

computer-to-computer electronic data interchange (EDI) to place delivery orders; whether it will have practical utility; whether our estimate of the public burden of this collection of information is accurate and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

**DATES:** *Comments Due Date:* August 26, 2002.

**ADDRESSES:** Please submit comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Ms. Jeanette Thornton, GSA Desk Officer, OMB, Room 10236, NEOB, Washington, DC 20503, and a copy to Ms. Stephanie Morris, General Services Administration, Acquisition Policy Division, 1800 F Street, NW., Room 4035, Washington, DC 20405, or fax to (202) 501-4067. Please cite OMB Control No. 3090-0248.

**FOR FURTHER INFORMATION CONTACT:** Julia Wise, Acquisition Policy Division, GSA (202) 208-1168.

**SUPPLEMENTARY INFORMATION:**

**A. Purpose**

The General Services Administration (GSA) has various mission responsibilities related to the acquisition and provision of Federal Supply Service's (FSS's) Stock, Special Order, and Schedules Programs. These mission responsibilities generate requirements that are realized through the solicitation and award of various types of FSS contracts. Individual solicitations and resulting contracts may impose unique information collection and reporting requirements on contractors, not required by regulation, but necessary to evaluate particular program accomplishments and measure success in meeting program objectives.

**B. Annual Reporting Burden**

*Respondents:* 5380.  
*Responses Per Respondent:* 1.  
*Total Responses:* 5380.  
*Hours Per Response:* .25.  
*Total Burden Hours:* 1,345.

**Obtaining Copies of Proposals**

Requester may obtain a copy of the proposal from the General Services Administration, Acquisition Policy (MVP), 1800 F Street, NW., Room 4035, Washington, DC 20405, telephone (202)

208-7312. Please cite OMB Control No. 3090-0248 in all correspondence.

Dated: July 15, 2002.

**Al Matera,**

*Director, Acquisition Policy Division.*

[FR Doc. 02-18881 Filed 7-24-02; 8:45 am]

**BILLING CODE 6820-14-M**

**GENERAL SERVICES ADMINISTRATION**

**[GSA Bulletin FTR 26]**

**Federal Travel Regulation; eTravel Initiative**

**AGENCY:** Office of Governmentwide Policy (MTT), GSA.

**ACTION:** Notice of a bulletin.

**SUMMARY:** The attached bulletin informs Federal agencies of the creation of the eTravel Initiative and of the intent to require agency use of the governmentwide, web-based, end-to-end travel management system.

**EFFECTIVE DATE:** This bulletin is effective June 18, 2002.

**FOR FURTHER INFORMATION CONTACT:** Tim Burke, General Services Administration, Office of Governmentwide Policy (MTT), Washington, DC 20405; e-mail, [timothy.burke@gsa.gov](mailto:timothy.burke@gsa.gov); telephone (703) 872-8611.

**SUPPLEMENTARY INFORMATION:** The eTravel Initiative was born out of a Bush Administration governmentwide task force that was established to address performance gaps in existing Government systems as they relate to E-Government. The eTravel Initiative will establish a single portal by December 2003 that Federal employees making official business trips will use to obtain travel authorizations, make reservations and pay for airline tickets and other expenses. The system will work much like commercial web-based systems that the public uses to book business travel.

Dated: June 18, 2002.

**G. Martin Wagner,**

*Associate Administrator, Office of Governmentwide Policy.*

Attachment

**Attachment**

June 18, 2002  
[GSA Bulletin FTR 26]  
TO: Heads of Federal Agencies  
SUBJECT: eTravel Initiative

1. *Purpose.* This bulletin notifies Federal agencies of the creation of the eTravel Initiative, a governmentwide, web-based, end-to-end travel management system. It is the intent of the General Services Administration to require agency use of the system.

2. *Background.* The eTravel initiative was born out of the governmentwide task force

known as Quicksilver, that was established to address performance gaps in existing Government systems as they relate to E-Government, a key component of the President's Management Agenda.

3. *eTravel Objective.* To automate and consolidate the Federal Government's travel process through a self-service, web-based environment, offering end-to-end travel services from planning, authorization and reservation, through claims and voucher reconciliation. eTravel will eliminate the need for hardcopy travel documentation that is currently used at many agencies. It will re-engineer the entire travel process to realize significant cost savings, to improve employee productivity and to provide a unified, simplified official travel process. The eTravel system will be available by the end of 2003.

