

CDC-RFA-DP15-1511: Developing and Disseminating Programs to Build Sustainable Lupus Awareness, Knowledge, Skills and Partnerships

Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion

Application Due Date 8/10/2015

Questions and Answers

Updated 7/2/2015 10:17 AM

- 1) **Question:** Is there a limit to the number of applications you will accept from a single institution? If different areas in one institution want to apply, should they submit one application or several separate applications?
 - a) Yes, only one institution or organization is able to submit a single application. Each applicant needs to address all three components of the Funding Opportunity Announcement (FOA).
 - b) Each applicant must demonstrate capacity to reach at least 25 states to have a national impact.

- 2) **Question:** Within the framework of this FOA, are surveys considered research?
 - a) No, surveys carried out under this FOA are not necessarily considered research. Under this FOA, surveys could be used to develop tailored campaign materials to be as effective as possible in reaching the target audience – not for generalizable knowledge. In addition, surveys that are used to evaluate the impact of the interventions would not be considered research.

- 3) **Question:** The FOA described tracking impact of the campaign and assessing campaign effectiveness, is that considered research?
 - a) No, tracking impact of the campaign and evaluating campaign effectiveness is not considered research. These activities, often carried out as a pre- and post-surveys, are a routine part of program evaluation.

- 4) **Question:** Is there a page limit for application narrative? Does the page limit include the work plan? Does the page limit include attachments?
 - a) Yes, there is a 25 page limit for applications in response to this FOA. The 25 page maximum limit **includes the work plan**. Content beyond 25 pages will not be considered.
 - b) However, attachments are not included in the 25 page limit.

- 5) **Question:** Is there a suggested format for the application?
 - a) The project narrative must be single-spaced, using Calibri 12 point font, with 1-inch margins. In addition, each page must be numbered.
 - b) A sample work plan is included on page 19 of the FOA and includes: Expected Outcome(s) for the Project Period, Activity/Strategy, Performance Measure(s), Data Source(s), Person Responsible, Timeframe, and Activity Completion Date.

- 6) **Question:** Does executive order 12372 apply to this FOA?
 - a) No, it does not apply.

- 7) **Question:** What information are you looking for in the Letter of Intent (LOI)? Does the LOI have to describe the plan for the project?
 - a) The LOI is a preliminary, non-binding indication of an organization's intent to submit an application. For the purposes of this FOA, submitting an LOI is strongly recommended to include intent to submit an application and submitter's contact information. LOIs are used to help us plan for the review process.