures under this agreement.

5. Budget (Not Rated, but Evaluated)

The extent to which the itemized budget for conducting the project is itemized and justified.

6. 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.

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

1. The proposed plan for the inclusion of both sexes and racial and ethnic minority populations for appropriate representation.

2. The proposed justification when representation is limited or absent.

3. A statement as to whether the design of the study is adequate to measure differences when warranted.

4. 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.

I. Other Requirements

Technical Reporting Requirements

Provide CDC with original plus two copies of:

1. Interim progress report, no less than 90 days before the end of the