

PD-ABE-068

76973

1991 Annual Work Plan

**Malaria Vaccine Development & Reserach Project
Support Services & Technical Assistance**

Project No. 936-5979.03

Contract No. DPE - 5979-C-00-00390-00

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Project Director
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As currently defined, the management assistance services Atlantic Resources Corporation (ARC) has contracted to provide A.I.D.'s Malaria Vaccine Development and Research Project consist of the following specific initiatives:

1. Primate Database Management
2. Developmental Education Materials Support
3. Malaria Vaccine Design and Construction
4. Consultants Roster
5. Primate Protocol Review
6. Site Visit Support
7. Cooperative Agreement Solicitations
8. Primate Care Support
9. Human Vaccine Testing
10. Malaria Vaccine Design & Construction Steering Committee Support
11. Subproject Report Tracking
12. Malaria Vaccine Dev. Program Combined Staff Meeting Support
13. FMVCC Meeting Support
14. Conference and Meeting Support for SCG
15. Resource Center Maintenance
16. Malaria Vaccine Research & Development Project Evaluation Meeting Support
17. Miscellaneous Support

Services to be performed in support of these initiatives are outlined in the following pages.

In addition to the activities directly associated with any given specific initiative, ARC is tasked to provide general administrative and secretarial services in support of day-to-day project functioning. These encompass the full range of office support services, including provision of electronic mail service and maintenance of word processing, data processing, and communications equipment and software. Routinely, ARC's management assistance services are provided via their facility located at 1601 North Kent Street, Suite 1101, Arlington, Virginia. However, as contractually provided, ARC shall make available from time to time and on a short term basis, core staff to be physically located in the S&T/H Technical Office space.

ARC's core staff and corresponding estimated level of effort as contracted for year one are as follows:

- Project Director - 8 months
- Assistant Project Director - 9.5 months
- Malaria Vaccinologist - 12 months
- Writer Researcher - 2.5 months
- Project Assistant - 6 months
- Secretary/Receptionist - 6 months

In addition to the above core staff, a level of effort of 9 months is allocated for using short-term technical specialists as consultants.

Where they apply, specific reporting requirements are outlined respective to the various initiatives. Also required are quarterly progress reports, annual workplans, and a final report within 30 days of contract termination.

Initiative 3. Malaria Vaccine Design & Construction

Significant Dates:

- quarterly meetings TBD

Technical Requirements:

- a. Malaria Vaccinologist: Prepare technical implementation plans derived from quarterly meetings and based on working knowledge of applied/basic science & clinical aspects of malaria & vaccine development for project officer approval
- b. Consultants: TBD

Design & Implementation Requirements:

- draft and/or provide input to any or all written materials needed to reach mutually agreeable inter-agency understanding & issuance of RFP
- participate in on-going interagency discussions /meetings

Monitoring & Evaluation Requirements:

- keep abreast of progress/problems through active participation in implementation activities
- maintain close interagency communication & follow-up

Reporting Requirements:

- initially, regular status reports provided by project malariologist at weekly MVDP Combined Staff Meeting

Admin Support Requirements:

- prepare and distribute correspondence & other necessary documents
- arrange, convene & serve as secretariat for steering committee meetings
- research, obtain, copy, distribute background materials as need arises

Miscellaneous/Comments:

- proposed mechanism for this initiative is PASA with NIAID through which RFP will be issued permitting vaccine design & construction by NIH contractor
- anticipate a major portion of malariologist time will be devoted to this initiative
- ref: initiative 10, Malaria Vaccine Design & Construction Steering Committee Support

Initiative 4. Consultants Roster

Significant Dates:

- SCG members should be on consultants roster before annual meeting

Technical Requirements:

- a. Malaria Vaccinologist : identify/suggest appropriate scientists
- b. Consultants: as needed

Design & Implementation Requirements:

- establish system of bringing on consultants
- ensure that appropriate documentation is maintained

Monitoring & Evaluation Requirements:

- document receipt of necessary forms and requests (C.V., 1420, confidentiality certificate)
- update forms when necessary

Reporting Requirements:

- maintain A.I.D. contract standards for payment

Admin Support Requirements:

- inform consultants of applicable policy and procedures

Miscellaneous/Comments:

This function is also related to Initiative 4, Primate Protocol Review, which involves the use of consultants.

Initiative 5. Primate Protocol Review

Significant Dates:

- approximately six reviews per year
- first review requested December 6, 1990
- first review due (delivered) late December 1990

Technical Requirements:

- a. Malaria Vaccinologist : identify/suggest appropriate monkey reviewers
- b. Consultants: with knowledge of monkeys and malaria, vaccine development, pure science (9)

Design & Implementation Requirements:

- devise numbering system for proposals
- establish tracking system
- arrange consultancies - (obtain current resume, biodata forms, confidentiality certificate, contractual agreement)
- forward protocols & obtain reviewer reports

Monitoring & Evaluation Requirements:

- prepare response to Principal Investigators who submitted proposals

Reporting Requirements:

- prepare report consisting of compilation of reviewer comments
- copy & forward reports to CTO, other MVDP staff

Admin Support Requirements:

- arrange meetings as may be required, providing all logistical support including travel, hospitality, secretarial
- provide reimbursement for review, travel as may be needed
- handle other communication/correspondence as required to support protocol review process

Miscellaneous/Comments:

- three rotating teams of 3 consultants each are envisioned (see attached roster).

