



## Frequently Asked Questions

For additional questions that are not addressed below, please contact us using the Sanofi US Educational Grants Hotline at 1-866-841-4549 or via email at [sagrants@sanofi.com](mailto:sagrants@sanofi.com).

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## Educational Grants

### What does Sanofi US fund through Educational Grants?

Sanofi US funds high quality, external and independent educational activities (e.g., conform to the criteria and standards for commercial support of accrediting organizations, such as the Accreditation Council for Continuing Medical Education (ACCME), Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC), and the American Academy of Family Practitioners (AAFP)). However, the activity does not need to be accredited to be considered. Sanofi US's goal is to support education that will lead to improved patient care and help reduce independently identified healthcare gaps.

Eligible applicants may submit an Educational Grant request at [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants).

Sanofi US also funds academic fellowships involving post-graduate medical training (e.g. students and residents). Please contact the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com) for further information.

### What is the purpose of an Educational Grant?

Educational Grants fund educational activities and materials designed to improve the knowledge, competence (skill) and/or performance of healthcare professionals, patients, and/or consumers for improved patient care and outcomes.

### What does Sanofi US look for in making Educational Grant funding decisions?

Funding decisions on Educational Grants in therapeutic areas of interest and expertise to Sanofi US are made through a formal, centralized grant review and decision-making process. Educational Grant Review Committees assess and approve proposed grants based upon independently identified educational needs, design, scientific rigor, independence and compliance, as well as the potential to improve patient care and outcomes.

Educational Grant approvals depend on available funding, the volume of Educational Grant requests, and geographic distribution of funding across high quality educational activities.

The Educational Grant Review Committee may request additional detail or clarification of the activity's description or proposed budget, or other items, prior to the final funding decision.

### How is the funding amount of the Educational Grant determined?

An Educational Grant supports only the costs associated with the development, delivery, and evaluation of the educational activity, resources, or materials.

Educational activities supported by Sanofi US are also frequently supported by other entities; however, educational activities also may be solely funded by Sanofi US.

Sanofi US is not able to fund all high quality Educational Grant requests submitted.

### How does Sanofi US seek to ensure that funded activities are independent?

## Frequently Asked Questions (continued)

Sanofi US's policies and procedures are consistent with the PhRMA Code on Interactions with Healthcare Professionals which include maintaining high standards for independence (e.g. the ACCME Standards for Commercial Support™). Sanofi US excludes Sales and Marketing from involvement in the grant decision making process, and requires that Educational Grant recipients separately and independently determine the content, speakers and other aspects of the educational activity(ies) funded.

### • How does Sanofi US minimize potential conflicts of interest?

Sanofi US's policies specifically prohibit use of Educational Grants to induce or reward purchasing, prescribing, recommending, referring, or formulary placement of a Sanofi US product or service. Any indication that there is a conflict of interest will result in an activity not being funded.

### • Does the volume and funding of Educational Grants vary over the calendar year and across therapeutic areas?

The volume of Educational Grant requests varies throughout the calendar year and across therapeutic areas. Grant applicants may apply for Educational Grants at any time. The amount awarded depends on available funding, the volume of Educational Grant requests, and geographic distribution of funding across high quality activities. We are not able to fund all high quality Educational Grant requests received.

Occasionally, requests for proposals (RFPs) are posted on the SACCME website.

## Eligibility

### • Who is eligible to receive an Educational Grant?

Applicants must agree to the attestation to be eligible. Currently programs that involve a US Location or include US participants as a target audience or include US accreditation (e.g. ACCME, ACPE, ANCC) are eligible to receive an Educational Grant:

- Accredited continuing education providers, health-related academic societies and organizations, medical education communication companies, teaching hospitals, educational institutions and other groups who have the potential to provide high quality education to advance healthcare are eligible to apply for an Educational Grant.
- In order to avoid any conflict of interest, the company does not support Educational Grants to any of its customers, including HMOs, PPOs, GPOs, etc., or any doctor or group of doctors in private practice.

The only customers or potential customers that may be eligible for an Educational Grant are teaching hospitals and educational institutions whose mission includes public health education. Individuals are not eligible to receive educational grant funding.

Applicants who have received past Educational Grant funding but have not provided a budget reconciliation for the past activity (if activity end date was at least 90 days ago) are not eligible for funding.

