

FUNDING REQUEST QUICK GUIDE

Independent Medical Education Grant

Submission Process

- Where to Apply:
<http://funding.gene.com>

- If you have already registered, click “Apply for Funding/Login”

- If you have not registered, click “New User Tip Sheet”, then click “New User? (Register Here)”

Tip Sheet Available:
<http://funding.gene.com>, click IMED, then click “How to Apply”

Program Detail

Grand Rounds vs Stand Alone Meeting

- “Live Program: Grand Rounds” please use this if the programs will all be held at the same location ONLY

- “Live Program: Stand Alone Meeting” please use this if you have multiple programs that will take place in different locations on different dates, even though it may be considered a “meeting series”

Contact Information

Grant Associate (GA's) are available to respond to phone inquires from (8:00am - 5:00pm) Pacific Time

Phone: 866.599.4363

Email: meded@gene.com



Top 5 Request for Additional Information (RFI)

1. Budget - Accreditation Fees
2. Budget - Honoraria and Travel Expenses
3. Budget - Meals
4. Program Detail - SubType
5. Uploaded - Missing Documents (i.e. Agenda, Needs Assessments and Implementation Plan)

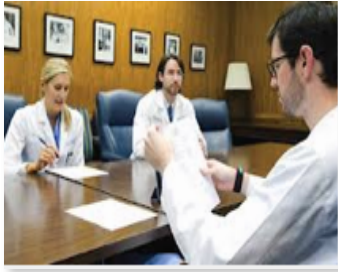
Tip: For all lines items provide clear explanations and

Outcomes Reporting

My Ongoing Tasks			
Action	Request Id	Information Requested	Status
Status Updates	G-03855	Please provide monthly Status Report/Scope Changes for Funding Request: G-03855	Ongoing
Outcomes	G-03855	Please provide Outcomes for Funding Request: G-03855	Ongoing

- Please provide outcomes, as they are collected
- This section is open through the life cycle of the grant for preliminary and final outcomes reporting
- Even after you complete the outcome and financial reconciliation sections, the “Outcomes” link will remain active until the grant is fully closed by the grant manager

For more information see Tip Sheet on funding.gene.com (page 19-22)



Post Approval

Letter of Agreement (LOA)

- The Authorized signer for the organization is the only person that can access, view and sign the Letter of Agreement (LOA) on line
- Once approved, the LOA will be accessible from the funding system inbox

Status Reporting

- Please provide status reports on a monthly basis or as soon as changes in the program occur
- Status Report and Scope Change must be done (on line)

Reconciliation Process

- Financial Reconciliation required within 90 days after the last program end date
- Complete the Sunshine Act Disclosure within 90 days of your last Live program end date. Web and Enduring programs must complete the Sunshine Act Disclosure at the time of grant Reconciliation. Note: Complete the Sunshine Act Disclosure task before the Reconciliation task if you see both links under "My Required Tasks" on your home page.
- As part of the Sunshine Act reporting requirements, indicate if Genentech funding was used to provide meals to physicians as part of the educational activity. Then upload a meals report, if applicable.

Budget Detail

Requested Amount	\$100,000.00
* Total Overall Budget (Please include all expenses for the event/activity, including expenses that will not be covered by the requested amount.)	\$100,000.00
Entered so far	\$100,000.00

Budget					
Actions	Category	Subcategory	Amount	Quantity	Explanation
Delete	Accreditation	Accreditation Fees	\$2,000.00	3	detailed explanation exp
Delete	Honoraria	Faculty	\$500.00	5	amount per person x #p
Delete	Hotel/Lodging	Staff	\$300.00	10	amount per night x #nig
Delete	Travel	Faculty Airfare	\$700.00	5	amount per person x #p
Delete	Meals	Dinner	\$45.00	120	amount per meal x #per
Delete	Miscellaneous (explain)	Other (explain)	\$7,300.00	2	used rarely, very detaile

- Total Overall Budget includes all IME expenses for the event/activity
- All budget line items should be entered using the available category and subcategory available in the online system
- Budget items should be itemized using the per unit value in each amount column and the number of units in the units column
- Navigate effectively by using the TAB key
- Microsoft Internet Explorer browser is not recommend, but will still function
- Do not enter any \$-sign's or decimal values
- Avoid cutting & pasting explanation
- Refrain from using the Misc, Other line item, though if necessary, make sure detailed information is entered into the comment section
- Confirm that all line items (i.e. meals, honoraria, lodging, and airfare, etc.) are properly itemized before submission

For complete budget categories see Tip Sheet on funding.gene.com (page 22)

