

range, your application will be considered non-responsive and will not be entered into the review process. You will be notified that your application did not meet the submission requirements.

If your application is incomplete or non-responsive to the requirements listed in this section, it will not be entered into the review process. You will be notified that your application did not meet submission requirements.

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 5161-1. Forms 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.

IV.2. Content and Form of Submission

Letter of Intent (LOI):

CDC requires that you send a LOI if you intend to apply for this program. Your LOI will be used as a pre-application mechanism. CDC will review and score your LOI. Only the high scoring LOIs will be invited to apply for funding. CDC will invite applicants to submit their full applications within 30 days after the LOI due date. Availability of funds may limit the number of applicants who receive an invitation to submit an application. 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
- Printed only on one side of page
- Single-Spaced
- Written in plain language, avoid jargon

Your LOI must contain the following information:

- a. Name of organization.
- b. Mailing address.
- c. Telephone and fax numbers.
- d. E-mail address.

e. Title of the proposed conference.
f. Location of the proposed conference (city and state).

g. Conference dates.

h. Documented need for the conference.

i. Purpose of the conference.

j. Potential contribution to HIV/AIDS Prevention.

k. Intended audience (number and description of conference attendees).

l. Population(s) who that ultimately benefit from the information shared with conference attendees (population consists of persons at risk, *i.e.*, women, men who have sex with men (MSM), injecting drug users and persons living with HIV).

m. The estimated total cost of the conference.

n. The percentage of the total cost (which must be 75 percent or less) being requested from CDC.

o. The relationship of the conference to CDC's Funding Preferences, which are listed in section "V.2 Review and Selection Process".

p. Potential contribution toward the National HIV prevention goals based on the CDC HIV Prevention Strategic Plan:

1. Decrease new infections.
2. Increase knowledge of serostatus.
3. Increase linkage to prevention, care and treatment.
4. Strengthen monitoring, capacity and evaluation.

q. Potential contribution toward the New Initiative:

Advancing HIV Prevention (See Attachment)

1. Make voluntary testing a routine part of medical care.
2. Implement new models for diagnosing HIV infections.
3. Prevent new infections by working with persons diagnosed with HIV.
4. Further decrease perinatal HIV transmission.

Information on HIV prevention methods (or strategies) can include abstinence; monogamy, *i.e.*, being faithful to a single sexual partner; or using condoms consistently and correctly. These approaches can avoid risk (abstinence) or effectively reduce risk for HIV Prevention (monogamy, consistent and correct condom use).

If applicable, current recipients of CDC HIV funding must provide the award number and title of the funded programs.

Note: No attachments, booklets, or other documents accompanying the LOI will be considered.

Application:

You must include a project narrative with your application forms. Your narrative must be submitted in the following format:

• Maximum number of pages: 12 pages. 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.
- Double-spaced.
- Printed only on one side of page.
- Held together only by rubber bands or metal clips; not bound in any other way.

• Written in plain language only. Do not use jargon or abbreviations.

- Number all pages.
- Include a complete index to the application and appendices.

Your narrative should address activities to be conducted over the entire project period, and must include the following items in the order listed:

a. A project summary cover sheet that includes:

1. Name of organization.
2. Name of conference.
3. Location of conference.
4. Date(s) of conference.
5. Target population(s) who will benefit from the information shared with conference attendees (*e.g.*, youth, women, men who have sex with men (MSM), injecting drug users and persons living with HIV).

6. Intended audience (number and description of conference attendees).

7. Define conference objectives.

8. Dollar amount requested.

9. Total conference budget.

b. Biographical sketches and job descriptions of the individuals responsible for planning and coordinating the conference.

c. A budget narrative separately identifying and justifying line items to which the requested Federal funds would be applied.

d. A draft agenda for the proposed conference.

e. Award number and title of funded programs for current recipients of CDC HIV funding. Applicants must have not submitted the same proposal for review for funding to other parts of CDC.

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit.

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.