

Standard Proposal Submission Form

All Proposals for DIF must be submitted on diskette and in signed hardcopy using this standard form. The electronic format allows use of the space necessary to complete each section of the form and also enables more rapid transmission to members of the Area Review Panel. Diskettes with the blank templates are available at the PPD. Please complete the information requested on the diskette and submit it, along with a printed and signed copy of the proposal, to the DIF Campus Coordinator (DCC). The printed copy of the proposal should contain the originals of all necessary endorsements (with the appropriate signatures), and any attachments (such as CVs) as requested.

Part 1: Contact Details

Main contact name: _____

Position: _____

Organizational unit: _____

Institution: _____

Mailing address: _____

City: _____

Email address: _____

Office phone: _____ Office fax: _____

Home phone: _____ Cellular phone: _____

Alternative contact name: _____

Position: _____

Organizational unit: _____

Institution: _____

Mailing address: _____

City: _____

Email address: _____

Office phone: _____ Office fax: _____

Home phone: _____ Cellular phone: _____

Part 2: Statement of Objectives:

What does this proposal seek to accomplish?

Today medical care is provided in an increasingly electronic, web-networked information environment, with a vast array of online information products and services. This environment suggests for many that a virtual library of resources and services could and should be designed to provide instant answers and solutions for almost every conceivable health care information dilemma. Such resources could be achieved through establishing Drug Information Center (DIC) as it is capable of overcoming the limitation of human memory and serve as a repeated reminder and continued education of health professionals. This proposal seeks to realize such a center in our school that would greatly help in educating pharmacy students to serve as effective providers of pharmaceutical care.

How will this proposal lead to improved performance at your institution?

DIC assumes three general areas of responsibility: education, research and service. Educationally, DICs support the academic program of the School of Pharmacy by providing students with the necessary training in data retrieval and drug literature evaluation so that they could develop drug information skills. Thus, it prepares them to be the primary providers of what the profession calls “pharmaceutical care,” in addition to providing the traditional knowledge and skills about the composition and dispensing of drug entities and products. It also enables them to be activists on behalf of their patients, helping them achieve the desired outcomes of their therapy and working as

consultants to physicians, nurses, and other care providers to help them make appropriate drug treatment choices. The Center also has a positive impact in expanding the areas of research of the school. The continuing availability of new drugs requires thorough review and evaluation for assessment and possible addition in the National List of Drugs. Both under- and postgraduate students can participate in pharmacoeconomic evaluations as well as comparative class evaluations to come up with recommendations. Adverse drug reaction monitoring is another area that students can take part, which enable them to identify new untoward reactions, as safety studies are carried out in a limited number of populations. Researchers will have access to a searchable database of biomedical research projects conducted in other parts of the world and information on clinical trials for a wide range of diseases and conditions, including HIV/AIDS, thereby allowing them to concentrate on the research question.

In the area of service, this tempting and apparently ubiquitous availability of all kinds of health information helps to convince most physicians and other health professionals that their clinical decisions is based on the “best evidence” from the current literature, particularly in the HIV/AIDS pandemic. Ethiopia is experiencing various health problems, such as HIV/AIDS, tuberculosis and malaria. Among these HIV/AIDS is spreading in an alarming rate, since the first evidence of HIV infection was reported in 1984, thereby affecting all the population groups indiscriminately. As a result of this, it is becoming one of the major health issues of the country. Where it has succeeded, antiretroviral therapy (ART) has altered the nature of HIV disease, transforming an almost uniformly fatal illness into a chronic but apparently stable condition. The provision of ART could thus bring about relief of the situation, but shortage of appropriate and timely information, the complexity of treatment regimen as well as insufficient knowledge of treatment guideline of antiretroviral hinders efficient management of HIV/AIDS. It is also evident from the current global debate on improving care and treatment for people living with HIV that ART will become increasingly available in resource poor countries. Indeed, World Health Organization and an increasing number of governments setting targets to expand access to ART. As this happens, there is an imperative to