4. *Government Interest.* eTravel is in the best interest of the Government because it will produce:

- a. A governmentwide, web-based, end-to-end travel management service;
- b. A cost model that reduces capital investment and lowers the travel transaction cost for the Government; and
- c. A policy environment based on the use of best travel management practices.

5. *Agency Planning.* Agencies will be required to use the new eTravel system. Therefore, any present effort to re-engineer agency travel processes should be geared for maximum flexibility, so that any new systems or processes will be adaptable to the new eTravel system. Agencies are cautioned against investment in new systems that will be agency-specific and non-transferable to the eTravel system.

6. *Point of Contact.* Tim Burke, Director, Travel Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405; telephone 703-872-8611; e-mail, [timothy.burke@gsa.gov](mailto:timothy.burke@gsa.gov).

7. *Expiration Date.* This bulletin expires when the FTR (41 CFR 300-304) is revised to incorporate the specific modules of the Government eTravel management system.

[FR Doc. 02-18880 Filed 7-24-02; 8:45 am]

**BILLING CODE 6820-14-P**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Office of Public Health and Science**

**[Program Announcement No. OPHS 2002-01]**

**Announcement of the Availability of Financial Assistance and Request for Applications to Support Development and Delivery of Public Awareness Campaigns on Embryo Adoption**

**AGENCY:** Office of Public Health and Science, Department of Health and Human Services.

**ACTION:** Notice.

**Authority:** Pub. L. 107-116.

**SUMMARY:** The Office of Public Health and Science (OPHS) of the Department of Health and Human Services (DHHS) announces the availability of funding and requests applications for public awareness campaigns on embryo adoption for fiscal year (FY) 2002 as authorized in Pub. L. 107-116, enacted on January 10, 2002. Approximately \$900,000 in funding is available on a competitive basis for three to four new projects each in the range of \$200,000 to \$250,000. The Catalog of Federal Domestic Assistance (CFDA) number is 93.007. The CFDA is a government-wide compendium of enumerated Federal programs, projects, services and activities that provide assistance.

**DATES:** Applications must be received in the OPHS or clearly postmarked no later than August 26, 2002. A legibly dated receipt from a commercial carrier or U.S. Postal Service will be accepted in lieu of postmark. Private metered postmarks will not be accepted as proof of timely mailing. Applications which do not meet the deadline will not be accepted for review. OPHS will notify each late applicant that its application will not be considered in the current competition. OPHS cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to OPHS electronically will not be accepted.

**ADDRESSES:** Application kits may be requested from, and applications submitted to: Andrea Brandon, Grants Management Office, Office of Population Affairs, Office of Public Health and Science, Department of Health and Human Services, 4350 East West Highway, Suite 200, Bethesda, Maryland 20814. Application kits are also available online at: <http://opa.osophs.dhhs.gov/> or <http://4women.gov/owh/index.htm> Written requests for application materials may be faxed to (301) 594-5980.

**FOR FURTHER INFORMATION CONTACT:** Kaye Hayes, MPA at (202) 205-2003 for questions specific to project activities of the program or Andrea Brandon, (301) 594-4012 for grants policy, budget or business questions.

**SUPPLEMENTARY INFORMATION:** The purpose of this announcement is to award funds to organizations to develop and implement public awareness campaigns regarding embryo adoption. Applicants must demonstrate experience with embryo adoption programs that conform with professionally recognized standards governing embryo adoption, such as the guidelines for embryo donation published by the American Society for

Reproductive Medicine,<sup>1</sup> or other applicable Federal or State requirements. For the purposes of this announcement, embryo adoption is defined as the donation of frozen embryo(s) from one party to a recipient who wishes to bear and raise a child.

### Background

The OPHS is under the direction of the Assistant Secretary for Health (ASH), who serves as the Senior Advisor on public health and science issues to the Secretary of the Department of Health and Human Services. The Office serves as the focal point for leadership and coordination across the Department in public health and science; provides direction to program offices within OPHS; and provides advice and counsel on public health and science issues to the Secretary.