Initiative 6. Site Visit Support

Significant Dates:

- PNG - 2/91
- Others - TBD

Technical Requirements:

- a. Malaria Vaccinologist: participation as requested by Project Officer
- b. Consultants:
 - arrange consultantships that may be required to provide special expertise

Design & Implementation Requirements:

- arrange travel & provide trip reimbursement as appropriate
- assist with planning & scheduling of visit as directed

Monitoring & Evaluation Requirements:

Reporting Requirements:

- provide post-visit support - to include typing trip report, other follow-up as needed

Admin Support Requirements:

- obtain, prepare & distribute necessary advance materials

Miscellaneous/Comments:

Initiative 7. Cooperative Agreement Solicitations

Significant Dates: 1991 RFA estimates

- prepare and submit announcement for publication 6/1/91
- due date for receipt of proposals 9/1/91
- acknowledge receipt of proposals 9/10/91
- review of proposals 11/1/91

Technical Requirements:

a. Malaria Vaccinologist: assist in developing technical requirements of RFA; review proposals and make recommendations for appropriate peer review; review proposals for assessment of responsiveness to RFA

b. Consultants: none

Design & Implementation Requirements:

- adhere to specified time guidelines in planning announcements of RFA
- obtain labels and notify individuals of the American Society of Tropical Medicine & Health of RFA

Monitoring & Evaluation Requirements:

- verify/maintain record of applications received
- provide secured storage of applications received

Reporting Requirements:

- compile peer review summaries
- prepare summary for mailing to individual applicants

Admin Support Requirements:

- type, distribute, mail, related documents (e.g. announcement in CBD; letters to requestors, applicants; RFAs)
- transport/forward applications for review
- make additional copies as may be necessary

Miscellaneous/Comments:

Initiative 8. Primate Care Support

Significant Dates:

- establish process with Perrine for payment completed

Technical Requirements

a. Malaria Vaccinologist: none

b. Consultants: none

Design & Implementation Requirements:

- through initial purchase order arrange for primate care/feeding/maintenance with Perrine

Monitoring & Evaluation Requirements:

- establish approval system
- maintain PARADOX system tracking
- provide timely payment for services as invoiced

Reporting Requirements:

- track the individual monkey ID# as they are moved
- arrange for tattooing with A.I.D. numbers

Admin Support Requirements:

- maintain appropriate records documenting services and payments rendered

Miscellaneous/Comments

- If individual contract is awarded to Perrine, these ad hoc responsibilities would be part of their overall monkey contract.

Initiative 9. Human Vaccine Testing

Significant Dates:

Technical Requirements:

a. **Malaria Vaccinologist:** make recommendations regarding initiation and implementation of human vaccine testing based on working knowledge of applied/basic science and clinical aspects of malaria and vaccine development

b. **Consultants:**

Design & Implementation Requirements:

Monitoring & Evaluation Requirements:

- track and record processes involved in human vaccine testing

Reporting Requirements:

Admin Support Requirements:

Miscellaneous/Comments:

- as this is contingent upon results of vaccine design and construction efforts, anticipate minor role for ARC during contract year one.

Initiative 10 . Malaria Vaccine Design & Construction Steering Committee

Significant Dates:

- quarterly meetings - TBD

Technical Requirements:

a. Malaria Vaccinologist : acts as facilitator of meetings

b. Consultants:

Design & Implementation Requirements:

- plan, organize & schedule meeting - to include securing facility, setting agenda, arranging speakers, issuing invitations/notices

Monitoring & Evaluation Requirements:

- provide appropriate reimbursement

Reporting Requirements:

- obtain, prepare, distribute necessary meeting support materials

Admin Support Requirements:

- complete logistical arrangements (hospitality, admin/secretarial)
- follow-up with preparation/distribution of notes, minutes, reports, or other action as necessary

Miscellaneous/Comments:

- ref: Initiative 3, Malaria Vaccine Design and Construction

Initiative 11. Subproject Report Tracking

Significant Dates:

- system in place - TBD
- maintain on Excel with report due dates completed

Technical Requirements:

- a. Malaria Vaccinologist: none
- b. Consultants: none

Design & Implementation Requirements:

- determine program most appropriate for producing desired output report
- establish report format

Monitoring & Evaluation Requirements:

- work with Project Office to establish procedures for reviewing key elements of tracking system.

Reporting Requirements:

- monitoring element may follow once the tracking system is established

Admin Support Requirements:

- word processing/data entry
- copying/distributing

Miscellaneous/Comments:

- of necessity initial draft (Subproject Reference Sheet) used WordPerfect (unsatisfactory); draft FY'91 MVD Action Plan uses Excel; Lotus & PARADOX have also been suggested for consideration.

