

below, it will not be entered into the review process. You will be notified that your application did not meet the submission requirements. The following applicant requirements are:

- A principal investigator who has documented prior training and experience in conducting efficacy and effectiveness trials.
- A principal investigator who has conducted research, published the findings in peer-reviewed journals, and has specific authority and responsibility to carry out the proposed project.
- Demonstrated experience on the applicant's project team in conducting, evaluating, and publishing violence prevention research in peer-reviewed journals.
- Effective and well-defined working relationships within the performing organization and with outside entities, which will ensure implementation of the proposed activities.
- The requested funding amount should not be greater than the ceiling of the award range.
- It is especially 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.

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.

4. Individuals Eligible To Become Principal Investigators: Any individual with the skills, knowledge, and resources necessary to carry out the proposed research is invited to work with their institution to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply for CDC programs.

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: 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 the forms online, 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, 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 written in the following format:

- Maximum number of pages: Two.
- Font size: 12-point unrounded.
- Single spaced.
- Paper size: 8.5 by 11 inches.
- Page margin size: One inch page.
- 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. For further assistance with the PHS 398 application form, contact GrantsInfo, Telephone (301) 435-0714, E-mail: GrantsInfo@nih.gov. The Program Announcement Title and number must appear in the application.

You must include a research plan with your application. The research plan should be no more than 25 pages.

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. It is especially 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. Program 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 be included.

3. Program Participants. Provide a justification and description of the specific population of families targeted, including the demographic and geographic characteristics of the community and/or neighborhood in which the intervention will take place. In addition, the proposal should provide evidence that the recipient has the capacity and community support necessary to successfully evaluate the training component of the home visiting program. Describe how the study sample(s) is defined. A description of how recruitment, retention and referral of participants will be handled should also be included.

4. Intervention. Describe the proposed strategies or components of the plan for implementing the research. This should include a description of the training and intervention components (including training criteria and how fidelity of training and the home-visiting program will be assessed), and procedures.

5. Evaluation Design. Describe the proposed design; methods and analysis plan for assessing the efficacy or effectiveness of the existing home-visiting program. The specific type of research method chosen should reflect the nature of the intervention, feasibility, and ethical considerations. Potential threats to the validity of the study should be described along with how such threats will be recognized and addressed. The status of all necessary measurement instruments should be described and include direct and indirect measures of child maltreatment and youth violence and/or risk for youth violence. If any materials are not extant, the methods and time frame for measure development, pilot testing, and validation should be given. For data collected from archival records (e.g., CPS records, school records, etc.) the proposal should discuss issues of accessibility, reliability, and validity of those data.

6. Project Management. Provide evidence of the expertise, capacity, and support necessary to successfully implement and evaluate the impact of the program. Each existing or proposed staff 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.