

Pre-Application Evaluation Questions and Grant Guideline

Pre-Application Evaluation Questions

Before filling out the application, applicants must answer the following questions to determine their eligibility:

1. **Organizational Type:** Is your organization a non-profit, public institution, governmental agency, or other not-for-profit entity?
 - a. **Note:** For-profit organizations are not eligible to apply as the principle applicant. An applicant may include a for-profit entity as a project partner (e.g. a professional training provider), but the principle applicant must meet the criteria set out above.
2. **Service Alignment:** Does your organization provide services correlated to transfusion and/or transplantation services for Medical Products of Human Origin (MPHO)?
3. **Project Focus:** Will your proposed project enhance traceability or electronic information management to improve safety and efficiency in transfusion and/or transplantation activities for Medical Products of Human Origin (MPHO)?

Eligibility Determination:

Applicants who answer “No” to any of the above questions do not meet the qualifications to proceed with the grant application process.

If you have any questions, feel free to contact us at: support@isbt128.org

Grant Guidelines

Section I. Overview Information

Funding Opportunity Title: ICCBBA Enterprise Grant

Grant Opportunity Number: ICCBBAEG2025

Deadline for Application: April 30, 2025 (5:00 PM local time of applicant organization)

Number of Awards: to be confirmed

Total Amount Available: 100,000.00 USD

Organization Description:

ICCBBA is an international non-profit organization that manages, develops, and licenses ISBT 128, the international information standard for the terminology, coding, and labeling of Medical Products of Human Origin (MPHO). ICCBBA also manages the allocation of globally unique identifiers to licensed facilities and maintains the ISBT 128 Standard, international databases for Facility Identification Numbers and Product Description Codes, supporting documentation, and educational materials.

ICCBBA recognizes that safe and efficient systems for transfusion, transplantation, administration, and application of MPHO require an underlying organizational capacity that is well developed and quality driven. ICCBBA especially wishes to support initiatives in resource-constrained settings that are aimed at developing such capacity, particularly where initiatives have an impact on electronic information management and/or traceability of MPHO leading to greater safety and efficiency.

Objectives of the Enterprise Grant:

- To build technical capacity in transfusion and/or transplantation activities in terms of safety and efficiency.
- To assist transfusion/transplantation establishments in achieving reliable traceability of all MPHO that they manage.
- To enable ICCBBA to achieve its mission to enhance patient safety through developing and maintaining international information standards for MPHO.

Funding Opportunity Purpose:

ICCBBA is pleased to announce a funding opportunity designed to foster safer and more efficient systems supporting transfusion or transplantation of MPHO

by enhancing organizational infrastructure with a strong emphasis on know-how, quality and improvement. This initiative seeks to provide support for projects operating at the local, national or regional level, including resource-constrained settings. The primary goal is to facilitate the creation and advancement of a robust organizational framework, especially in cases where these projects have a significant impact on electronic information management or traceability.

Section II. Award Information & Key Dates

Open Application Period: February 4, 2025

The period when organizations can begin submitting their grant applications.

Webinar Information Session: March 2025

An application workshop session for potential applicants.

Application Period Closed: April 30, 2025

The deadline for organizations to submit their grant applications. All applications are due by 5:00 PM local time of the applicant(s) organization.

Recommendation from Selection Committee: May 2025

The selection committee provides recommendations of selected applicant(s).

Announcement of Award(s): June 2025

Public announcement of the grant award recipients.

Conclude Grant Agreement & Fund Transfer: June 2025

Finalizing grant agreements, establishing reporting requirements, and transferring funds.

Timeline subject to adjustments depending on the volume of applications.

Section III. Eligibility Criteria

Eligibility:

Applications for this grant are open exclusively to providers of MPHO transfusion and/or transplantation services that are non-profit organizations, public institutions, governmental agencies, or other non-profit entities. For-profit organizations are not eligible to apply as the principle applicant. An applicant may include a for-profit entity as a project partner (e.g., a professional training provider), but the principle applicant must meet the criteria set out above.

Grant Usage:

The grant funds should be utilized exclusively for non-commercial purposes, such as organizational, scientific, and educational activities aimed at enhancing the safe and efficient provision of MPHO transfusion and/or transplantation services.

- Actions supporting enhanced traceability in particular are encouraged.
- Actions in resource-limited settings are also of particular interest.

Encouraged Actions:

We **strongly** encourage projects that focus on improving traceability, particularly those that enhance the tracking and monitoring of MPHO transfusion and/or transplantation services. Additionally, we have a keen interest in initiatives taking place in resource-limited settings.

