

techniques and their practical application. ATSDR believes that conferences and similar meetings (not a series) that permit individuals to engage in hazardous substances and environmental health research, education, and application (related to actual and/or potential human exposure to toxic substances) to interact, are critical for the development and implementation of effective programs to prevent adverse health effects from hazardous substances.

(See Attachment II for the specific topic areas that each Center/Agency is requesting.)

F. Program Requirements

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the following activities:

1. The conference organizer(s) may use CDC's/ATSDR's name only in factual publicity for the conference. CDC/ATSDR involvement in the conference does not necessarily indicate support for the organizer's general policies, activities, products, or the content of speakers' presentations.

2. Any national conference co-sponsored under this announcement shall be held in facilities that are fully accessible to the public as required by the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Accessibility under ADAAG addresses accommodations for persons with sensory impairments as well as persons with physical disabilities or mobility limitations.

3. Manage all activities related to program content (e.g., objectives, topics, attendees, session design, workshops, special exhibits, speaker's fees, agenda composition, and printing). Many of these items may be developed in concert with assigned CDC or ATSDR project personnel.

4. Provide draft copies of the agenda and proposed ancillary activities to CDC or ATSDR for approval. All but ten percent of the total funds awarded for the proposed conference will be initially restricted pending approval by CDC or ATSDR of a full, final agenda. The remaining 90 percent of funds will be released by letter to the grantee upon the approval of the final agenda.

Because conference support by CDC and ATSDR creates the appearance of CDC co-sponsorship, there will be active participation by CDC or ATSDR in the development and approval of those portions of the agenda supported by CDC funds. CDC funds will not be expended for non-approved portions of meetings. In addition, CDC will reserve the right to approve or reject the content

of the full agenda, press events, promotional materials (including press releases), speaker selection, and site selection. CDC and ATSDR reserves the right to terminate co-sponsorship if it does not concur with the final agenda.

5. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press, etc.). CDC or ATSDR must review and approve any materials with reference to CDC or ATSDR involvement or support.

6. Manage all registration processes with participants, invitees, and registrants (e.g., travel, reservations, correspondence, conference materials and handouts, badges, registration procedures, etc.).

7. Plan, negotiate, and manage conference site arrangements, including all audio-visual needs.

G. Content

Letter of Intent (LOI): A Letter of Intent (LOI) is required for this Program Announcement. The LOI will not be evaluated or scored. Your letter of intent will be used to estimate the potential reviewer workload and to avoid conflicts of interest during the review. If you do not submit a LOI, you will not be allowed to submit an application.

You must submit an original and two copies. The LOI should be two to three pages in-depth, single-spaced, and typewritten. Use English only and avoid jargon and unusual abbreviations.

Applications: Beginning October 1, 2003, applicants will be required to have a Dun and Bradstreet Number (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.

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 new DUNS number at the current time will facilitate the receipt and acceptance of applications after September 2003.

To obtain a DUNS number, access the following Web site: <http://www.dunandbradstreet.com> OR call 1-866-705-5711.

Use the information in the Program Requirements and Evaluation Criteria sections to develop the application content. The application narrative should be no longer than 12 double-spaced pages, printed on one side, with one-inch margins, and 12-point font. Use English only and avoid jargon and unusual abbreviations. Pages must be clearly numbered, and a complete index

to the application and its appendices must be included. The original and two required copies of the application must be submitted unstapled and unbound. Materials that are part of the basic plan should not be in the appendices.

The application should include:

1. A one-page cover letter addressing Eligibility. Include the Announcement title, number and programmatic interest area being addressed by your conference. This cover letter does not count toward the 12-page narrative limit.

2. A one-page project summary cover sheet that includes:

- a. Name of organization
- b. Name of conference
- c. Location of conference
- d. Date(s) of conference
- e. Intended audience and number
- f. Dollar amount requested
- g. Total conference budget amount

This project summary cover sheet does not count toward the 12-page narrative limit.

3. A narrative that includes:

- a. A brief background of your organization—include the organizational history, purpose, and previous experience related to the proposed conference topic.
- b. A clear statement of the need for, and purpose of, the conference. This statement should also describe any problems the conference will address or seek to solve, and the action items or resolutions it may stimulate.

- c. An elaboration on the conference objectives and target audience. A list should be included of the principal areas or topics to be addressed. A proposed or final agenda must be included.

- d. A clear description of the evaluation plan and how it will assess the accomplishments of the conference objectives. A sample of the evaluation instrument that will be used must be included and a step-by-step schedule and detailed operation plan of major conference planning activities necessary to attain specified objectives.

- e. Budget plan and justification—A clearly justified budget narrative that is consistent with the purpose, objectives, and operation plan of the conference. It should include the share requested from this grant as well as those funds from other sources, including organizations, institutions, conference income, and/or registration fees.

4. Biographical sketches are required of the individuals responsible for planning and implementing the conference. Experience and training related to conference planning and implementation as it relates to the