## Submitting an Educational Grant Application

### • Where do I submit an application?

Please click on the link below to submit an application:

[https://sgrants.envisionpharma.com/vt\\_sgrants/](https://sgrants.envisionpharma.com/vt_sgrants/)

Please be aware that there is a **Practical Working Guide** located on the lower left hand side of the

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## Frequently Asked Questions (continued)

home page (see above link) which contains information regarding navigation of the website to submit the request and the Educational Grant review process.

### Can I attach a document during submission of an Educational Grant application?

No, the Sanofi US IME Grants system does not accept attachments to the Educational Grant application. Note that complete, accurate and detailed information at the time of submission is required to avoid delays. Applications with insufficient information are returned to the requestor for completion.

### May I use web links for components of the Educational Grant application?

No, review of web links is not possible. Educational Grant applications must contain the text of all information necessary for review. Note that complete, accurate and detailed information at the time of submission is required to avoid delays. Educational Grant applications with insufficient information are returned to the requestor for completion.

### How long before the web page times out if left idle?

You are strongly encouraged to save early and often to prevent loss of any work. Please note that the web page activity time out is set to 60 minutes.

### How do I get clarification of what is required in an Educational Grant application field?

Consult the **Practical Working Guide**, on the lower left hand side of the home page. If you still need help, call the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com).

## Draft Submissions

### I saved my Educational Grant request as a draft. How do I access it?

You may access your draft via [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) after entering your profile log-in credentials. If you have any difficulties, please call the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com).

### May I enter a draft application for a new Request if I already have a draft application for a different Request in the system?

Yes.

### I saved my Educational Grant request as a draft, but my Requested Notification Date is now less than the 12 week requirement. Can I submit this request?

No. The minimum amount of time Sanofi US requires for review and processing of an Educational Grant submission is 12 weeks. The website prevents submissions less than 12 weeks before the Start Date; saving the application as a draft does not bypass this requirement.

## Editing an Educational Grant Request

### May I edit or update my Educational Grant application after I have submitted it?

No, however upon review of your submission, additional information may be requested from Sanofi US. At that time, editing your request to provide the additional information may be permissible.

### What does the Withdraw Application link do?

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## Frequently Asked Questions *(continued)*

The selection of the link to Withdraw Application is used to request Sanofi US withdraw your Educational Grant submission. This should be used if no action has yet been taken on your request, and it is still in the “submitted” status. If the application has been “Approved”/“Program Active” all changes must be submitted via the Change of Scope tab.

### I received an email from Sanofi US requesting more information. How do I access my Educational Grant?

You may access your Educational Grant via [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) after entering your profile log-in credentials. Your request should be listed in the task list for the Educational Grant you received the inquiry about. Locate the Educational Grant on your task list and navigate to the right side of the screen click and on the link in order to respond.

### I received an email requesting more information and there is considerable information to enter. Can I save it and finish later?

Yes, the system has the capability of saving data entered on your Educational Grant application prior to being submitted for review. Please note that there is a “Save” button as well as a “Submit” button at the top and bottom of the application. Clicking on the Save button allows additional information to be entered at a later point in time. Clicking on the Submit button locks your application and sends notification to the Sanofi US Educational Grants Review Committee that it is ready for review.

### I received an email requesting more information. May I fax, mail, or email the information?

No. All updates to your Educational Grant request must be made directly to your application on the website. Sanofi US requires that your response to a request for more information be provided within the Educational Grant database ([https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants)) itself. Following your response, you will receive a confirmation email.

### Are changes allowed to my approved Educational Grant application?

After an Educational Grant has been approved, all changes including, anticipated delivery date(s), topic, target audience composition, budget, number of supporters, anticipated reach, methodology, or other material aspect of the activity **must** be submitted via the Change of Scope tab located at the top of the application. For information on how to submit a Change of Scope, please consult the Practical Working Guide. All Changes of Scope must be submitted in the system.

### Should I receive a confirmation email after I have submitted my information to Sanofi US?

Following your submission, you will receive confirmation email. If you believe you have submitted and not received confirmation, please call the Sanofi US Educational Grant Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com).

## Frequently Asked Questions *(continued)*

### Change of Scope

#### What constitutes a change of scope?

As outlined in your Grant Agreement, if there are any changes to your approved submission (i.e. dates, budget, learning objectives, number of supporters, instructional methods and resources, or other deliverables etc.) you must notify Sanofi US via the Educational Grant System. Changes of Scope will be reviewed and decisions will be communicated via the System.

#### How do I submit a change of scope?

Changes must be submitted via the Change in Scope tab.