The increasing success of assisted reproductive technologies (ART) has resulted in a situation in which an infertile couple typically creates several embryos through in vitro fertilization (IVF). During IVF treatments, couples may produce many embryos in an attempt to conceive with several being cryopreserved (frozen) for future use. If a couple conceives without using all the stored embryos, they may choose to have the remaining unused embryos donated for adoption allowing other infertile couples the experience of pregnancy and birth. Embryo adoption is a relatively new process in which individuals who have extra frozen embryos agree to release the embryos for transfer to the uterus of another woman, either known or anonymous to the donor(s), for the purpose of the recipient(s) attempting to bear a child and be that child's parent.

### Legislative Framework

With the passage of Public Law 107-116, the FY 2002 Departments of Labor, Health and Human Services, Education and Related Agencies Appropriations Act, the Congress authorized the Secretary to conduct a public awareness campaign to educate Americans about the existence of frozen embryos available for adoption.

Senate Report 107-84 (page 244) contains the following statement:

"During hearings devoted to Stem Cell research, the Committee became aware of approximately 100,000 spare frozen embryos stored in vitro fertilization (IVF) clinics throughout the United States. The Committee

is also aware of many infertile couples who, if educated about the possibility, may choose to implant such embryos into the woman and, potentially, bear children. The Committee therefore directs the Department to launch a public awareness campaign to educate Americans about the existence of these spare embryos and adoption options. The Committee has provided \$1,000,000 for this purpose."

### Eligible Applicants

Eligibility to compete for this announcement is limited to particular applicant organizations. Only agencies and organizations, not individuals, are eligible to apply. Eligible applicants include public agencies, non-profit organizations, and for-profit organizations. One agency must be identified as the applicant organization and will have legal responsibility for the project. Additional agencies and organizations can be included as co-participants, subgrantees, subcontractors, or collaborators if they will assist in providing expertise and in helping to meet the needs of the recipients. Faith-based and community-based organizations meeting the eligibility requirements may apply, or they may be included as co-participants, subgrantees, subcontractors, or collaborators if they will assist in providing expertise and in helping to meet the needs of recipients. Eligibility is limited to organizations that can demonstrate previous experience with embryo adoption and are knowledgeable in all elements of the process of embryo adoption.

Applicants should note that § 74.81 of the DHHS grants administration regulations (45 CFR part 74) indicates that, except for awards under certain "small business" programs, no grant funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

### Anticipated Number of Projects to be Funded

The OPHS proposes to award approximately three to four new grants from the competition resulting from this announcement. The total funding available for these awards is approximately \$900,000. The OPHS anticipates that each award will be in the range of \$200,000-250,000, although the number and size of the actual awards will vary based on the number and quality of applications received.

### Project Duration

The term "project period" refers to the total time a project is approved for support. The term "budget period"

<sup>1</sup> Guidelines for embryo donation. Fertility and Sterility. Vol. 70, No. 4 Suppl. 3, October 1998. American Society for Reproductive Medicine. Published by Elsevier Science, Inc. Also available on the Internet at: <http://www.asrm.org/Media/Practice/gamete.html#Psychological>.

refers to the interval of time (usually 12 months) into which a multi-year period of assistance is divided for budgetary and funding purposes. For multi-year projects, continued Federal funding beyond the first budget period is dependent upon satisfactory performance by the grantee, availability of funds from future appropriations, and a determination that continued funding is in the best interest of the Government. Funding for projects under this announcement is expected to be a one time award with a one year project and budget period. Applicants should note that continued future funding beyond the initial project period is subject to continued appropriations, the availability of funds and competition for the funds.

#### **Travel for Grantee Meeting**

Approximately four to six weeks after the award of funding, the project directors for funded projects will be required to attend a two-day grantee orientation meeting in the Washington, DC area. During this meeting, DHHS staff will review currently available, nationally recognized guidelines regarding embryo adoption and discuss the implications for developing the public awareness campaign and related educational materials. Scheduling matters and plans for ensuring that the public awareness campaigns are appropriately focused and targeted to donors as well as potential recipients during the course of the project will be outlined and discussed. Budget plans should include funding for participation in this meeting.

