

additional laboratory practice guidelines and then, through a consensus process, draft and implement needed guidelines.

(d) Determine the factors that influence the delivery of medical and public health laboratory testing services. This may involve providers (laboratorians) and/or users (physicians and medical staff) of these testing services.

### 3. CDC Activities:

(a) Provide assistance as requested, especially subject matter expertise on specific public health programs that depend upon laboratory testing.

(b) Provide, if requested, access to and technical support for the National Laboratory Database, a searchable index of clinical and public health laboratories, which provides testing capabilities and contact information.

(c) If requested, assist with survey design, validation and statistical analysis.

(d) Provide graphic art support, as requested.

(e) Make available consultation on performance of outcomes assessments, including training and any other systematic interventions.

(f) Collaborate to leverage findings through partnerships with the NLTN, Association of Public Health Laboratories, the ASCP, and others.

(g) Assist, if requested, in the development of a study protocol for review by all cooperating partnership institutions participating in the project.

## 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 50 pages, double-spaced, printed on one side, with one inch margins, and unrounded 12-point font.

The narrative should consist of Background (including relevant activities by the recipient), Plan, Objectives, Methods, Evaluation and Budget.

The plan should address activities to be conducted over the entire three year project period. The plan for year one should be detailed, while the plan can be brief for years two through three.

## 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#03117, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

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 (30 points): The extent to which the applicant's proposal demonstrates the necessary approaches to be used in accomplishing the activities.

2. Objectives (20 points):

a. The applicant's proposal should describe program objectives that fit the activities in the application, including specific outcomes.

b. The extent to which the applicant describes objectives that are specific, measurable, and feasible, including a reasonable schedule for implementation.

3. Plan (20 points):

a. The extent to which the proposed plan demonstrates the applicant's understanding of the issues.

b. The extent to which the applicant describes a proposed plan for collaboration with CDC to accomplish the proposed activities.

c. The extent to which the proposed activities are capable of achieving the intent of this program announcement.

d. The plan should address activities to be conducted over the entire three-year project period.

5. Evaluation (20 points): The quality of the applicant's plan for evaluating the proposed program activities.

6. Background (10 points):

a. The applicant's proposal should demonstrate an understanding of the need to better integrate activities between public health laboratories and private, clinical laboratories.

b. The importance of the chosen public health problem(s) should be clearly elaborated and the relevance to CDC goals should be clarified.

7. Budget (reviewed, but not scored): The extent to which the budget is appropriate, reasonable, justified, and consistent in relation to the activities proposed.

8. Performance Goals (reviewed but not scored): The extent to which the application the performance goals listed in the purpose section of this announcement.

9. 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