### Timelines and Decision-making

#### How do I check the status of my request?

You may access your Educational Grant application via [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) after entering your profile log-in credentials. The status of your Educational Grant application is located under the Grant Status for each Educational Grant application listed on the Task List.

#### How long will it take to receive a decision regarding my request?

Review and processing time will take approximately 6-8 weeks. Complete, accurate and detailed information is required to avoid delays. Educational Grant review may take longer if additional information is required from the applicant.

#### What is the review and decision process for determining whether or not Sanofi US will support an Educational Grant request?

Sanofi US has a formal, centralized Educational Grant review and decision-making process. Educational Grant Review Committees assess the medical and educational quality of an Educational Grant activity for alignment with predefined educational priorities, and ensure legal compliance with internal and external regulations and the ACCME's Standards for Commercial Support™. In certain circumstances, additional internal reviews may be required following the initial Educational Grant Review Committee's decision.

#### How will I be notified regarding the review and processing of my Educational Grant?

You will be notified through the email address entered in your user profile during registration when a decision has been made. If you need to change your email address please click on the link "Update Profile". You can also see the status of your Educational Grant application via [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) after entering your profile log-in credentials. The status of your Educational Grant application is located under the Grant Status for each Educational Grant application listed on the Task List.

#### If my application is declined, may I appeal the decision?

No. Decline decisions are final, and cannot be appealed.

## Frequently Asked Questions (continued)

### Educational Grant Agreement (Contracts)

- **How will I receive the Sanofi US Educational Grant Agreement?**

A copy of the Educational Grant Agreement will be sent to the Educational Grant applicant via email with the most current W-9 form for your completion. All parties to the Educational Grant are required to sign the Educational Grant Agreement. By signing the Educational Grant Agreement and returning it to Sanofi US, you acknowledge that you have maintained independence in the selection of content, faculty, topics and chairperson (if applicable). Please return the signed Educational Grant Agreement and completed enclosed W-9 Form (we must receive the most current version of the form) to the US Sanofi IME representative listed in the email. The information on the W9 must match the information provided in the application. The Applicant will receive a fully executed Agreement for reference and dissemination to all parties.
- **Who should sign the Sanofi US Educational Grant Agreement?**

Educational Grant Agreements should only be signed by persons authorized by the company / institution / organization to enter into contractual agreements on their behalf. The Sanofi US Educational Grant Agreement must be signed by all parties listed in the Educational Grant application. Wet signatures should be used when signing the Grant Agreement. Stamps and pdf signatures/electronic signatures are not acceptable.
- **How soon will I receive an executed Educational Grant Agreement back from Sanofi US?**

Educational Grant Agreements are processed for internal signatures upon receipt. Support of your Educational Activity by Sanofi US is contingent upon the company's receipt of the signed, unaltered Educational Grant Agreement prior to the program start date. If the Educational Grant Agreement is not received prior to the program start date, Sanofi US may not support your Educational Grant request.
- **Will Sanofi US sign an institution's agreement or other documentation?**

No. Sanofi US requires that the Sanofi Educational Grant Agreement be unaltered and executed for any Educational Grant supported. Only one Educational Grant Agreement may be in place for an approved Educational Grant. The Sanofi US Educational Grant Agreement meets the ACCME Standards for Commercial Support™.
- **May I make changes to the Sanofi US Educational Grant Agreement?**

No. Changes to the Sanofi US Educational Grant Agreement are not permitted.
- **May I sign the Educational Grant Agreement electronically?**

No, all parties must sign the Educational Grant agreement with a wet signature. Electronic signatures will be sent back and may delay the execution of the Educational Grant Agreement. Scanned or faxed signatures will be accepted.

### Payment

- **How soon will I receive funding?**

It can take up to 2-4 weeks after the Sanofi US Educational Grant Agreement is fully executed.



## Frequently Asked Questions *(continued)*

- I did not cash my check within 90 days of receipt. Is my check still valid?

If your bank will not cash the check after 90 days, call the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com) to request a replacement check.

- I received a check but do not know which Educational Grant it is funding. How do I find out which Educational Grant the check funded?

The Grant ID (Tracking) Number is listed on the stub in the MEMO section. The Grant ID Number is sometimes preceded by a few zeros and followed by other numbers. If you still cannot identify the Educational Grant, call the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com) for assistance. If payment for two or more approved Educational Grants for the same institution is processed during the same time period, the institution will receive one check totaling the sum of all approved Educational Grants.

