

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.

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

IV.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 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.

IV.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 un-reduced.
- Paper size: 8.5 by 11 inches.
- Page margin size: One inch.
- Single spaced.
- 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 Attachment 1 of this announcement 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, E-mail: GrantsInfo@nih.gov.

Your research plan should address activities to be conducted over the entire project period.

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 un-reduced 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 (ARs), 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 proposal is designed to achieve in the short and long term. Specific research questions and hypotheses should also be included.

3. **Program Participants:** Describe the demographic and geographic characteristics of the community and/or neighborhood targeted by the intervention. This section should include incidence, prevalence, morbidity, and/or mortality rates associated with youth violence within that community. In addition, the proposal should provide evidence that the recipient (or collaborating partner) has access to the target community, and that the participation by the target community in the intervention will be adequate.

4. **Intervention:** Describe the proposed strategies or components of the intervention and the plan for

implementing the intervention. Proposals should explicate the theoretical and empirical justification for the potential effectiveness of the intervention for reducing youth violence in the target community. This should include discussion of the modifiable risk and protective factors that will be influenced by the intervention of interest. The proposal should describe the location or setting in which the intervention component(s) will occur, and describe the relevance of this setting to the strategy and desired outcomes.

5. **Evaluation Design:** Describe the proposed design, methods and analysis plan for assessing the effectiveness of the intervention. The specific type of evaluation 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. 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., hospital records, police 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 community support necessary to successfully implement the intervention to reduce community indicators of youth violence. Proposals should also provide evidence of expertise and capacity to evaluate the impact of the intervention. 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.

7. **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.

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

9. **Project Budget:** Provide a detailed budget for each activity undertaken, with accompanying justification of all