Initiative 12. Malaria Vaccine Development Program Combined Staff Meeting Support

Significant Dates:

- Tuesday meetings at 2:00

Technical Requirements:

- a. Malaria Vaccinologist: participate in weekly meetings
- b. Consultants: none

Design & Implementation Requirements: none

Monitoring & Evaluation Requirements: none

Reporting Requirements:

- Malariologist to initially provide status reports of several on-going initiatives
- prepare minutes of the weekly meetings with action items, minutes to be delivered by COB Friday (following regular Tuesday meeting)

Admin Support Requirements:

- complete logistical arrangements
- follow-up with preparation/distribution of notes, minutes, reports, or other action as necessary

Miscellaneous/Comments:

**Initiative 13. Federal Malaria Vaccine Coordinating Committee (FMVCC)
Meeting Support**

Significant Dates:

- meetings held quarterly
- January 10, 1991, first meeting held at ARC
- April 25, 1991, next scheduled meeting

Technical Requirements:

- a. Malaria Vaccinologist: serves as program coordinator of scientific agenda
- b. Consultants: none

Design & Implementation Requirements:

- plan, organize & schedule meeting - to include securing facility, setting agenda, arranging speakers, issuing invitations/notices

Monitoring & Evaluation Requirements:

- keep accurate lists of points of contact within Federal Agencies involved in FMVCC
- maintain wider list of federal participants

Reporting Requirements:

- timely notification of meetings to all members
- follow-up with preparation/distribution of notes, minutes, reports, or other action as necessary

Admin Support Requirements:

- complete logistical arrangements (AV equipment, etc.)
- obtain, prepare, distribute necessary meeting support materials

Miscellaneous/Comments

Initiative 14. Conference and Meeting Support for SCG and PIs

Significant Dates:

- Annual Combined Meeting of SCG and PIs - TBD
- Federal Register deadlines for meeting announcements

Technical Requirements:

a. Malaria Vaccinologist: provide technical assistance in determining agenda

b. Consultants:

Design & Implementation Requirements:

- plan, organize & schedule meeting - to include securing facility, setting agenda, arranging speakers, issuing invitations/notices
- complete logistical arrangements - to include travel, housing, meeting support (hospitality, admin/secretarial)

Monitoring & Evaluation Requirements:

- provide appropriate reimbursement

Reporting Requirements:

- follow-up with preparation/distribution of notes, minutes, reports, or other action as necessary

Admin Support Requirements:

- obtain, prepare, distribute necessary meeting support materials

Miscellaneous/Comments:

Initiative 15. Resource Center Maintenance

Significant Dates:

- initial orders for books should be done by January 18; as requested thereafter
- notification of new holdings should be sent to division members upon receipt

Technical Requirements:

- a. Malaria Vaccinologist: input regarding calendar and acquisition of scientific proceedings
- b. Consultants: none

Design & Implementation Requirements:

- establish system for organizing/arranging books, periodicals, files
- catalog holdings
- identify, procure and install software to support resource center maintenance
- perform literature searches as may be relevant; obtain, copy, distribute, catalog & store results

Monitoring & Evaluation Requirements:

- solicit recommendations from project staff regarding materials to be ordered
- stay informed regarding new materials of interest to the project (malariologist)
- maintain calendar of conferences/meetings

Reporting Requirements:

- provide notification regarding new resource center acquisitions
- provide written description of center for annually updated Directory (of Office of Health)

Admin Support Requirements:

- arrange and label holdings
- provide data entry to establish and maintain computerized catalog of holdings
- order additional resource materials as requested/directed
- copy/bind materials for or from Center as directed, judged appropriate

Miscellaneous/Comments:

- Grateful Med (Mac & JBM) ordered and received; Reference Manager, Reference Update, plus 2 books received; complete set of reprints on blood antigens copied for center and malariologist
- no duplication of CDIE's holdings.

Initiative 16. Malaria Vaccine Research and Development Project Evaluation Meeting

Significant Dates:

- TBD

Technical Requirements:

- a. Malaria Vaccinologist : TBD
- b. Consultants: none

Design & Implementation Requirements:

- plan, organize & schedule meeting - to include securing facility, setting agenda, arranging speakers, issuing invitations/notices
- complete logistical arrangements

Monitoring & Evaluation Requirements:

- follow-up with preparation/distribution of notes, minutes, reports, or other action as necessary

Reporting Requirements:

Admin Support Requirements:

- meeting support (hospitality, admin/secretarial)
- obtain, prepare, distribute necessary meeting support materials

Miscellaneous/Comments:

Initiative 17 . Miscellaneous Support

Significant Dates:

Contingent upon needs of Communicable Disease Division

Technical Requirements:

a. Malaria Vaccinologist: none

b. Consultants: none

Design & Implementation Requirements: none

Monitoring & Evaluation Requirements: none

Reporting Requirements: none

Admin Support Requirements:

- Phone coverage, word-processing, typing, copying, faxing, filing, other clerical support as needed.

Miscellaneous/Comments:

This initiative addresses provision of services by core staff physically located in the S&T/H technical office space.