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We contribute to the best interests of patients, the medical and research profession, our employees and communities.



# How to apply for Fellowship Funding

## Tip Sheet

### *i* Healthcare-Related Charitable Support

Fellowships are for grants to independent professional organizations, independent charitable organizations, or other eligible institutions, where the funds are used to support advanced study by clinical and research professionals at an accredited university or teaching institution

### ✓ Checklist

You need to submit the funding request at least 60 days prior to the start of the activity. Requests submitted with less lead time will be not accepted by the system or denied. Prior to submitting the funding request, make sure that you have prepared the following information:

W-9 form

*New applicants: Visit the IRS website for a blank W-9 if you don't have a current, signed W-9*

*Returning applicants: The W-9 must be signed and dated within the last 3 years*

Tax ID #

Tax status

Organizations' s annual budget

Address

*This is the location to which an approved payment will be sent*

Number of employees in the organization

Itemized budget for the project for which funding is requested

Fellowship / Program description

Program advertising materials



# How to apply for a Fellowship Funding Tip Sheet

## I. Log In

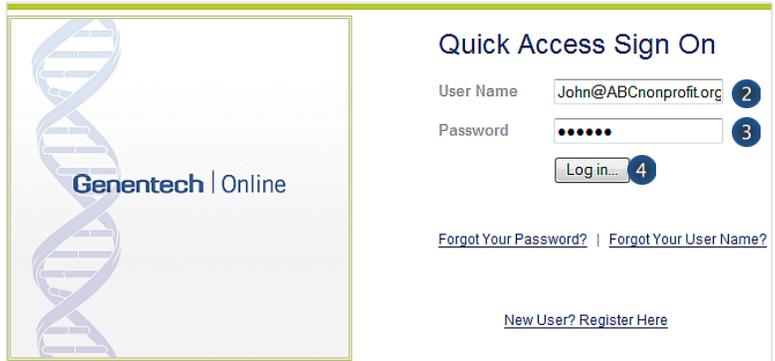
### › Go to [funding.gene.com](http://funding.gene.com)

1. Click the “Apply for Funding” link

### › Enter your Account information

2. User name  
*This is the email address used when you registered as a user*
3. Password  
*This is the password you created when you registered as a user*
4. Click “Log in...”

5. Click on the “Create a New Funding Request” link



## II Organization Registration

### › Complete the Tax information

*The following information will be pre-populated if you have previously used the Genentech Funding Request System*

1. Select where the organization is located
2. If the organization is located in the United States, enter Tax ID  
*Format: 12-1234567. Must match Tax-ID on W-9*
- 2a. Or, if the organization is not located in the United States, enter the unique non-US Tax-ID
3. If organization is located in the United States, provide the tax status  
*Tax status must match tax status on W-9*
- 3a. Or, if the organization is not located in the United States, confirm if you have W-8BEN status
4. Click “Continue”



>>> Or >>>





# How to apply for a Fellowship Funding Tip Sheet

## II Organization Registration (continued)

› **Complete the Organization Detail section**  
*You will not be able to make any Organization Detail information changes if your Organization has been previously registered. Please contact our customer support at 877.313.5778 to make updates.*

1. Enter the Organization name
2. Select the Organization type  
*Please select carefully. Once saved, only a system administrator can edit your selection. Select "Other" only if no listed option applies. For organization type "Charitable Foundation", answer the following additional questions:*
- 2a. Is it a Charitable Foundation of a group practice? If yes, please answer question 2b
- 2b. How many physicians are in the group practice that sponsors this foundation?
3. Enter the organization's annual budget  
*Annual budget includes all programs and events, in addition to the operating budget*
4. Enter the Organization's website address
5. Enter the Organization's mission
6. Enter the Number of employees
7. Confirm if organization purchases Genentech / Roche products
8. Confirm if organization prescribes Genentech / Roche products
9. Confirm if organization develops Medicare recognized compendia or nationally recognized treatment guidelines
10. Is your organization a Sole Proprietorship?  
*This question is applicable if your organization is For-Profit and US based*
11. Confirm if organization is owned wholly or in part by a physician or a group of physicians  
*The answer defaults to "No" if the tax status is 501 (c) (3) or 501 (c)(6), or if Governmental Organization*
12. Enter the Parent organization name and Parent organization tax ID, if applicable (optional)
13. Click "Save and Continue"

