

treatment when indicated, or other appropriate services; and outcome(s) of referral and follow up.

(f) Dose-specific hepatitis A and hepatitis B vaccination coverage for persons for whom vaccine is recommended.

c. Provide staff training regarding viral hepatitis prevention and control, including specialty training required to implement specific activities of the program.

d. Participate in at least two national meetings (CDC, or Division of Viral Hepatitis (DVH), NCID-sponsored, including DVH sponsored National Hepatitis Coordinators Conference) during each budget year of the project period for the purpose of improving and sharing methods to achieve project goals and to plan, present and evaluate program activities.

e. Develop and implement a plan to disseminate the findings and outcomes of the proposed projects, including guidelines for the implementation of successful integrated prevention activities, presentations at state-wide and national health professional meetings, and publication of findings and recommendations.

#### 2. CDC Activities:

a. Collaborate directly in the design and implementation of studies and interventions to evaluate and improve delivery of recommended hepatitis prevention services integrated into existing programs to deliver prevention services.

b. Collaborate directly in the ongoing and expanded training of staff in viral hepatitis.

c. Collaborate directly in data analysis, including economic analysis, interpretation, and presentation and publication of project findings.

d. Coordinate annual meeting of project managers or state and local hepatitis coordinators to plan, present, and evaluate program activities.

e. Collaborate directly in the publication dissemination of successful findings and experiences.

f. Assist in the development of a research protocol for Institutional Review Board (IRB) review by all cooperating institutions participating in the research project. The CDC IRB will review and approve the protocol initially and on at least an annual basis until the research project is completed.

#### F. Content

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

An LOI is optional for this program. The Program Announcement title and number must appear in the LOI. The narrative should be no more than two

pages, double-spaced, printed on one side, with one-inch margins, and unrounded 12-point font. Your LOI will be used to assist CDC in planning for and executing the evaluation of applications submitted under this Program Announcement and should include the following information, the name of the principle investigator(s); the name, address, telephone, e-mail address, and fax number of the applicant's primary contact for writing and submitting the application; the setting proposed to evaluate the intervention/integration and evaluation of services for high risk adults and adolescents (e.g., STD clinic, HIV Counseling and Testing Sites (CTS), correctional health care, substance abuse, primary care program); a brief description of the hepatitis services currently available in the proposed setting; the proposed strategy(ies) to improve these services; and the name(s) of proposed collaborators (e.g., academic partners).

##### *Applications*

Beginning October 1, 2003, applicants will be required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal government. The DUNS number is a nine-digit identification number which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge.

Although obtaining a DUNS number is not required for applications submitted in response to announcements with deadlines on or before September 30, you are encouraged to obtain a DUNS number now if you believe you will be submitting an application to any Federal agency on or after October 1, 2003. Proactively obtaining a DUNS number at the current time will facilitate the receipt and acceptance of applications after September 2003. To obtain a DUNS number, access: [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711.

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 25 pages, double-spaced, printed on one side, with one-inch margins and unrounded 12-point font. The narrative should consist of a Plan, Objectives, Methods, Evaluation, and Budget. The program plan should address activities

to be conducted over entire five year project period. See all attachments posted with this announcement on the CDC web site for more detailed information on development of the application content.

#### G. Submission and Deadline

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

On or before July 24, 2003, submit the LOI to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

CDC will host a voluntary pre-application conference call for all interested parties to answer any questions about this announcement or application process. To participate, interested parties must contact the program technical assistance contact within two weeks of the publication of the program announcement in the **Federal Register**.

##### *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 (posted on the CDC web site) for PHS 398. Forms are available at the following Internet address: [www.cdc.gov/od/pgo/forminfo.htm](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, October 7, 2003. Submit the application to:

Technical Information Management—PA#04009, Procurement and Grants Office, 2920 Brandywine Rd., Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

##### *CDC Acknowledgment 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