Project Timeline:

Projects funded by this grant are expected to be completed within 12 months of receiving approval.

Language Requirement:

All applications must be submitted in English, and all communication with ICCBBA will be conducted in English for consistency and clarity.

Rules:

1. The applicant must complete all relevant documents and submit them to ICCBBA by the due date. Late applications may be declined.
2. The Grant will be made to an organization, not an individual person.
3. ICCBBA can decide to issue one grant, multiple grants, or no grants depending on the quality and quantity of applications received.
4. The overall funds ICCBBA makes available for grants may fluctuate from year to year.
5. An ICCBBA selection committee will make a recommendation(s) to the ICCBBA Board who will make the final decision. The decision of the ICCBBA Board is final, and no correspondence will be entered into with applicants that were unsuccessful.
6. An agreement shall be signed by the Grantee and ICCBBA.
7. The Grant must be used for the project identified in the application and approved by ICCBBA and may not be used for any other purposes

without ICCBBA's prior written approval. The Grantee(s) accepts responsibility for complying with the Agreement's terms and conditions and will exercise full control over the Grant and the expenditure of Grant funds.

8. ICCBBA assumes no liability with respect to any accident to any person or any loss or damage to any person or property arising from the project(s) funded by this Grant.
9. ICCBBA and the Grantee shall comply with all applicable laws, rules, and regulations.
(9.1 Members of the ICCBBA Board are excluded from acting as the designated representative of an applicant organization. If a member of the ICCBBA Board has a conflict of interest, including but not limited to being an employee of the organization being considered, the individual must recuse himself/herself from the discussion and voting process.)
10. ICCBBA is established in the state of California, USA with Organization No. C31562751. The laws of the State of California shall be applicable to the interpretation of this Agreement without regard to conflicts of law principles of such State. All claims arising out of or relating to this Agreement shall be brought solely in the U.S. federal courts for the Eastern Division of the Central District of California, USA, and the state courts located in San Bernardino County, California, USA.
11. Any publicity or use of ICCBBA's name, logos, etc. by the Grantee(s) pertaining to the Grant will be sent to ICCBBA for approval prior to its release.
12. The Grantee(s) grants ICCBBA the right to use any photographs, logos, or any other materials supplied by the Grantee(s) to ICCBBA for use in press releases and/or other publications.
13. The Grantee(s) undertakes the project(s) on its own behalf and not on behalf of ICCBBA, and this Agreement and any funds flowing from this ICCBBA Grant shall in no way be construed as creating the relationship of principal and agent, of partnership in law; or of joint venture as between ICCBBA and the Grantee(s) or any other person involved in the project(s) funded by this Grant.
14. Subcontracting related to the award, partial or total, is not allowed by the Grantee(s).
15. Providing any faulty, false, or misleading information to ICCBBA at any stage of the grant process (from application to finalization) may result in the immediate termination of the grant by ICCBBA, and the Grantee will

be required to repay to ICCBBA all amounts received within 30 calendar days from the date of termination.

Section IV. Evaluation Process

Pre-Application Evaluation Questions:

Before filling out the application, applicants must answer the following questions to determine their eligibility:

1. Organizational Type: Is your organization a non-profit, public institution or governmental agency? *Note: For-profit organizations are not eligible to apply as the pinciple applicant.*
2. Service Alignment: Does your organization provide transfusion and/or transplantation services for Medical Products of Human Origin (MPHO)?
3. Project Focus: Will your proposed project enhance traceability or electronic information management to improve safety and efficiency in transfusion and/or transplantation activities?

Eligibility Determination:

Applicants who answer "No" to any of the above questions will not qualify to proceed with the grant application process.

Section V. Application and Submission Information

Requesting an Application Package:

Required application package and forms are [available on our Enterprise Grant website](#), or at support@isbt128.org.

Content and Form of Application Submission:

Please carefully follow all instructions below. Applications that do not meet the requirements or fail to comply with the stated requirements will be ineligible for consideration.

All forms must be duly completed in English by the designated person of the Organization. This individual will represent the Organization, and all correspondence by ICCBBA will be with this individual. It is the Grantee's responsibility to ensure that ICCBBA always has the correct contact information during the process.

Documents required:

The following documents are required when submitting your application:

- FM-093 v5
- Grant Budget Template
- Organization Annual Report (if available)
- Any additional supporting documentation

Citation and References:

References, publications, and data that support the submission must accompany the application.