### >>> If Organization Type is "Charitable Foundation" >>>

› **Upload the W-9 (or W-8BEN) form**  
*W-9 or W-8BEN form must be signed and dated within the last 3 years*

1. Click on "Choose File" to select and upload the W-9 or W-8BEN form  
*To replace the uploaded copy, click on "Choose File" and select the new copy*
2. Click "Save and Continue"



# How to apply for a Fellowship Funding Tip Sheet

## II Organization Registration (continued)

### › Provide the Location information

*This is the location to which an approved payment will be sent*

1. If the location was previously registered, select the location  
*Make sure the record displays the most current information. If not, please edit*
2. If the location is not pre-populated, select “New Location”
3. Enter the Payee name  
*Must be the organization’s name and not a person’s name*
4. Enter the Address
5. Enter the City
6. Select the State
7. Enter the Province / region / territory
8. Enter the Zip code
9. Select the Country
10. Click “Save and Continue”

› Tax ID  
› Organization Detail  
› W-9  
▼ Select a Location

- \* New Location (Please input details below) 2
- ABC Non-Profit 123 Street Name 1

Department/Chapter Information:

\* Payee name: ABC Non-Profit 3

\* Address: 123 Street Name 4

\* City: City Name 5

State: CA 6

Province/region/territory: 7

\* Zip code: 94000 8

\* Country: United States 9

Back Save and Continue 10

## III Funding Type Selection

### › Complete the Funding Type selection

1. Indicate what you are seeking funding for  
*Option 3 will apply to fellowship funding requests: “A fellowship”*
2. Validate your selection  
*Your selection can not be changed once you proceed from this point*
3. Click “Continue”

Funding Type Selection

What are you seeking funding for?

- An educational event/meeting, conference, activity, or program
- A scientific project
- A fellowship 1
- A fundraiser, health screening, K-12 education program, community event, or other charitable cause
- An exhibit booth or tabletop at a scientific/medical meeting or convention
- Any other opportunity that provides promotional or marketing benefits

Fellowships – These support requests are for grants to independent professional organizations, independent charitable organizations, or other eligible institutions, where the funds are used to support advanced study by clinical and research professionals at an accredited university or teaching institution. 2

Please confirm your selection prior to clicking continue. This selection cannot be changed once you proceed from this point.

Back Continue 3



# How to apply for a Fellowship Funding

## Tip Sheet

### IV Application

#### Complete the Application information

*A unique Request ID is automatically assigned to the funding request. Please reference the Request ID in all communications related to this request*

1. Enter the Requested amount
2. Select the Therapeutic area
3. Select the corresponding Disease state  
*If you can not find the applicable disease state in the drop-down list, please select "other"*
4. If you selected "other", please specify which Disease State applies to this request
5. Enter the Event / program title
6. Enter the ACGME program number  
*Grant requests cannot be reviewed without an ACGME program number*  
*For retina fellowships please enter 10 zeros*
7. Enter the Purpose of the support / program description  
*Provide a short description of the program including format, scope, and number of programs covered. You will be provided an opportunity to upload additional documentation later, if needed*
8. Indicate if this fellowship is focused on basic research (i.e. non-clinical and non-medical)?
9. Enter the Program objectives  
*Describe the key learnings that attendees will take away from this program*
10. Describe how this fellowship opportunity will be publicized
11. Describe the criteria used to select a fellow, including when a final fellow selection decision will be made
12. Indicate if any portion of funding from Genentech will be paid to a licensed physician
13. Indicate if the funding from this request will be used specifically to develop clinical practice guidelines or algorithms  
*Example of clinical practice guidelines: Statements that include recommendations intended to help practitioners to make appropriate healthcare decisions for specific clinical conditions*
14. Click "Save and Continue"

Application - Fellowships

Request ID: G-15302

\* Requested amount:  1

\* Therapeutic area:  2

\* Disease state:  3

If you selected "other", please specify which Disease State applies to this request:  4

\* Event / program title:  5

\* ACGME program number (grant requests cannot be reviewed without an ACGME program number; for retina fellowships please enter 10 zeros):  6

\* Purpose of the support/program description (Provide a description of the program including format, scope, number of programs covered; given limited space in this section, you'll be given an opportunity to upload additional documentation, later if needed.)

