

## Alcon Medical Education Grant Office Grant Process

The Alcon Medical Education Grant Office grant process consists of the following major 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 Alcon Medical Education Grant Office. Completion of this questionnaire does not guarantee that you will be approved to apply for a grant or that an application will be accepted.

The Alcon Medical Education 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

**Note: the following guidelines must be met for Alcon to consider support of educational activities that are jointly sponsored by private practice groups:**

- Any educational activity that can be construed as a marketing initiative/referral meeting will not be considered for support.
- Educational activity may not be held at the joint sponsor's practice location.
- Information about the joint sponsor, i.e., name or logo, cannot be indicated on any meeting collateral, advertising, handouts, and/or on-site literature.
- Ideally, speakers should be recruited outside of the joint sponsor's practice. There should be a fair balance of speakers that are not affiliated with the joint sponsor.
- Target audience must not be a select group of individuals. The educational activity must be open to all professionals in the region, relevant to the education being presented.
- The Independent Medical Education Grant Office reserves the right to monitor educational activities in which we provide support.
- Post activity reconciliation must be provided within 60 days of the educational activity.

## Step 2: Grant Application

If eligible, a link to the log-in screen for the online grant portal will be provided and you will be allowed to begin the grant application process.

### Required Documents

All sections of the application must be completed and all required documents must be submitted with the application at least eight (8) weeks prior to the event start date. A list of the required documents and their definitions are provided below:

- **Program description**

A program description is a one or two paragraph 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 you will use 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.

- **Itemized budget**

The itemized budget must be a realistic and comprehensive budget for the entire educational activity, not just the items for which you are requesting support. The budget must include any anticipated income from registration fees and commercial support. We prefer the budget be submitted on the budget template located on the grant application site under the Required Documents tab.

- **Signed W-9**

### Step 3: Alcon Reviews Grant Request

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

- **Alignment** with one or more of Alcon's medical education goals.
- **Qualifications/experience** of provider and educational partner – competence/history in implementing high quality independent educational initiatives in Alcon's therapeutic areas of interest.
- **Needs assessment** – that identifies educational/practice gaps in health care performance that educational intervention intends to address.
- **Educational objectives** – that are measurable and designed to change knowledge, competence, performance, or patient outcomes.
- **Educational design** – that incorporates multiple methods and is based on adult learning principles, including an education strategy to address barriers to change.
- **Evaluation/outcomes** – plan to gather data to analyze changes in knowledge, competence, and/or performance of target audience and aims for higher level of outcomes measurement than just the acquisition of knowledge/skills.

- **Quality-cost effectiveness** and innovation  
Priority will be given to multi-supported activities. If an activity is not multi-supported, sufficient justification must be provided as a side note on the activity budget.
- **Degree of sustainability** and access via the public domain after funding ends – *for enduring activities only.*
- **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 Alcon Medical Education Grant Office approve your application for an educational grant, the person with designated signature authority at your 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 your grant application being revoked and all funding withdrawn. Once the signed LOA has been accepted, The Alcon Medical Education Grant Office will send payment to the organization address as specified in the grant application. Grants with milestone payments will be paid according to the terms and conditions agreed to in the Alcon LOA.

#### **Step 6: Monitor**

An Alcon Medical Education Grant Office monitor may attend the supported activity to evaluate fulfillment of grant proposal.

#### **Step 7: Post-Activity Reconciliation**

Within 60 days following program completion, recipients of an educational grant must provide the Alcon Medical Education Grant Office with the following post-activity reconciliation 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 Alcon any unused grant funds in excess of USD \$500 remaining at program completion. However, if the unused funds are less than USD \$500, a refund will not be required.

**Example:** Alcon provided \$10,000 for an educational activity, which was budgeted at \$10,000. If the total cost of the program was \$9,400 there would be unused grant funds of \$600. Alcon would expect a refund of \$600.

If a grant request is multi-supported, the financial reconciliation should include all expenses and income, not just the granted funds from Alcon. 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 \$500, a refund will not be required.

**Example:** Alcon provided \$10,000 for an educational activity, which was budgeted at \$100,000. Grant funds received from other commercial supporters totaled \$90,000. If the actual program revenues were \$100,000, and the actual program cost was \$80,000, there would be a positive variance of \$20,000. Since Alcon provided 10% of the total grant revenue received, Alcon would expect a refund of \$2,000, or 10% of the positive variance.

Total Revenues Received:	\$100,000
Total Expenses Incurred:	<u>\$80,000</u>
Total Variance:	\$20,000
Total Grant Funds Received:	\$100,000
Total % from Alcon:	10% (\$10,000/\$100,000)
Refund Calculation:	\$20,000 X 10% = <b>\$2,000</b>

Refunds must be returned to Alcon within 60 days of program completion. 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.  
Medical Education Grant Office  
6201 South Freeway, TC-44  
Fort Worth, TX 76134

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.**