

IMED Grant Process

Before You Begin

Please ensure all grant requests satisfy Genentech's eligibility/criteria before submitting.

- If you are a new requestor you must first register with Genentech's online Grant Management Application (GMA).
- During registration, all requestors and 3rd Party Providers / MECCs must certify compliance, if applicable, with Genentech's firewall criteria. Requestors must also accept Genentech's Compliance Commitment, and submit a signed IRS W9 form when registering.
- You will be asked to update your profile every twelve months.

Grant Application

Grant requests must be submitted online through the Grant Management Application (GMA), which can be accessed via www.imed.gene.com.

- Completed grant requests must be submitted at least 60 days before the start date of the intended live activity or enduring material creation.
- If a grant request is \geq \$15,000 and the activity is accredited, the request must be submitted by the Accredited Provider.
- Grant requests will require the following supportive information/documentation:
 - Needs assessment
 - Activity learning objectives
 - Proposed agenda and/or content outline
 - Budget details for the entire activity (*budget template is available upon registration*)
 - Implementation plan (for activities with total budget \geq \$15,000)
- Log into IMED's online Grant Management Application (GMA) to preview a sample grant request and access additional resources.
- Once a grant request is submitted, you will receive a confirmation e-mail.

Genentech Application Review

Genentech will review grant requests to ensure that activities are compliant, fair-balanced, scientifically rigorous and unbiased, and that adult learning principles are applied.

- The review process can take up to 60 calendar days after a grant request is considered complete.
- If additional information is necessary to review the grant request, you will receive an e-mail notification. IMED will follow up once after 10 business days. If IMED has not received all necessary information within 10 business days of the 2nd request for information, the grant request will be denied.
- Possible reasons you could receive an online Request for Information (RFI) and resulting delay
 - IRS W9 form not signed
 - Needs Assessment not robust (lack of detail)
 - Budget inaccurately completed or lack of budget detail
 - Lack of detail on Learning Objectives, Agenda or Content Outline
- You will be able to check the status of all grant requests 24 hours a day, 7 days a week in your GMA inbox.

Grant Decision

Genentech will approve (for the full or a lesser amount) or deny the grant request.

- You will receive an e-mail notification regarding the grant decision. Grant decisions are typically communicated within 60 days after the grant request is complete (including receipt by IMED of all necessary supporting documentation).
- If a grant request is approved, an electronic Letter of Agreement (LOA) with the terms and conditions of the funding will be sent to all relevant parties.
- The LOA must be electronically signed by the requestor and all third parties (if applicable) prior to the start date of the activity. Should an organization choose not to accept the terms of the LOA, Genentech reserves the right to withdraw approval of the grant.
- You will receive a check approximately 45 days after acceptance of the LOA.

Implementation Phase

Genentech will request monthly online updates during program implementation and may request additional status reports.

- IMED will request monthly updates to activity implementation information such as date, location etc. for all approved grant requests. You will receive an e-mail with a link to access the online grant and enter any updates necessary. If you have no changes, please login and click the check box stating “no updates/changes available”.
- IMED may require monthly status reports. If applicable, you will receive an e-mail with a link to access the online grant application and enter requested status information.
- Genentech will not request these updates or reports for the purpose of exercising any control over the program, but to ensure the activity is progressing as outlined by the provider and as approved for funding.
- Upon request, IMED can provide assistance with
 - Supplemental invitation distribution
 - Authorizing limited use of the Genentech logo

Post Activity Reconciliation

Genentech will require reconciliation of all funded activities within 90 days of the completion of the activity.

- Within 90 days of completion of the activity, you will be required to complete a post-activity reconciliation online.
- Please see the Independent Education Program Reconciliation Checklist for required components.
- A financial reconciliation will also be required. You will be required to certify that all funds were used as defined in the original grant request. All unused funds \geq \$250 must be returned to IMED. Unused funds may not be used for another activity or for any other purposes.
- Failure to reconcile within 90 days of completion of the activity will affect your ability to move forward with existing grant requests and submit future grant requests.