

**REQUEST FOR APPLICATIONS (RFA) FOR AWARD OF APPROXIMATELY  
FIVE COOPERATIVE AGREEMENTS**

**OVERVIEW INFORMATION**

**U.S. Environmental Protection Agency  
National Health and Environmental Effects Research Laboratory (NHEERL)**

**TITLE OF THE SOLICITATION**

**Cooperative Training in Environmental Sciences Research**

This is the initial announcement of this funding opportunity.

**Funding Opportunity Number:** EPA-ORD-NHEERL-IO-001

**Catalog of Federal Domestic Assistance (CFDA) Number:**  
66.511 Office of Research and Development Consolidated Research/ Training

**Solicitation Opening Date:** November 23, 2005

**Solicitation Closing Date:** January 6, 2006

**Action Dates:** (RFA issued)

**Final date to submit technical questions:** January 6, 2006

**Proposals due:** January 23, 2006

**SUMMARY OF PROGRAM REQUIREMENTS**

**Synopsis of Program**

The U.S. Environmental Protection Agency's (EPA) National Health and Environmental Effects Research Laboratory (NHEERL) conducts mission-related research to better determine toxicological hazards, define dose-response relationships, and estimate human exposure characteristics in support of the Agency's overall risk assessment and guideline development. We are seeking to enter into these cooperative agreements which will provide training opportunities for undergraduates, graduates, and postdoctoral fellows on-site at EPA's Research Triangle Park and/or Chapel Hill, North Carolina facilities. The purpose of these assistance agreements is to identify and provide training for candidates in the environmental health sciences curriculum whose areas of interests coincide with the areas of ongoing research at NHEERL (i.e., Neurotoxicology, Pharmacokinetics, Toxicology, Carcinogenesis, Pulmonary Toxicology, Developmental Toxicology, Reproductive Toxicology, Immunotoxicology, Environmental Epidemiology, Computational Toxicology, and Biostatistics/Modeling).

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Introduction**

The U.S. Environmental Protection Agency's (EPA) National Health and Environmental Effects Research Laboratory (NHEERL) conducts mission-related research to better determine toxicological hazards, define dose-response relationships, and estimate human exposure characteristics in support of the Agency's overall risk assessment and guideline development. We are seeking to enter into a cooperative agreement(s) which will provide training opportunities for undergraduates, graduates, and postdoctoral fellows on-site at EPA's Research Triangle Park and/or Chapel Hill, North Carolina facilities.

### **Background**

The purpose of this assistance agreement(s) is to identify and provide training for candidates in the environmental health sciences curriculum whose areas of interests coincide with the areas of ongoing research at NHEERL (i.e., Neurotoxicology, Pharmacokinetics, Toxicology, Carcinogenesis, Pulmonary Toxicology, Developmental Toxicology, Reproductive Toxicology, Immunotoxicology, Environmental Epidemiology, Computational Toxicology, and Biostatistics/Modeling). EPA will have significant involvement in this project by providing scientific mentors and facilities for selected candidates.

This solicitation is subject to 40 CFR, Part 45 of the EPA grant regulations. In addition, the project will be subject to the general regulations (Part 31 for State, local and Indian tribal governments; Part 30 for other recipients). Profit-making organizations are ineligible to apply under the legislation authorizing EPA's assistance programs.

The specific Government Performance Results Act (GPRA) Goals, Objectives and Sub-objectives that relate to this solicitation include:

- GPRA Goal 1 - Clean Air
  - AT Air Toxics
    - PM Particulate Matter
- Objective 6: Science/Research
  - Sub-objective 1.6.1 Science to Support Air Programs

- GPRA Goal 2 - Clean and Safe Water
  - DW Drinking Water
    - WQ Water Quality
- Objective 2.3: Enhance Science and Research
  - Sub-objective 2.3.1 Apply the Best Available Science
  - Sub-objective 2.3.2 Conduct Leading-Edge Research

- GPRA Goal 4 - Healthy Communities and Ecosystems

Safe Communities  
Endocrine Disruptors  
Research - Human Health and Ecosystems  
Research - Pesticides and Toxics

Objective 4.5 Science and Research

Sub-objective 4.5.1 Science

Sub-objective 4.5.2 Research

The EPA's Strategic Plan can be found at <http://www.epa.gov/ocfo/plan/2003sp.pdf>.