Brief description goes here 7

\* Is this fellowship focused on basic research (i.e. non-clinical and non-medical)?  8

\* Program objectives (Describe the key learnings that attendees will take away from this program. Program objectives should be consistent with the needs assessment.)

Brief description goes here 9

\* Please describe how this fellowship opportunity will be publicized

Brief description goes here 10

\* Please describe the criteria used to select a fellow, including when a final fellow selection decision will be made

Brief description goes here 11

\* Should Genentech fund this request, will any portion of payment be paid to a licensed physician?  12

\* Will the funding from this request be used specifically to develop clinical practice guidelines or algorithms?  13

14

Foundation



# How to apply for a Fellowship Funding Tip Sheet

## IV Application

### Complete the Foundation information

*This section may already be completed if previous grant requests have been submitted, but please review and update as needed.*

1. Enter the organization's outstanding accounts payable
2. Enter the salary of the highest paid executive
3. Indicate if there is a pending lawsuit against your organization
4. Upload audited financials for the last three years
5. Upload form 990 for the last three years
6. Click "Save and Continue"

The screenshot shows the 'Foundation' section of the application form. It includes the following fields with numbered callouts:

- 1: Organization's outstanding accounts payable (text input)
- 2: Salary of the highest paid executive (text input)
- 3: Are there any pending lawsuits against your organization? (dropdown menu with 'No' selected)
- 4: Audited Financials for last three years (file upload area with 'Choose File' and 'no file selected' text)
- 5: Form 990 - last three years (file upload area with 'Choose File' and 'no file selected' text)

Buttons for 'Back' and 'Save and Continue' are visible at the bottom right.

## V Program Details

### Complete the Program details

*The request needs to be submitted at least 60 days prior to the start of the event / program*

1. Enter the Start date
2. Enter the End date
3. Enter the Venue name
4. Enter the Venue city
5. Select the Venue state
6. Enter the Venue province / regions / territory
7. Enter the Venue zip code
8. Select the Venue country
9. Click "Save and Continue"

The screenshot shows the 'Program Details' section of the application form. It includes the following fields with numbered callouts:

- 1: Start date (text input: 10/30/2014)
- 2: End date (text input: 10/30/2015)
- 3: Venue name (text input: ABC Hotel)
- 4: Venue city (text input: City)
- 5: Venue state (dropdown menu: AS)
- 6: Venue province/region/territory (text input)
- 7: Venue zip code (text input: 12345)
- 8: Venue country (dropdown menu: United States)

Buttons for 'Back' and 'Save and Continue' are visible at the bottom right.



# How to apply for a Fellowship Funding Tip Sheet

## VI Budget

### › Complete the Budget for the program

1. Enter the Total Overall Budget  
*The Total Overall Budget includes all expenses for the event / activity, including expenses that will not be covered by the requested amount*
2. Entered so far  
*This amount is automatically calculated as you enter the budget items in the table below*
3. Select the Category  
*See Appendix A for a complete list of categories*
4. Select the Subcategory  
*See Appendix A for a complete list of subcategories*
5. Enter the Amount by item
6. Enter the Quantity
7. Enter an Explanation / Description of the budget line item
8. Click “Add Line Item” for the next budget item
9. Track the Budget Total  
*The Budget Total is calculated automatically*  
*The Budget Total has to be equal to the Total Overall Budget entered above*
10. Click “Save and Continue”  
*If you have any empty lines, you will need to delete them in order to proceed*

Home | Help | FAQs | Contact Us | My Organization | My Profile | Logout

**How to Enter Budget Items**  
Click in the first category cell. A drop-down menu will appear. Select from the options. Enter all values in each line item in order to proceed to the next line item. In the Explanation field, be sure to enter a short, concise description of the expense.

