

on the design and organization of regional blood collection centers, laboratory testing equipment, and standard operating procedures.

2. *Blood Collection*—Describe your ability to guide the development of protocols and standards for collecting, handling and distributing units of blood. Describe your organization's scope of work in blood donor recruitment and counseling activities. Describe your organization's work in the management of blood collection facilities, record-keeping, and quality assurance activities. Describe your organization's activities in blood donor recruitment, selection and counseling.

3. *Testing*—Describe your organization's role in blood transfusion safety laboratory testing and in promoting standard operating procedures and quality assurance systems for blood transfusion services and testing laboratories.

4. *Transfusion and Blood Utilization*—Describe your organization's role in the development of or use of guidelines or standards 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 about course titles, types and numbers of persons trained, length of each course, training facilities, and the trainers.

6. *Monitoring and Evaluation*—Describe your organization's use of program indicators and monitoring and evaluation tools in measuring quality of blood transfusion services 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. Describe your organization's experience with providing technical assistance related to the areas listed above. Comment on any experience providing technical assistance in other countries.

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. Address the following areas:

1. *Infrastructure*—Indicate for which countries you intend to provide assistance. Describe your plans to assist the designated countries in assessing and expanding the current blood transfusion system infrastructure, including regional blood collection facilities, laboratory testing equipment, and supplies.

2. *Blood Collection*—Describe your plans for assisting countries in 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 assisting the designated countries with the development of blood collection facilities management, record-keeping, and quality assurance activities. Describe your planned activities to assist with the promotion of blood donor community mobilization in the proposed areas.

3. *Testing*—Describe your plans to advise and guide the designated countries in expanding their current systems of testing blood for HIV, hepatitis, and syphilis. Describe plans to help implement or expand current standard operating procedures and quality assurance procedures.

4. *Transfusion and Blood Utilization*—Describe plans to help the designated countries 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, donor recruiters and nurses. Include information about proposed fellowships, training courses, types and numbers of persons to be trained, and length of each course. Describe the number of potential faculty and trainers and their qualifications and experience.

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)

Address the following:

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, monitoring, and quality assurance of all technical assistance 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>.