determine which factors will promote optimal use of these complex therapies to minimize class-specific & overlapping toxicities, drug interaction (drug-drug interaction, drug-food interaction, and drug-herbal medicine interaction), potentially serious consequences of poor adherence, and the development of a worse epidemic of multi-drug resistance HIV (MDRHIV). With the advocacy of multidisciplinary team approach (a means proposed to circumvent the human challenge in ART rollout) in HIV care; expanding the scope of the health care staff in provision of ART is highly emphasized. For such an approach to be realized, continuous development and training as well as provision of updated information is mandatory. Moreover, studies carried out to assess the understanding of information related to antiretroviral therapy among HIV-infected patients have also shown that an important proportion of patients misunderstand information regarding ART. Hence, in parallel with the process of allocating funds to purchase drugs, there has to be pro-active scaling up of health workers and patients' awareness about antiretroviral treatment. DIC is therefore the best remedy to curb this constraint as attested by encouraging response and beneficial experience by such centers in other countries.

Explain how these expected accomplishments are consistent with the specific goals of the Development Innovation Fund (DIF) and contribute to the implementation of your university's strategic plan.

DIC has been a felt need of the School for quite long. However, it was not possible to put it into effect for a variety of reasons. It appears that the time for action has come and the School has included DIC in its strategic plan (2005-2009). As relevant and up to date information about drugs in common use is either unavailable or scarce in Ethiopia, we came up with this proposal. The proposal

is made based on the encouraging response and beneficial experience by such centers in other countries. Having such a center in the school will undoubtedly have a greater contribution in improving the quality of education, patient care and early reporting of adverse reaction to drugs. To put it in a nutshell it will succeed in improving the quality of education in particular and the health of the people of Ethiopia in general.

Part 3: Description of Activities:

Please describe all the actions that will be undertaken during the project, their purposes, and the ways in which they will interact. This should include, for instance, a description of new courses to be offered in the proposed program; what new types of degrees these would lead to (Bachelors, Masters, and/or Doctorate degrees); the credentials, role, and length of stay of any visiting professors or technical experts; the contribution of any visiting professors; the contribution and use of any requested pedagogic and library materials to the proposal; the role and expected use of any laboratory equipment requested; and the unique features of any new approach to existing processes, procedures and methods. List the largest and most important activities first.

Activity 1

Description: Solicit appropriate space for the DIC and refurbishing

Purpose: availing physical facility for the center

Intended Outcome: Physical facility

Activity 2

Description: Furnishing the physical facility with required materials (second quarter)

Purpose: to enable the facility to start up the service

Intended Outcome: Fully furnished facility

Activity 3

Description: Recruitment of personnel (second quarter)

Purpose: to start up the service

Intended Outcome: Provision of service

(Add more pages as needed.)

Part 4: Statement of Credentials of Project Participants:

Please provide below a brief description of the academic credentials, professional experience, relevant publications, and current positions and responsibilities of academic staff to be involved in the project. (CVs to be attached)

Name	Academic Credentials	Professional Experience	Current Position	Relevant Publications
Dr.Ephrem Engidawork	Ph.D			
Ato. Teshome Nedi	MSc			
Wt. Lydia Asrat	MSc			
Ato. Jemal Demma	B.Pharm			
Ato. Ephrem Abebe	B. Pharm			

Part 5: Statement of University Endorsement of the Proposal:

I, _____ (name), Academic Vice-President of _____ (name of university), affirm that this University endorses the attached project proposal, attest that it is consistent with the objectives and priorities of our institutional Strategic Plan, and confirm we are fully committed to its successful implementation. To this end, this University will provide the below-listed resources in support of the proposal in accordance with its implementation schedule, if this proposal is awarded a grant from DIF.

Signature

Date

University Commitment of Resources for the Proposal:

During Project Implementation:

Item	Quantity/Amount (birr)	Estimated Cost/Value (birr)
Staff Time		
Position A		
Position B		
(etc)		
Buildings/Facilities		
Facility A		
(etc.)		
Maintenance Costs		
Laboratory Technicians		
Other Overhead Costs		
Student Scholarships		
Doctoral		
Masters		
Undergraduate		
Other contribution		
Total		

