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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 an Independent Medical Education Grant

## Tip Sheet



### Independent Medical Education

Independent Medical Education (IME) is generally defined as education for healthcare professionals (HCPs) provided by an independent educational provider, such as a community hospital, academic center, society / association or medical education & communication company. Genentech / Roche supports grants for independent medical education in an effort to further the advancement of medicine and healthcare by improving the knowledge of the medical community and improving patient care.



### Checklist

You need to submit the funding request at least 60 days prior to the project / program start. 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:

#### Organization Information

*This information will already be available in the system if the organization has previously applied for funding*

☐ 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

☐ Organization's annual budget

☐ Address

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

☐ Numbers of individuals employed by the organization



**To check for availability of funds in a specific disease state please give us a call:**

› **866.599.4363**

#### Program Information

*This information is specific to the particular funding request*

☐ Therapeutic area and disease state for the program

☐ Is the organization submitting the request accredited?

☐ Is the organization accredited for continuing education for Healthcare Professionals (HCPs)

☐ Number of employees with advanced degrees in the organization

☐ Number of employees working in compliance in the organization

☐ Itemized and broken down program budget

☐ Moore's levels and a description of how these levels will be achieved

☐ National Quality Strategy criteria the program will address and how

☐ Any barriers to optimal patient care the program will address and how

☐ Any quality of care components the program will address and how

☐ An Implementation Plan, Program Agenda, and a referenced Needs Assessment



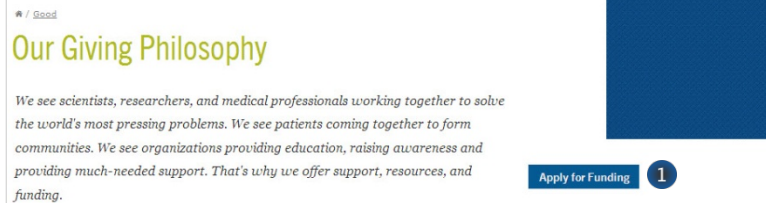
# How to apply for an Independent Medical Education Grant

## Tip Sheet

### I Log In

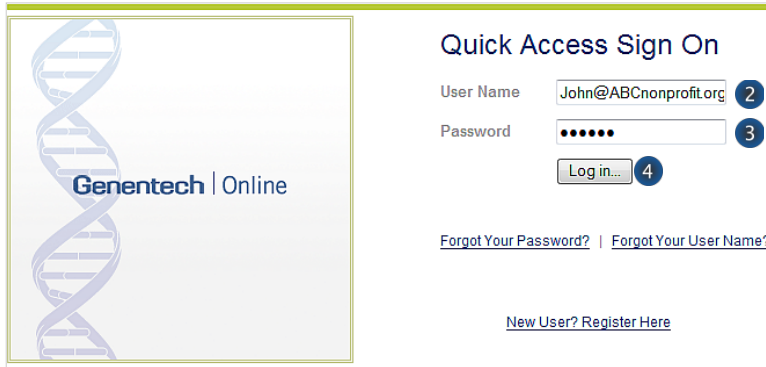
#### > Go to [funding.gene.com](http://funding.gene.com)

- Click the "Apply for Funding" link

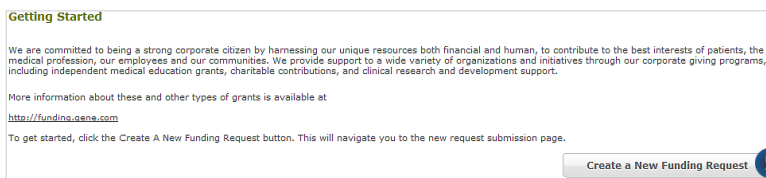


#### > Enter your Account information

- User name  
*This is the email address used when you registered as a user*
- Password  
*This is the password you created when you registered as a user*
- Click "Log in..."



- 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*

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

Tax ID

Where is this organization located?

United States

Tax ID

98-7654321

Tax status

501 (c)(3)

Continue

Organization Detail

W-9

Select a Location

>>> Or >>>

Tax ID

Where is this organization located?

Canada

Non-US based organization ID (Please specify the organization's unique ID within the country)

Do you have W-8BEN status?

--None--

Continue

2a

3a



# How to apply for an Independent Medical Education Grant

## 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"

**Tax ID**

**Organization Detail**

- \* Organization name: ABC Non profit
- \* Organization type: [Dropdown]
- Organization's annual budget (An organization's overall annual budget includes all events hosted by that organization in addition to its operating budget): 100,000,00
- \* Organization's website address: ABCnonprofit.org

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

**Tax ID**

**Organization Detail**

- \* Organization name: ABC Non profit
- \* Organization type: Charitable Foundation
- \* Is this a Charitable Foundation of a group practice? Yes
- \* How many physicians are in the group practice that sponsors this foundation? [Dropdown]
- Organization's annual budget (An organization's overall annual budget includes all events hosted by that organization in addition to its operating budget): 100,000,00
- \* Organization's website address: ABCnonprofit.org

Organization's mission

The organization's mission is...

5

Number of employees: 500

- \* Does your organization purchase Genentech/Roche products? No
- \* Does your organization prescribe Genentech/Roche products? No
- \* Does your organization develop Medicare recognized compendia or nationally recognized treatment guidelines? No
- \* Is your organization a Sole Proprietorship? No
- \* Is this organization owned in whole or in part by a physician or a group of physicians? No
- Parent organization name: [Text]
- Parent organization tax ID: [Text]

Back Save and Continue

**W-9**

Select a Location

#### 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"

**Tax ID**

**Organization Detail**

**W-9**

Please ensure that your Organization Tax Id 98-7654321 matches the W-9 / W-8BEN on file.