**Adding New Line Items to the Budget**  
After starting the detailed budget, click “add line item” below to add more budget categories. The budget details you enter are tallied in the section “entered so far.”

**For Fundraiser Requests**  
Please include only the expense related costs for the fundraiser. For example, proceeds from the fundraiser are not expense related costs.

Requested Amount

\* Total Overall Budget (Please include all expenses for the event/activity, including expenses that will not be covered by the requested amount.)  1

Entered so far  2

▼ Budget

Actions	Category	Subcategory	Amount	Quantity	Explanation
Delete	Infrastructure	Administrative Overh...	\$21,600.00	1	Fees & Tuition
Delete	Infrastructure	Lab Expense	\$15,000.00	1	Lap Reasearch Costs
Delete	Management Fees	Legal Fees	\$13,400.00	1	

Budget Total  9

Add Line Item 8

Back | Save and Continue 10



# How to apply for a Fellowship Funding Tip Sheet

## VII Attachments

### 1. Upload File attachments

*The first document is mandatory. Attach any additional documents to describe the program. Limit 25 MB total*

*If you would like to submit more than 5 documents, send them via email to*

*[fundingquestions@gene.com](mailto:fundingquestions@gene.com). Make sure to reference the Funding Request ID*

*If you would like to replace one of the uploaded documents, click "Choose File" to select and upload a new document*

### 2. Click "Save and Continue"

*You may be required to provide additional information depending on the information you submitted with your request*

**File Attachments** 1

\* Fellowship Description  no file selected  
Fellowship-Description.pdf

Additional document 1  no file selected

Additional document 2  no file selected

Additional document 3  no file selected

Additional document 4  no file selected

Additional document 5  no file selected

2 Save and Continue



# How to apply for a Fellowship Funding Tip Sheet

## VIII Confirmation

### Submit the Funding Request

1. If you are a member of the requesting organization and are legally authorized to sign the Letter of Agreement (LOA) on behalf of the organization, select "I am legally authorized"
2. Click "Print Preview" to print and review the funding request you are about to sign
3. Click "Submit"
4. You have now completed the application. Click OK to submit or Cancel to go back to make changes or print before submission.

>>> Or >>>

**Funding Request Final Submission**  
Review your funding request. Click the "Print Preview" button. Click "Submit" to send your request to Genentech for review. Upon submitting, changes cannot be made to the funding request application.  
All approved funding requests require a signed letter of agreement (LOA) prior to funding. Please indicate below whether you are authorized to sign a LOA on behalf of your organization.

I am legally authorized  I am not legally authorized

Print Preview 2 Back Submit 3

**Funding Request Final Submission**  
Review your funding request. Click the "Print Preview" button. Click "Submit" to send your request to Genentech for review. Upon submitting, changes cannot be made to the funding request application.  
All approved funding requests require a signed letter of agreement (LOA) prior to funding. Please indicate below whether you are authorized to sign a LOA on behalf of your organization.

I am legally authorized

You have now completed the application. Click OK to submit, or Cancel to go back to make changes or print before submission.

Print Preview Back Submit

Cancel OK 4

Terms & Conditions © Genentech, Inc.

>>> Or >>>

5. If you are not legally authorized to sign the LOA on behalf of the organization, select "I am not legally authorized"

### Enter the Organization Authorized Signer information

*The Authorized Signer cannot be a Genentech employee*

6. Enter the First name
7. Enter the Last name
8. Enter the Email address  
*The email address needs to be that of the Authorized Signer specified above*
9. Re-enter the Email address (confirmation)
10. Click "Print Preview" to print and review the funding request
11. Click "Submit"
12. You have now completed the application. Click OK to submit or Cancel to go back to make changes or print before submission.

**Funding Request Final Submission**  
Review your funding request. Click the "Print Preview" button. Click "Submit" to send your request to Genentech for review. Upon submitting, changes cannot be made to the funding request application.  
All approved funding requests require a signed letter of agreement (LOA) prior to funding. Please indicate below whether you are authorized to sign a LOA on behalf of your organization.