## Transfer of Value (TOV)

- What is required for any transfer of value (TOV) reporting?

You will receive a transfer of value excel spreadsheet from Sanofi US with your Letter of Agreement, should your request be approved. Sanofi US will request reporting of transfer of value for meals provided to participants, if applicable. Additionally, Sanofi US will collect transfers of value information related to covered US-licensed Health Care Professionals (speaker and participant) for non-accredited Educational Grants, as applicable. TOV reporting should be submitted on the excel spreadsheet provided at Educational Grant Agreement signing. The completed excel spreadsheet should be attached to the Educational Grant system via the attachments tab, as soon as the transfer occurs.

## Reconciliations

- Is Reconciliation required if all the Educational Grant funds were spent exactly as stated in the Educational Grant application?

Yes. Reconciliation is required for all Educational Grants. Failure to submit Reconciliation within 90 days of the Program End Date will result in denial of future funding and inability to submit new Educational Grant applications until all outstanding reconciliations are received. Also, failure to provide an Educational Grant reconciliation is a contractual breach of your obligations under the Sanofi US Educational Grant Agreement which may prompt further action by Sanofi US.

- I am receiving email reminders to submit an Educational Grant Reconciliation, but the Activity has not yet ended. What do I do?

Reconciliations are triggered by the Program End Date listed in the Educational Grant application. Sanofi US will send reminders following your Program End Date. If the Program End Date has changed, please access the Change of Scope tab on your approved Educational Grant application via [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) to request a date change, as specified in your Educational Grant Agreement.

- When can I input my reconciliation information?

Reconciliation information may be entered only after your program end date.

## Frequently Asked Questions *(continued)*

- **What supporting documentation is required to be submitted with my reconciliation?**

Please submit evidence to support the program occurred (e.g. final agenda, meeting invite / brochure, syllabus, evaluation summary, outcomes report, final metrics, and any reportable transfer of value). You must also submit final Metrics on the Program Metrics / Outcomes tab. If there was any reportable transfer of value issued, please submit the final excel spreadsheet, that was provided with your executed Educational Grant Agreement as an attachment.
- **Do I need to attach all of the supporting document(s)?**

Yes. Please submit the evidence that the program occurred (e.g. program agenda, invitation, syllabus, evaluation summary, brochure and slides), as well as final Metrics and reportable Transfer of Value. These materials must be electronically attached to the Educational Grant submission using the Attachments tab within the US Sanofi Grant system.
- **I have already submitted my reconciliation, but realized I need to change an entry. What do I do?**

You are unable to edit your reconciliation after submission, please contact the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com) to have your reconciliation reopened to make the correction. Please be sure to reference your Educational Grant number in any communications.
- **What happens when an Educational Grant recipient does not require or use the entire funding amount for an activity?**

Reconciliation is required upon completion of a supported initiative. Sanofi US requires return of all unused funds within 90 days of the end date of the approved educational program. Refunds are based on the number of supporters reported at Educational Grant submission. If the number of supporters has changed between submission and program end date, a change of scope is required in order to recalculate the correct percentage of the refund that is due to Sanofi.

## Content

- **May a Sanofi US Sales Professional or Marketing professional provide technical assistance with an Educational Grant application?**

Members of Sanofi US Sales and Marketing are not permitted to assist in any aspect of an Educational Grant request. Questions relating to Educational Grant requests should be directed to the Sanofi US Independent Medical Education group via the Sanofi US Educational Grants Hotline at 1-866-841-4549 or by email to [sagrants@sanofi.com](mailto:sagrants@sanofi.com).

## Miscellaneous

- **How do I acknowledge Sanofi US's support for my Activity?**

Please refer to your Educational Grant Agreement for correct wording.
- **Who do I contact for technical assistance in completing an Educational Grant application?**

Call the Sanofi US Educational Grants Hotline at 1-866-841-4549 or email [sagrants@sanofi.com](mailto:sagrants@sanofi.com).



