



Division of Environmental Health Science and Practice

Notice of Funding Opportunity

Application due December 2, 2024

Environmental Health Specialists Network (EHS-Net) Practice-based Research to Improve Food Safety

Opportunity number: RFA-EH-25-011



Contents

Before you begin	3
 Step 1: Review the Opportunity	<u>4</u>
Basic information	5
Eligibility	7
Program description	10
 Step 2: Get Ready to Apply	<u>20</u>
Get registered	21
 Step 3: Prepare Your Application	<u>23</u>
Application contents and format	24
 Step 4: Learn About Review and Award	<u>29</u>
Application review	30
Award notices	38
 Step 5: Submit Your Application	<u>39</u>
Application submission and deadlines	40
 Step 6: Learn What Happens After Award	<u>43</u>
Post-award requirements and administration	44
 Contacts and Support	<u>48</u>
Endnotes	51



Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by December 2, 2024

Applications are due by 11:59 p.m. Eastern Time on December 2, 2024.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

In this step

Basic information	5
Eligibility	7
Program description	10

Basic information

Centers for Disease Control and Prevention

National Center for Environmental Health

Division of Environmental Health Science and Practice

Advancing research on improving food safety practices to reduce foodborne illness.

Summary

The Environmental Health Specialists Network (EHS-Net) supports programs in public health departments to:

- As a funded member of EHS-Net, collaborate with other EHS-Net recipients and partners to develop and conduct multisite research projects focused on improving retail food safety.
- Develop and conduct individual research projects focused on improving retail food safety. These projects will be unique to each recipient's needs.
- Include an environmental health component in foodborne outbreak investigations and report data from outbreak investigations to CDC's [National Environmental Assessment Reporting System \(NEARS\)](#).

You must be able to collaborate with epidemiology and laboratory staff in your health departments or in other agencies that conduct foodborne outbreak investigations.

Environmental health programs are typically responsible for retail food safety in their jurisdictions; foodborne outbreaks commonly occur in retail food establishments such as restaurants, delis, and caterers. Thus, the focus of these research and investigation efforts is retail food safety.

We will award recipients for the first 12 months. We expect to award four more separate 12-month budget periods after that. Those separate budget period awards depend on whether funds are available and whether the recipient's progress is satisfactory.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity name:
Environmental Health Specialists Network (EHS-Net) Practice-based Research to Improve Food Safety

Opportunity number: RFA-EH-25-011

Federal assistance listing:
93.070

Key dates

Application deadline:
December 2, 2024

Optional [letter of intent](#) deadline: November 4, 2024

Informational call: October 15, 2024 at 3 p.m. ET

Expected scientific review date: April 22, 2025

Expected secondary review date: June 6, 2025

Expected award date:
August 29, 2025

Expected start date:
September 30, 2025

Expiration date: March 9, 2025

Key activities

- Practice-based research with a focus on retail food establishments.
- Foodborne outbreak investigation.
- Collaboration with other EHS-Net recipients.

Topics of interest

- Food safety management systems.
- Foodborne illness risk factors and practices that contribute to outbreaks, such as sick workers, inadequate temperature control of food, and inadequate cleaning and sanitizing.
- Interventions to reduce foodborne illness risk factors.
- Norovirus prevention and investigation.
- Cottage food and food freedom regulations.
- Restaurant inspection and outbreak investigation practices.

Funding details

Instrument type: Cooperative Agreement

Application type: New

Expected total program funding over the performance period: Up to \$10,000,000

Expected total program funding per budget period: Up to \$2,000,000

Expected number of awards: Up to 10

Maximum funding per applicant per budget period: Up to \$200,000

Expected average award amount per budget period: Up to \$200,000

We plan to award projects for 12-month budget periods for a five-year period of performance.

The number of awards is subject to available funds and program priorities.

Number of applications

You may submit more than one application if each application is scientifically distinct.

Eligibility

Eligible applicants

Only the following types of organizations may apply. State, territorial, local, and tribal government organizations may also opt to select a bona fide agent to apply on their behalf.

- State governments.
- County governments.
- City or township governments.
- Special district governments.
- Independent school districts.
- Public and state-controlled institutions of higher education.
- Private institutions of higher education.
- Native American tribal governments (federally recognized).
- Public housing authorities and Indian housing authorities.
- Native American tribal organizations, other than federally recognized tribal governments.
- Nonprofits having a 501(c)(3) status, other than institutions of higher education.
- Nonprofits without 501(c)(3) status, other than institutions of higher education.
- For-profit organizations other than small businesses.
- Small businesses.

Bona fide agents must submit documentation that demonstrates their arrangement with the eligible applicant. See [other attachments](#).

Other required responsiveness factors

You must address these additional factors in your application to qualify for funding under this NOFO. **Applications that do not meet these requirements will be considered nonresponsive and will not be forwarded for review.**

- Demonstrate governmental authority and responsibility to regulate and oversee retail food service establishments in your jurisdiction. The success of this research is directly related to your ability and capacity to implement public policies and regulations to protect communities from

foodborne outbreaks and to provide communities with safe food. You should illustrate how your organization is structured to regulate retail food service establishments including citing of regulatory policy in your jurisdiction in an Application attachment titled 'Governmental Authority'.

- Demonstrate support by your epidemiology program for EHS-Net. This partnership can be shown with a letter of support or memorandum of understanding in an Application attachment titled 'Epidemiology Support'.
- Demonstrate the principal investigator (PI) has an advanced degree (master's or doctorate) in environmental or public health, epidemiology, or other related science, and experience in retail food safety. The SF-424 Biographical Sketch for the PD, PI or Co-Investigator(s) must include documentation of expertise in food safety that is reflected in the application's research strategy section. The knowledge, experience, and expertise necessary to conduct this research and achieve proposed objectives must be documented with either of the following:
 - At least one co-authored, peer-reviewed publication as defined by the [NIH National Library of Medicine](#) in a relevant area of food safety.
 - By serving as a PD, PI, or co-PI on a research grant in food safety.
- Experience requirements may be demonstrated through the combined experiences of a PI and co-PI (if applicable). The citation of the relevant publication(s) or research experience must be clearly identified (by bold text or highlight) in the appropriate SF 424 Biographical Sketch.

