

organization would also have the established ability to recruit throughout the nation.

Other Eligibility Requirements: If your application is incomplete or non-responsive to the requirements listed below, it will not be entered into the review process. You will be notified that your application did not meet the submission requirements.

CDC plans to make one award to a leading organization/institution which:

- (1) Has documented access to large number of doctoral students, genetics residents, and genetics professionals in a broad range of areas related to genetics and public health: including but not limited to; cytogenetics, molecular genetics, biochemical genetics, clinical genetics, genetic counseling, population genetics, and genetic epidemiology; and
- (2) demonstrates a well-established capacity through documented collaborations and affiliations with training programs such as genetic counseling training programs, genetics residencies, and association memberships to enable recruitment of highly qualified candidates for the fellowship program.

Cost Sharing or Matching: Matching funds are not required for this program.

Note: 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

Letter of Intent (LOI)

CDC requests that you send a LOI if you intend to apply for this program. The LOI will be used only to gauge the level of interest in this program, and to allow CDC to plan the application review. Failure to submit a LOI does NOT preclude you from submitting an application. The LOI must be written in the following format:

- Maximum number of pages: Two.
- Font size: 12-point un-reduced.
- Paper size: 8.5 by 11 inches.
- Page margin size: One-inch margins.
- Printed only on one side of page
- Single spaced
- Written in English, avoid jargon

The LOI must contain the following information: Name, address, and telephone number of the proposed Principal Investigator, number and title of this program announcement, names of other key personnel, designations of collaborating institutions and entities, and an outline of the proposed work, recruitment approach, and expected outcomes.

LOI Deadline Date: November 26, 2003.

LOI Submission Address: Submit your LOI by express delivery service, or e-mail to: Sonja Rasmussen, M.D., M.S., Associate Director for Science, National Center on Birth Defects and Developmental Disabilities, CDC, 1600 Clifton Road, Mailstop E-86, Atlanta, GA 30333, E-Mail Address: skr9@cdc.gov, Telephone: 404-498-3908.

How to Obtain Application Forms: To apply for this funding opportunity use application form PHS 5161. Forms, applications, and instructions are available on the CDC Web site, 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) staff at: 770-488-2700. Application forms can be mailed to you.

Content and Form of Submission: This program announcement is the definitive guide on application format, content, and deadlines. It supersedes information provided in the application instructions. If there are discrepancies between the application form instructions and the program announcement, adhere to the guidance in the program announcement.

You are required to have a Dun and Bradstreet Data Universal Numbering System (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. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711.

For more information, see the CDC Web site at: <http://www.cdc.gov/od/pgo/funding/pubcomm.htm> If your application form does not have a DUNS number field, please write your DUNS number at the top of the first page of your application, and/or include your DUNS number in your application cover letter.

You must submit a signed original and two copies of your application forms. The application should include a separate typed abstract of the proposal consisting of no more than one single-spaced page. The application should include a table of contents for the project narrative and all related attachments.

The application must include a project narrative with your application

forms. Your narrative must be submitted in the following format:

- Maximum number of pages: 20. If your narrative exceeds the page limit, only the first pages which are within the page limit will be reviewed.
- Font size: 12 point un-reduced
- Paper size: 8.5 by 11 inches
- Page margin size: one-inch margins
- Printed only on one side of page
- Single-spaced
- Held together only by rubber bands or metal clips; not bound in any other way.

Your narrative should address activities to be conducted over the entire project period, and must include the items cited under Evaluation Criteria.

Funding restrictions, which must be taken into account while writing your budget are that project funds cannot be used to supplant other available applicant or collaborating agency funds, for construction, or for lease or purchase of facilities or space.

If you are requesting indirect costs in your budget, you must include a copy of your indirect cost rate agreement. If your indirect cost rate is a provisional rate, the agreement must be less than 12 months from the application due date.

Guidance for completing your budget can be found on the CDC Web site, at the following Internet address: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit. This additional information may include curriculum and resumes for key project staff, organizational charts, letters of support, etc.; and should be limited to those items relevant to the requirements of this announcement.

Submission Date, Time, and Address:
Application Deadline Date: December 22, 2003.

Application Submission Address: Submit your application by mail or express delivery service to: Technical Information Management—PA 04059, Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341. Applications may not be submitted by fax or e-mail at this time.

Explanation of Deadlines: Applications must be received in the CDC Procurement and Grants Office by 4 p.m. Eastern Time on the deadline date. If you send your application by the United States Postal Service or commercial delivery service, 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 closing