### **Funding Priorities/Focus**

The purpose of this assistance agreement(s) is to identify and provide training for candidates in the environmental health sciences curriculum whose areas of interests coincide with the areas of ongoing research at NHEERL (i.e., Neurotoxicology, Pharmacokinetics, Toxicology, Carcinogenesis, Pulmonary Toxicology, Developmental Toxicology, Reproductive Toxicology, Immunotoxicology, Environmental Epidemiology, Computational Toxicology, and Biostatistics/Modeling).

### **Authority and Regulations**

This research is authorized under Federal Insecticide, Fungicide, and Rodenticide Act, Public Law 92-516, Section 20, as amended; Toxic Substances Control Act, Section 10, as amended; Clean Water Act, as amended, Sec.104; Safe Drinking Water Act, as amended, Sec 1442; Comprehensive Environmental Response, Compensation, and Liability Act, Sec 311; Clean Air Act, as amended, Sec 103; and Solid Waste Disposal Act, as amended, Sec 8001.

### **Environmental Outputs and Outcomes**

The outcome of these training cooperative agreements will be additional opportunities for assistance and training for undergraduates, graduates, and postdoctoral candidates in the environmental health sciences. These research opportunities are of interest to EPA because the trainees' research work is relevant to NHEERL research programs and will result in a better understanding of toxicological hazards, dose-response relationships, and estimation of human exposure characteristics in support of the Agency's overall risk assessment and guideline development

Outputs from these training cooperative agreements will be opportunities for training of candidates affiliated with various universities by providing the candidates financial assistance during their training and affording them the use of highly specialized laboratory facilities and equipment. Additionally, the trainees are provided the opportunity for specific mentoring/guidance by nationally/internationally recognized senior scientists at NHEERL.

### **Geospatial Information.**

These awards may involve the collection of "Geospatial Information," which include information

that identifies the geographic location and characteristics of natural or constructed features or boundaries on the Earth or applications, tools, and hardware associated with the generation, maintenance, or distribution of such information. This information may be derived from, among other things, Geographic Positioning System (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data.

## II. AWARD INFORMATION

**Estimated Total Dollar Amount of Announcement:** \$12,000,000.00

**Amount and Range of Individual Award(s):** \$300,000.00 - \$5,000,000.00

**Number of Awards:** Approximately five

**Funding:** The EPA is expected to fund this award over a period of 5 years. Funding for the first year of the award is expected to be a range of \$60,000 to \$1,000,000.00 per award, depending upon the number of trainees provided under each award. Additional funding during the second year will be contingent upon availability of funds and satisfactory progress by the selected recipients. Incremental funding of the agreement(s) is likely, depending on the availability of funds, the number of trainees, and when they begin their training program.

**Project Period:** September 1, 2006 through August 31, 2011

**Supplemental Applications:** Applications for supplemental awards of existing EPA assistance agreements will not be eligible to compete for this assistance opportunity.

**Type of Award:** Approximately five cooperative agreements.

**Anticipated Federal Involvement:** EPA and the Project Officer for this assistance agreement anticipate substantial involvement in the implementation of the research as follows:

1. Provide mentorship and facilities for trainees; and
2. Participate in the development and preparation of journal articles on these activities.

EPA reserves the right to reject all proposals and make no awards.

## III. ELIGIBILITY INFORMATION

### Eligible Applicants

For certain competitive funding opportunities under this CFDA program description, the Agency may

limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy. Institutions of higher education and not-for-profit institutions located in the U.S.; and Tribal, state and local governments are eligible to apply.

Eligible nonprofit organizations include any organizations that meet the definition of nonprofit in OMB Circular A-122. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. Universities and educational institutions must be subject to OMB Circular A-21.

### **Cost Sharing**

Cost sharing is not required.

### **Special Requirements**

The criteria used to evaluate proposals include:

Administrative Review: All application packages will be subject to an administrative review to ensure that they conform with the requirements of this RFA. EPA may reject any applications that fail to conform substantially with the requirements of this RFA.

Relevance Review: Application packages that are found administratively acceptable will be subjected to a review for relevancy to EPA's mission to support advancement of environmental science. Application packages will be rejected if they are found to lack relevance.

