

period, e.g. number of training courses held and number of trainees.

- A comparison of work progress with objectives established for the quarter using the grantee's implementation schedule, and where such objectives were not met, a statement of why they were not met.
- Specific action(s) that the grantee would like the OGHA/HHS to undertake to alleviate a problem.

- Other pertinent information that will permit monitoring and overview of project operations.

- A quarterly financial report describing the current financial status of the funds used under this award. The awardee and OGHA will agree at the time of award on the format of this portion of the report.

Within 90 days of the end of the project period, the successful applicant must submit a final report containing information and data of interest to the Department of Health and Human Services, Congress, and other countries to HHS/OGHA. OGHA will send the specifics guidance regarding the format and content of the final report and the summary to successful applicant. At minimum, the report should contain:

- A summary of the major activities supported under the agreement and the major accomplishments resulting from activities to improve mortality in partner country.

- An analysis of the project based on the problem(s) described in the application and needs assessments, performed prior to or during the project period, including a description of the specific objectives stated in the grant application and the accomplishments and failures resulting from activities during the grant period.

Successful applicant will submit quarterly performance reports and the final report to: U.S. Department of Health and Human Services, Office of the Secretary, Office of Global Health Affairs, 5600 Fishers Lane, Suite 18-105, Rockville, MD 20857.

A Financial Status Report (FSR) SF-269 is due 90 days after the close of each 12-month budget period and submitted to OPHS-Office of Grants Management.

#### VII. Agency Contacts

For programmatic requirements, please contact: Jeff Waggoner, Office of Global Health Affairs, HHS, 5600 Fishers Lane, Suite 18-105, Rockville, MD 20857. Telephone: (301) 443-6279.

For administrative requirements, please contact: Eric West, Office of Grants Management, Office of Public Health and Science, HHS, 1101 Wootton Parkway, Suite 550, Rockville,

Maryland 20857. Telephone: (240) 453-8822.

#### VIII. Tips for Writing a Strong Application

*Include DUNS Number.* You must include a Data Universal Numbering System (DUNS) Number to have your application reviewed. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please include the DUNS number next to the Office of Management and Budget (OMB) Approval Number on the application face page.

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

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

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

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

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

*Be careful in the use of appendices.* Do not use the appendices for information required in the body of the application. Be sure to cross-reference all tables and attachments located in the appendices to the appropriate text in the application.

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

Dated: June 6, 2006.

**Mary Lou Valdez,**

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

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#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

##### Office of the National Coordinator; American Health Information Community Meeting

**ACTION:** Announcement of meeting.

**SUMMARY:** This notice announces the sixth meeting of the American Health Information Community in accordance with the Federal Advisory Committee Act (Pub. L. No. 92-463, 5 U.S.C. App.) The American Health Information Community will advise the Secretary and recommend specific actions to achieve a common interoperability framework for health information technology (IT).

**DATES:** June 13, 2006 from 8:30 a.m. to 12:30 p.m.

**ADDRESSES:** Hubert H. Humphrey Building (200 Independence Avenue, SW., Washington, DC 20201), Conference Room 800

**FOR FURTHER INFORMATION CONTACT:** Visit <http://www.hhs.gov/healthit/ahic.html>.

**SUPPLEMENTARY INFORMATION:** A Web cast of the Community meeting will be available on the NIH Web site at: <http://www.videocast.nih.gov>.

If you have special needs for the meeting, please contact (202) 690-7151.

Dated: June 1, 2006.

**Kathryn Barr,**

*Director, American Health Information Community, Office of Programs and Coordination, Office of the National Coordinator.*

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#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

##### National Committee on Vital and Health Statistics: Meeting

Pursuant to the Federal Advisory Committee Act, the Department of Health and Human Services (HHS) announces the following advisory committee meeting.

*Name:* National Committee on Vital and Health Statistics (NCVHS).

*Time and Date:* June 21, 2006, 9 a.m.-4:30 p.m., June 22, 2006, 8:30 a.m.-12:30 p.m.

*Place:* Hubert H. Humphrey Building, 200 Independence Avenue, SW., Room 705A, Washington, DC 20201.