Eligible project directors and principal investigators

We invite anyone who has the educational background, skills, knowledge, and resources necessary to carry out the proposed research as a project director or principal investigator (PD/PI) to work with their organization or institution to apply for support.

We encourage people from underrepresented groups to apply, such as people from underrepresented racial, ethnic, sexual orientation and gender identity groups, and those with disabilities.

Cost sharing and matching funds

This program has no cost-sharing or matching funds requirement. We will not consider cost-sharing fund contributions during your application review. However, if you choose to submit voluntary cost-sharing funds in your application, and we fund the award, we will require you to report on these funds.

Program description

Background and purpose

Most foodborne outbreaks in the U.S. are linked with retail food establishments.^[1] These outbreaks are often caused by unsafe practices in the establishments (i.e., risk factors).^[2] To reduce outbreaks, we need to find ways to identify and prevent these unsafe practices in retail food establishments.

This funding opportunity supports recipients to improve retail food safety by:

- Developing and conducting food safety research that identifies foodborne illness risk factors in retail food establishments and ways to reduce those risk factors.
- Conducting foodborne outbreak investigations that identify the risk factors that led to the outbreaks.

The Environmental Health Specialists Network (EHS-Net) brings together federal, state, and local food safety professionals to conduct practice-based research that meets these goals. Previous EHS-Net recipients are environmental health programs; they are unique in their ability to collect real-time data on food safety practices and policies in retail establishments.

Healthy People 2030

This opportunity supports the [Healthy People 2030](#) goal of preventing foodborne illnesses by improving food safety practices in retail establishments.

Public health impact

About one in six people in the U.S. get foodborne illnesses every year.^[3] Most of the U.S. population is impacted by retail food safety; almost half of Americans eat out at least once a week.^[4] This opportunity will identify evidence-based strategies for reducing risk factors in retail food establishments. It will also support improved foodborne outbreak investigations, which will support better retail food safety. Measurable program outcomes will align with the following performance goals for the [National Center for Environmental Health \(NCEH\)](#):

- Prevent or reduce illness, injury, and death related to environmental risk factors.
- Build and enhance effective partnerships to improve environmental health capacity.

Related work

The NCEH Water, Food, and Environmental Health Services Branch has a 25-year history of funding state and local public health programs to develop and conduct individual and multisite research projects related to retail food safety. EHS-Net was first funded in 2000; since then, EHS-Net has published more than 40 scientific articles based on both individual and multisite projects.

A recent review highlights the impact of EHS-Net research on national food safety guidelines.[\[5\]](#) For example, research on links between kitchen manager certification and food safety supported changes to the 2017 FDA Food Code that strengthened certification requirements. The review also highlights how individual site EHS-Net projects support food safety. For example, Minnesota identified effective methods for cooling food quickly to prevent pathogen growth.

Recent publications highlight the value of EHS-Net projects. A recent paper found that outbreak investigations are most successful when epidemiological, environmental health, and laboratory staff work together.[\[6\]](#) Another recent publication found that the risk factors of sick workers preparing food and lack of sick leave policies were key contributors to outbreaks.[\[7\]](#) A 2020 review identified key restaurant actions linked with food safety: policies and procedures; training; and monitoring.[\[8\]](#) NCEH's EHS-Net website highlights previous EHS-Net recipients' successful efforts to identify outbreak risk factors and ways to reduce them, improve outbreak investigation practices, and identify environmental health practices that improve retail food safety.[\[9\]](#)

Approach

Objectives and outcomes

Recipients' research and activities will achieve outcomes through three primary approaches.

The first two approaches involve retail food safety research and recipients should detail their approach in the application's research strategy section. Recipients will:

1. **As a funded member of EHS-Net, collaborate with other EHS-Net cooperative agreement recipients, CDC, and other federal partners,** through the EHS-Net Steering Committee and work groups, to:
 - Identify EHS-Net multisite (i.e., all EHS-Net funded recipients) retail food safety research project priorities at the annual EHS-Net recipient meetings, in collaboration with CDC and other appropriate partner agencies or organizations.
 - Develop and implement identified research projects.
 - Manage, analyze, and interpret data from projects.
 - Publish and disseminate findings from these projects.
2. **Conduct [environmental assessments](#)** during foodborne outbreak investigations in retail establishments. Report outbreak environmental assessment data to CDC's [National Environmental Assessment Reporting System \(NEARS\)](#).
3. **Develop and conduct individual site retail food safety projects** that address your agency's needs; manage, analyze and interpret data from these projects; and disseminate findings from these projects.

Topics of particular interest for research projects include:

- Food safety management systems.
- Foodborne illness risk factors and practices that contribute to outbreaks, such as sick workers, inadequate temperature control of food, and inadequate cleaning and sanitizing.
- Interventions to reduce foodborne illness risk factors.
- Norovirus prevention and investigation.
- Cottage food and food freedom regulations.
- Restaurant inspection and outbreak investigation practices.

Both multisite and individual site research projects could involve a variety of approaches, including:

- Collecting interview and observation data on food worker and manager food safety policies and practices in retail establishments.
- Developing, implementing, and evaluating interventions to improve retail food safety.
- Evaluating food safety program activities (for example, inspection and investigation practices).

Approaches focused on understanding how to translate research on reducing and preventing foodborne illness risk factors into practice (implementation science) are particularly welcome.

The third approach to achieve expected outcomes involves conducting foodborne outbreak investigations focused on identifying the risk factors that led to the outbreaks. This requires recipients to conduct environmental assessments as part of their outbreak investigations.

Environmental assessments help identify the risk factors that led to the outbreak and the root causes of those risk factors. These data provide valuable information about the causes and prevention of outbreaks. Recipients will report their outbreak environmental assessment data to CDC's [National Environmental Assessment Reporting System \(NEARS\)](#).

Expected outcomes of cooperative agreement activities include:

- Identification of foodborne illness risk factors for outbreaks in retail establishments.
- Identification of methods and interventions for reducing those foodborne illness risk factors and improving retail food safety.
- Identifying methods to improve environmental health practice in retail food safety.
- Strengthening relationships between environmental health, epidemiology, and laboratory programs within funded agencies.
- Reporting data from the environmental assessment component of foodborne outbreak investigations to NEARS.