ABCnonProfit-W9-Form.pdf

- \* W-9 Form / W-8BEN Form: [Choose File] no file selected

Back Save and Continue

Select a Location



# How to apply for an Independent Medical Education Grant

## 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”

The screenshot shows the 'Select a Location' dropdown menu with two options: '\* New Location (Please input details below)' (labeled 2) and 'ABC Non-Profit 123 Street Name' (labeled 1). Below this is the 'Department/Chapter Information' section with fields for: Payee name (ABC Non-Profit, labeled 3), Address (123 Street Name, labeled 4), City (City Name, labeled 5), State (CA, labeled 6), Province/region/territory (labeled 7), Zip code (94000, labeled 8), and Country (United States, labeled 9). At the bottom right are 'Back' and 'Save and Continue' buttons (labeled 10).

### III Funding Type Selection

#### Complete the Funding Type selection

1. Indicate what you are seeking funding for  
*Option 1 will apply for Independent Medical Education programs : “An educational event / meeting, conference, activity, or program”*
2. Indicate who the target audience is for your event  
*Please read the description first to ensure you are selecting the right audience*  
*If your answer is not “Healthcare providers” or “Fellows”, please refer to the Healthcare-Related Charitable Support Tip Sheet*
3. Validate your selection  
*Your section can not be changed once you proceed from this point*
4. Click “Continue”

The screenshot shows the 'Funding Type Selection' section with the question 'What are you seeking funding for?' (labeled 1). The options are: 'An educational event/meeting, conference, activity, or program' (selected, labeled 1), 'A scientific project', 'A fellowship', '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', and 'Any other opportunity that provides promotional or marketing benefits'. Below this is the 'Who is the target audience for your event?' section (labeled 2) with options: 'Healthcare providers' (selected, labeled 2), 'Patients and their families and/or caregivers', 'Researchers or scientists', and 'Fellows'. A text box (labeled 3) defines 'Independent Medical Education (IME)' as education for healthcare professionals (HCPs) provided by an independent educational provider, such as a community hospital, academic center, society/association or medical education & communication company. Genentech/Roche supports grants for independent medical education as a means to enhance the medical community's ability to care for patients.

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

Back Continue

4



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### IV Application

- › **Validate is a proper Firewall between organizations has been established**
- › **If your organization has applied for funding the information in this section will be pre-populated**

1. Indicate if your organization provides strategic, promotional or marketing related services to Genentech / Roche
2. Indicate if your organization has a sister organization or parent company that provides strategic, promotional or marketing related services to Genentech / Roche
3. Indicate if a proper firewall between the related strategic, promotional or marketing related activities and your organization has been established
4. Click "here" for further clarification on what Genentech considers a proper firewall between organizations
5. Click "Save and Continue"

Firewall

\* Does your organization provide strategic, promotional or marketing related services to Genentech/Roche?

Yes

1

\* Does your organization have a sister organization or parent company that provides strategic, promotional or marketing related services to Genentech/Roche?

No

2

Has a proper firewall between the related strategic, promotional or marketing related activities and your organization been established?

Yes

3

For further clarification on what Genentech considers a proper firewall between organizations, click [here](#).

4

Save and Continue

5

- › **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 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. Indicate if this program is specifically accredited for continuing education for Healthcare Professionals
7. Indicate if your organization is the accreditor
 

*If the program is accredited, the accredited provider must be the organization that is submitting the funding request*

Application - Independent Medical Education

Request ID

G-11961

1

\* Requested amount

100,000.00

2

\* Therapeutic area

Oncology

3

\* Disease state

Leukemia

4

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

5

\* Event / program title

ABC Non-profit Event

6

\* Is this program specifically accredited for continuing education for Health Care Professionals?

Yes

7

Is your organization the accreditor?

Yes





# How to apply for an Independent Medical Education Grant

## Tip Sheet

### IV Application (continued)

8. 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*
9. Describe the Intended audience  
*Provide a brief description of the target audience of the program you are planning*
10. Enter the Needs assessment summary  
*Provide a brief description of the need that the program addresses. What are the identified clinical gaps that justify the need for education?*
11. Enter the Program objectives  
*Describe the key learnings that attendees will take away from this program*
12. Select the Competencies to be achieved  
*Select all that apply from the "Available" list and click the right arrow to move the selected items into the "Chosen" list*
13. Select the Outcome levels to be achieved  
*These are "Moore's levels". Please select the highest level that applies to the program*  
*You will be provided an opportunity to upload a description of how you plan to achieve these levels later in the application*
14. Select the National Quality Strategy elements the education is designed to address  
*Note: The National Quality Strategy(NQS) website is [www.ahrq.gov/workingforquality](http://www.ahrq.gov/workingforquality)*
15. Provide a detailed explanation for any selected elements
16. Select any barriers to optimal patient-care that were identified and will be addressed during the education
17. Provide a detailed explanation for selected barriers.
18. Select any components of quality patient care that the education is designed to address.
19. Indicate if there will be other supporters of this program  
*If you are seeking funding from other supporters, please select "Yes"*  
*If you are sure the program is not going to have any other supporters, please select "No"*
20. If known, please list the other potential supporters (optional)

\* 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.)

Purpose 8

\* Intended audience (Please provide a brief description of the target audience of the program you are planning)

Audience 9

\* Needs assessment summary (Please provide an explanation of the community need or a justification for this meeting, if applicable)

Summary 10

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

Objectives 11

\* Competencies to be achieved (select all that apply)

Available 12	Chosen
	<input checked="" type="checkbox"/> Patient Care <input checked="" type="checkbox"/> Medical Knowledge <input checked="" type="checkbox"/> Practice-based Learning and Improvement <input checked="" type="checkbox"/> Interpersonal and Communications Skills

\* Outcome levels to be achieved

Available	Chosen
Level 1: Participation 13 Level 2: Satisfaction Level 3: Learning & Procedural Knowledge Level 5: Performance	<input checked="" type="checkbox"/> Level 4: Competence

\* National Quality Strategy criteria this program will address (select all that apply)

Available	Chosen
Patient and Family Engagement Best Practices for Healthy Living Affordability 14 Not Applicable	<input checked="" type="checkbox"/> Making Care Safer <input checked="" type="checkbox"/> Communication and Care Coordination <input checked="" type="checkbox"/> Prevention and Treatment Practices

