

Independent Education Program Reconciliation Checklist

Within 90 days of completion of a funded activity, Genentech requires an online post-activity reconciliation. The purpose of this reconciliation is assess whether activities are conducted in a manner consistent with the grant application and to ensure that funds were used for the intended, purpose. The following items should be included in the reconciliation, if applicable:

Final Activity Report

Type of event/activity

Number and format of events/components in initiative

Estimated and actual number of participants by audience type/specialty

Number of credit hours offered per activity and total number of credit hours issued

Final agenda

Final invitation(s)/email(s)

Final handout materials/screenshots of web activity

Summarized results from participant evaluation

Summarized results from faculty evaluation summary (if available)

The reconciliation process may be initiated by logging on to the Grant Management Application (GMA) and clicking on the "Please Reconcile" link next to the appropriate grant number. Failure to reconcile your grant within 90 days of the activity end-date may affect your ability to submit future grant requests to Genentech. If more time is required, please contact Genentech's IMED.

Please note that IMED does not require, but will accept, supplemental program evaluation reports of educational effectiveness.