#### **Geographic Region**

In the project narrative, applicants are required to describe the specific geographic region that will be served by the organization. This section should include a justification for the selection of the region, based on, for example, geographic size or the number and types of ART centers in the area, and an estimate of the number of frozen embryos available for adoption. There are no geographic restrictions on where the prospective projects may be conducted. The OPHS will accept applications for projects of national, regional, or local scope. The rationale for the project scope must be justified in detail.

#### **Public Awareness Campaign**

Applicants will be required to develop and implement programs for a public awareness campaign on embryo adoption. Applicants are required to submit a plan and time line that demonstrate that the proposed public

awareness campaign: (a) Will be competency-based, (b) has experience with embryo donation programs that conform to professionally-recognized guidelines, and other relevant Federal or State requirements, (c) will be pilot tested and appropriately modified, as necessary, before use, and (e) can be reliably evaluated.

In the narrative section of the application, applicants are advised to describe the strategies and processes that they will use to design a public awareness campaign. The applicant should document its capacity to undertake a public awareness campaign focused on donors and/or potential recipients. Applicants are encouraged to present a description of approaches that may be used, as well as any supplemental materials (brochures, handouts, visual aids, and other resources). Moreover, applicants are advised to demonstrate a familiarity with and understanding of professionally recognized standards or practices (both medical and legal issues) pertaining to embryo adoption, as well as supportive services for donor or recipient couples. The applicant organization should clearly demonstrate its professional knowledge and experience in embryo adoption whether with donor or potential recipient populations.

#### **Qualifications**

The OPHS requires that funded organizations agree to make reasonable efforts to ensure that the individuals who design and implement the public awareness campaign are knowledgeable in all elements of the embryo adoption process and are experienced in providing such information. Applicant organizations should demonstrate that they have access to frozen embryos for adoption either directly or through partnership arrangements. Applicants should include information about the number of frozen embryos to which they have access, their history in working with either donor or potential recipient couples, and the organization's capacity to facilitate an embryo adoption public awareness campaign. As part of the project narrative, applicants are advised to describe the methods they will use to recruit, select, train and evaluate individuals who will implement the public awareness campaign. In the project narrative, applicants are encouraged to present a plan that may be used for working with potential donors and/or recipients under the proposed public awareness campaign.

Applicants, in the project narrative, are encouraged to present a plan for evaluation of the public awareness

campaign. The evaluation plan should be two tiered to address: (1) Process, including the planning, content and quality of the public awareness campaign materials provided and (2) participant satisfaction and campaign effectiveness. Applicants that do not have the in-house capacity to conduct an evaluation are advised to propose contracting with a third-party social sciences evaluator or a university or college to conduct the evaluation.

#### **Application Requirements**

##### *A. Application Content*

Applicants should prepare a project description statement in accordance with the following general instructions. Use the information provided in this section and the evaluation criteria section to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in describing your program plan. The narrative should contain the following sections in the order presented below:

1. *Project Summary/Abstract:* Provide a summary of the project description not to exceed two pages. Care should be taken to produce an abstract/summary that accurately and concisely reflects the proposed project since the abstract will be used to provide reviewers with an overview of the application, and will form the basis for an application summary in official documents. The OPHS maintains a summary of funded projects and may post this information on the OPHS Web site. The abstract will be used as the basis for this posting and for requests for summary information. It should describe the objectives of the project, the approach to be used and the results or benefits expected.

2. *Specific Aims and Objectives:* Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as information about frozen embryos available for adoption. In developing the project description, the applicant may volunteer to provide information on the total range of related projects currently being conducted and supported (or to be initiated), some of

which may be outside the scope of the program announcement.

3. *Approach*: Outline a plan of action, which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work, and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of program activities to be held, or appropriate measurable outcomes. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

4. *Evaluation*: Provide a narrative addressing how the results of the project and the conduct of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

5. *Organizational Profiles*: Provide information on the applicant organization and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

6. *Budget and Budget Justification*: Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the

proposed costs. Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, and wage rates. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant. Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, and taxes, unless treated as part of an approved indirect cost rate. Include information on the costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel). For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend the grantee meeting should be detailed in the budget. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. Include information on the costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category. Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information.