\* National Quality Strategy Summary (Please provide a brief description of how this program will address the criteria of the National Quality Strategy)

Detailed Explanation 15

\* Barriers to optimal patient-care this program will address (select all that apply)

Available	Chosen
Access to equipment 16 Access to treatment or clinical trials Cost of therapy Patient Adherence	<input checked="" type="checkbox"/> Conflicting evidence <input checked="" type="checkbox"/> Lack of training

\* Barriers to Optimal Patient-Care Summary (Please provide a brief description of how this program will address the identified barriers to optimal patient-care)

Detailed Explanation 17

\* Quality Components this program will address (select all that apply)

	Chosen
Patient Education Family Engagement Treatment Expectations Care Management Palliative and End-Of-Life Care 18	

\* Will there be other supporters of this program? 19

No

If known, please list the other potential supporters

20



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### IV Application (continued)

16. Indicate if this request a resubmission of a previously submitted grant request
17. If yes, please provide the grant request ID # and title
18. Indicate if Genentech / Roche personnel are permitted to attend this event as silent observers  
*Grant decisions will be made independently of your response to this question.  
Genentech will not accept any complimentary offerings*
19. Indicate if this request is for additional funding to an existing Genentech / Roche supported program
20. If yes, please provide the grant request ID # and title
21. Indicate if Genentech / Roche's assistance for secondary invitations / BRCs will be requested
22. Indicate if there is an exhibit opportunity for a separate price for this program  
*Grant funding may not be used for promotional exhibits. Whether or not an exhibit opportunity is available has no impact on the grant process or funding decision*
23. 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*
24. Enter the Tracking code (optional)  
*If you know the program specific tracking code, please enter it here*
25. Indicate if you have an opt-in process for enduring materials  
*The opt-in process is the internal process established for potential program participants to opt-in to receive information about the program*
26. If yes, please describe the opt-In process for enduring materials
27. Indicate if your organization is accredited
28. Select which accreditations your organization has been certified for  
*This information may already be pre-populated if the organization has previously applied for funding*

Is this request a resubmission of a previously submitted grant request?	No	16
If yes, please provide the grant # and title		17
* Are Genentech/Roche personnel permitted to attend this event as silent observers? (Grant decisions will be made independently of your response to this question. Note: Genentech will not accept any complimentary offerings)	Yes	18
Is this request for additional funding to an existing Genentech/Roche supported program?	No	19
If yes, please provide the grant # and title		20
* Will Genentech/Roche's assistance for secondary invitations/BRCs be requested?	No	21
* Is there an exhibit opportunity for a separate price for this program? (Grant funding may not be used for promotional exhibits. Whether or not an exhibit opportunity is available has no impact on the grant process period)	No	22
* Will the funding from this request be used specifically to develop clinical practice guidelines or algorithms?	Yes	23
Tracking code (if you received a tracking code, please input it here)	123456789	24
* Do you have an opt-in process for enduring materials? <sup>1</sup>	No	25
If yes, please describe the opt-In process for enduring materials		
26		
Is your organization accredited?	Yes	27
Please select which accreditations your organization has been certified for 28		
Available	Chosen	
AANP	AAP	
AAPA	ACCME	
ACPE		
ADA		
AMA		
ANCC		





# How to apply for an Independent Medical Education Grant

## Tip Sheet

### IV Application (continued)

29. Enter the Number of employees with advanced degrees  
*These are the individuals employed by the organization*
30. Enter the Number of employees working in compliance within the organization
31. Indicate if you will be working with a third-party  
*If yes, you will be prompted to provide additional "Third-Party Information"*

Please select which accreditations your organization has been certified for

Available	Chosen
AANP	AAFP
AAPA	ACCME
ACPE	
ADA	
ANCC	
AOA	

\* Number of employees with advanced degrees: 10 **29**

\* Number of employees working in compliance: 5 **30**

\* Will you be working with a third-party? Yes **31**

Back Save and Continue

### Complete the Third Party information

*This section is only available in the application if "Will you be working with a third-party?" has been answered with "Yes" in the application*

1. Enter the Company Name
2. Enter the Contact First Name
3. Enter the Contact Last Name
4. Select the Contact Function
5. Enter the Contact Email
6. Select the Third-Party accreditation status
7. Select whether the Third-Party owned in whole or in part by a physician or group of physicians
8. Click "Add Third-Party Contact" to add any other Third-parties for this educational program
9. Click "Save and Continue"

TP-45670 medscapula

If you are working with a third-party (i.e., any entity from whom you subcontract or pay for services) on this event/program, please provide information about the third-party below.

\*Company Name: 1 Third Party Company, Inc.

\*Third-Party Contact First Name: 2 John

\*Third-Party Contact Last Name: 3 Doe

\*Third-Party Company Function: 4 Logistics

\*Third-Party Contact Email: 5 thirdparty@thirdparty.com

\*Is the Third-Party organization accredited?: 6 No

\*Is the Third-Party organization owned in whole or in part by a physician or group of physicians?: 7 No

Back Save and Continue 9

8 Add Third-Party Contact



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### IV Design and Implementation

1. Indicate, if any, the ways in which this program is designed to improve the awareness of the educational gap(s)

*Multiple selections are allowed*

2. Indicate, if any, the ways in which this program is designed to demonstrate that information has been converted into opportunities for the learner or system.