I am legally authorized  I am not legally authorized 5

You specified that you are not an authorized signer for this organization. Please provide the information for an authorized signer below.

**Organization Authorized Signer Information: (Should not be a Genentech employee)**

\* First name  6

\* Last name  7

\* E-mail Address  8

\* E-mail Address (confirmation)  9

Print Preview 10 Back Submit 11

**Funding Request Final Submission**  
Review your funding request. Click the "Print Preview" button. Click "Submit" to send your request to Genentech for review. Upon submitting, changes cannot be made to the funding request application.  
All approved funding requests require a signed letter of agreement (LOA) prior to funding. Please indicate below whether you are authorized to sign a LOA on behalf of your organization.

I am legally authorized

You have now completed the application. Click OK to submit, or Cancel to go back to make changes or print before submission.

Print Preview Back Submit

Cancel OK 12

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# How to apply for a Fellowship Funding Tip Sheet

## IX Request Status

### › Check the Status of the request

1. Click the “Home” tab

---

2. Review “My Required Tasks”  
*This section lists tasks that are required from you. Example: signing the LOA*
3. Review “My Funding Request”  
*This section lists the status of your request*

**Getting Started**

We are committed to being a strong corporate citizen by harnessing our unique resources both financial and human, to contribute to the best interests of patients, the medical profession, our employees and our communities. We provide support to a wide variety of organizations and initiatives through our corporate giving programs, including independent medical education grants, charitable contributions, and clinical research and development support.

More information about these and other types of grants is available at <http://funding.gene.com>

To get started, click the Create A New Funding Request button. This will navigate you to the new request submission page.

**My Required Tasks** 2

Action	Request Id	Information Requested	Status

**My Funding Requests** 3

Action	Request Id	Program Title	Date Submitted	Requested Amount	Status
<a href="#">View</a>	G-11707	ABC Non-Profit Event	12/3/2012	\$20,000.00	Submitted



# How to apply for a Fellowship Funding Tip Sheet

## X Respond to an RFI

- › **A Request for Information (RFI) is generated by the Genentech Funding Request System when a Genentech reviewer has questions about the funding request. If an RFI is generated, you will receive an email notification describing the request sections requiring additional information. The email will be sent to the email address specified in the request**

*Important: You must respond within 10 days or the request may be canceled*

- › **To respond to an RFI, log into the Genentech Funding Request System**
  1. Go to the “My Required Tasks” section
  2. Click on the RFI link under the “Action” column highlighted in red  
*This will open the request page*
  3. Click “Continue” until you have access to the fields requiring additional information

- › **Once you have reached the section you have been asked to update, respond accordingly. Then, click “Save and Continue”**

- › **To re-submit the Funding Request**
  4. Confirm whether or not you are the legally Authorized Signer
  5. Click “Re-Submit”

**Getting Started**

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More information about these and other types of grants is available at <http://funding.gene.com>

To get started, click the Create A New Funding Request button. This will navigate you to the new request submission page.

[Create a New Funding Request](#)

**My Required Tasks** 1

Action	Request Id	Information Requested	Status
RFI	G-05655	Please respond to the RFI for Funding Request: G-05655	Open

**Tax ID**

\* Where is this organization located? United States

\* Tax ID 98-7654321

\* Tax status 501 (c)(3)

[Continue](#) 3

› Organization Detail

› W-9

› Select a Location

**Funding Request Final Submission**

Review your funding request. Click the “Print Preview” button. Click “Submit” to send your request to Genentech for review. Upon submitting, changes cannot be made to the funding request application.

All approved funding requests require a signed letter of agreement (LOA) prior to funding. Please indicate below whether you are authorized to sign a LOA on behalf of your organization.