#### *B. Application Format*

Applications must be prepared on the forms supplied (OPHS-1, Revised 6/2001) and in the manner prescribed in the application kits provided by the OPHS. The application must be signed by an individual authorized to act for

the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

To be considered for funding, applicants must submit one signed original of the application and two photocopies in one package, including all forms and attachments. Please label the application envelop: "Attention: Embryo Adoption Public Awareness Campaign". The submissions may not be faxed or sent electronically.

The application should be typed and should be no more than 50 double-spaced pages (excluding attachments), printed on one side, with one-inch margins, and un-reduced font. All pages, including appendices should be numbered sequentially and stapled, or otherwise secured, in the upper left corner.

#### **Additional Requirements**

This program is not subject to the intergovernmental review requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR part 100.

#### **Matching or Cost Sharing Requirement**

There is no matching or cost sharing requirement for this program.

#### **Required Reports**

Applicants must submit all required reports in a timely manner, in recommended formats (to be provided) and submit a final report on the project, including any information on evaluation results, at the completion of the project period.

#### **Review Procedures and Evaluation Criteria**

Each application will be evaluated individually against the following four criteria by an objective review panel appointed by the OPHS. Before the review panel convenes, each application will be screened for applicant organization eligibility, as well as to make sure the application contains all the essential elements. Applications received from ineligible organizations and applications received after the deadline will be withdrawn from further consideration. A panel of at least three reviewers will use the evaluation criteria listed below to determine the strengths and weaknesses of each application, provide comments and assign numerical scores. Applicants should address each criterion in the project application. The point values (summing up to 100) indicate the maximum numerical weight each

criterion will be accorded in the review process.

**Criterion 1: Objectives and Need for Assistance (30 Points)**

Applicants must demonstrate a clear understanding of the legislative goals and demonstrate how their approach to the design of a public awareness campaign will contribute to achieve the legislative goals. Applicants must also demonstrate an understanding of the information and skills needed by the designated staff conducting such a public awareness campaign, as well as the information and service needs of potential donors and recipients. Applicants should provide letters of commitment or Memoranda of Understanding from organizations, agencies and consultants that will be partners or collaborators in the proposed project. These documents should describe the role of the agency, organization or consultant and detail specific tasks to be performed. Specific review criteria include:

- (1) Extent to which the application reflects an understanding of the legislative goals of the public awareness campaign for embryo adoption, and shows how their approach to the design of a public awareness campaign and implementation will contribute to achieving the legislative goals;
- (2) Extent to which the application clearly describes and documents an understanding of the need for assistance to support and/or enhance existing efforts regarding embryo adoption;
- (3) Extent to which the application reflects a knowledge and understanding of the issues faced by donors and/or recipients;
- (4) Extent to which the application reflects a knowledge and understanding of the medical and legal framework of embryo adoption and the services and resources in the geographic area in which the proposed project will be conducted;
- (5) Extent to which the application explains how the proposed public awareness campaign will contribute to increased knowledge of the problems, issues, and effective strategies and best practices in the field;
- (6) Extent to which the application reflects a knowledge and understanding of the challenges of developing a public awareness campaign and in providing support to donors and/or recipients; and
- (7) Extent to which the application presents a vision of the campaign to be developed, and discusses broad contextual factors that will facilitate or impede the implementation of the campaign.

**Criterion 2: Approach (30 Points)**

In this section, applicants are expected to define goals and specific, measurable objectives for the project. Goals and objectives should not be confused. Goals are an end product of an effective project. Objectives are measurable steps for reaching goals. Applicants are advised to describe a preliminary, yet appropriate and feasible plan of action pertaining to the scope of the proposed public awareness campaign and provide details on how the proposed public awareness campaign will be accomplished. If the project involves partnerships with other agencies and organizations, then the roles of each partner should be clearly specified. Applicants are required to describe how the public awareness campaign will be evaluated to determine the extent to which it has achieved its stated goals and objectives. Applicants are expected to present a project design that includes detailed procedures for documenting project activities that is sufficient to support a sound evaluation. The evaluation design is expected to include process and outcome analyses with qualitative and quantitative components. Applicants are expected to report on their evaluation results in their final report to the OPHS upon completion of the project period. Applicants are required to describe the products that they will develop pursuant to the public awareness campaign. Applicants should discuss the intended audiences for these products (e.g., ART centers, adoption organizations, practitioners, professional organizations that work with infertile couples, potential recipients, or donors) and present a dissemination plan specifying the venues for conveying the information. This criterion consists of four broad topics: (A) Design of the public awareness campaign, (B) implementation, (C) evaluation, and (D) dissemination. Specific review criteria include:

*(A) Design of the Public Awareness Campaign*

- (1) Extent to which the application reflects a familiarity with and understanding of professionally-recognized standards and/or other relevant Federal or State requirements pertaining to embryo adoption and supportive services for donors and recipients.
- (2) Extent to which the proposed project goals, objectives and outcomes are clearly specified and measurable, and reflect an understanding of the characteristics of the donors and

recipients and the context in which embryo adoption operates; and

(3) Extent to which the application presents an approach to the design of a public awareness campaign is: (a) Competency based, (b) linked to embryo adoption programs which are consistent with the nationally recognized guidelines, (c) pilot tested and appropriately modified, as necessary, before use, and (d) can be readily evaluated.

*(B) Implementation*

- (1) Extent to which the application clearly describes and provides a justification for the selection of the geographic region that will be served by the project;
- (2) Extent to which the application presents an appropriate, feasible and realistic plan for scheduling and conducting the public awareness campaign;
- (3) Extent to which the application presents an appropriate, feasible and realistic plan for recruiting, selecting, and training individuals to provide information under the public awareness campaign;
- (4) Extent to which the application provides an appropriate, feasible and realistic plan for documenting project activities and results, that can be used to describe and evaluate the public awareness campaign, and participant satisfaction with the campaign; and
- (5) Extent to which the proposed project will establish and coordinate linkages with other appropriate agencies and organizations serving the target population.

*(C) Evaluation*

- (1) Extent to which the methods of evaluation are feasible, comprehensive and appropriate to the goals, objectives and context of a public awareness campaign;
- (2) Extent to which the applicant provides an appropriate, feasible and realistic plan for evaluating the public awareness campaign, including performance feedback and assessment of program progress that can be used as a basis for program adjustments;
- (3) Extent to which the methods of evaluation include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process; and
- (4) Extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the program and will produce quantitative and qualitative results.

*(D) Dissemination*

(1) Extent to which the application provides an appropriate, feasible and realistic plan for dissemination of information in a public awareness campaign and related educational materials;

(2) Extent to which the intended audience is clearly identified and defined and is appropriate to the goals of the proposed program;

(3) Extent to which the program's products will be useful to the respective audiences;

(4) Extent to which the application presents a realistic schedule for developing these products, and provides a dissemination plan that is appropriate in scope and budget to each of the audiences; and

(5) Extent to which the products to be developed during the program are described clearly and will address the goal of dissemination of information and are designed to support evidence-based improvements of practices in the field.

**Criterion 3: Organizational Profile (20 Points)**

Applicants need to demonstrate that they have the capacity to implement the proposed program. Capacity includes:

(1) Previous experience with similar projects; (2) experience with the target population; (3) qualifications and experience of the project leadership; (4) commitment to developing and sustaining working relationships among key stakeholders; (5) experience and commitment of any consultants and subcontractors; and, (6) appropriateness of the organizational structure. This criterion consists of three broad topics: (A) management plan, (B) staff qualifications, and (C) organizational capacity and resources.

Applicants are expected to present a sound and feasible management plan for implementing the proposed program. This section should detail how the program will be structured and managed, how the timeliness of activities will be ensured, how quality control will be maintained, and how costs will be controlled. The role and responsibilities of the lead agency should be clearly defined and, if appropriate, applicants should discuss the management and coordination of activities carried out by any partners, subcontractors and consultants. Applicants should include a list of organizations and consultants who will work with the project, along with a short description of the nature of their contribution or effort. Applicants are also expected to produce a time line that

presents a reasonable schedule of target dates, and accomplishments. The time line should include the sequence and timing of the major tasks and subtasks, important milestones, reports, and completion dates. The application should also discuss factors that may affect project implementation or the outcomes and present realistic strategies for the resolution of these difficulties.