*Multiple selections are allowed*

3. Indicate, if any, the ways in which this program is designed to demonstrate learner or system engagement and action.

*Multiple selections are allowed*

4. Indicate, if any, the ways in which this program is designed to substantiate a sustained partnership.

*Multiple selections are allowed*

5. Click "Continue".

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

Program Design and Implementation

In what key way(s) might this educational initiative's metrics demonstrate an improved awareness of the gaps? (Please check all those that apply)\*

1

☒ Learners informed about the systemic problem that leads to the national or local gap

☒ Education activates learners to be more informed about evidence-based care expectations that are potentially not being met by their healthcare system

☐ Not applicable for this educational initiative at this time

In what key way(s) might this educational initiative's metrics demonstrate that information has been converted into opportunities? (Please check all those that apply)\*

2

☐ Education advanced learners' ability to demonstrate where improvements will be implemented within their healthcare system

☐ Education advanced learners' ability to help their healthcare system adopt information over a shortened period of time

☐ Educational provider(s) demonstrate whether or not these improvements can be reproduced and generalized in another setting

☒ Not applicable for this educational initiative at this time

In what key way(s) might this educational initiative's metrics demonstrate engagement and action? (Please check all those that apply)\*

3

☒ Learners aspired to pair the barriers that they encounter within their healthcare system with potential future interventions that minimize or remove barriers to improved care

☒ Learners aspired to demonstrate practice improvements (that result from the intervention) by using administrative, claims or registry datasets and/or other office/system metrics

☐ Educational provider(s) gave examples of how specific / needed certification may help identify a change in process that addresses the original identified problem

☐ Not applicable for this educational initiative at this time

In what key way(s) might this educational initiative's metrics substantiate sustainable partnerships? (Please check all those that apply)\*

4

☐ Learners allocated commitments to improve communication about care plans with one another

☒ Learners allocated commitments to increase satisfaction of care with one another

☐ Learners allocated commitments to make better healthy living decisions away from the clinic with one another to enable the adherence of the care plan

☒ Educational provider(s) demonstrated how interventions and/or tools were integrated into workflow to sustain positive change or adherence to evidence-based care and system requirements

☐ Not applicable for this educational initiative at this time

Back

Continue 5



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### V Program Details

#### Complete the Program Details

1. Select the Program type  
*You can add more than one program by clicking the "Add Program" button (see step 23, p. 12)*
2. Select the Program subtype
3. Enter the Start date
4. Enter the End date  
*Last date for this program*
5. Enter the Expected # of attendees that are HCPs  
*HCPs are healthcare professionals, e.g. doctors or nurses*
6. Enter the Expected # of attendees that are US-based HCPs
7. Enter the Number of speakers / faculty  
*The speakers / faculty number needs to include the chairperson*

Program Details - Live

Please note: funding requests must be started at least 60 days prior to the start of the activity.

Program type

Live

1

Program subtype

Grand Rounds: Live

2

Start date

4/8/2013

3

End date

5/17/2013

4

Expected # of attendees that are HCPs (HCPs are healthcare professionals, e.g. doctors or nurses)

4500

5

Expected # of attendees that are US-based HCPs

5000

6

Number of speakers / faculty

14

7

Venue name

ABC Hotel

8

Venue city

City Name

9

Venue state

CA

10

Venue province/region/territory

11

Venue zip code

99999

12

Venue country

United States

13

#### Depending on the "Program type" and "Program subtype" selected, the following fields might vary

8. Enter the Venue name
9. Enter the Venue city
10. Select: Venue state
11. Enter the Venue province / region / territory
12. Enter the Venue zip code
13. Select: Venue country



#### TIP: Grand Rounds vs Meeting Series?

1. Live Program: Grand Rounds  
*Please use this if the programs will all be held at the same location ONLY.*
2. Live Program: Stand-Alone Live Meeting  
*Please use this program type if you have multiple programs that will take place in different locations on different dates, even though it may be considered a "meeting series".*



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### V Program Details (continued)

#### Attendees information

14. Click "Add Attendee Group" to add an attendee group
15. Use the horizontal scroll for access to all the information fields  
*You can also use the "TAB" button to move through all of the required fields.*
16. Select the Intended audience
17. Select the Specialty
18. Select the Credit category
19. Enter the Credit hours  
*Capture how many CE / CME hours per audience group are expected to be given for the program*
20. Enter the # of invitations  
*Represents the expected invitation distribution for your audience recruiting efforts*
21. Enter the number of Expected learners
22. Enter the number of Expected w / credit  
*Captures how many certificates of credit you expect to distribute*
23. To add another program click "Add Program"
24. Click "Save and Continue"  
*If you see an empty line, you will need to delete the line in order to being able to proceed*  
*If you receive an error message, please click into the cell second to last and click "Save and Continue" again*

#### Attendees

"Credit hours" capture how many CE/CME hours per audience group are expected to be given for the program.  
"Expected w/ credit" captures how many certificates of credit you expect to distribute.

Actions	Intended Audience <sup>16</sup>	Specialty <sup>17</sup>	Credit Category <sup>18</sup>	Credit Hours <sup>19</sup>
	Patient	Oncology - Medical	None	0
	Physician	Gynecologic Oncology	AMA PRA Categor...	2
	Nurse	Oncology - Medical	ANCC	2

#### Attendees

"Credit hours" capture how many CE/CME hours per audience group are expected to be given for the program.  
"# of invitations" represents the expected invitation distribution for your audience recruiting efforts.  
"Expected w/ credit" captures how many certificates of credit you expect to distribute.

	Credit Category <sup>20</sup>	Credit Hours <sup>21</sup>	# of Invitations <sup>22</sup>	Expected Learners	Expected w/ Credit
	AAFP	1	100	100	50

15

Add Attendee Group

14

Back

Save and Continue

24

Add Program

23



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### VI Budget

#### Complete the Budget for the program

##### 1. Enter the Total Overall Budget

*This is the sum of the budgets for all your "Program types"*

*Each "Program type" will have its own budget page*

*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

*Please be sure to break down the expenses particularly for hotel, travel, and meals. These must show per person cost*

##### 6. Enter the Quantity

##### 7. Enter an Explanation / Description of the budget 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*

Repeat process steps as described above for all "Program types"

