

Developmental Disabilities Monitoring (ADDM) or Centers for Autism and Developmental Disabilities Research and Epidemiology (CADDRE) Principal Investigator on an existing funded project. Other individuals from their institutions are eligible applicants.

Applications will be reviewed upon receipt at CDC for the above eligibility requirements. Applications that do not meet each requirement will be found ineligible and will be returned to the applicant without review.

**Cost sharing or matching:** Matching funds are not required for this program.

Title 2 of the United States Code Section 1611 states that an organization described in section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting an award, grant or loan.

#### IV. Application and Submission Information

**How to Obtain Application Forms:** To apply for this funding opportunity, use application Form PHS-398 (OMB Number 0925-0001) and adhere to the instructions on the Errata Instruction Sheet (For PHS-398 the errata sheet is posted with the application forms on the CDC Web site). 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.

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.

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 same 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.

**Content and Form of Submission:**  
Letter of Intent (LOI):

CDC requests that you send a LOI if you intend to apply for this program.

Your LOI will be used to gauge the level of interest in this program, and to allow CDC to plan the application review. Your LOI must be submitted in the following format:

- Maximum number of pages—2.
- Font size—12-point unrounded.
- Paper size—8.5 by 11 inches.
- Page margin size—one-inch

margins.

- Printed only on one side of paper.
- Single-spaced.

Your LOI must contain the following information: Name, address, and telephone number of the Principal Investigator; names of other key personnel; participating institutions; number and title of this program announcement.

#### Applications

You must submit a signed original and two copies of your application forms. The PHS-398 grant application form requires the applicant to enter the project title on page 1 (Form AA, "face page") and the project description (abstract) on page 2 (Form BB).

- Applicants must submit a separate typed abstract of their proposal consisting of no more than two single-spaced pages.
- Applicants should also include a table of contents for the project narrative and related attachments.
- The main body of the application narrative should not exceed 30 single-spaced pages. The narrative must address activities to be conducted over the entire length of the project period. Please note that this maximum number of pages allowed exceeds the maximum number of pages (25 pages) indicated in the PHS-398 grant application form (Form CC, "Research Grant Table of Contents"). The budget justification and biographical sketch sections do not count toward the maximum page limit. Pages must be numbered and printed on only one side of the page.

- All material must be typewritten, with 10 characters per inch type (12 point) on 8½" by 11" white paper with one inch margins, no headers and footers (except for applicant-produced forms such as organizational charts, graphs and tables, etc.). Applications must be held together only by rubber bands or metal clips, and not bound together in any other way. Attachments to the application should be held to a minimum in keeping to those items required or referenced by this announcement.

- If you are requesting indirect costs in your budget, you must include a copy of your indirect cost rate agreement.

**LOI Deadline Date:** October 8, 2003

**LOI Submission Address:** Submit your LOI by mail, delivery service, or e-mail

to: Ms. Joanne Wojcik, Public Health Analyst, Centers for Disease Control and Prevention, National Center on Birth Defects and Developmental Disabilities, 1600 Clifton Road, Mailstop E-86, Atlanta, Georgia 30333, Email address: [jcw6@cdc.gov](mailto:jcw6@cdc.gov), Telephone: 404-498-3848.

**Application Deadline Date:** November 14, 2003

**Application Submission Address:** Submit your application by mail or delivery service to: Technical Information Management-PA #04014, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Applications may not be submitted by fax or other electronic means.

**Submission, Date, Time and Address:**

**Explanation of Deadlines:**

Applications must be received in the Procurement and Grants Office (PGO) at CDC by 4 p.m. Eastern Time on the deadline date. If you send your application by the United States Postal Service or commercial delivery services, you must ensure that the carrier will be able to guarantee delivery of the application by the closing date and time. If CDC receives your application after the 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, you will be given the opportunity to submit documentation of the carrier's problem. If the documentation verifies a carrier problem, CDC will consider the application as having been received by the deadline.

If your application does not meet the criteria above, it will not be eligible for competition, and will be discarded. You will be notified of the failure to meet the submission requirements.

**CDC Acknowledgement of Application Receipt:** A postcard will be mailed by PGO-TIM, notifying you that CDC has received your application.

**Intergovernmental Review of Applications:** Your application is subject to Intergovernmental Review of Federal Programs, as governed by Executive Order (EO) 12372. This order sets up a system for state and local governmental review of proposed federal assistance applications. You should contact your state single point of contact (SPOC) as early as possible to alert the SPOC to prospective applications, and to receive instructions on your state's process. Click on the following link to get the current SPOC list: <http://www.whitehouse.gov/omb/grants/spoc.html>