## Minimum Eligibility Requirements for Educational Grants

### What can and cannot be funded?

- Sanofi US considers Educational Grant funding from multiple sources as a pool of funding and non-discernable from each contributor. Therefore, all line items included in the budget will be considered. No Educational Grants will be approved for funding if any line item(s) are against Sanofi US policy. It is not acceptable to include line items with a disclaimer that Educational Grant funds will not be used towards this line item.
- Educational Grants may be given only for legitimate educational or scientific purposes. Educational Grants must also comply with internal company policies and guidelines, which reflect the requirements and mandates of the Office of the Inspector General Guidance, the Accreditation Council for Continuing Medical Education (ACCME) Guidelines and the PhRMA Code on Interactions with Healthcare Professionals.
- Educational Grants may be given for live educational activities, as well as educational publications and other types of enduring materials (e.g. interactive web, publications, etc.) provided that the activities or materials are advertised and open to a broad audience beyond members of the requesting institution.
- Educational Grants cannot be tied, in any way, to past, present, or future prescribing, purchasing, or recommending (including formulary recommendations) of any drug. Any documentation that is a part of or accompanies an Educational Grant request suggesting that the Educational Grant is tied, in any way, to past, present, or future prescribing, purchasing, or recommending of any drug will cause the Educational Grant request to be declined.
- Educational Grants cannot be used to defray the Educational Grant requestor's ordinary operating expenses (i.e. overhead expenses of activities that the requestor is already required to perform or customarily performs, including business meetings, or education that is a routine and required part of an educational activity). This includes the Educational Grant application process.
- Educational Grants sought for the purchase of journal subscriptions, or similar items are generally not permitted as these items may be considered gifts or as part of operating expenses.
- Educational Grants cannot involve payment for travel, housing expenses or time spent for doctors attending third party educational events, unless (i) the individuals involved are medical students, residents, fellows, and other healthcare professionals in training, (ii) the Educational Grant permits individuals selected from this group by the academic or training institution receiving the Educational Grant to attend major educational, scientific, or policy-making meetings of national, regional, or specialty medical associations, and (iii) such individuals are not attending the event for the purpose of making or attending presentations relating to Company products.
- Educational Grants may not be used to fund payments for exhibit space, consulting or other services or goods provided to the company, company promotional activities or events, or any activity where any of the speakers are company employees.
- Educational Grants may not cover the costs of entertainment or recreational events.

### Budget Guidelines

- Educational Grants must be limited to a reasonable estimate of the cost of the Educational Grant-

## Minimum Eligibility Requirements for Educational Grants *(continued)*

funded activities.

- Educational Grants may be issued to support only the costs associated with the development, delivery or evaluation of the educational activity, resources, or materials.
- Educational Grants may not cover solely the cost of meals. It is acceptable for a portion of an Educational Grant to cover meals/refreshments only if the meals/refreshments are (i) modest and conducive to discussion among faculty and healthcare professional attendees, and (ii) allow primary focus to remain on the educational portion of the event funded by the Educational Grant.
- Recipients of funding are required to submit a completed activity reconciliation form within 90 days of the activity end date and return any unused funds.
- Sanofi US reserves the right to request return of funds if the actual activity deviates substantially from that described in the Educational Grant application.

### Application Requirements

- The information submitted by the Educational Grant requestor must include a reasonably detailed description of the activity or activity for which funding is requested, including educational need, general subject matter, learning objectives, instructional methods, budget, educational outcomes plan, time, location, and potential speaker qualifications.
- The Applicant must indicate the appropriate role of their organization (i.e. Medical Educational Partner or Accredited Provider). Please enter all information re: any organization(s) that will be involved in the proposed request. Please ensure the organization(s) which may receive payment is identified in the application.

### Application Deadlines

- Requests for Educational Grants are reviewed on an ongoing basis. To allow time for processing, Educational Grant requests should be submitted at least 12-16 weeks prior to the activity for which funding is sought.



## General Educational Grant Request

### IMPORTANT NOTES:

- The system will time out after 60 minutes of inactivity resulting in a loss of your information unless you click on the Save button. You are recommended to save your Educational Grant application early and often.
- All correspondence will be by e-mail to the address supplied in your User Profile when you registered. Please ensure that if you are processing this request that you have access to that e-mail account. In the event that you need to update your email address, this action may be completed by clicking on the **Update Profile** link on the [https://sgrants.envisionpharma.com/vt\\_sgrants](https://sgrants.envisionpharma.com/vt_sgrants) webpage after logging in.