##### 10. Click "Save and Continue"

*If you have any empty lines, you will need to delete them in order to proceed*

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 for Live Activity					
Actions	Category	Subcategory	Amount	Quantity	Explanation
Delete	Meals	Dinner	\$50.00	100	amount per meal per person x
Delete	Travel	Per Diem	\$100.00	5	amount per person per day
Delete	Hotel/Lodging	Staff	\$300.00	10	amount per night x #nights/p.
Delete	Honoraria	Faculty	\$500.00	5	amount per person x #persons
Delete	Accreditation	Accreditation Fees	\$2,000.00	1	detailed explanation expected
Delete	Venue	Meeting Rooms	\$30,000.00	1	very detailed explanation
Delete	Marketing	Advertising	\$2,000.00	1	very detailed explanation
					9 Budget Total \$45,000.00

Add Line Item 8

Please click [HERE](#) for a budget tip sheet

Back Save and Continue 10



#### TIPS: Entering the Budget

1. All budget line items should be entered using the available category and subcategory available in the online system.
2. Budget items should be broken down using the per unit value in each amount column and the number of units in the units column.
3. To navigate effectively, use of the TAB key is helpful.
4. The use of the Microsoft Internet Explorer browser is not recommend, but will still function.
5. Do not enter any \$-sign's or decimal values.
6. Refrain from using the Misc. Other line item category, though if necessary, make sure detailed information is entered into the comments section.
7. Refrain from using the Infrastructure line item category, though if necessary, make sure detailed information is entered into the comments section.
8. Confirm that all line items (i.e. meals, honoraria, lodging, and airfare, etc.) are properly broken down before submission.



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### VII Attachments

#### 1. Upload File attachments

*The first 3 documents are mandatory*

*See Appendix B for Implementation Plan Guidelines*

*See Appendix C for Referenced Needs Assessment Guidelines*

*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"

The screenshot shows a web form titled "File Attachments" with a step indicator "1". It lists three mandatory documents: "Meeting agenda", "Needs assessment document", and "Implementation plan". Each has a "Choose File" button and a "no file selected" status. Below these are five "Additional document" slots, each also with a "Choose File" button and "no file selected" status. At the bottom right are "Back" and "Save and Continue" buttons, with a step indicator "2" next to "Save and Continue".



#### TIP: Replacing Documents After Submission

1. If you have already submitted your request and would like to update any documents, send the updated document in an email to [fundingquestions@gene.com](mailto:fundingquestions@gene.com). Make sure to reference the Funding Request ID#.





# How to apply for an Independent Medical Education Grant

## 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** **Back** **Submit**

---

**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** **Back** **Submit**

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

**Cancel** **OK**

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

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: Mary

\* Last name: Smith

\* E-mail Address: Mary@ABCNonprofit.org

\* E-mail Address (confirmation): Mary@ABCNonprofit.org

**Print Preview** **Back** **Submit**

**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** **Back** **Submit**

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

**Cancel** **OK**

Terms & Conditions © Genentech, Inc.



**NOTE: Only the authorized signer email indicated in your submission will have access to view the Letter of Agreement within their Genentech Funding Request System inbox located at (funding.gene.com).**



- › **Check the Status of the request**

5. Review the payment and any check-related information
- This section will show you any information that is available for your supported programs including the payment method and date, check number, and the date the check was cashed.*

*Note: If your payment method was an electronic payment (e.g. ACH), not all of the information will be populated. Payment date and cashed date are the same day.*

5

Payment Method/ Sent Date	Cashed Date/ Check#
Check 12/09/2015	12/20/2015 / 4 6 5 7 3 8
ACH 11/23/2015	
Check 12/18/2015	
Check 11/23/2015	12/20/2015 / 4 6 5 7 3 8
Check	



# How to apply for an Independent Medical Education Grant

## 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

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.

Create a New Funding Request

#### My Required Tasks

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

#### 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.

☒ I am legally authorized ☐ I am not legally authorized

Print Preview

Back

Re-Submit



# How to apply for an Independent Medical Education Grant

## 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 (approved online) by the legally Authorized Signer for the organization*

*NOTE: Only the authorized signer can view the LOA.*

- › 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

**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.

[Create A New Funding Request](#)

**My Required Tasks**

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

- › On the LOA page

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

**Letter of Agreement**

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

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

**Authorized Signer:** Imad 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.

- › 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*

This Letter of Agreement contains the entire agreement of the parties with respect to the subject matter hereof. No representations were made or relied upon by either party other than those that are expressly set forth in this Agreement.

**Approved:**  
 GENENTECH USA, INC.  
 By:  
 Name: Nancy Paynter  
 Title: Director, Medical Education & Research Grants

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 GFRS EXTERNAL UAT 3 (“Recipient”).

By:  
 Name:

Your Name:  **4**

Your PIN:  **5**  
 Forgot your pin?

[Approve](#) **6**



**NOTE: Only the authorized signer email indicated in your submission will have access to view the Letter of Agreement within their Genentech Funding Request System inbox located at (funding.gene.com).**



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XII Providing Regular Status Updates

- Once the funding request has been approved, the grant requestor will be asked to provide status reports on a regular (monthly) basis or as soon as changes in the program occurred
- To provide a status report log into the Genentech Funding Request System

- Click the “Status Updates” link under the “My Ongoing Tasks” section
- Enter the information as applicable
  - Program specifications / summary*
  - Audience generation / program distribution*
  - Attendance / distribution*
  - Project status*
- Select and specify any Scope Changes as applicable
  - Program specifications / summary*
  - Audience generation / program distribution*
  - Attendance / distribution*
  - Project status*
- Click “Save & Continue”  
*Save and continue will save all edits you have made this this page*

My Ongoing Tasks			
Action	Request Id	Information Requested	Status
Status Updates <b>1</b>	G-05655	Please provide monthly Status Report/Scope Changes for Funding Request: G-05655	Ongoing
Outcomes	G-05655	Please provide Outcomes for Funding Request: G-05655	Ongoing

Status Report

Please complete the fields below and click 'Save & Continue' to proceed to the next page to update Programs.