4  I am legally authorized  I am not legally authorized

[Print Preview](#) [Back](#) [Re-Submit](#) 5



# How to apply for a Fellowship Funding Tip Sheet

## XI Sign the LOA

- › All grants must abide by the terms in the **Genentech Letter of Agreement (LOA)**, which is issued to an **Authorized Signer** of the requesting organization once the application is approved. The **Authorized Signer** must agree to the terms of the LOA before any funding is issued

*The LOA can only be signed by the legally Authorized Signer for the organization*

- › To sign the LOA, log into the **Genentech Funding Request System**

1. Go to the “My Required Tasks” section
2. Click on the Letter of Agreement link under the “Action” column highlighted in red

- › On the LOA page

3. Click “Print to PDF” to print a copy of the LOA before accepting the LOA (optional)

- › Navigate to the bottom of the LOA to sign the LOA

4. Enter your Name
5. Enter your PIN number  
*This is the PIN number you created when you registered as a new user*
6. Click “Approve”  
*Once approved, the LOA will be accessible from the Genentech Funding Request System “Home” screen for your review*

**Getting Started**

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More information about these and other types of grants is available at <http://funding.gene.com>

To get started, click the Create A New Funding Request button. This will navigate you to the new request submission page.

[Create A New Funding Request](#)

**My Required Tasks** **1**

Action	Request Id	Information Requested	Status
<b>RFI</b>	G-05655	Please respond to the RFI for Funding Request: G-05655	Open
<b>Letter of Agreement</b>	G-05655	Please sign the LOA for Funding Request: G-05655	Open

**Letter of Agreement**

Please review the entire LOA below then indicate your approval at the bottom of the page. [Print to PDF](#) **3**

Regarding Terms, Conditions and Purposes of an Educational Grant between Test Organization for Prod Verifications (“Recipient”) and Genentech, USA. (“Genentech”).

**Authorized Signer:** Imed Gc  
**Address:** 99 First St  
**City:** Denver  
**State:** CO  
**Zip Code:** 80002

**Program / Event Title:** Test Outcomes Test (the “Activity”)  
**Request ID:** G-05655  
**Program / Event Date:** 11/1/2012

Genentech wishes to provide support for the above-referenced independent medical education Activity by means of a grant in the amount of \$3,500.00 (hereafter, the “Request Payment”). By accepting this grant, Institution agrees to use the funds solely for the Activity and to comply with the terms and conditions of this Letter of Agreement.

**Approved:**

GENENTECH USA, INC.  
 By:  
 Name: Nancy Lutz-Paynter  
 Title: Associate Director

I hereby acknowledge and agree with the terms and conditions set forth in this Agreement and represent and warrant that I have authority to sign on behalf of Test Organization for Prod Verifications (“Recipient”).

By:  
 Name:

Your Name **4** Your PIN **5**  
 Mary Smith 1234  
 Forgot your pin?

[Approve](#) **6**



# How to apply for a Fellowship Funding Tip Sheet

## XII Evaluations

Once the funding request has been approved, the grant requestor will be asked to provide an evaluation. The Evaluation page allows you to submit an attachment as necessary.

### To enter the Evaluations, log into the Genentech Funding Request System

- Go to the “My Required Tasks” section
- Click on the Evaluations link under the “Action” column highlighted in red

### On the Evaluations page

- Enter a description of the funded initiative and explain how the goals of the project were met. *If the goals of the project were not met, please explain why.*
- Indicate if you are planning to publish the results of the funded initiative in a peer-reviewed journal
- Indicate if the results of the study have been presented or if you are planning to present the results at any scientific meetings
- Click on “Choose File” to select and upload a summary of the research results
- Click “Submit”

Funding Request Application

Home | Help | FAQs | Contact Us | My Organization | My Profile | Logout

**Getting Started**

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More information about these and other types of grants is available at <http://funding.gene.com>

To get started, click the Create A New Funding Request button. This will navigate you to the new request submission page.

Create A New Funding Request

**My Required Tasks** 1

Action	Request Id	Information Requested	Status
Evaluations 2	G-24267	Please provide the Evaluation for Funding Request: G-24267 post final event/program end date.	Open

Funding Request Application

Home | Help | FAQs | Contact Us | My Organization | My Profile | Logout

Request ID: G-24295 Program Title: New fellowship Request, submitted at: 6/3/2014 5:20:57 PM

**Evaluation**

Please briefly describe the final result of the funded initiative. Were the goals of the project met? If not, please explain why.

