

proposed topic should be noted. The biosketches should be placed in an appendix, and will not be counted toward the 12-page narrative limit.

5. Letters of endorsement or support—Letters of endorsement or support for the sponsoring organization and its capability to perform the proposed conference activity. Letters of support should be placed in an appendix, and will not be counted toward the 12-page narrative limit.

H. Submission and Deadline (For All Applicants) Deadline

LOI and application deadlines have now been imposed for all conference support grants, and dates should be strictly followed by applicants to ensure that their LOI's and applications are received in a timely manner.

There will be three conference support reviews this year:

If your conference dates fall between May 1, 2004 and April 30, 2005, you should apply under Cycle A under this announcement.

If your conference dates fall between August 1, 2004 and July 31, 2005, you should apply under Cycle B under this announcement.

If your conference dates fall between November 1, 2004 and September 30, 2005, you should apply under Cycle C under this announcement.

If your conference dates fall between October 1, 2003 and April 30, 2004, you should have applied under the previous Program Announcement 03012, and your LOI will be considered non-responsive to Program Announcement 04004.

Letter of Intent Due Dates

Cycle A: October 1, 2003.

For conferences May 1, 2004–April 30, 2005.

Cycle B: January 6, 2004.

For conferences August 1, 2004–July 31, 2005.

Cycle C: April 1, 2004.

For conferences November 1, 2004–September 30, 2005.

Letter of Intent (LOI) Submission: On or before October 1, 2003; January 6, 2004; and April 1, 2004 submit an original and two signed copies of the LOI to: Technical Information Management (TIMS)—PA#04004, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146.

Applicants who do not submit a LOI will not be eligible to submit an application for review or funding.

Application Forms: Applicants must also submit the original and two copies of PHS form 5161–1, (OMB Number 0937–0189). Forms are available on the

CDC Web site at: <http://forms.psc.gov/forms/PHS/PHS-5161-1.pdf>.

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.

Application due dates	Earliest possible award dates
Cycle A: November 19, 2003.	April 1, 2004.
Cycle B: March 8, 2004.	June 30, 2004.
Cycle C: June 1, 2004.	September 1, 2004.

Application Submission: On or before November 19, 2003; March 8, 2004; and June 1, 2004 submit an original and two signed copies of the application to: Technical Information Management—PA#04004, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146.

Applications may not be submitted electronically. Applications received that were not preceded by a LOI will not be reviewed or funded.

CDC Acknowledgement of Application Receipt: If you have a question about the receipt of your application, first contact your courier. If you still have a question, contact the PGO–TIM staff at: 770–488–2700. Before calling, please wait two to three days after the application deadline. This will allow time for applications to be processed and logged.

Letters of Intent and applications shall be considered as meeting the deadline if they are received in the CDC Procurement and Grants Office 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.

I. Evaluation Criteria

Letter of Intent: The required Letter of Intent will not be evaluated or scored.

A conference is a symposium, seminar, workshop, or any other organized and formal meeting lasting one day or more (not a series), where persons assemble to exchange information and views, explore, or clarify a defined subject, problem, or area of knowledge, whether or not a published report results from such meeting. The conference should support CDC or ATSDR's public health principles in furtherance of CDC's mission or ATSDR's mission.

Application: Each application will be evaluated individually against the following criteria by an independent review group appointed by CDC.

Section 1.a., is ATSDR specific.

Section 1.b., is CDC specific.

Section 1.c., and all other sections in these criteria are applicable to both CDC and ATSDR. Each application will be evaluated based on the following criteria:

1. Proposed Program and Technical Approach (25 Points)

a. The public health significance of the proposed conference, including the degree to which the conference can be expected to influence the prevention of exposure, adverse human health effects, and diminished quality of life associated with exposure to hazardous substances from waste sites, unplanned releases, and other sources of pollution present in the environment (Applicable to ATSDR applications only).

b. The applicant's description of the proposed conference as it relates to specific non-Federal conferences in the areas of health promotion and disease prevention information/education programs (except substance abuse), including the public health need of the proposed conference and the degree to which the conference can be expected to influence public health practices. Evaluation will also be based on the extent of the applicant's collaboration with other organizations serving the intended audience (Applicable to all CDC applications except ATSDR).

c. The applicant's description of conference objectives, in terms of quality, specificity, and the feasibility of the conference based on the operational plan, will also be evaluated.

2. Conference Objectives (25 Points)

a. The overall quality, reasonableness, feasibility, and logic of the designed conference objectives, including the overall work plan and timetable.

b. The likelihood of accomplishing conference objectives, as they relate to