Part 1. APPLICATION ORGANIZATION

Applicants must complete the ICCBBA Enterprise Grant Application Form. This form collects the following information:

1. **Organization Name**
 2. **Address**
 3. **Medical Products of Human Origin (MPHO) Activities**
(what MPHO are included in services provided by the applicant e.g., blood, cellular therapy, human milk, tissues).
 4. **Nature of the organization**
 - Type of Organization (public/private/non-profit, etc.). Evidence should be provided, e.g., copy of the registration as a non-profit, official ministerial support letter.
 - Describe the organization.
1. **Affiliations**
e.g., subsidiary of a larger organization e.g., Ministry of Health, national blood service, regional milk banking network.

Part 2. PROJECT MANAGER

This will be the main contact with ICCBBA for the duration of the application process and if successful, for the duration of the project.

- **Name**
- **Position**
- **E-mail address**
- **Telephone**

Part 3. PROJECT DETAILS

1. Location of the project (if different than from Part 2)

2. Demonstration of the need (Note this is a scoring factor)

2.1. Describe the problem you want to solve and how you purpose to solve it.

2.2. Include any references to publications and data that support the proposal.

3. Description of the project/initiative

3.1. Indicate the time scale for the entire project and the element of the project for which funding is sought. (Note this is a scoring factor).

4. Intended goals and outcomes (Note this is a scoring factor).

4.1. Describe what the expected impact on your project will be.

4.2. SMART objectives (Explain the objectives of the project and ensure they are presented in a manner that satisfies the SMART criteria - Specific, Measurable, Achievable, Relevant, Time-bound).

4.3. Explain what the intended benefits of the project are, and which stakeholder groups these will impact.

4.4. Evaluation methodology (Describe how results will be measured in comparison to the expected outcomes).

5. Project governance

5.1. Explain the governance arrangements for the project and how grant funding will be controlled and allocated.

5.2. Indicate risks that have been identified and the strategies that will be adopted to mitigate these risks.

6. Project team list up to 10 principal members of the team who are expected to lead and undertake the project. Briefly describe their qualifications and experience. (Note this is a scoring factor).

7. Sustainability explain how the outcome of the project will provide sustainable benefit. (Note this is a scoring factor).

8. Funding requested (equivalent amounts in USD) (Note this is a scoring factor).

ICCBBA wishes to understand the alignment of the proposed budget to the description of work and goals/outcomes.

See section IV of the guidelines for documents required.

8.1. Total funding requirements of project (USD)

8.2. Funding requested from ICCBBA (USD)

8.3. Other funding/resources. What other sources of funding are expected.

All Applicants must submit their budget breakdown

Download the template

here: <https://iccbba.isbt128.org/hubfs/Enterprise%20Grant%20Budget%20Template%201.0.xlsx>

Grant Budget Template Breakdown:

I. Personnel

II. Other Direct Costs This covers non-personnel-related costs allocated to implementation of the grant activity (e.g., supplies, proportionate amount for applicant office rent, utilities, etc.). Enter individual unit amount and total units anticipated for the duration of the project. Each expense entered requires justification in the budget notes. Should a grant be awarded, back-up documentation (such as a lease agreement for rent) may be required. Remember to allocate these expenses in relation to other activities you may have. For example, if you have another funded activity, you should not include 100% office rent for this budget; you should include the proportional amount to implement this activity.

III. Activity Service Delivery Include here expenses specific to a programmatic activity. For example, all expenses related to hosting a workshop, or collecting surveys should be detailed. Examples of line items would be the rental of a training facility, or printing of training documents for workshops/training. Provide the name of the activity and add additional lines for each different activity. Please explain the costs listed under each activity in detailed budget notes.

IV. Travel, Transportation, Meals and Lodging This covers activity staff and/or beneficiary travel costs and per diem, gasoline for vehicles, etc. Please note destination in the budget. For example, Meals & Incidental charges to X Municipality. Please explain each cost listed for travel in detailed budget notes. You may be asked to provide your organization's travel policy including per diem policy.

V. Goods and Materials This covers equipment and furnishings to be purchased specifically for the proposed grant activity; must adhere to local procurement regulations. (Simplified Grants are limited to equipment items with less than one year life and a value less than \$5,000). If in-kind equipment will be purchased by (*Your Project's Name*) on behalf of the grantee during this time period, (*Your Project's Name*) will clarify the item and amount.

