

- Indian tribes.
- Indian tribal organizations.
- State and local governments or their Bona Fide Agents (this includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau).
- Political subdivisions of States (in consultation with States).

A Bona Fide Agent is an agency/organization identified by the state as eligible to submit an application under the state eligibility in lieu of a state application. If you are applying as a bona fide agent of a state or local government, you must provide a letter from the state or local government as documentation of your status. Place this documentation behind the first page of your application form.

Foreign institutions are not eligible to apply.

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

**3. 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 submission requirements. The following applicant requirements are:

- A principal investigator who has conducted research, published the findings in peer-reviewed journals, and has specific authority and responsibility given by their research institution 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 overall match between the applicant's proposed research objectives and the program priorities as described under the heading, "Research Objectives".

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

- 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: [www.cdc.gov/od/pgo/forminfo.htm](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. For further assistance with the PHS 398 application form, contact GrantsInfo, telephone (301) 435-0714, E-mail: [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov).

**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
  - Single spaced
  - Font size: 12-point unredacted
  - Paper size: 8.5 by 11 inches
  - 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. For

further assistance with the PHS 398 application form, contact GrantsInfo, Telephone (301) 435-0714, E-mail: [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov).

See Attachment 2 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.

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. Research Plan.** Provide a brief one-page description of proposed activities and project outcomes.

**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 proposal should include an outline of a four-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; methodology, and analysis plan to test the proposed 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. Collaboration.** Describe plans to convene a community advisory committee that will guide the development of research protocols and