Basic Information **2**

Program specifications/summary

Test

Audience generation/program distribution

Test

Attendance/distribution

Test

Project status

Test

Scope Changes **3**

Did total budget amount for this program change?

No

If yes, then please enter the new total budget amount for this program?

Did the number of commercial supporters change?

No

If yes, how many commercial supporters are there for this program?

Did educational objectives change?

No

If yes, new educational objectives

**4**

Save & Continue

**Make sure you update the following fields as programs are confirmed or cancelled:**

- Start date
- End date
- Select the Program status
- Enter the Venue name
- Enter the Venue city
- Select the Venue state
- Enter the Venue province / region / territory
- Enter the Venue zip code
- Select the Venue country
- Click “Save Program”  
*You need to click “Save” for each program prior to clicking “Done”*
- Click “Done”
- Click “OK”

Live Program - Meeting Series: Live - 11/01/2012

Start date

11/1/2012

**5**

End date

7/18/2013

**6**

Program status

Planned

**7**

Venue name

ABC Hotel

**8**

Venue city

City name

**9**

Venue state

CA

**10**

Venue province/region/territory

Venue province

**11**

Venue zip code

99999

**12**

Venue country

United States

**13**

**14**

Save Program

Live Program - Stand-alone Meeting: Live - 11/05/2012

Back

**15**

Done

Program status

Planned

Venue city

City name

Please make sure to click Save Program button at each program level to save the information before continuing.

Please click Cancel to go back OR click OK to go to the homepage.

**16**

OK

Cancel





# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XIII Outcomes

- Once the funding request has been approved, the grant requestor will be asked to report outcomes within 90 days of the last program end date. Outcomes allow you to submit attachments as necessary

- Log into gFRS and click the “Outcomes” link under the “My Ongoing Tasks” section

My Ongoing Tasks			
Action	Request Id	Information Requested	Status
Status Updates	G-05655	Please provide monthly Status Report/Scope Changes for Funding Request: G-05655	Ongoing
Outcomes	G-05655	Please provide Outcomes for Funding Request: G-05655	Ongoing

- To report Participation

*Note: To revise the Program date, change it under the Status Report section*

- Enter the Total # of Actual Learners for each Degree Type / Specialty  
*This represents the actual # of attendees*
- Enter the average # of patients with condition that the learner saw per week
- Enter the average years in practice
- Enter the # of actual learners receiving CE credits
- Enter the Total # of actual learners for all Degree Types / Specialties  
*This represents the total # of all attendees*

**Outcomes - P-154055: Meeting Series: Live 10/01/2014 - 10/01/2014**

**Participation**

Degree Type	Specialty	Credit Category	Credit Hours	Expected Learners	Total # of Actual Learners
Physician	Allergy & Immunology	AMA PRA Category 1 ...	1	30	29

Average # of patients with condition physician learner treats per week

Average years in practice

# of actual learners receiving CE credits

Total # of actual learners

#### For Web programs only

- Enter the Total unique visits
- Enter the Total # of pages viewed

- To report Competencies

- Select the Maintenance of Certification (MOC) competencies addressed in the activity
  - Patient Care
  - Medical Knowledge
  - Practice-based Learning and Improvement
  - Interpersonal and Communication Skills
  - System-based Practice
  - Professionalism
  - Other

Please select the questions below that most closely match those asked after your activity.

**Competencies**

Select the MOC competencies addressed in the activity.

☒ Patient Care
 ☐ Medical Knowledge
 ☒ Practice-based Learning and Improvement
 ☐ Interpersonal and Communication Skills
 ☒ Systems-based Practice
 ☐ Professionalism
 ☒ Other





# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XIII Outcomes (continued)

#### > To report Learning Objectives

10. Were learners asked if the “learning objectives were achieved?”
11. Enter the # of Respondents who answered the “learning objectives achieved” question
12. Enter the % of positive responses to the “learning objectives” question

Learning Objectives			
Was question asked?	# of Respondents	% Responding Positively	
Were the learning objectives achieved?	Yes <b>10</b>	20 <b>11</b>	100 <b>12</b>

Relevance to Practice			
Was question asked?	# of Respondents	% Responding Positively	
Does the content contribute valuable information that will assist in improving quality of care for patients?	Yes <b>13</b>	19 <b>14</b>	90 <b>15</b>
Is the content evidence-based and clinically relevant to current practice?	Yes <b>16</b>	18 <b>17</b>	80 <b>18</b>

If applicable, check the barriers to optimal patient-care that were discovered. **19**

- ☐ Access to equipment
- ☒ Access to treatment or clinical trials
- ☒ Conflicting evidence
- ☐ Cost of therapy
- ☐ Lack of training
- ☒ Patient adherence
- ☐ Patient knowledge
- ☐ Staffing
- ☐ None were identified

#### > To report Relevance to Practice

13. Were learners asked if the “content contributes valuable information that will assist in improving quality of care for patients?”
14. Enter the # of Respondents who answered the “content contribute to assist in improving the quality of patient care” question
15. Enter the % of positive responses to the “content contribute to assist in improving the quality of patient care” question
16. Were learners asked if the “content is evidence-based and is clinically relevant to current practice?”
17. Enter the # of Respondents who answered the “evidence-based and clinically relevant” question
18. Enter the % of positive responses to “evidence-based and clinically relevant” question
19. Select the barriers to care that were discovered
  - *Access to equipment*
  - *Access to treatment or clinical trials*
  - *Conflicting evidence*
  - *Cost of therapy*
  - *Lack of training*
  - *Patient adherence*
  - *Patient knowledge*
  - *Staffing*
  - *None were identified*



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XIII Outcomes (continued)

#### › To report Commitment to Change

20. Were learners asked if they “intend to change the specific behaviors when treating patients?”
21. Enter the # of Respondents who answered the “change specific behavior for patient treatment” question
22. Enter the % of positive responses to the “change specific behavior for patient treatment” question