VI. Other Funding/Resources This cost will contribute to delivering the project including non-financial/in-kind contributions e.g., volunteer time, use of internal expertise.

Part 4. DECLARATION

Be sure to mark the digital signature checkbox at the end of the application.

All documents comprising the application must be submitted by the due date.
Late applications will not be accepted.

Section VI. Application Review Information

Only the review criteria described below will be considered in the grant review process. Applications submitted to ICCBBA in support of the Grant Enterprise mission are evaluated by the scored review system.

Overall Impact

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence.

Scoring Rubric Document 2.0 (to be used as a reference guide only)

Reviewers will consider each criterion below for evaluating the overall strength and potential impact of each Enterprise Grant application. Reviewers will use these descriptions as guidelines, to assign scores based on the quality of the applicant's submission in each area.

1. Evaluation (10 points): This criterion assesses eligibility determining the applicant's qualifications for the Enterprise Grant. Reviewers will consider if the answers to the questions align with the project's goals.
2. Demonstration of Need (15 points): This criterion evaluates the extent to which the applicant demonstrates a clear and compelling need for the proposed project or initiative within their organization or community. Reviewers will consider the depth of evidence provided to support the identified need, the potential impact of addressing this need, and the relevance of the project in addressing a genuine problem or challenge.
3. Description of Project/Initiative (25 points): This criterion assesses the quality and comprehensiveness of the project or initiative's description. Reviewers will focus on the clarity of the project's goals, objectives, and the strategies outlined to achieve them. They will also evaluate the appropriateness of the project's scope and the feasibility of implementation.
4. Intended Goals and Outcomes (20 points): This category evaluates the applicant's ability to define clear and measurable goals and outcomes for the project or initiative. Reviewers will consider the specificity of these goals, their alignment with the stated need, and the potential for

achieving meaningful and positive impacts. Measurable and achievable outcomes will be emphasized.

5. Alignment of Budget to Description of Work and Goals/Outcomes (10 points): This criterion looks at how well the budget aligns with the project's description and intended goals. Reviewers will assess the appropriateness of the budget in relation to the proposed activities and the expected outcomes. They will consider whether the budget is realistic and supports the objectives outlined in the application.
6. Team Composition (10 points): Team composition evaluates the qualifications and expertise of the individuals involved in the project. Reviewers will assess the relevance of team members' skills and experience to the project's goals, as well as their capacity to execute the proposed work. Diversity, leadership, and collaboration within the team may also be considered.
7. Sustainability of the Work (10 points): This category examines the applicant's ability to sustain the project's impact and efforts beyond the grant period. Reviewers will consider the plans and strategies for long-term sustainability, including fundraising, resource allocation, and partnerships. The potential for the project to continue its positive influence after grant support ends will be assessed.

Section VII. Award Administration Information

Award Notices

A formal notification in the form of a Notice of Award (NoA) will be provided to the applicant organization for successful applications. The NoA signed by the ICCBBA Executive Director will be sent via email to the recipient's official business email indicated on the application **(Part 2. of FM-093 v5)**.

Grant Disbursement

For grants of up to and including \$20,000, payment will be made at the start of the project in a single payment.

For grants of more than \$20,000, payments will be as follows:

- 50% at the time of signing the grant agreement
- 30% at the time of a satisfactory interim report
- 20% at the time of a satisfactory project finalization

Termination of Grant

Upon termination of this Agreement, any unused funds must be returned to ICCBBA.

Extension of Grant Time

The Grantee may request, in writing, an extension to utilize such funds. Grantee(s) may email their request to [support@isbt128.org].(mailto:support@isbt128.org)

You must include your reason for requesting the extension. Extensions may be allowed if it is clear that the project will be completed during that time.

Reporting

The Grantee(s) agrees to provide ICCBBA with a written report summarizing the project within ninety (90) days following the end of the period during which all Grant funds are to be used.

ICCBBA may also request interim reports, which must be provided within thirty (30) days of the initial request.

Reports should describe progress in achieving the purposes of the Grant and include a detailed accounting of the uses or expenditure of all Grant funds. If proposed outcomes were not achieved, a statement indicating what remedies will be taken forward is required. Timely submission of these reports is required to remain in good standing with ICCBBA for future granting. Any reports or documents generated and provided to ICCBBA in connection with the Grant will be considered the property of ICCBBA.

Section VIII. Contacts

We encourage inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential applicants. For inquiries, please contact us at support@isbt128.org.

Link to the Application Form

[See a list of previous grantees here.](#)