Applicants must provide evidence that project staff have the requisite experience, and expertise to carry out the proposed public awareness campaign on time, within budget, and with a high degree of quality. Include information on staff knowledge of the medical and legal issues concerning embryo adoption, and experience working in this area. Brief resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate the position that the individual will fill, and each position description must specifically describe the job as it relates to the proposed project.

Applicants must show that they have the organizational capacity and resources to successfully carry out the project on time and to a high standard of quality, including the capacity to resolve a variety of technical and management problems that may occur. If the proposed project involves partnering and/or subcontracting with other agencies/organizations, then the application should include an organizational capability statement for each participating organization documenting the ability of the partners and/or subcontractors to fulfill their assigned roles and functions. Specific review criteria include:

*(A) Management Plan*

(1) Extent to which the management plan presents a realistic approach to achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, time lines and milestones for accomplishing project tasks;

(2) Extent to which the role and responsibilities of the lead agency are clearly defined and the time commitments of the project director and other key project personnel (including consultants) are appropriate and adequate to meet the objectives of the proposed project; and

(3) Extent to which the application discusses factors that may affect the development and implementation of the public awareness campaign and presents realistic strategies for the resolution of these difficulties.

*(B) Staff Qualifications*

(1) Extent to which the proposed project director, key project staff and consultants have the necessary technical skill, knowledge and experience to successfully carry out their responsibilities; and

(2) Extent to which staffing is adequate for the proposed project, including administration, program services, data processing and analysis, evaluation, reporting and implementation of the public awareness campaign, including related educational materials.

*(C) Organizational Capacity and Resources*

(1) Extent to which the applicant and partnering organizations collectively have experience in embryo adoption consistent with professionally recognized guidelines;

(2) Extent to which the applicant has experience in developing and implementing similar information or public awareness campaigns; and

(3) Extent to which the applicant has adequate organizational resources for the proposed project, including administration, program operations, data processing and analysis, and evaluation.

**Criterion 4: Budget and Budget Justification (20 Points)**

Applicants are expected to present a budget with reasonable project costs, appropriately allocated across component areas and sufficient to accomplish the objectives. Consideration shall be given to project delays due to start-up when preparing the budget. Applicants are expected to allocate sufficient funds in the budget to provide for the project director to attend a two-day orientation meeting in the Washington, DC area. Specific review criteria include:

(1) Extent to which applicant demonstrates that the project costs and budget information submitted for the proposed program are reasonable and justified in terms of the proposed tasks and the anticipated results and benefits; and,

(2) Extent to which the fiscal control and accounting procedures are adequate to ensure prudent use, proper and timely disbursement and an accurate accounting of funds received under this announcement.

**Funding Decisions**

The results of a competitive review are a primary factor in making funding decisions. In addition, Federal staff will conduct administrative reviews of the applications and, in light of the results

of the competitive review, will recommend applications for funding to the ASH. The ASH reserves the option of discussing applications with other funding sources when this is in the best interest of the Federal government. The ASH may also solicit and consider comments from Public Health Service Regional Office staff and others within DHHS in making funding decisions. The ASH makes final decisions regarding the applications to be funded.

The OPHS does not release information about individual applications during the review process. When final decisions have been made, successful applicants will be notified by letter of the outcome of the final funding decisions. The official document notifying an applicant that a project as been approved for funding is the Notice of Grant Award (NGA), which sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the grant, the budget period for which initial support will be given, and the total project period for which support is contemplated. The ASH will notify an organization in writing when its application will not be funded. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

Dated: July 22, 2002.

**Eve E. Slater,**

*Assistant Secretary for Health, Office of Public Health and Science.*

[FR Doc. 02-18826 Filed 7-24-02; 8:45 am]

**BILLING CODE 4150-28-P**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Agency For HealthCare Research and Quality Notice of Meeting

In accordance with section 10(d) of the Federal Advisory Committee Act (5 U.S.C., Appendix 2), announcement is made of a Health Care Policy and Research Special Emphasis Panel (SEP) meeting.

The Health Care Policy and Research Emphasis Panel is a group of experts in fields related to health care research who are invited by the Agency for Healthcare Research and Quality (AHRQ), and agree to be available, to conduct, on an as needed basis, scientific reviews of applications for AHRQ support. Individual members of the Panel do not meet regularly and do not serve for fixed terms or long periods of time. Rather, they are asked to participate in particular review meetings which require their type of expertise.