Sustainability: Resources for Period Following Project Implementation

Item	Quantity/Amount (birr)	Estimated Cost/Value (birr)
Staff Time		
Position A		
Position B		
(etc)		
Buildings/Facilities		
Facility A		
(etc.)		
Maintenance Costs		
Laboratory Technicians		
Other Overhead Costs		
Student Scholarships		
Doctoral		
Masters		
Undergraduate		
Total		

Part 6: Statement of Context:

This section should include a brief summary of any related activities currently underway in the applicant's university. It should explain the extent of the similarities and differences with these existing activities, how they will address similar or different needs, and any collaboration, complementarity, or resource sharing that may be contemplated. It should also list the existing relevant resources at the applicant's university that will be used in the proposal. These may be special equipment, other existing labs, library collections or journal subscriptions, available human resources from other departments, etc. This will be important for judging the proposal's potential contribution to efficiency improvements.

Program One (name + institution)	Characteristic with respect to Proposal
Similarities	
Differences	
Complementarity	
Collaboration/ Resource Sharing	

Program Two (name + institution)	Characteristic with respect to Proposal
Similarities	
Differences	
Complementarity	
Collaboration/ Resource Sharing	

Program Three (name + institution)	Characteristic with respect to Proposal
Similarities	
Differences	
Complementarity	
Collaboration/ Resource Sharing	

Part 6 *(continued)*

Use of Existing University Resources by the Proposal:

Resource	Currently used for/by	Proposed Project Use
Staff	Teaching	Running DIC

Part 7: *Implementation Plan/Schedule of Activities/Performance Indicators:*

This table should provide the expected dates for the start and completion of all activities. The schedule should also contain several “performance milestones” for complex activities that take place over longer periods of time. (This schedule will become part of the grant agreement for funded proposals and will determine the schedule of purchases and disbursement agreements.) For each activity, please also provide one each of the following indicators where appropriate: (a) an indicator demonstrating that the proposed activity has been completed; (b) a measure of its degree of success; (c) a measure of its impact within the sector or field of the proposal. The number of activities listed here should be the same as in Part 2.

Activity	Start	Interim	Completed
Activity 1: Solicit appropriate space for the DIC and refurbishing	Sep. 2005		Oct.2005
Indicators:			
Of completion	Acquiring space		
Of Success			
Of Impact			
Activity 2: Furnishing the physical facility with required materials	Nov.2005		Jan.2005
Indicators:			
Of Completion	Full y furnished drug information center		
Of Success			
Of Impact			
Activity 3: Recruitment of personnel	Jan. 2005		Feb.2005
Indicators:			
Of Completion	Staff recruited		
Of Success	Provision of Drug information service		
Of Impact	Improved quality of teaching and learning activities, improved health care delivery		

Part 8: Budget Proposal/Justification of Expenditure:

Please provide a list of all budget items along with a statement of the activities they will be related to, and a teaching/learning related justification for their inclusion in the proposal. Equipment purchases over USD15,000 will require individual justification, as will visiting professorships of more than one month's duration. Please group smaller items according to their purpose and provide the corresponding information. For instance, laboratory consumables and minor lab equipment may be grouped together and given a single justification.

Item	Qty	Cost (USD)	Purpose	Justification
PC based server with 17" color monitor	1	5000.00	Internet connection	The service requires on-line drug information
Workstation PC with 17" color monitor	10	25,000.00	Internet access	
CISCO router	1	2500.00	Networking	
Books and periodicals		20,000.00	Basic need	Source of information
Databases		30,000.00	Basic need	
Printer (network ready B/W laser jet)	1	2000.00	To retain hard copies	To use the hard copies as a reference
Printer (network ready color laser jet)	1	3000.00	To retain hard copies	
Flat bed color scanner with ADF	1	400.00	Information dissemination	
Digital camera	1	900.00	Recording	
Digital video cam recorder	1	1500.00	Communication	Teaching