3

Are you planning to publish the results in a peer-reviewed journal? --None-- 4

Have the results of the study been presented or are you planning to present the results at any scientific meetings? --None-- 5

If available, please attach a summary of the research results. Choose File | no file selected 6

Submit 7



# How to apply for a Fellowship Funding Tip Sheet

\* Appendix A – Overview | Budget Categories

Category	Subcategory	Category	Subcategory
<i>Accreditation</i>	<ul style="list-style-type: none"> <li>▪ Accreditation Fees</li> <li>▪ Certificate Fees</li> </ul>	<i>Miscellaneous (explain)</i>	<ul style="list-style-type: none"> <li>▪ Other (explain)</li> </ul>
<i>Association Fee</i>	<ul style="list-style-type: none"> <li>▪ Association Fee</li> </ul>	<i>Printing &amp; Production</i>	<ul style="list-style-type: none"> <li>▪ Brochures</li> <li>▪ Handouts</li> <li>▪ Invitations</li> <li>▪ Mailing Lists / Labels</li> <li>▪ Meeting Materials / Signage</li> <li>▪ Patient Materials</li> <li>▪ Programs</li> </ul>
<i>Honoraria</i>	<ul style="list-style-type: none"> <li>▪ Chair</li> <li>▪ Faculty</li> </ul>		
<i>Hotel / Lodging</i>	<ul style="list-style-type: none"> <li>▪ Faculty</li> <li>▪ Non-Physician Faculty</li> <li>▪ Staff</li> </ul>		
<i>Infrastructure</i>	<ul style="list-style-type: none"> <li>▪ Administrative Overhead</li> <li>▪ Dues / Subscriptions</li> <li>▪ Equipment Purchase / Lease</li> <li>▪ Facility Construction / Lease</li> <li>▪ Insurance</li> <li>▪ Lab Expense</li> <li>▪ Salaries – Contractor</li> <li>▪ Salaries – Full Time</li> <li>▪ Utilities</li> </ul>	<i>Screenings</i>	<ul style="list-style-type: none"> <li>▪ Lab Processing Fees</li> <li>▪ Test Kits</li> <li>▪ Tests</li> </ul>
<i>Management Fees</i>	<ul style="list-style-type: none"> <li>▪ Account &amp; Activity Management</li> <li>▪ Activity Marketing</li> <li>▪ Audience Generation</li> <li>▪ Content Development / Creative Development &amp; Production</li> <li>▪ Content Development / Editorial Fees</li> <li>▪ Content Development / Medical Writing &amp; Scientific Review</li> <li>▪ Educational Effectiveness Measures</li> <li>▪ Legal Fees</li> </ul>	<i>Shipping &amp; Posting</i>	<ul style="list-style-type: none"> <li>▪ Courier Expense / Mailing Expense</li> <li>▪ Office Supplies</li> </ul>
<i>Marketing</i>	<ul style="list-style-type: none"> <li>▪ Advertising</li> <li>▪ Flyers</li> <li>▪ Mailings</li> </ul>	<i>Travel</i>	<ul style="list-style-type: none"> <li>▪ Faculty Airfare</li> <li>▪ Faculty Mileage Reimbursement</li> <li>▪ Faculty Train</li> <li>▪ Ground Transportation / Parking</li> <li>▪ Per Diem</li> <li>▪ Staff Airfare</li> <li>▪ Staff Mileage Reimbursement</li> <li>▪ Staff Train</li> </ul>
<i>Meals</i>	<ul style="list-style-type: none"> <li>▪ Break / Snacks</li> <li>▪ Breakfast</li> <li>▪ Lunch</li> <li>▪ Dinner</li> </ul>	<i>Venue</i>	<ul style="list-style-type: none"> <li>▪ A/V Equipment - Rental &amp; Labor</li> <li>▪ Meetings Rooms</li> <li>▪ On site Meeting Support</li> <li>▪ Teleconference Fees</li> </ul>
		<i>Website Development</i>	<ul style="list-style-type: none"> <li>▪ Web Design / Functionality</li> <li>▪ Website Hosting</li> <li>▪ Web Maintenance</li> </ul>