Example outcomes include:

- Identified prevalence of food preparation practices that pose foodborne illness risk in retail food establishments, such as poor worker hand hygiene, inadequate temperature control of food, and inadequate cleaning and sanitizing of food surfaces and equipment.
- Identified prevalence of the lack of formal food safety policies in retail food establishments.
- Identified methods to reduce retail foodborne illness risk/improve food safety. For example, EHS-Net has identified the most effective methods for cooling food quickly.
- Identified improvements in environmental public health practice. For example: development and delivery of training to food safety program staff, informed by findings about gaps in food safety program staff's inspection practices.

- Identification of gaps in outbreak investigation practices, based on collection and analysis of outbreak environmental assessment data reported to NEARS.

Organizational capacity

Applicants will need to provide a plan for the following staffing and organizational requirements **at the time of application** to support their activities. Please describe your plan for meeting these requirements in “Other Attachments Form” entitled “Organizational Capacity Plan” (see the [applications components](#) checklist).

- Plan to employ a qualified full-time senior staff person in your agency’s food safety regulatory program who will lead EHS-Net activities. This person will:
 - Have demonstrated leadership and communication skills and technical knowledge and food safety program experience.
 - Coordinate their agency’s EHS-Net study design, data collection, analysis, interpretation, and dissemination activities.
 - Ensure the quality and timeliness of all data reported to CDC.
- Discuss a plan to strengthen the partnerships among environmental health, epidemiology, and laboratory regulatory and public health programs in your agency. This plan should include responsibilities and support functions of the programs in relation to EHS-Net activities.
- Describe planned partnerships with state and local agencies and others in the EHS-Net site to obtain in-kind or other cost-sharing support in support of EHS-Net activities, as appropriate.
- Identify an agency epidemiologist who will work with the EHS-Net staff member to support EHS-Net activities. This person should have experience with epidemiology and surveillance of foodborne illnesses and outbreaks. They will provide epidemiological expertise and be active in study design, data collection, analysis, and interpretation and dissemination, as appropriate.

Given that partnership between epidemiology and environmental health is critical to the success of EHS-Net, applicants will need to demonstrate support by their epidemiology program for EHS-Net.

Focus populations

Recipients will conduct research that can inform retail safety interventions and policies and improve food safety practices in retail food establishments.

Much of the population is impacted by retail food safety; almost half of Americans eat out at least once a week.[\[10\]](#) Some members of the population are at greater risk from foodborne illness; these include children, older people, and those with reduced immunity.

Equal opportunities

This NOFO, including funding and eligibility, is not limited based on, and does not discriminate on the basis of, race, color, national origin, disability, age, sex (including gender identity, sexual orientation, and pregnancy) or other constitutionally protected statuses.

Health disparities

The goal of health equity is for everyone to have a fair and just opportunity to attain their highest level of health. Health disparities are often caused by social determinants that influence which populations are most disproportionately affected by health conditions.

A health disparity is a difference in health burdens between groups of people with differing social determinants of health.

[Social determinants of health](#) are conditions in the environments where people are born, live, learn, work, play, worship, and age. These determinants affect a wide range of health, functioning, and quality-of-life outcomes and risks.

We encourage you to consider working with communities or populations disproportionately affected by foodborne illness in your research. These might include:

- People who speak languages other than English.
- People with reduced economic stability.
- People with limited education attainment, access, or quality.
- People with limited healthcare access or quality.
- Geographically underserved areas.
- Racial and ethnic minority groups.

Collaborations and partnerships

This announcement seeks to continue the EHS-Net practice-based research projects to provide regulatory officials with science and data to implement policies and regulations that protect communities from foodborne illness outbreaks and to provide communities with safe food. Research collaboration

between both public health and regulatory agencies is required. Previous EHS-Net sites have modeled the necessary level of collaboration across multiple state and local agencies to accomplish this goal. We expect you to develop collaborations pertinent to the proposed research plan. We expect your application to document effective and well-defined working relationships with any organization and/or outside entity expected to participate in the proposed research. Collaborations and documentation of the collaborations are expected to ensure implementation and sustainability of your proposed activities.

Environmental health, epidemiology, and laboratory programs within health departments all play a critical role in retail food safety, particularly in outbreak investigations. Thus, you need to have and maintain collaborative partnerships among these three programs. Additionally, in some states, collaboration among local and state health departments is important to retail food safety. For example, in some states, local health department staff are responsible for conducting retail food safety inspections, while state health department staff are responsible for investigating outbreaks. As such, successful applicants need to have and maintain collaborative partnerships within their state.

Finally, EHS-Net success is dependent upon the ability of its members to collaborate with one another to identify retail food safety research priorities, conduct the multisite research, analyze the data, and interpret and disseminate findings from the research. Thus, you need to be able to develop and maintain collaborative partnerships within the network.

Documentation of collaboration(s) must be illustrated by letters of support, memoranda of understanding or agreement, or interagency plans that detail the nature and extent of the involvement from the performing organization and outside entities. You must submit documentation of all partnerships and collaborations with the application and include the documentation in the [appendix](#).

Translation plan

Research findings should be disseminated through publications, including journal articles, for diverse audiences, and presentations at professional conferences and other venues. For multisite research projects, you will be expected to participate in work groups focused on disseminating and translating the research. You are encouraged to consider other methods and venues to disseminate findings, such as infographics and partner meetings. A key outcome of this research will be to translate findings into actionable

public health efforts; therefore, you should describe how findings could be translated into policies and practices.

Funding policies and limitations

General guidance

- Your budget is arranged in eight categories: salaries and wages, fringe benefits, consultant costs, equipment, supplies, travel, other, and contractual. Any research study incentives should be categorized under the “other” category and sufficient justification provided.
- You may use funds only for reasonable program purposes consistent with the award, its terms and conditions, and federal laws and regulations that apply to the award. Questions about this determination should be posed to the grants management specialist.
- Generally, you may not use funds to purchase furniture or equipment. Clearly identify and justify any such proposed spending in the budget.