34" color TV set	1	2400.00	Teaching	Teaching
DVD and VCR player combined	2	800.00	Teaching	
UPS for work station PC	10	4500.00	Precaution during power cut	To safeguard the equipments from damage during power fluctuation
UPS for server	1	1000.00	Precaution during power cut	
Computer desk and chair	11	2200.00	Basic need	For furnishing the drug information center.
Filing cabinet	3	840.00	Basic need	
Book shelf	10	3000.00	Basic need	
Reading tables	5	1265.00	Basic need	
Reading chairs	20	1304.00	Basic need	
Office desk for staff	3	1635.00	Basic need	
Swivel chairs for staff	3	527.70	Basic need	
Slanting shelves for displaying periodicals	2	2633.00	Basic need	
TV stand/desk	1	340.67	Basic need	
Book ends (metal)	5 boxes	258.75	Basic need	
Shelf label holders	4 boxes	91.00	Basic need	
Steel Princeton shelf-files	40	226.00	Basic need	
Rotating brochure rack	1	209.00	Basic need	
Corkboards	2	59.40	Basic need	
Enclosed bulletin board	1	346.00	Basic need	

Heavy duty photo copier	1	5000	Basic need	
Slide projector	1	1455.00	Basic need	
Spiral binding machine	1	433.03	Basic need	
Metal cabinets for posters	1	947.40	Basic need	
Notice board	1	116.00	Basic need	
Newspaper express	1	403.00	Basic need	
Lap top computer	2	10,000.00	Basic need	
LCD	1	3000.00	Basic need	
Refurbishing	1	13464.93	Basic need	
Total		158,283. 18		

Item	Cost	Purpose (activities related to)	Justification
Total	USD		

Part 9: Financial Plan**PERFORMANCE MILESTONES AND DISBURSEMENT SCHEDULE**

	U.S. Dollar Amount	Birr
	<u>Reserved for Project</u> ¹	<u>Payment</u>
Milestone #1: Upon signature of Performance Agreement	[amount]	[amount]
Milestone #2: [to be defined]	[amount]	[amount]
Milestone #3: [to be defined]	[amount]	[amount]
Milestone #4: <i>(if necessary)</i>		

¹ This amount represents payments to be made in foreign exchange for international equipment purchase, training, or other approved expenditures requiring foreign currency. These payments will be made by the Ministry of Education (PPD) against approved invoices submitted by Party C (the proposal originator).

Part 11: Procurement Plan**PROCUREMENT AND IMPLEMENTATION SCHEDULE: CONSULTANCY SERVICES**

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SN							TERMS OF REFERENCE				REQUEST FOR EO/CV				SELECTION			
	DESCRIPTION	PROCURE- MENT METHOD	LUMPSUM/ CONTRACT	BUDGETED AMOUNT USD	PRIOR/POST REVIEW	PROCURING UNIT	PLAN VS. ACTUAL	ADVERT. AND SPN	SUBMIT DATE	APPROVE DATE	PREPARE DATE	SUBMIT DATE	EVALUATION DATE	INTERVIEW/ NEGOTIATION DATE	REQUEST DATE	APPROVAL DATE	CONTRACT SIGNING DATE	DELIVERY LATEST DATE
1							Plan											
							Actual											
2							Plan											
							Actual											
3							Plan											
							Actual											
4							Plan											
							Actual											
5							Plan											
							Actual											
6							Plan											
							Actual											
7							Plan											
							Actual											
8							Plan											
							Actual											
9							Plan											
							Actual											
10							Plan											
							Actual											
	TOTAL																	

Notes:*n.a. => not applicable*

Part 11 (cont.)**Procurement and Implementation Schedule: Goods and Equipment**

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DESCRIPTION	LOTS	PACKAGE IFB NOS.	PROCURE- MENT METHOD	ALLOCATED AMOUNT USD	PRE / POST QUALIFICA- TION	PRIOR / POST REVIEW	PROCURING UNIT	PLAN VS. ACTUAL	LIST AND SPECIFICATIONS		BIDDING DOCUMENTS/ORDER				CONTRACT AMOUNT USD	CONTRACT SIGNING DATE	DELIVERY LATEST DATE
									SUBMIT DATE	APPROVE DATE	PREPARE DATE	SUBMIT DATE	EVALUATION DATE	AWARD DATE			
Computers	1							Plan									
								Actual									
Printers	2							Plan									
								Actual									
Photocopiers	3							Plan									
								Actual									
Vehicles	4							Plan									
								Actual									
Office furniture	5							Plan									
								Actual									
TOTAL																	

Note:
*n.a. => not
applicable*