#### › To report Quality Priorities

23. Indicate if the activity addressed strategies to overcome barriers to optimal patient care
24. Select the focus areas that were addressed in the activity that tie to the national quality strategy  
*Note: The National Quality Strategy(NQS) website is [www.ahrq.gov/workingforquality](http://www.ahrq.gov/workingforquality)*
25. Select the patient engagement practices addressed in the activity
26. Select the safety components addressed in the activity
27. Select the communication and care coordination practices addressed in the activity
28. Click the “Save” button to save the entries you have made to this page  
*Save the entries you have made to this page  
You MUST click “Save” first prior to clicking “Save and Continue”*
29. Enter the Outcomes for each Program included in the grant as they are completed
30. Click the “Save and Continue” button after the Outcomes have been saved for the Programs that have been entered

### Commitment to Change

Was question asked?	# of Respondents	% Responding Positively
Do you intend to change specific behaviors when treating patients? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17	70

### Quality Priorities

Does the activity address strategies for overcoming barriers to optimal patient care?  
☒ Yes ☐ No

Select the focus areas addressed in the activity that tie to the national quality strategy.

- ☒ Making Care Safer
- ☒ Patient and Family Engagement
- ☒ Communication and Care Coordination
- ☒ Prevention and Treatment Practices
- ☒ Best Practices for Healthy Living
- ☒ Affordability

Select the patient engagement practices addressed in the activity.

- ☒ Shared Decision Making
- ☒ Patient Education
- ☒ Family Engagement
- ☒ Treatment Expectations
- ☒ Care Management
- ☒ Palliative and End-of-Life Care

Select the safety components addressed in the activity.

- ☒ Preventable Hospital Admissions and Readmissions
- ☒ Inappropriate or Unnecessary Care
- ☐ Other

Select the communication and care coordination practices addressed in the activity.

- ☒ Communication
- ☒ Care Transitions
- ☒ Cross-setting and Cross-provider Coordination
- ☐ Other

practices addressed in the activity.

- ☒ Care Transitions
- ☒ Cross-setting and Cross-provider Coordination
- ☐ Other

**Outcomes - P-153963: Newsletter: Enduring** 29  
08/15/2014 - 08/25/2014

**Outcomes - P-153962: Web Portal: Web** 29  
08/05/2014 - 08/12/2014

**Outcomes - P-153961: Meeting Series: Live** 29  
08/12/2014 - 08/22/2014



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XIII Outcomes (continued)

#### > To report Outcome Levels

1. The expected outcome levels that were chosen on the grant application are reflected
2. Indicate if the outcome levels were achieved as expected
3. Select the highest outcome level that was achieved
4. If the outcomes levels were not achieved as expected, please enter an explanation why
5. Upload an outcomes report, if available

Page 2 of 2 : Program Outcomes and Reports

Please provide updates below and then click 'Done' to send the information to Genentech.

G-5 unpublish

**Outcomes**

Expected outcome levels:

Available

Level 1: Participation  
Level 2: Satisfaction  
Level 3: Learning & Procedural Knowledge  
Level 5: Performance  
Level 6: Patient Health  
Level 7: Community Health

Were outcome levels achieved as expected? --None-- **2**

Please select the highest outcome level achieved --None-- **3**

If outcomes levels were not achieved as expected, please state why **4**

If available, please upload an outcomes report. Choose File no file selected **5**

**Quality Priorities**

If available, please upload a quality priorities report. Choose File no file selected **6**

**Competencies**

If available, please upload a competencies report. Choose File no file selected **7**

Back Done **8**

#### > To report Quality Priorities

6. Upload a quality priorities report, if available

#### > To report Competencies

7. Upload a competencies report, if available
8. Click the "Done" button to save the entries you have made to this page



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XIV Sunshine Reporting and Disclosure

› To close out the Independent Medical Education Grant, the requesting organization will be asked to complete the “Sunshine Disclosure” section

1. Log into gFRS and click the “Sunshine Disclosure” link under the “My Required Tasks” section
2. Indicate if Genentech funding was used to provide meals to physicians as part of the educational activity
3. If funding was used to provide meals: complete and upload “Meals Template” spreadsheet
4. Click “Submit”

\*\*\*NOTE: Sunshine report functionality is open to grants with LIVE programs. If you need to submit a sunshine report for a non-LIVE program, please send it directly to [meded@gene.com](mailto:meded@gene.com)

Create a New Funding Request

My Required Tasks			
Action	Request Id	Information Requested	Status
Sunshine Act Disclosure	1	Please complete the Sunshine Act Disclosure for Funding Request: G-16498	Open

My Ongoing Tasks			
Action	Request Id	Information Requested	Status

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Funding Request Application

Request ID: G-16498 | Program Title: GETTING TO THE HEART OF DIABETIC DYSLIPIDEMIA IN HIGH-RISK PATIENTS...

Sunshine Act Disclosure

Sunshine Act Disclosure

As part of the sunshine act reporting requirements, please answer the following question and upload a report if applicable. Please note, if you cannot track the physicians who consumed the meal, or the activity occurred before 8/1/2013, you may select "Not Applicable."

\* Was Genentech funding used to provide meals to physicians as part of this educational activity?

If yes, please upload an excel report that includes the meal cost, the physician's full name, license number and state of licensure.  
Report template: [MealsTemplate.xls](#)

Upload Completed Meals Report Here

2

3

4

Submit

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# How to apply for an Independent Medical Education Grant

## Tip Sheet

### XV Reconciliation

- › To close out the Independent Medical Education Grant, the requesting organization will be asked to complete the “Reconciliation” section
- 1. Log into gFRS and click the “Reconciliation” link under the “My Required Tasks” section
- 2. Certify that the grant received was only used for the activity detailed in the original grant requested  
*If no, please enter the reason why funds were not used for intended activity*
- 3. Enter the total amount used  
*The total entered here cannot exceed the approved amount of the grant*
- 4. Enter Program changes (if any)
- 5. Enter a Description of how the funds were used
- 6. Click “Update”

My Required Tasks			
Action	Request Id	Information Requested	Status
Reconciliation 1	G-14111	Please complete the Reconciliation for Funding Request: G-14111	Open

#### Reconciliation

**Reconciliation Details**  
Indicate how the funds provided by Genentech were utilized, then click 'Submit' to send this data to Genentech.