Close collaboration with EPA preceptors is essential to these training agreements; therefore, demonstrated ability to perform the work at EPA facilities in Research Triangle Park and Chapel Hill, North Carolina is required.

Applications that do not substantially comply with the application submission instructions and requirements set forth in this section will be rejected. In addition, where a page limit is expressed in this section with respect to parts of the application, pages in excess of the page limitation will not be reviewed. Applications must be received by the EPA on or before the solicitation closing date published in this announcement. Applications received after the published closing date will be returned to the sender without further consideration. Also, applications exceeding the funding limits described herein will be returned without review.

Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organizations(s) will be subawardees of the recipient. Sub awards must be consistent with the definition of that term in 40 CFR 30.2(ff). The recipient must administer the assistance agreement, is accountable to EPA for proper expenditure of the funds, and will be the point of contact for the coalition. As provided in 40 CFR 30.2(gg), sub recipients are accountable

to the recipient for proper use of EPA funding.

Coalitions may not include for profit organizations that will provide services or products to the successful applicant. For profit organizations are not eligible for sub awards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Part 30. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal. Moreover, the fact a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements or consultant compensation limitations.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

**You may submit either a paper application package or an electronic application package (but not both) for this announcement. Instructions for both forms of submission follow.**

**For a paper application package, you may request an application package from:** Barry Howard, MD 105-01, U.S. Environmental Protection Agency, Office of Research and Development, National Health and Environmental Effects Research Laboratory, Office of the Associate Director of Health, 109 T.W. Alexander Drive, Research Triangle Park, North Carolina 27711, or [howard.barry@epa.gov](mailto:howard.barry@epa.gov). Application information is also available from the EPA/ORD/NHEERL website at <http://www.epa.gov/nheerl/about/researchopportunities.html> under the heading Assistance Opportunities. This document, and any subsequent amendments, constitutes the entire Request for Applications. The application package must be submitted in the original with 3 copies and must be double-sided, consecutively numbered (bottom center), minimum font size of 12, single-spaced, with 1-inch margins.

**For submission of an electronic application package thru Grants.gov, see Section H: Guidelines, Limitations, and Additional Requirements: Other Submission Requirements. Electronic submissions thru Grants.gov must also comply with the page limitations and font requirements above.**

#### **Content and Form of Application Submission**

The application package is made by submitting the materials described below. It is essential that the application package contain all information requested and be submitted in the formats described. Applications that do not comply with the substantial compliance language in Section III will be rejected.

##### **A. Standard Form 424**

The applicant must complete form SF424 (<http://www.epa.gov/ogd/forms/forms.htm>). This form will be the *first page* of the application. Instructions for completion of the SF424 are included with the form. The form must contain the original signature of an authorized representative of the applying institution.

Please note that both the Principal Investigator and an administrative contact must be identified in Item 5 of the SF424.

Applicants are required to provide a “Dun and Bradstreet Data Universal Numbering System” (DUNS) number in Item 5 when applying for federal grants or cooperative agreements. Organizations may receive a DUNS number by calling 1-866-705-5711 or by visiting the web site at <http://www.dnb.com>.

Some states have an intergovernmental review requirement under Executive Order 12372, “Intergovernmental Review of Federal Programs.” Item 16 of the SF424 refers to this requirement. Applicants should consult <http://www.whitehouse.gov/omb/grants/spoc.html> to determine whether their state participates in this process and how to comply.

## **B. Key Contacts**

The applicant must complete the “Key Contacts” form as the second page of the application; the Key Contacts continuation page is also available at <http://www.epa.gov/ogd/forms/forms.htm>. The Key Contacts form must also be completed for major sub-agreements (i.e., contacts at the institutions for primary co-investigators). Please make certain that all contact information is accurate. An email will be sent from the NHEERL contact to the Principal Investigator and the Administrative Contact to acknowledge receipt of the application and transmit other important information. If the applicant does not receive an email acknowledgment within 30 days of the submission closing date, the applicant shall immediately contact the Technical Contact listed under "Agency Contacts" in this solicitation to ensure that their submission has been received. See “Submission Instructions for Electronic Applications” for additional information regarding acknowledgment of receipt of electronically submitted applications.

## **C. Table of Contents**

Provide a list of the major subdivisions of the application indicating the page number on which each section begins. (A Table of Contents is not required for electronic submissions.)