Substantial segments of the upcoming SEP meeting listed below will be closed to the public in accordance with the Federal Advisory Committee Act, section 10(d) of 5 U.S.C., Appendix 2 and 5 U.S.C. 552b(c)(6). Grant applications for Exploratory/ Developmental Research (R21) Grant Awards are to be reviewed and discussed at this meeting. These discussions are likely to include personal information concerning individuals associated with these applications. This information is exempt from mandatory disclosure under the above-cited statutes.

*SEP Meeting on:* Primary Care Practice-Based Research Networks (PBRNS) Developmental Grant Projects.

*Date:* August 7-9, 2002 (Open on August 7, from 7:30 p.m. to 7:45 p.m. and closed for remainder of the meeting).

*Place:* Holiday Inn, Bethesda, 8120 Wisconsin Avenue, Bethesda, MD 20814.

*Contact Person:* Anyone wishing to obtain a roster of members or minutes of this meeting should contact Mrs. Bonnie Campbell, Committee Management Officer, Office of Research Review, Education and Policy, AHRQ, 2101 East Jefferson Street, Suite 400, Rockville, Maryland 20852, Telephone (301) 594-1846.

Agenda items for this meeting are subject to change as priorities dictate.

Dated: July 19, 2002.

**Carolyn M. Clancy,**

*Acting Director.*

[FR Doc. 02-18882 Filed 7-24-02; 8:45 am]

**BILLING CODE 4160-90-M**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Agency for Healthcare Research and Quality

#### Notice of Meeting

In accordance with section 10(d) of the Federal Advisory Committee Act (5 U.S.C., Appendix 2), announcement is made of a Health Care Policy and Research Special Emphasis Panel (SEP) meeting.

The Health Care Policy and Research Special Emphasis Panel is a group of experts in fields related to health care research who are invited by the Agency for Healthcare Research and Quality (AHRQ), and agree to be available, to conduct, on an as needed basis, scientific reviews of applications for AHRQ support. Individual members of the Panel do not meet regularly and do not serve for fixed terms or long periods of time. Rather, they are asked to participate in particular review meetings which require their type of expertise.

Substantial segments of the upcoming SEP meeting listed below will be closed to the public in accordance with the Federal Advisory Committee Act, section 10(d) of 5 U.S.C., Appendix 2 and 5 U.S.C. 552b(c)(6). Grant applications for Evaluation of Demonstration: "Rewarding Results" Awards are to be reviewed and discussed at this meeting. These discussions are likely to include personal information concerning individuals associated with these applications. This information is exempt from mandatory disclosure under the above-cited statutes.

*SEP Meeting on:* Evaluation of Demonstration: "Rewarding Results" Projects.

*Date:* July 26, 2002 (Open on July 26, from 8:30 a.m. to 8:45 a.m. and closed for remainder of the meeting).

*Place:* Holiday Inn, Bethesda, 8120 Wisconsin Avenue, Bethesda, MD 20814.

*Contact Person:* Anyone wishing to obtain a roster of members or minutes of this meeting should contact Mrs. Bonnie Campbell, Committee Management Officer, Office of Research Review, Education and Policy, AHRQ, 2101 East Jefferson Street, Suite 400, Rockville, Maryland 20852, Telephone (301) 594-1846.

Agenda items for this meeting are subject to change as priorities dictate.

Dated: July 19, 2002.

**Carolyn M. Clancy,**

*Acting Director.*

[FR Doc. 02-18883 Filed 7-24-02; 8:45 am]

**BILLING CODE 4160-90-M**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Agency for Toxic Substances and Disease Registry

[ATSDR-183]

#### Public Health Assessments Completed

**AGENCY:** Agency for Toxic Substances and Disease Registry (ATSDR), Department of Health and Human Services (HHS).

**ACTION:** Notice.

**SUMMARY:** This notice announces those sites for which ATSDR has completed public health assessments during the period from April 2002 through June 2002. This list includes sites that are on or proposed for inclusion on the National Priorities List (NPL), and includes sites for which assessments were prepared in response to requests from the public.

**FOR FURTHER INFORMATION CONTACT:** Robert C. Williams, P.E., DEE, Assistant Surgeon General, Director, Division of