\* I certify that grant received was only used for the activity detailed in my original grant request. None-- 2

If no, then please enter reason why funds were not used for intended activity.

**Total amount used** 3

Program changes (if any) 4

**Description of how the funds were used** 5

Update 6

- › Refund Calculation
- 1. Amount Funded *This field is auto-populated*
- 2. Enter the Amount you incurred from the total funded amount
- 3. Partial refunds received *This field is auto-populated*
- 4. Calculated Refunds Now Due *This field is auto-populated*
- › Provide the following final program materials as attachments
- 7. Final agenda (required)
- 8. Final Handout / Web screenshot (required)
- 9. Other Program materials (optional)
- 10. Review the Instructions for sending a refund check to Genentech / Roche
- 11. Click “Submit”

#### Refund Calculation

Amount Funded	\$ 90000.00
Amount Used (from Above)	N/A
Partial Refunds Received (Cumulative to Date)	\$ 0.00
Calculated Refunds Now Due	\$ 0.00

#### Final Program Materials

\*Final Agenda 5 Choose File | no file selected

\*Final Handout/Web Screenshot Choose File | no file selected

Other Program Materials 6 Choose File | no file selected

#### Instructions

If you did not use all the funds you requested within anticipated timeframes, a refund to Genentech is now due. 7

If you do not agree that a refund is now due to Genentech, please contact Genentech at (877) 313-5778 so we can resolve the discrepancy. 8

If you agree that a refund is due to Genentech, please mail a check written to 'Genentech Inc.' to the below address. Please note your funding request ID (listed below) on the check to facilitate proper application of your refund.

Mailing Address (for Refund Checks only) 10

Genentech  
Learning and Clinical Integration Department (LCI)  
Attn: Karen Swanson  
1 DNA Way  
South San Francisco, CA 94080-4990

\*\*\* NOTE: Please refer to Request ID G-xxxxx on the check.\*\*\*

Submit 11



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### \* Appendix A – Overview | Budget Categories

Category	Subcategory
<i>Accreditation</i>	<ul style="list-style-type: none"> <li>▪ Accreditation Fees</li> <li>▪ Certificate Fees</li> </ul>
<i>Association Fee</i>	<ul style="list-style-type: none"> <li>▪ Association Fee</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>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>Marketing</i>	<ul style="list-style-type: none"> <li>▪ Advertising</li> <li>▪ Flyers</li> <li>▪ Mailings</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>

Category	Subcategory
<i>Miscellaneous (explain)</i>	<ul style="list-style-type: none"> <li>▪ Other (explain)</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>Screenings</i>	<ul style="list-style-type: none"> <li>▪ Lab Processing Fees</li> <li>▪ Test Kits</li> <li>▪ Tests</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>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>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>





# How to apply for an Independent Medical Education Grant

## Tip Sheet

### \* Appendix B – Implementation Plan Guidelines

**Grant requestors are required to submit an Implementation Plan for all grant requests.**

Genentech is interested in understanding elements of activity execution. The purpose of this understanding is not to exercise any level of control over the activity, but to assess whether the elements of the proposed activity are consistent with the provider's stated objectives and their ability to achieve them

› **Explain how you intend to execute the activity?**

- Include likely location/s (city, state) for one or a series of live meetings
- Include distribution / portal information for a multimedia initiatives
- Include the timeline for project planning and implementation
- Include an overview of your faculty identification and selection process

› **Provide the format for the program (didactic, case based, interactive)**

› **Explain the educational method(s) used, including the significance or uniqueness of your approach**

› **Explain how you intend to ensure scientific rigor, accuracy and fair balance in the program content**

› **What are the roles and qualifications for all of the educational partners, including the accredited provider and third parties?**

- Demonstrate understanding of the topic being addressed
- Demonstrate therapeutic / scientific expertise
- Demonstrate expertise in adult learning
- Demonstrate expertise in execution relative to the type of program (live meeting, enduring material, multimedia)

› **Explain how you intend to generate participation in the program?**

- Include target audience / reach plans
- Include a description of your opt-in process for recipients of enduring materials or multimedia programs
- Include audience generation plan
- Include program promotion plan (if appropriate)

› **Have you conducted similar initiatives in the past?**

- Include specific examples
- Include screen shots or live links for multimedia programs



# How to apply for an Independent Medical Education Grant

## Tip Sheet

### \* Appendix C – Needs Assessment Guidelines

All requests for funding from Genentech must include a needs assessment that clearly defines the unmet educational need or gap the activity will address. Once the educational need is determined, a documented Needs Assessment can be formulated with associated Learning Objectives. The needs assessment must be documented and referenced. Please note that the Learning Objectives are not the same as the Needs Assessment. Rather, they should support the stated need

- › **What is the identified educational void or gap being addressed through the proposed education?**
  - Indicate whether the education will address a knowledge gap or practice gap
  - Describe the specified knowledge gap or practice gap
  
- › **Who is the intended audience for the proposed education?**
  - Why?
  
- › **What are your sources to substantiate your statement that this is an unmet educational need? Some examples of acceptable sources for a Needs Assessment include the following**
  - Expert Data
    - *Expert data may be derived from sources including:*
      - *Literature searches of peer-reviewed medical literature*
      - *Advisory Board feedback (independent of Genentech)*
      - *Expert practitioner / thought-leader interactions*
  - Market Research on Professional Needs
    - *Participant data may be derived from potential sources including:*
      - *Focus panels*
      - *Medical education feedback*
      - *Survey(s) of the proposed target audience*
  - Observed Data
    - *Observed Data may be derived from a number of sources, including*
      - *National and regional data from national research instituted and healthcare professional organizations (CDC, NIH, other)*