### The following information is required:

- **Therapeutic Area (of Funding):** (Applicant must select one of the following Therapeutic Areas from the drop down list that is available within the Sanofi US IME Database)
  - Cardiovascular
  - Diabetes
  - Genetic Diseases
  - Immunology
  - Multiple Sclerosis
  - Oncology
  - Orthopedics
  - Renal
  - Thyroid Cancer
  - Transplantation

**Note:** Puerto Rico has only - Diabetes- - Therapeutic Area- available.

- **Applicant Organization Details:** (All Organizations party to the Educational Grant Request must provide the following information)
  - Organization / Institution Name
  - Type of Organization / Institution
  - First Name
  - Last Name
  - Address (No PO Boxes)
  - City
  - Country
  - State
  - Postal Code
  - Phone Number (**Format:** 999-999-9999)

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## General Educational Grant Request *(continued)*

- E-mail address (**Note:** All correspondence from Sanofi US, including revision requests and the Educational Grant agreement itself, will be sent to this email address.)
- Tax Status (For-profit or Non-profit)
- Tax ID Number (**Format:** 99-9999999)
- Educational Mission Statement
- Role of Applicant Organization and Medical Education Partner, if applicable
- Is the Organization receiving a payment?
- Are there Partners to the Proposed Activity?
  
- **Attestations:** *(Applicant must complete several attestations before submission of an Educational Grant application is allowed. The form is downloaded from the system, signed and then uploaded to the application. All partners on the Educational Grant must sign the attestation. This must also be a wet signature – no electronic signatures or stamps are accepted.)*
  
- **Program Details:**
  - **Program Information:**
    - Program Title
    - Accreditation Type (select all that apply)
    - Required Notification Date (Date by which disclosure of support or notification to congress organizers is needed by)
    - Program Start Date (Must precede any individual activity start date)
    - Program End Date
    - Program Description
    - How many Learning Objectives are planned?
    - Learning Objective Description
    - Needs Assessment with References by Learning Objectives
    - Outcomes *(select the highest outcome level expected)*
    - Will this activity be related to competencies of a professional society?
    - Will this activity contribute to MOC credits Target Audience (select all that apply)
    - Physician Specialty
    - Will your program involve ex-US participants?
    - Geographic Reach
    - Is this Program related to other Company Therapeutic Areas
  
  - **Participant Recruitment:**
    - Program open to audience beyond Organization
    - Methods of Recruitment (**Note:** *Select all that apply*)
  
  - **Prior Experience:** *(Please provide a brief description of your prior experience working in the therapeutic area)*
  
- **Activity Details:**
  - **Activity Information:**
    - Activity Type (the below questions may differ based on activity type chosen)
    - Activity Sub-Type

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## General Educational Grant Request (continued)

- Accreditation Status
- Start Date
- End Date
- Activity Title
- Activity Overview (*A one paragraph overview of the activity, e.g. a symposium on the importance of diabetes management.*)
- Activity Agenda (*For enduring media, please provide Table of Contents/Outline.*)
- Estimated Number of Attendees
- Estimated number receiving credits (*if applicable*)
- URL (*if applicable*)
- Instructional Methods and Resources
- Evaluation Plan and/or Outcomes Assessment
- Anticipated Number of Participants in the Outcome Assessment Tool described above
- Objective / Subjective?
- List of Qualifications of individuals developing outcome tools and analyzing data
- Plans to publish outcomes data
- **Faculty Information:**
  - Faculty / Speaker Selection Criteria
  - Faculty / Speaker Selection Expectations
  - Chair / Moderator Expectations
  - Faculty First Name
  - Faculty Last Name
  - Degree
  - Academic Affiliation
  - Area of Expertise
  - Role
- **Venue Information:**
  - Venue Selection Criteria
  - Venue Name
  - Address
  - City
  - State
  - Country
  - Post Code
  - URL
- **Budget:**
  - A fully itemized budget including units and rates per unit, which totals the full amount of your activity for each of the following:
    - Program Management Expenses
    - Advertising Expenses
    - Activity Development Service Expenses

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## General Educational Grant Request *(continued)*

- Faculty Fees
  - Direct Activity Expenses
  - Provider / Facilitator Costs
  - Attendee Meal Expenses
  - Audio / Visual Expenses
  - Shipping / Postage Expenses
  - Enduring Material Expenses
  - Miscellaneous Expenses
- **Program Revenue:** *(Enter the **Total Registration Fees** (for the program, if applicable))*
  - **Multiple Supporters:** *(Select Yes or No, and how many if Yes)*
  - **Request for Support:** *(Enter the **Amount Requested**) Amount requested must equal amount payable to Accrediting Provider and Medical Education Partner.*
  - **Amount Payable:**
    - Amount Payable to Accrediting Provider
    - Amount Payable to Medical Education Partner, Please enter 0 if there is no Medical Education Partner or if the Partner is not receiving any funds.