Unallowable costs

You may not use funds for:

- Clinical care except as allowed by law.
- Pre-award costs unless CDC gives you prior written approval.
- Other than for normal and recognized executive-legislative relationships:
 - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body.
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

See [Anti-Lobbying Restrictions for CDC Recipients](#).

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that can't be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs and [CDC Budget Preparation Guidelines](#).

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Justification: Provide a summary of the rate. Enclose a copy of the current approved rate agreement in the Attachments.

Method 2 – *De minimis* rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal, you may also use the de minimis rate for your application budget. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Other indirect cost policies

As described in [45 CFR 75.403\(d\)](#) and [45 CFR 75.414](#), you must consistently charge items as either indirect or direct costs and may not double charge.

- Indirect costs may include the cost of collecting, managing, sharing, and preserving data.
- Indirect costs on grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S. may be paid to support the costs of compliance with federal requirements. The indirect cost rate is fixed at eight percent of [modified total direct costs](#).
- Negotiated indirect costs may be paid to the American University, Beirut, and the World Health Organization.
- Indirect costs on training grants are limited to a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and sub-awards in excess of \$25,000.
- If requesting indirect costs in the budget based on a federally negotiated rate, you must attach a copy of the indirect cost rate agreement. See [other attachments form](#).

Expanded authority

For more information on expanded authority and pre-award costs, see the [HHS Grants Policy Statement](#) and speak to the [grants management contact](#).

Pre-award costs may be allowable as an expanded authority, but only if authorized by CDC.

Public health data

We require that awards include mechanisms for, and the costs of, public health data sharing. You may also include the reasonable cost of sharing or archiving public health data as part of the total budget requested for first-time or continuation awards. For more information, please see [Additional Requirement – 25 | Grants | CDC](#).

Human subjects

We will restrict funds related to conducting research involving human subjects until the appropriate assurances and Institutional Review Board (IRB) approvals are in place. To lift the restrictions, we will require copies of all current local IRB approval letters, local IRB-approved protocols, and CDC IRB approval letters, when applicable.

If the proposed research project involves more than one institution and will be conducted in the United States, we expect you to:

- Use a single Institutional Review Board (sIRB) to conduct the required ethical review.
- Include a single IRB plan in your research plan and PHS Human Subjects and Clinical Trials Information form, unless review by a sIRB would be prohibited by a federal, tribal, or state law, regulation, or policy or you provide a compelling justification based on ethical or human subject protection issues or other well-justified reasons.

Do not duplicate information in the Research Plan form and the PHS Human Subjects and Clinical Trials Information form. In your research plan, discuss the overall strategy, methodology, and analyses of your proposed research. Use the PHS Human Subjects and Clinical Trials Information form to provide detailed information for human subjects studies and clinical trials.

We will review and approve exceptions in accordance with [45 CFR part 46](#) and, as applicable, [21 CFR part 50](#) and [21 CFR part 56](#) and Public Health Service Act (PHSA) section 301(d) ([42 USC 241\(d\)](#)), or we may place a restriction on the award.

For more information, please consult the [scientific and research contact](#) listed for this NOFO.

Statutory authority

Awards are made under the authorization of Section 301 (a) [42 U.S.C. 241(a)] of the Public Health Service Act, as amended.



Step 2:

Get Ready to Apply

In this step

Get registered

21

Get registered

While you can review the requirements and get started on developing your application before your registrations are complete, you must be registered in both SAM.gov and Grants.gov to apply.

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select **Get Started**. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need help? See [Contacts and Support](#).

eRA Commons

You must register in [eRA Commons](#). Your senior and key personnel must also register and affiliate their accounts with your organization's account.

Register at least four weeks before the application deadline.

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) or [eRA ASSIST](#) and search for opportunity number RFA-EH-25-011.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov for help](#).

To get updates on changes to this NOFO, select **Subscribe** from the View Grant Opportunity page for this NOFO on Grants.gov.

Help applying

For help on the application process and tips for preparing your application see [How to Apply](#) on our website and the [Research Instructions for NIH and Other PHS Agencies](#).

If any instructions differ from those in this NOFO, follow the instructions in this NOFO.

For other questions, see [Contacts and Support](#).

Join the informational call

Get more information about this opportunity.

A pre-application webinar call will be conducted on October 15, 2024, to address questions from prospective applicants regarding NOFO RFA-EH-25-011. The call will begin at 3 p.m. Eastern Time (ET) and end at 3:50 p.m. ET, or sooner if all questions are addressed. Questions and answers from the discussion will be included in an amended NOFO approximately 3 weeks after the call.

Date and Time: October 15, 2024, from 3 p.m. ET to 3:50 p.m. ET

[Join the webinar in Zoom.](#)

Passcode: 5K0E%T22

If you are not able to join through your computer, you can call in:

Join by phone:

Phone numbers:

- +1 646 828 7666 US (New York)
- +1 646 964 1167 US (US Spanish Line)
- +1 669 254 5252 US (San Jose)
- +1 551 285 1373 US (New Jersey)
- +1 415 449 4000 US (US Spanish Line)
- +1 669 216 1590 US (San Jose)

Meeting ID: 161 834 1589

Passcode: 32477154



Step 3:

Prepare Your Application

In this step

Application contents and format

24

Application contents and format

You must follow the [Research Instructions](#) in the [How to Apply: Application Guide](#) unless this NOFO says otherwise. We strictly enforce these requirements. If you do not follow them, we may delay or not accept your application for review. You are encouraged to submit your application in advance of deadlines.

Application components

You must follow the instructions for each of the following components in the [Research Instructions](#). We also provide NOFO-specific guidance for some forms in this section. All the components you need are listed in the following checklist.

Form	Required for
☐ PHS 398 Research Plan form	All applications.
☐ SF424 (R&R)	All applications.
☐ PHS 398 Cover Page Supplement Form	All applications.
☐ SF424 (R&R) Other Project Information	All applications.
☐ SF424 (R&R) Project/Performance Site Locations	All applications.
☐ SF424 (R&R) Senior/Key Person Profile	All applications.
☐ SF424 (R&R) Biosketch for each proposed senior/key personnel and other significant contributors	All applications
☐ R&R Budget Form	All applications.
☐ R&R Subaward Budget Attachments Form	If your application proposes subawards.
☐ PHS Human Subjects and Clinical Trials Information	All applications.
☐ PHS Assignment Request Form	Optional.
Other Attachments Form	All applications.
☐ Duplication of efforts	If applicable.

