

findings in peer-reviewed journals, and has specific authority and responsibility to carry out the proposed project.

2. Demonstrated experience on the applicant's project team in conducting, evaluating, and publishing violence prevention research in peer-reviewed journals.

3. Effective and well-defined working relationships within the performing organization and with outside entities, which will ensure implementation of the proposed activities.

4. The overall match between the applicant's proposed research objectives and the program priorities as described under the heading, "Funding Priority".

5. The requested funding amount should not be greater than the ceiling of the award amount.

6. Principal investigators (PI's) are encouraged to submit only one proposal in response to this program announcement. With few exceptions (e.g., research issues needing immediate public health attention), only one application per PI will be funded under this announcement.

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

1. Address to Request Application Package

To apply for this funding opportunity, use application Form PHS 398 (OMB Number 0925-0001 rev. 5/2001). Forms and instructions are available in an interactive format on the CDC Web site, at the following Internet address: <http://www.cdc.gov/od/pgo/forminfo.htm>.

Forms and instructions are also available in an interactive format on the National Institutes of Health (NIH) web site at the following Internet address: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. If you do not have access to the Internet, or if you have difficulty accessing 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.

2. Content and Form of Application Submission Letter of Intent (LOI)

CDC requests that you send a LOI if you intend to apply for this program. Although the LOI is not required, not binding, and does not enter into the review of your subsequent application, the 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 written in the following format:

- Maximum number of pages: Two
 - Font size: 12-point unredacted
 - Paper size: 8.5 by 11 inches
 - Single Spaced
 - Page margin size: One inch
 - Printed only on one side of page
 - Written in English, avoid jargon
- Your LOI must contain the following information:
- Descriptive title of the proposed research
 - Name, address, E-mail address, and telephone number of the Principal Investigator
 - Names of other key personnel
 - Participating institutions
 - Number and title of this Program Announcement (PA)

Application: Follow the PHS 398 application instructions for content and formatting of your application. See all attachments of this announcement as it is posted on the CDC Web site for guidance on how to complete Form 398 for this Program Announcement. The Program Announcement Title and number must appear in the application. For further assistance with the PHS 398 application form, contact GrantsInfo, Telephone (301) 435-0714, email: GrantsInfo@nih.gov.

You must include a research plan with your application. The research plan should be no more than 25 pages (8.5" x 11" in size), single-spaced, printed on one side only, with one-inch margins on all sides, and unredacted 12-point font.

Your application will be evaluated on the criteria listed under Section V. Application Review Information, so it is important to follow them, as well as the Research Objectives and the Administrative and National Policy Requirements (AR's), in laying out your research plan. Your research plan should address activities to be conducted over the entire project period.

The research plan should consist of the following information:

1. **Abstract.** Provide a one page brief description of proposed research activities and project outcomes. It is important to include an abstract that reflects the project's focus, because the abstract will be used to help determine the responsiveness of the application.

2. **Goals and Objectives.** Describe the goals and objectives the proposed research is designed to achieve in the short and long term. Specific research questions and hypotheses should also be included. In addition, the research

plan should include an outline of a three-year plan with timeline.

3. **Program Participants.** Describe the study population for the proposed research and how participants will be selected (i.e., sampling strategy). In addition, the research plan should provide evidence that the recipient (or a collaborating partner) has access to the study population, and that the participation by the study population will be adequate to test hypotheses.

4. **Methods.** Describe the proposed study design; methods, and analysis plan to test the proposed study hypotheses.

5. **Project Management.** Provide evidence of the expertise, capacity, and existing staff necessary to successfully conduct the research. Each existing or proposed position for the project should be described by job title, function, general duties, level of effort and allocation of time. Management operation principles, structure, and organization should also be noted.

6. **Collaborative Efforts.** List and describe the current and proposed collaborations with government, health, or youth agencies, community- or faith-based organizations, minority organizations, and other researchers. Include letters of support and memoranda of understanding that specify the nature of past, present, and proposed collaborations, and the products/services/activities that will be provided by and to the applicant.

7. **Data Sharing and release:** Describe plans for the sharing and release of data (See AR-25 for additional information).

8. **Project Budget.** Provide a detailed budget for each activity undertaken, with accompanying justification of all operating expenses that is consistent with the stated objectives and planned activities of the project. This announcement does not use the modular budget format. The budget should include at least one trip per year to CDC for program related meetings.

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. Your DUNS number must be entered in item 11 of the face page of the PHS 398 application form. 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>.