## **D. Technical Proposal**

Provide a technical proposal that discusses the approach to accomplishing the goals stated under Funding Priorities/Focus, the environmental outputs and outcomes, the programmatic capability, including personnel and facilities of the applicant to complete the research, the expected results from this research, how the research will advance and stimulate the public need, and how the results will be made available to the public and government. Applicants must submit a plan for tracking and measuring progress toward achieving the expected outputs and outcomes included in Section I of this announcement. In developing the technical proposal, the applicant must focus on the evaluation criteria set forth in Section V and structure the proposal to address each of the criteria in the order listed. In addition, EPA will consider information provided by the applicant and may consider information from other sources, such as Agency files.

The page limitation of the technical proposal is 15 8.5x11 inch double-sided pages (30 pages total),

consecutively numbered (bottom center), with a minimum font size of 12-point type, single-spaced, with 1-inch margins. This page limitation must include all text, tables, figures, references, attachments, and appendices which comprise the technical proposal.

### **E. Quality Assurance Statement**

Provide a Quality Management Plan that describes the applicant's quality system for its organization. The Plan must be prepared in accordance with the specifications provided in *EPA Requirements for Quality Management Plans (QA/R-2)* or address the same topics as required by QA/R-2. QA/R-2 may be downloaded from the Internet at [http://www.epa.gov/quality/qa\\_docs.html](http://www.epa.gov/quality/qa_docs.html). The Plan must not exceed two consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 12-point type with 1-inch margins. This information is separate from the technical proposal.

### **F. Budget and Budget Justification**

#### Budget

Provide a budget estimate for the project that is broken down into direct labor, fringe benefits, equipment, travel, other direct costs and overhead with summaries for each year and the total for the entire project. Forms are available at <http://www.epa.gov/ogd/forms/forms.htm>.

#### Budget Justification

Describe the basis for calculating the personnel, fringe benefits, travel, equipment, supplies, contractual support, and other costs identified in the itemized budget. The budget justification must not exceed two consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 12-point type with 1-inch margins.

This information is separate from the technical proposal.

### **G. Resumes and Current and Pending Support**

Provide resumes for the principal investigator and any other key personnel identified in the proposal. The resume for each individual must not exceed two consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 12-point type with 1-inch margins. This information is separate from the technical proposal.

### **H. Guidelines, Limitations, and Additional Requirements**

#### Confidentiality

By submitting an application in response to this solicitation, the applicant grants the EPA permission to make limited disclosures of the application to technical reviewers both within and outside the Agency for the express purpose of assisting the Agency with evaluating the application. Information from a pending or unsuccessful application will be kept confidential to the fullest extent allowed under law;



information from a successful application may be publicly disclosed to the extent permitted by law.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of the application/proposal as confidential business information (e.g., intellectual property). EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, the EPA is not required to make an inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

### **Submission Dates and Times**

To be considered timely, paper application packages (one original and three (3) copies) must be received by the Project Officer no later than 4:00 pm local time on **Monday, January 23, 2006** from the U.S. Postal Service or other commercial delivery service. Packages shall be submitted to Barry Howard, Project Officer, U.S. Environmental Protection Agency, Office of Research and Development, National Health and Environmental Effects Research Laboratory, Office of the Associate Director of Health, MD B105-01, 109 T.W. Alexander Drive, Research Triangle Park, North Carolina 27711. Packages received after the deadline will not be considered and will be returned to the submitter. Applicants that submit packages by hand may request a receipt from the security guard at the main entrance of the U.S. EPA facility at 109 T. W. Alexander Drive, Research Triangle Park, NC. Electronic submissions may also be accepted in the manner described below.

### **Amendments**

Amendments will be posted on this website and the due date for application packages will be extended if deemed appropriate.

### **Other Submission Requirements**

#### Submission Instructions for Electronic Application Packages Using Grants.gov

The electronic application package available through the <http://www.grants.gov/> web site must be used for electronic submissions. In order to view the application package, download the PureEdge viewer (hyperlink available under “Get Started” then “Get Started Step 2”). The application package may be quickly accessed from [https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html) using either the CFDA number of 66.511 or Funding Opportunity Number EPA-ORD-NHEERL-IO-001. It is recommended that you “Register to Receive Notification” of announcement updates.