Form	Required for
☐ Bona fide agent documentation	If applicable.
☐ Indirect cost agreement	If applicable.
☐ Organizational Capacity Plan	All applications.
Responsiveness Requirements	All applications.
☐ Governmental Authority	All applications.
☐ Epidemiology Support	All applications.
☐ SF2424 (R&R) Biosketch	All applications.

PHS 398 Research Plan form

You will use the PHS 398 Research Plan form to complete your research plan. You will upload each of the following parts listed in the appropriate section of the form as a separate attachment. Not all parts may be required for your application. We provide guidance here and in the Application Guide.

Follow all instructions beginning on page 82 of the [Research Instructions](#). Added instructions are also noted here.

Introduction

This section only applies to resubmission or revision applications. Do not include this section if you are submitting a new or renewal application.

Research plan section

The parts for this section include:

Parts	Required for	Page limit
Specific aims	All applications.	1
Research strategy	All applications.	12

Other research plan section

The parts for this section include:

Parts	Required for	Page limit
Multiple PI/PD leadership plan	If you designate multiple PD/PIs (on the R.240 - R&R Senior/Key Person Profile (Expanded) Form).	None
Consortium and contractual arrangements	If you include any consortiums or contracts in your budget.	None
Letters of support/memoranda of understanding (MOU)(include mandatory letter of support or MOU demonstrating epidemiology support)	All applications.	None
Resource sharing plans	All applications.	None
Other plans	All applications.	None

Data management

If you plan to collect public health data, you must submit a Data Management Plan (DMP) in the Other Plans section of your PHS 398 Research Plan. We require a DMP for each collection of public health data you propose. If you contend that the public health data you collect or create are not appropriate for release, you must justify that contention in the DMP submitted with your application. You can [directly download a sample template](#).

For all public health data you plan to collect as part of this NOFO, please describe:

- The data you plan to collect and their available data sources.
- The feasibility of collecting appropriate evaluation and performance data.
- A data management plan (DMP) that includes:
 - The data you will collect or generate.
 - If there are reasons why you cannot share data collected or generated under this award with CDC. These could include legal, regulatory, policy, or technical concerns.
 - Who can access data and how you will protect it.

- Data standards that ensure released data have documentation that describes collection methods, what the data represent, and data limitations.
- Archival and long-term data preservation plans.
- How you will update the DMP as new information is available over the life of the project. You will provide updates to the DMP in annual reports. For more information about CDC's policy on the DMP, see [Data Management and Access Requirement](#) at CDC's website.
- Other relevant data information, such as performance measures you propose.

For a definition of “public health data” and other key information, see [AR 25: Data Management and Access](#) on our website.

Appendix

We allow only limited appendix materials. Follow all instructions for the appendix in the [Research Instructions](#).

Do not use the appendix to circumvent page limits. You may attach up to 10 PDF documents in the appendix. Additionally, up to three publications may be included that are not publicly available.

Budget form

To develop your budget, see [CDC's Budget Preparation Guidelines](#).

Be sure to follow the guidance in [funding policies and limitations](#).

The budget can include both direct costs and indirect costs as allowed.

Other attachments form

You will provide the following attachments by uploading them to the Other Attachments form.

Duplication of efforts

You must provide this attachment only if you have submitted a similar request for a grant, cooperative agreement, or contract to another funding source in the same fiscal year and it may result in any of the following types of overlap:

Programmatic:

- They are substantially the same project, or
- A specific objective and the project design for accomplishing it are the same or closely related.

Budgetary:

- You request duplicate or equivalent budget items that already are provided by another source or requested in the other submission.

Commitment:

- Given all current and potential funding sources, an individual's time commitment exceeds 100%, which is not allowed.
- We will discuss the overlap with you and resolve the issue before award.

File name: Report on overlap

Bona fide agent documentation

A bona fide agent is an organization identified as eligible to submit an application on behalf of another organization. If applying as a bona fide agent of a state, territorial, tribal, or local government, you must attach a legal, binding agreement from the government as documentation of your status as their agent.

File name: Bona fide agent

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include either a copy of your:

- Current agreement approved by your [cognizant agency for indirect costs](#).
- Cost allocation plan approval letter.

If you use the *de minimis* rate, you do not need to submit this attachment.

File name: Indirect cost agreement



Step 4:

Learn About Review and Award

In this step

Application review	30
Award notices	38

Application review

Initial review

We review each application to make sure it meets responsiveness requirements. These are the basic requirements you must meet to move forward in the competition. We will not consider an application that:

- Is from an organization that does not meet eligibility criteria. See requirements in [eligibility](#).
- Is submitted after the [deadline](#).
- Does not include how your organization is structured to regulate retail food service establishments including citing of regulatory policy in your jurisdiction in an Application attachment titled 'Governmental Authority'.
- Does not demonstrate support by your epidemiology program for EHS-Net with a letter of support or memorandum of understanding in an Application attachment titled 'Epidemiology Support'.
- Does not demonstrate the principal investigator (PI) has an advanced degree (master's or doctorate) in environmental or public health, epidemiology, or other related science, and experience in retail food safety via the SF-424 Biographical Sketch. Experience should be documented via at least one of the following:
 - At least one co-authored, peer-reviewed publication as defined by the NIH National Library of Medicine in the relevant area of food safety.
 - By serving as a PD, PI, or co-PI on a research grant in food safety. Experience requirements may be demonstrated through the combined experiences of a PI and co-PI (if applicable).

The citation of the relevant publication(s) or research experience must be clearly identified (by bold text or highlight) in the appropriate SF 424 Biographical Sketch.

Additionally, we will not review any pages that exceed the page limit.

