

# Alcon Academic & Independent Medical Education Grant Office Grant Process



The Academic & Medical Education Grant Office "Grant Office" grant process consists of the following steps:

## **Step 1: Eligibility**

The eligibility questionnaire is not a grant application. It is intended to determine eligibility to apply for a medical education grant from the Grant Office. Completion of this questionnaire does not guarantee that the grant requestor will be approved to apply for a grant or that an application will be accepted.

The Grant Office will accept grant requests from:

- Hospitals
- Academic Medical Centers
- Medical Universities
- Professional Medical Societies/Associations
- Accredited and non-accredited continuing medical education organizations/providers

Types of programs/requests that cannot be supported by an educational grant:

Recreational activities and/or entertainment associated with educational programs

- Grants to individuals
- Meetings for the purpose of referral or networking
- Practice development and/or staff training
- Marketing campaigns including newspaper/TV/radio ads or public information spots
- Website development or mass media production
- Patient education
- Vision screenings, Health fairs, Open houses
- Charitable contributions or fundraising events
- Requests for equipment / instruments
- Registration fees or travel to medical meetings
- Travel or study in a foreign country
- Capital campaigns or building funds

## **Step 2: Grant Submission Options**

The grant requestor will have two options when submitting a request for an educational grant, the executive summary or the full grant application.

### **a. Executive Summary**

If the grant requestor chooses to submit an executive summary, the following information will be required:

- Name of Activity
- Start/ End Dates
- Location of Activity
- Total Budget for Activity
- Requested Grant Amount
- Primary Therapeutic Area of Focus
- Targeted Primary Audience
- Total Attendance Proposed

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- Educational Objectives
- Format of Activity

The Grant Office will notify the grant requestor within 5 business days of submitting the executive summary as to whether the request can move forward in the grant review process and be considered for support.

If accepted the grant requestor will have 5 business days to complete the grant application process.

## **b. Grant Application**

If the grant requestor chooses to submit the full grant application, the following information will be required:

- **Program description**

Summary of the proposed educational activity. The summary should include the following information:

- Type of activity
- Activity scope
- Attendee recruitment and activity awareness plan

- **Needs assessment**

The needs assessment should state why education on the suggested learning objectives is necessary. It should incorporate educational needs (knowledge, competence or performance) that underlie the professional practice gaps of the target audience. It should include relevant/current references and be based upon a sufficient level of evidence. Needs assessments should include multiple sources (quantitative/qualitative methods).

- **Educational objectives**

The educational objectives or stated purpose of the activity should be clearly measurable and appropriate. Objectives should be designed to change competence, performance, or patient outcomes and match the target audience's current or potential scope of professional activities. The objectives should be specifically stated and complete the statement, "Upon completion of the program, participants should be able to (list the objectives)".

- **Copy of invitation or brochure**

Materials that will be used to promote the educational activity to prospective attendees.

- **Detailed agenda**

The program agenda should be as detailed as possible and include an outline of the courses, time slots allotted to each topic and a listing of social activities and plans. If the grant application is for an enduring activity, please provide an outline of the activity.

- **Outcomes measurement plan**

The outcomes measurement plan is a tool used to assess how effective the activity was in improving the knowledge/performance of the participants and/or the activity's effect on improving patient health. The plan should discuss the various methodologies that will be used to determine if the educational activity met its stated objectives. Evaluation methods may include written instruments, pre and post-tests; follow-up surveys, medical audits, etc. Grant requests must demonstrate a minimum of Level 3 of the Moore's 7 Levels of CME Outcomes Measurements.

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- **Itemized budget**

The itemized budget must be a realistic and comprehensive budget for the entire educational activity, not just the items for which the grant requestor is requesting support. The budget must include any anticipated income from registration and **exhibit fees** and commercial support and be submitted using the required budget template located on the grant application site under the Required Documents tab. Preference is that the activity budget be submitted in US Dollars.

- **Current Signed W-9 or W8-BEN**

### **Step 3: Grant Office Review Grant Request**

A number of factors come into play in making grant support decisions. The Grant Office utilizes a grant evaluation scorecard that takes into consideration the following criteria:

- **Alignment** with one or more of Alcon's medical education goals.
- **Qualifications/experience** of provider and educational partner.
- **Needs assessment** that identifies educational/practice gaps in health care performance that educational intervention intends to address.
- **Evaluation/outcomes** plan to gather data to analyze changes in knowledge.
- **Quality-cost effectiveness** and innovation.
- **Compliance** with all applicable policies and regulations.

### **Step 4: Requestor Receives Notification**

Requestors will be notified by email of approval or denial of grant applications.

### **Step 5: Contract/Pay**

Should the Grant Office approve the application for an educational grant, the person with designated signature authority at the organization will be required to sign and accept Alcon's Letter of Agreement (LOA). Failure to accept Alcon's LOA before the start date of the program or event may result in the grant application being revoked and all funding withdrawn.

Once the signed LOA has been accepted, the Grant Office will send payment in US Dollars to the organization address according to the terms and conditions agreed to in the Alcon LOA.

### **Step 6: Monitor**

A Grant Office associate may attend the supported activity to evaluate fulfillment of grant proposal.

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## Step 7: Post-Activity Reconciliation

Within 60 days following program completion, recipients of an educational grant must provide the Grant Office with a post-activity reconciliation of the grant request. The post-activity reconciliation will consist of the following information:

- Summary of Participant Evaluation Forms
- Program Summary with the following information:
  - Type of event/activity
  - Actual number of participants by audience type/specialty
  - An overall summary that demonstrates that the program met its stated learning objectives
- Outcomes Measurement Report – results from any pre-and post-tests and any follow-up surveys post program that may have taken place
- Copy of final brochure/invitation
- Financial reconciliation of the complete program budget to include expenses and income details (budget vs. actual)

Grant recipients are required to return to the Grant Office any unused grant funds in excess of USD \$100 remaining at program completion. However, if the unused funds are less than USD \$100, a refund will not be required.

If a grant request is multi-supported, the financial reconciliation should include all expenses and income, not just the granted funds from the Grant Office. If there are any unused grant funds after the completion of the program, Alcon requires a refund proportional to the amount of funding Alcon provided. If the proportion of the remaining funds due to Alcon is less than USD \$100, a refund will not be required.

Refunds must be returned to the Grant Office within 60 days of notification that a refund is due. The grant number should be indicated on the check that is sent to Alcon.

The refund check should be mailed to the following address:

Alcon Laboratories, Inc.  
Attn: Sally Valle  
6201 South Freeway, TA6-1  
Fort Worth, TX 76134  
USA

Grant recipients will receive an e-mail notification reminding them that the post activity reconciliation is due. **Failure to complete the post-activity reconciliation for an awarded grant will result in future applications not being considered for support.**