The actual submission of an electronic application must be made by an authorized organizational representative (AOR) of the submitting institution who is registered with Grants.gov (most individual investigators will not be eligible to submit the application). Please see <http://www.grants.gov/>, “Get Started” for further information. ***The registration process may take a week or longer to complete.*** Please check with your Sponsored Programs or equivalent office to locate your AOR and see if your institution is registered. If your institution is not currently registered, encourage your AOR to begin the

process immediately.

The complete application package ***must be transferred through Grants.gov no later than 4:00 pm Eastern Time*** on the solicitation closing date (see “Submission Dates and Times” above). An e-mail will be sent by the NHEERL Project Officer to the Principal Investigator and the Administrative Contact to acknowledge receipt of the application and to transmit other important information. If an email acknowledgment from NHEERL (*not* support@grants.gov) has not been received within 30 days of the submission closing date, immediately contact the technical contact listed under "Agency Contacts" in this solicitation. Failure to do so may result in your application not being reviewed.

Documents must be submitted in Adobe Acrobat PDF format to maintain format integrity. Please submit the required documents as described below. A Table of Contents is not required for electronic submissions.

On the electronic Grant Application Package page, enter the Principal Investigator’s name, starting with the last name, in the “Application Filing Name” field.

A. Application for Federal Assistance (SF-424)  
Complete the form. There are no attachments.

B. EPA Key Contacts Form 5700-54  
1. Complete the form.  
2. If additional pages are needed, see “F. Other Attachments Form” below.

What about the table of contents that is required for hard copy

C. Technical Proposal and Quality Assurance Statement

Compile the Technical Proposal followed by the Quality Assurance Statement into one document labeled *TechnicalProposalQA* and submit it as the “Add Mandatory Project Narrative File.” See Section 4 of the announcement for further information regarding the content of the technical proposal and Quality Assurance Statement.

D. Budget Narrative Attachment Form

1. Where possible, prepare one document for your Budget and Budget Justification, label this document *BudgetAndJustification*, and submit it as the “Add Mandatory Budget Narrative.”
2. If you cannot compile your Budget and Budget Justification into one document, prepare one document for each.
  - a. Label your Budget document *Budget* and submit it as the “Add Mandatory Budget Narrative.”
  - b. Label the Budget Justification document *BudgetJustification* and submit it as an “Add Optional Budget Narrative” document.

E. Resumes and Current and Pending Support

Prepare one document containing all Resumes followed by Current and Pending Support, label it *Resumes*, and submit it as an “Add Optional Project Narrative File.”

#### F. Other Attachments Form

1. If Key Contacts Continuation pages are needed for the Key Contacts Form 5700-54, compile them into one document labeled *ContactsContinuation* and submit the document.
2. Other appropriate documents may also be submitted here.

Once the application package has been completed, the “Submit” button will become active. Save your completed application package with two different file names before providing it to your AOR to avoid having to re-create the package should submission problems be experienced. Submission of the application package must be completed by your AOR.

Please close all other software before attempting to submit the application package. If you experience submission problems, please reboot your computer (turning the power off may be necessary) and re-attempt the submission. If you continue to experience submission problems, contact Grants.gov for assistance (Phone: 1-800-518-4726, Email: [support@grants.gov](mailto:support@grants.gov)). If submission problems are not quickly resolved, contact the NHEERL Project Officer, Barry Howard (Phone: 919-541-2729, Email: [howard.barry@epa.gov](mailto:howard.barry@epa.gov)).

### V. APPLICATION REVIEW INFORMATION

Only application packages that meet the administrative review and relevance review will be subject to the technical review described below and be eligible for award. Packages from eligible applicants that are deemed ineligible for award or that fail to meet either the administrative review or relevance review will be returned without further review.

#### **Criteria for Technical Review:**

1. Competency of the proposed faculty to accomplish the project objectives, including the technical capability of the applicant or recipient to successfully carry out project objectives taking into account such factors as the applicant’s: (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the project objectives, (ii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports, (iii) organizational experience and plan for timely and successfully achieving the objectives of the project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (30%)
2. Adequacy and relevance of the university curriculum to the objectives of the training experience at NHEERL. (30%)
3. The proposed merit based competitive procedures to be utilized in the selection of trainees (10%)
4. Cost effectiveness of budget relative to accomplishing the training objectives. (10%)
5. Understanding of environmental sciences, as they relate to research training (10% )

6. Applicant's plan for measuring and tracking its progress toward achieving the expected output and outcomes described in Section I (10% ).