Scientific merit review

We use a two-level merit review process. The first level of merit review is carried out by non-federal scientists who have expertise in relevant scientific disciplines and research areas. The second level of review is performed by senior federal scientists with broad scientific and programmatic experience or

by advisory boards that may include public members with general knowledge of, and interest in, the mission of the CDC.

First level of merit review

Reviewers will consider each of the following review criteria to determine scientific merit and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have major scientific impact. For example, a project that is not innovative may be essential to advance a field.

The reviewers use the following criteria:

Overall impact (1 to 9 scale)

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research fields involved. They consider the following review criteria, including the additional review criteria as applicable for each project proposed.

We average the overall impact scores from all eligible reviewers for a given application (calculated to one decimal point) and multiply by 10 to determine the final overall impact score. The overall impact score ranges from 10 to 90.

Scored criteria

Reviewers will evaluate the five individual criteria (significance, investigators, innovation, approach, and environment) and consider the strengths and weaknesses within each criterion. The impact score for the application is not intended to be an average of criterion.

Significance

- Does the project address an important problem or a critical barrier to progress in the field?
- How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- How well does the application's Organizational Capacity Plan address the roles and responsibilities of participation in the EHS-Net?
- If the applicant achieves the application's aims, how well will it advance scientific knowledge, food safety, or public health practice?
- How well does the proposal enlist local public health departments and/or other appropriate government agencies or private organizations to improve food safety?

Investigators

- To what extent are the PD/PIs, collaborators, and other researchers well suited to the project?
- To what extent have they shown an ongoing record of accomplishments that have advanced their field?
- If the project is collaborative or multi-PD/PI, to what extent do the investigators have complementary and integrated expertise; are their leadership approach, governance, and organizational structure appropriate for the project?
- To what extent is the work proposed appropriate to the experience level of the principal investigator and other researchers?
- To what extent does the investigative team bring complementary and integrated expertise to the project?
- To what extent has the applicant identified both internal key professional personnel and support staff, as well as external personnel (e.g., participating or collaborating institutions, agencies, and organizations outside the applicant's agency) to assign to the EHS-Net and network projects?
- How much experience do the applicant's key personnel have working as part of a national network of EHS-Net sites?

Innovation

- To what extent does the application challenge and seek to shift current research or clinical practice paradigms by using novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?
- To what extent are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense?
- To what extent is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?
- To what extent is the proposed research innovative and yet offer a reasonable potential of meeting the purpose and research objectives of this NOFO?

Approach

- To what extent are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the project's specific aims?

- To what extent are potential problems, alternative strategies, and benchmarks for success presented?
- If the research project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed?
- If applicable, how will populations with health disparities be considered and addressed in the design and implementation of the proposed research activities?
- How well does the proposal enlist local public health departments and/or other appropriate government agencies or private organizations to improve food safety?
- To what extent does the applicant describe whether/how the proposed work will relate to other programs sponsored by the agency or other agencies, which are already in place or planned to support foodborne disease surveillance and food safety?
- Is the applicant uniquely positioned to establish the necessary level of collaboration across multiple agencies to accomplish the purpose and goals of EHS-Net, and the research objectives of this NOFO?
- To what extent does the applicant describe the participation of state health and food safety programs in EHS-Net projects and, when appropriate, their active participation in EHS-Net projects as evidenced by the collection and submission of data or specimens, or evidence of other specific contributions to EHS-Net projects?
- Does the applicant acknowledge potential problem areas and consider alternative tactics?
- Is the plan for establishing and operating the EHS-Net well described and appropriate to meet the objectives of the NOFO?
- To what extent does the applicant describe prior EHS-Net experience (if applicable) and how they will function as part of a national network of EHS-Net sites?
- To what extent does the applicant describe their ability to conduct research activities or projects that are consistent with the guiding principles of the network and address the needs and characteristics of the proposed EHS-Net site (demographic or language)?
- To what extent does the applicant describe plans to collaborate with CDC and other EHS-Net sites in the operation of the national network of EHS-Net sites? This includes project design and development (for example, protocols), management and analysis of data, and synthesis and dissemination of findings.

- Is the nature of and extent of each entity's involvement sufficient for the successful completion of the project as a whole?

Environment

- To what extent will the scientific environment in which the work will be done contribute to the probability of success?
- To what extent are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed?
- To what extent will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?
- To what extent will findings be disseminated to communities and populations of focus in an appropriate and accessible manner?
- To what extent are all of the partnerships necessary to complete the proposed project (including the establishing and operating the EHS-Net) supported by letters of support or memoranda of understanding that include detailed information about the nature of the relationships, responsibilities, and level of involvement?

Additional review criteria

When applicable to a proposed project, reviewers will evaluate the following additional items and consider them when assigning an impact score but will not give separate scores for these items.

Protection of human subjects

If the research involves human subjects but does not involve one of the six categories of research that are exempt under [45 CFR](#) , and, as applicable, [21 CFR part 50](#) and [21 CFR part 56](#), the committee will evaluate the justification for involvement of human subjects and the proposed protections from research risk relating to their participation using the following five review criteria: and, as applicable, [21 CFR part 50](#) and [21 CFR part 56](#) and Public Health Service Act (PHSA) section 301(d) ([42 USC 241\(d\)](#)), the committee will evaluate the justification for involvement of human subjects and the proposed protections from research risk relating to their participation using the following five review criteria:

- Risk to subjects.
- Adequacy of protection against risks.
- Potential benefits to the subjects and others.

- Importance of the knowledge to be gained.
- Data and safety monitoring for clinical trials.

For research that involves human subjects and meets the criteria for one or more of the six categories of research that are exempt under [45 CFR part 46](#), the committee will evaluate:

- The justification for the exemption.
- Human subject involvement and characteristics.
- Sources of materials.

For additional information on review of the human subjects section, please refer to [Additional Requirements AR-1 Human Subjects](#).

If your proposed research involves the use of human data or biological specimens, you must justify your claim that no human subjects are involved in your PHS 398 Research Plan.

