

with the recipient and CDC in developing laboratory quality indicators and identifying practice guidelines.

c. If requested, assist in the development of an implementation plan for the use of the quality indicators.

d. If requested, provide technical assistance with the development of data collection instruments.

e. Collaborate in analyzing the data and information collected and in preparing written summaries.

f. Work with the recipient to identify barriers to using laboratory practice guidelines and to develop recommendations for potential mechanisms to overcome these barriers.

g. Assist in the preparation of manuscripts for peer-reviewed publications.

## 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, and on 8.5" x 11" paper.

The narrative should consist of goals and objectives, a plan of operation, project management and staffing, an evaluation plan, and proposed budget for carrying out the recipient activities in light of the evaluation criteria as described below.

## 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 August 8, 2003. Submit the application to: Technical Information Management-PA#03118, 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 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:

1. Plan of Operation (30 Points):
  - a. The extent to which the applicant describes the steps to be taken in the planning and implementation of the proposed cooperative agreement.
  - b. The extent to which the applicant describes the methods to be used to carry out the responsibilities of the proposed cooperative agreement, including the ability to provide the representative participants in the laboratory groups with which they will collaborate.
2. Project Management and Staffing (30 Points):
  - a. The extent to which the applicant describes their ability to provide staff, knowledge, expertise, and other resources required to perform the responsibilities in this project.

b. The extent to which the applicant describes their qualifications, time allocations of key personnel to be assigned to this project, facilities and equipment, and other resources available for performance of this project.

## 3. Goals and Objectives (20 Points):

a. The extent to which the applicant describes its understanding of the objectives of this project, the relevance of its proposal to the stated objectives, and any unique characteristics of populations to be studied.

b. The extent to which the applicant's goals and objectives are time-phased, measurable, specific, and achievable.

## 4. Evaluation Plan (20 Points):

The extent to which the applicant describes their schedule for accomplishing the activities to be carried out in this project and methods for evaluating the accomplishments.

5. Proposed Budget (reviewed but not scored): The extent to which the proposed budget is reasonable, clearly justified, and consistent with the intended use of funds.

6. Performance Goals (reviewed but not scored): The extent to which the application is consistent with the performance goals stated in the purpose section of this announcement.

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.

## I. Other Requirements

*Technical Reporting Requirements:* Provide CDC with original plus two copies of:

1. Semiannual progress reports, which will serve as your non-competing continuation application, and must contain the following elements:
    - a. Current Budget Period Activities Objectives.
    - b. Current Budget Period Financial Progress.
    - c. New Budget Period Program Proposed Activity Objectives.
    - d. Detailed Line-Item Budget and Justification.
    - e. Additional Requested Information.
  2. Financial status report, no more than 90 days after the end of the budget period.
  3. Final financial and performance reports, no more than 90 days after the end of the project period.
- Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.