### **Review and Selection Process**

Evaluation Process: The administrative and relevancy reviews will be conducted by EPA personnel who are not part of the technical review panel. The review of the technical review criteria will be conducted by a technical review panel; the technical review panel shall consist of at least one internal EPA reviewer (outside of NHEERL) and at least two non-EPA reviewers who are able to demonstrate technical expertise in the areas related to the RFA and DO NOT HAVE any conflicts of interest.

Source Selection: EPA will make a selection of the applicant(s) for award(s) based upon the rankings of the technical review panel. The Decision Official is an Office of Research and Development (ORD) manager who will determine which applicant(s) should receive the award(s) based on the technical panel recommendation.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **Award Notices**

Notice of award will be made in writing by an official in the EPA Grants Administration Division. Preliminary selection by the Decision Official in the Office of Research and Development does not guarantee an award will be made. Applicants are cautioned that only a grants officer can bind the Government to the expenditure of funds. No **commitment** on the part of EPA should be inferred from technical or budgetary discussions with an EPA Program Official. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the EPA Grants Award Official does so at their own risk. EPA will promptly notify in writing (postal or email) those applicants whose proposal is rejected.

### **Disputes**

Disputes related to this assistance agreement competition will be resolved in accordance with the dispute resolution procedures set forth in 70 FR 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Questions regarding disputes may be referred to the Agency Contact identified in section VII.

### **Administrative and National Policy Requirements**

#### Regulations and OMB Coverage:

Grants and agreements with institutions of higher education, hospitals, and other nonprofit organizations are subject to 40 CFR Parts 30 and 40 and OMB Circular A-122 for nonprofits and A-21 for institutions

of higher learning.

Grants and agreements with state, local, and tribal governments are subject to 40 CFR Parts 31 and 40 and OMB Circular A-87.

Programmatic Terms and Conditions: Terms and conditions will be negotiated with the selected recipient covering the following requirements:

An acceptable quality assurance document, i.e., Quality Assurance Project Plan (QAPP), shall be due within 45 calendar days of award.

To further the assistance-agreement objectives of public support and stimulation, applicants must agree to make methods, models, and data resulting from this agreement accessible to the public and to EPA researchers.

The nature and extent of collaboration between EPA and the recipient.

All non-profit applicants which qualify for funding under this announcement may, depending on the size of the award, be required to fill out and submit to the EPA Grants Administration Division, with supporting documents, the Administrative Capability Form contained in Appendix A of EPA Order 5700.8.

## **Reporting**

Quarterly Progress Reports: The selected recipient shall submit quarterly progress reports (hard and electronic copies) summarizing technical progress, difficulties encountered, and planned activities for the next quarter. Each report shall include a summary of expenditures and projections. The selected recipient shall submit these quarterly progress reports within fourteen (14) calendar days of the end of the respective quarter.

Final Report: The selected recipients shall submit a final report (hard and electronic) within 90 calendar days of the completion of the period of performance.

## **VII. AGENCY CONTACT**

The primary agency contact for this RFA is Barry Howard at:

U.S. Environmental Protection Agency  
Office of Research and Development  
National Health and Environmental Effects Research Laboratory  
Office of the Associate Director of Health, MD B105-01  
109 T.W. Alexander Drive  
Research Triangle Park, North Carolina 27711  
Telephone: (919) 541-2729

Telefax: (919) 541-2729  
E-mail: howard.barry@epa.gov

If unable to reach Barry Howard, please contact Ms. Margaret Mann at:  
Telephone: (919) 541-4896  
Telefax:: (919) 541-2581  
E-mail: mann.margaret@epa.gov

## **VIII. OTHER INFORMATION**

### **Questions**

Questions must be submitted in writing to Barry Howard. Do not attempt to seek information regarding this RFA from any source other than those identified in Section VII as the information provided may be erroneous. Answers to significant clarifying questions will be posted on a web site. If there is a material change to the RFA (i.e., an extension of the due date, increase or decrease in funding, change in criteria), then an amendment will be made to this RFA and posted on the website.