Inclusion of women, minorities, and children

When the proposed project involves clinical research, the committee will evaluate the proposed plans for inclusion of minorities, all genders, and children. For additional information on review of the inclusion section, see:

- [Inclusion of Women and Racial and Ethnic Minorities in Research](#)
- [Inclusion of Persons Under 21 in Research](#)

Vertebrate animals

The committee will evaluate the involvement of live vertebrate animals as part of the scientific assessment according to the following four points:

- Proposed use of the animals, and species, strains, ages, sex, and numbers to be used.
- Justifications for the use of animals and for the appropriateness of the species and numbers proposed.
- Procedures for limiting discomfort, distress, pain, and injury to that which is unavoidable in the conduct of scientifically sound research including the use of analgesic, anesthetic, and tranquilizing drugs, or comfortable restraining devices.
- Methods of euthanasia and reason for selection if not consistent with the [AVMA Guidelines on Euthanasia](#).

For additional information on review of the vertebrate animals section, see the [Checklist for Applicants and Reviewers: Vertebrate Animals](#).

Biohazards

Reviewers will assess whether materials or procedures proposed are potentially hazardous to research personnel or the environment, and if needed, determine whether adequate protection is proposed.

Dual use research of concern

Reviewers will identify whether the project involves one of the agents or toxins described in the U.S. Government Policy for the [Institutional Oversight of Life Sciences Dual Use Research of Concern](#), and, if so, whether the applicant has identified a Dual Use of Concern Review Entity (DURC-IRE) to assess the project for DURC potential and develop mitigation strategies if needed.

For more information regarding dual use research of concern, see:

- [U.S. Government Science, Safety, Security \(S3\) website](#)
- [Institutional Policy Companion Guide and Resources](#)

Additional review considerations

As applicable for the project proposed, reviewers will consider each of the following items and may provide comments but will not give scores for these items or consider them in providing an overall impact/priority score.

Budget and period of support

Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

Resource sharing plan

Reviewers will comment on whether the Resource Sharing Plan or the rationale for not sharing the resources is reasonable.

After the merit review of your application is complete, the PD/PI will be able to access their Summary Statement in [eRA Commons](#).

Second level of merit review

After the first level of merit review, we refer applications to a second level of review where they are evaluated based on programmatic importance/value of the applications relative to program priorities, program relevance, research portfolio balance, geographic considerations, budgetary considerations, or other criteria stated in the notice of funding opportunity.

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. As part of that review, we need to make sure you have handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000. We also check Exclusions.

You can comment on your organization's information in SAM.gov. We will consider your comments before making a decision about your level of risk.

We may ask for additional information prior to award based on the results of the risk review.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- Scientific merit review results. The results of the first and second level reviews are key in making decisions but are not the only factor.
- Availability of funds.
- Relevance of the proposed project to program priorities.
- Applicant's demonstrated ability to work collaboratively across food safety agencies in their state to conduct applied research activities.
- Applicant's governmental authority and responsibility to regulate and oversee retail food service in their jurisdiction. The success of this research is directly related to the applicant's ability and capacity to implement public policies and regulations to protect communities from foodborne outbreaks and to provide communities with safe food.
- Applicant's authority and responsibility to deliver and implement retail food safety programs, evidence-based interventions and policies, and investigate foodborne outbreak.
- Applicant's experience functioning as part of a national network of EHS-Net sites.
- The applicant's capacity to implement public policies and regulations to protect communities from foodborne outbreaks and to provide communities with safe food.

- Applicant's ability to lead collaborative efforts to change or improve the delivery of environmental health programs developed for this NOFO's purpose.
- Consideration for applications including signed data-sharing agreements, letters of support, or memoranda of understanding for each partnership described in the [research strategy](#) section of the application clearly describing the support to be provided to conduct the proposed research.

We may:

- Fund applications out of the rank order developed in merit review to increase geographical representation of participating sites and/or to contribute to diversity of state and local representation.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a primary recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Our ability to make awards depends on available appropriations.

Award notices

If we are considering your application for funding, we will request "just-in-time" information from you as described in the [HHS Grants Policy Statement](#).

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you do not have permission to start work.

Once you draw down funds, you have accepted all terms and conditions of the award.

If you want to know more about NoA contents, go to [Understanding Your Notice of Award](#) at CDC's website.



Step 5:

Submit Your Application

In this step

Application submission and deadlines [40](#)

Application submission and deadlines

See [find the application package](#) to make sure you have everything you need.

You must obtain a UEI number associated with your organization's physical location. Some organizations may have multiple UEI numbers. Use the UEI number associated with the location of the organization receiving the federal funds.

Make sure you are current with SAM.gov and UEI requirements before applying for the award. See [get registered](#).

You will have to maintain your registration throughout the life of any award.

Deadlines

Optional letter of intent

Due on November 4, 2024.

Application

Due on December 2, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

To prepare your application for submission, you have three choices:

- Directly in Grants.gov using Workspace.
- Using eRA ASSIST, which connects to Grants.gov.
- Using a different system-to-system interface of your choice that connects to Grants.gov.

See [Contacts and Support](#) if you need help.

Grants.gov

For instructions on how to prepare and submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

eRA ASSIST

The Application Submission System and Interface for Submission Tracking (ASSIST) helps you to prepare your application, submit it through Grants.gov, and track it.

You must have an eRA Commons ID to use this system. The system will prompt your signing official to enter the Grants.gov Authorized Organizational Representative (AOR) credentials to submit the application.

For instructions, see [Using ASSIST](#) and [Submit the Application](#) on our website.

Other submissions

Optional letter of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of reviewers we will need to evaluate applications. You do not have to submit a letter of intent to apply.

Please email the notice to Aisha Wilkes at ncipc-peer-review@cdc.gov.

In your email, include:

- The funding opportunity number and title.
- Your organization's name and address.
- A contact name, phone number, and email address.
- The descriptive title of your proposed research.
- Names of your project director or principal investigator and other key personnel.
- Participating institutions.

See the [deadline for notices of intent](#).

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to CDC at aen4@cdc.gov and to the Office of Inspector General at grantedisclosures@oig.hhs.gov.



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration [44](#)

Post-award requirements and administration

We adopt by reference all materials included in the links within this NOFO.

