

### *B. Current Blood Bank and Transfusion Service Activities (8 Pages Maximum)*

Describe the blood transfusion system activities for the regions in which you plan to provide blood transfusion safety services. Address the following:

1. *Infrastructure*—Describe the current blood transfusion system infrastructure, including regional blood collection facilities, laboratory testing equipment, and supplies. Describe their location and access to major urban population centers.

2. *Blood collection*—Describe the current protocols and systems for collecting, handling and distributing units of blood. Describe the organization of blood donor recruitment and counseling activities. Describe the management of blood collection facilities, record-keeping and quality assurance activities. Describe your activities to promote blood donor community mobilization in the proposed areas, including relationships with other organizations that provide services.

3. *Testing*—Describe the current system of testing blood for HIV, hepatitis and syphilis. Include a description of the following: (a) the type and number of laboratory facilities for testing of HIV and other transfusion transmitted infections; (b) staff qualifications; (c) the number and types of tests performed by each facility in the past 12 months; and (d) the percent of the blood supply currently tested; (e) the capability of performing these tests at each facility including type of equipment used; and (f) current quality assurance procedures.

4. *Transfusion and Blood Utilization*—Describe current use of national/regional guidelines for blood transfusion therapy and efforts or systems for blood utilization review and the reduction of unnecessary blood transfusions.

5. *Training activities*—Describe current training programs for blood transfusion safety for physicians, laboratory technologists, donor recruiters and nurses. Include information the types and numbers of persons trained, training curricula, training facilities, and the trainers.

6. *Monitoring and evaluation*—Describe the current system to record important program indicators such as the monthly number of units of safe blood made available, the number of persons receiving safe blood each month, the blood supply deficit, and the number of persons with serious adverse consequences to transfusions.

### *C. Goals (4 Pages Maximum)*

Address the following:

1. Provide goals, objectives, and timeline for implementation of the program plan.

2. Provide measures of effectiveness by which you can assess the success of the program.

3. Provide letters of support from organizations with which you intend to work. These letters should indicate support for the goals and objectives of your proposed project and indicate what support they will provide, e.g., referrals to your program.

### *D. Rapid Expansion of Blood Transfusion Safety Services (8 Pages Maximum)*

Describe your plans for increasing the quality and extent of safe blood transfusion services. Describe your plans for increasing the number of units of safe blood available for transfusion and plans for reducing unnecessary transfusions. *If an applicant plans to sub-contract out to other organizations, this strategy must be clearly identified and explained in the application.* Address the following areas:

1. *Infrastructure*—Describe your plans to assess and expand the current blood transfusion system infrastructure, including regional blood collection facilities, laboratory testing and processing equipment, and supplies.

2. *Blood collection*—Describe your plans for expanding the current systems for collecting, handling, and distributing units of blood. Describe your plans for the expansion of blood donor recruitment and counseling activities. Describe your plans for the development of blood collection facilities management, record-keeping and quality assurance activities. Describe your planned activities to promote blood donor community mobilization in the proposed areas, including relationships with other organizations that provide the services.

3. *Testing*—Describe your plans to expand the current system of testing blood for HIV, hepatitis, and syphilis. Describe plans to implement or expand current quality assurance procedures.

4. *Transfusion and Blood Utilization*—Describe plans to implement the use of national or regional guidelines for blood transfusion therapy and efforts or systems for blood utilization review and the reduction of unnecessary blood transfusions.

5. *Training activities*—Describe proposed training programs for blood transfusion safety for physicians, laboratory technologists, blood donor recruiters, and nurses. Include information about proposed course titles, types and numbers of persons to be trained, length of each course,

development of training facilities, and trainers.

6. *Monitoring and evaluation*—Describe the proposed system to use important program indicators such as the monthly number of units of safe blood made available, the number of persons receiving safe blood each month, the blood supply deficit, and the number of persons with serious adverse consequences to transfusions.

7. *Sustainability*—Applicants should develop a one-page description of capacity building activities for each year's work plan. Proposed activities must include capacity building as defined as activities promoting host country infrastructure development and strengthening of management, service delivery, and evaluation systems and clinical/cultural competency.

In order to accomplish sustainable systems development the following activities are suggested:

- Identify key stakeholders and engage potential in-country partners;
- Develop or expand a formal (preferably host country) advisory group to plan for on-going services;
- Define the components of care with other health or social service providers;
- Research funding sources; and
- Develop an exit plan.

The overall strategy and program must fit into National host country strategies including continuation of the program funding and staffing.

### *E. Management Plan, Staffing, and Infrastructure (6 Pages Maximum)*

1. *Management plan*—Provide an organizational chart and describe the responsibilities for each of the key staff.

2. *Staffing*—Describe the number and types of staff needed to assist with technical guidance and training activities.

3. *Infrastructure*—Describe the physical facilities in which the proposed activities will be carried out and the equipment needed.

4. *Human Resources, Management and Administration*—Describe plans to provide or obtain all material and human resources necessary for the development, implementation, management, operation, procurement, monitoring, and quality assurance of all program activities.

5. *Coordination with National Programs*—Describe the organization's strategy to coordinate proposed activities within the context of national programs.

### *F. Budget Narrative (No Page Limit)*

Guidance for completing your budget can be found on the USG web site, at the following address: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.