

## VII. Agency Contacts

For assistance on administrative and budgetary requirements, please contact: Ms. Karen Campbell, Director, Office of Grants Management, OPHS, HHS 1101 Wootton Parkway, Suite 550, Rockville, MD 20852, phone (240) 453-8822.

For assistance with questions regarding program requirements, please contact: Dr. Amar Bhat, Asia-Pacific Division, Office of Global Health Affairs, Office of the Secretary, Department of Health and Human Services, 5600 Fishers Lane, Suite 18-101, Rockville, MD 20857. Phone Number: 301-443-1410.

## VIII. Tips for Writing a Strong Application

**Include DUNS Number.** You must include a DUNS Number to have your application reviewed. Applications will not be reviewed without a DUNS number. To obtain a DUNS number, access [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711. Please include the DUNS number next to the OMB Approval Number on the application face page.

**Keep your audience in mind.** Reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the applicant organization. Keep the review criteria in mind when writing the application.

**Start preparing the application early.** Allow plenty of time to gather required information from various sources.

**Follow the instructions in this guidance carefully.** Place all information in the order requested in the guidance. If the information is not placed in the requested order, you may receive a lower score.

**Be brief, concise, and clear.** Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables.

**Be organized and logical.** Many applications fail to receive a high score because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together.

**Be careful in the use of appendices.** Do not use the appendices for

information that is required in the body of the application. Be sure to cross-reference all tables and attachments located in the appendices to the appropriate text in the application.

*Carefully proofread the application.* Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout application.

Dated: August 26, 2005.

**Mary Lou Valdez,**

*Deputy Director for Policy, Office of Global Health Affairs.*

**Cristina V. Beato,**

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

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Federal Guidelines for Requesting, Stockpiling, Distributing Potassium Iodide (KI) From the Strategic National Stockpile (SNS); Correction

**AGENCY:** Office of Public Health Emergency Preparedness (OPHEP), HHS.

**SUMMARY:** This document corrects the notice that appeared in the **Federal Register** on August 29, 2005, (70 FR 51065), entitled "Federal Guidelines for Requesting, Stockpiling, Distributing Potassium Iodide (KI) From the Strategic National Stockpile (SNS)".

We inadvertently omitted the **DATES** section of the notice to inform the public of how long we will be receiving comments.

We are adding the **DATES** section to read as follows:

**DATES:** Submit comments on or before November 1, 2005.

**Robert G. Claypool,**

*Deputy Assistant Secretary, Office of Public Health Emergency Preparedness.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement DP05-133]

### Mind/Body Research and Chronic Disease Conditions; Notice of Intent To Fund a Sole Source Award

#### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the intent to fund fiscal year (FY) 2005 funds for a grant program to support research on the impact and effectiveness of relaxation and stress reduction on chronic health conditions. This announcement will build on research currently being conducted in this area by the Beth Israel Deaconess Medical Center (BIDMC), Mind/Body Medical Institute (MBMI). The results from this study will continue to generate new knowledge on the physiologic mechanisms of the relaxation response, mechanisms of acute changes, and identification of those most likely to benefit in a specific clinical model.

The Catalog of Federal Domestic Assistance number for this program is 93.283.

#### B. Eligible Applicant

Assistance will be provided only to the Beth Israel Deaconess Medical Center (BIDMC), Mind/Body Medical Institute (MBMI), Harvard Medical School, 824 Boylston Street, Chestnut Hill, MA 02467. No other applications will be solicited.

The BIDMC, MBMI is specifically referenced in the House of Representatives 2nd Session Conference Report 108-792. Page 1161 of the report states: "Within amounts provided for Community Health Promotion: \* \* \* \$1,974,000 is for the Mind-Body Institute in Boston, Massachusetts to continue practice-based assessments, identification, and study of promising and heavily-used mind/body practices."

The BIDMC, MBMI is a non-profit scientific and educational organization dedicated to the study of mind/body interactions, including the relaxation response. The institute uses its expertise to enhance the recognition and understanding of mind/body medicine's role in the practice of medicine to foster and expand the uses of mind/body interaction in health care and other appropriate settings, thereby advancing health and well-being throughout the world. Today over 9,000 patients throughout the United States participate in the institutes clinical programs.