

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. Methods and Technical Approach (30 Points)

- a. The extent to which the applicant's proposal describes the approach 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.

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 associated with the 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 their understanding of the objectives of the project and the relevance of their proposal to the stated objectives, including specific outcomes.
- b. The extent to which the applicant describes objectives that are specific, measurable, and achievable, including a reasonable schedule for implementation.

4. Evaluation Plan (20 Points)

The extent to which the applicant describes a schedule for accomplishing the activities related to this project and a plan for evaluating their accomplishments.

5. Budget (Reviewed, But Not Scored)

The extent to which the budget is appropriate, reasonable, justified, and consistent in relation to the activities proposed.

6. Performance Measures (Reviewed, But Not Scored)

The extent to which the proposed activities relate to the PHPPO performance goals listed in the purpose section of this announcement.

7. 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. Interim progress report, no less than 90 days before the end of the budget period. The progress report 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.

Additional Requirements

The following additional requirements are applicable to this program. For a complete description of each, see Attachment I of the program announcement, as posted on the CDC Web site:

AR9 Paperwork Reduction Act Requirements

AR10 Smoke Free Workplace Requirements

AR11 Health People 2010

AR12 Lobbying Restrictions

AR15 Proof of Non-Profit Status

Executive Order 12372 does not apply to this program.

J. Where To Obtain Additional Information

This and other CDC announcements, the necessary applications, and associated forms can be found on the CDC web site, Internet address: <http://www.cdc.gov>. Click on "Funding" then "Grants and Cooperative Agreements".

For general questions about this announcement, contact: Technical Information Management, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146, Telephone: (770) 488–2700.

For business management and budget assistance, contact: Deborah Workman, Contract Specialist, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146, Telephone: (770) 488–2085, E-mail address: atl17@cdc.gov.

For program technical assistance, contact: William O. Schalla, M.S., Associate Director for Program and Finance, Division of Laboratory Systems, Public Health Practice Program Office, 4770 Buford Hwy., NE., Atlanta, GA 30341–3717, Telephone: (770) 488–8098, E-mail: wschalla@cdc.gov.

Dated: July 1, 2003.

Edward Schultz,

Acting Director, Procurement and Grants Office, Centers for Disease Control and Prevention.

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