Administrative and national policy requirements

There are important rules you need to read and know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. The NoA includes the requirements of this NOFO.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS [Grants Policy Statement](#) (GPS). This document has policies relevant to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including the cited authority in this award, the funding authority used for this award, and those provisions in the [HHS Administrative and National Policy Requirements](#).
- If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).
- The following [CDC's Additional Requirements](#) (AR) apply to this NOFO's awards: 1, 2, 3, 8, 9, 10, 11, 12, 14, 16, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31, 32, 33, 34, 36, 37.

Reporting

If you are successful, you will have to submit financial and performance reports. These include:

Report	Description	When
Annual Performance Report (Research Performance Progress Report)	- Serves as yearly continuation application. - Includes performance measures, successes, challenges. - Updates research plan. - How CDC could help overcome challenges. - Includes budget for the next 12-month budget period. - Complete list of the publications planned or completed to date - including status (for example, published [include reference], in review, under development). - Description of any changes made in the use of human subjects or IRB approval status - Includes how data are collected and used (data management plan).	120 days prior to the end of the budget period, or the date identified in guidance that CDC distributes.
Federal Financial Report	- Includes funds authorized and disbursed during the budget period. - Indicates exact balance of unobligated funds and other financial information.	90 days after the end of each budget period.
Final Performance Report	Includes information similar to the Annual Performance Report.	120 days after the end of the period of performance.
Final Financial Report	Includes information in Federal Financial Report.	120 days after the end of the period of performance.

To learn more about these reporting requirements, see [Reporting](#) on the CDC website.

CDC award monitoring

Monitoring activities include:

- Routine and ongoing communication between CDC and recipients.
- Site visits.
- Recipient reporting, including work plans, performance reporting, and financial reporting.

We expect to include the following in post-award monitoring:

- Tracking recipient progress in achieving the outcomes.
- Ensuring the adequacy of your systems to hold information and generate data reports.
- Creating an environment that fosters integrity in performance and results.

We may also include the following activities:

- Ensuring that work plans are feasible based on the budget.
- Ensuring that work plans are consistent with award intent.
- Ensuring that you are performing at a level to achieve outcomes on time.
- Working with you to adjust your work plan based on outcome achievement, evaluation results, and changing budgets.
- Monitoring programmatic and financial performance measures to ensure satisfactory performance levels.
- Other activities that assist CDC staff to identify, notify, and manage risk, including high-risk recipients.

CDC's role

- Coordinate EHS-Net and promote recipients' integration and involvement in EHS-Net.
- Collaborate with EHS-Net partners to provide technical assistance in identifying, developing, conducting multisite research projects, and analyzing and disseminating the findings from those projects.
- Provide guidance in implementing human subjects', Privacy Impact Assessment and Paperwork Reduction Act requirements.
- Provide feedback and technical assistance on individual site projects.
- Coordinate an annual EHS-Net Award Recipients Meeting to discuss and prioritize network activities.

- Monitor and evaluate EHS-Net activities and accomplishments in meeting its goals by conducting site visits and conference calls with recipients.
- Support recipients, as appropriate, in conducting environmental assessments during outbreak investigations and reporting data from those environmental assessments to NEARS.

Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts and Support

In this step

Agency contacts	49
Grants.gov	49
SAM.gov	49
eRA Commons	49
Reference websites	50

Agency contacts

Scientific and research

Candis M. Hunter, PhD, MSPH, REHS

ncipc_erpo@cdc.gov

Merit review

Aisha Wilkes, MPH

ncipc-peer-review@cdc.gov

Financial and grants management

Angie Willard

Aen4@cdc.gov

Grants.gov

Grants.gov provides 24/7 support. You can call 800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

eRA Commons

Contact the eRA Commons Help Desk for questions regarding eRA Commons registration, tracking application status, and post submission issues. The Help Desk is open Monday through Friday from 7 a.m. to 8 p.m. ET.

You can call toll free at 301-402-7469 or 866-504-9552 or TTY 301-451-5939.

Email to commons@od.nih.gov.

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Grants Dictionary of Terms](#)
- [CDC Grants: How to Apply](#)
- [Research Instructions](#)
- [CDC Grants: Already Have a CDC Grant?](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- [Bayh-Dole Regulations](#)

Endnotes

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2. Scallan E, Hoekstra RM, Angulo FJ, Tauxe RV, Widdowson M, Roy SL, et al. Foodborne illness acquired in the United States—major pathogens. *Emerg Infect Dis*. 2011;17(1):7-15. <https://dx.doi.org/10.3201/eid1701.p11101>. ↑
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4. Gitnux (2024). Must-Know American Eat-Out Statistics. [Must-Know Americans Eat Out Statistics \[Current Data\]](#). ↑
5. Centers for Disease Control and Prevention (2024a). Restaurant food safety: Accomplishments in research food safety. [Accomplishments in Researching Practices | Restaurant Food Safety | CDC](#). ↑
6. Holst, M., Kramer, A., Hoover, E., Dewey-Mattia, D., Mack, J., Hawkins, T., & Brown, L. (2023). [Characteristics associated with successful foodborne outbreak investigations involving United States retail food establishments](#) (2014–2016). *Epidemiology and Infection*, 151, e78, 1–8. ↑
7. Moritz, E., Ebrahim-Zadeh, S., Wittry, B., Holst, M., Daise, B., Zern, A., Taylor, T., Kramer, A., & Brown, L. (2023). Foodborne illness outbreaks at retail food establishments – National Environmental Assessment Reporting System, 25 state and local health departments, 2017-2019. (2023). *MMWR Surveillance Summary*, 72(6, 1-11). <https://doi:10.15585/mmwr.ss7206a1>. ↑
8. Brown, L. (2021). Using data to improve practices: Looking back on 20 years of food safety research. *Journal of Environmental Health*, 83:7; 40-42. [JEH3.21-Column-Direct-From-CDC-EHS.pdf \(neha.org\)](#) ↑
9. Centers for Disease Control and Prevention (2024b). Restaurant food safety: Partner success stories. [Partner Success Stories | Restaurant Food Safety | CDC](#). ↑
10. Gitnux (2024). Must-Know American Eat-Out Statistics. [Must-Know Americans Eat Out Statistics \[Current Data\]](#). ↑