

Table of Contents

What is Independent Medical Education	2
Checklist	2
I. Log In	3
II. Organization Registration (one time only)	3
III. Funding Type Selection	5
IV. Application	6
V. Program Details	10
VI. Budget	12
VII. Attachments	13
VIII. Confirmation	14
VIII. Request Status	15
IX. Responding to a Request for Information (RFI)	16
X. Signing the Letter of Agreement (LOA)	17
XI. Status Report	18
XII. Outcomes	19
XIII. Reconciliation	21
Appendix A – Overview Budget Categories	22
Appendix B – Implementation Plan Guidelines	23
Appendix C – Needs Assessment Guidelines	24

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

i 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 advance of medicine and healthcare by improving the knowledge of the medical community.

✓ 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

Program Information

This information is specific to the particular funding request

Therapeutic area and disease state for the program

Is the organization is 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 program budget

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

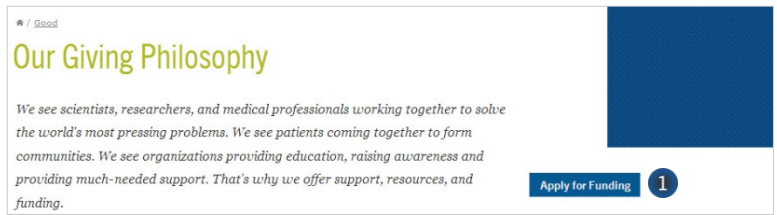


How to apply for an Independent Medical Education Grant

Tip Sheet

I Log In

- › **Go to funding.gene.com**
- 2. Click the “Apply for Funding” link

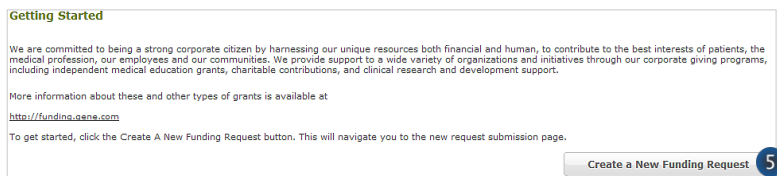


› Enter your Account information

- 2. User name
This is the email address used when you registered as a user
- 3. Password
This is the password you created when you registered as a user
- 4. Click “Log in...”



- 5. Click on the “Create a New Funding Request” link



II Organization Registration

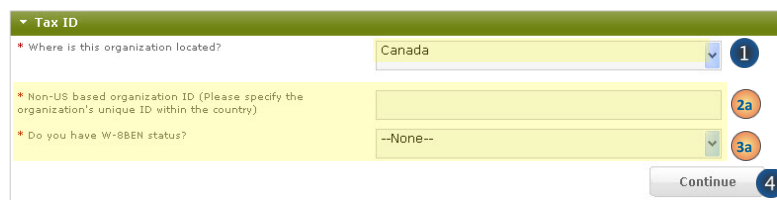
› Complete the Tax information

The following information will be pre-populated if you have previously used the Genentech Funding Request System

- 1. Select where the organization is located
- 2. If the organization is located in the United States, enter Tax ID
Format: 12-1234567. Must match Tax-ID on W-9
- 2a. Or, if the organization is not located in the United States, enter the unique non-US Tax-ID
- 3. If organization is located in the United States, provide the tax status
Tax status must match tax status on W-9
- 3a. Or, if the organization is not located in the United States, confirm if you have W-8BEN status
- 4. Click “Continue”



>>> Or >>>





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"

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

› 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"



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 a web form for selecting a location. At the top, there are tabs for 'Tax ID', 'Organization Detail', and 'W-9'. The active tab is 'Select a Location'. Below this, there is a list of locations with a radio button for '* New Location (Please input details below)'. The selected location is 'ABC Non-Profit' with the address '123 Street Name'. Below the list is a form for 'Department/Chapter Information' with the following fields: Payee name (ABC Non-Profit), Address (123 Street Name), City (City Name), State (CA), Province/region/territory (empty), Zip code (94000), and Country (United States). The form has 'Back' and 'Save and Continue' buttons at the bottom right.

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 a web form for funding type selection. The form is titled 'Funding Type Selection' and asks 'What are you seeking funding for?' and 'Who is the target audience for your event?'. The form has radio buttons for various options. Below the form is a text box with a description of 'Independent Medical Education (IME)'. The form has 'Back' and 'Continue' buttons at the bottom right.

Funding Type Selection
What are you seeking funding for?

- An educational event/meeting, conference, activity, or program
- 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
- Any other opportunity that provides promotional or marketing benefits

Who is the target audience for your event?

- Healthcare providers
- Patients and their families and/or caregivers
- Researchers or scientists
- Fellows

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 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



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? **1**

* Does your organization have a sister organization or parent company that provides strategic, promotional or marketing related services to Genentech/Roche? **2**

Has a proper firewall between the related strategic, promotional or marketing related activities and your organization been established? **3**

For further clarification on what Genentech considers a proper firewall between organizations, click [here](#). **4**

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

* Requested amount: **1**

* Therapeutic area: **2**

* Disease state: **3**

If you selected "other", please specify which Disease State applies to this request: **4**

* Event / program title: **5**

* Is this program specifically accredited for continuing education for Health Care Professionals?: **6**

Is your organization the accreditor?: **7**



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. 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"
15. 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.)
Brief description goes here. **8**

* Intended audience (Please provide a brief description of the target audience of the program you are planning)
Brief description goes here. **9**

* Needs assessment summary (Please provide an explanation of the community need or a justification for this meeting, if applicable)
Brief description goes here. **10**

* Program objectives (Describe the key learnings that attendees will take away from this program. Program objectives should be consistent with the needs assessment.)
Brief description goes here. **11**

* Competencies to be achieved (select all that apply) **12**

Available	Chosen
<ul style="list-style-type: none"> Medical Knowledge Practice-based Learning and Improvement Interpersonal and Communications Skills Systems-based Practice Professionalism 	<ul style="list-style-type: none"> Patient Care

* Outcome levels to be achieved **13**

Available	Chosen
<ul style="list-style-type: none"> Level 5: Performance Level 6: Patient Health Level 7: Community Health 	<ul style="list-style-type: none"> Level 1: Participation Level 2: Satisfaction Level 3: Learning & Procedural Knowledge Level 4: Competence

* Will there be other supporters of this program? **14**
Yes

If known, please list the other potential supporters

TBD **15**



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? ¹	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		AAFP
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"

- 31a. Indicate if the third-party organization is accredited

- 31b. Indicate if the third-party organization is owned in whole or in part by a physician or group of physicians

A screenshot of a web form with the following fields and values:

- * Number of employees with advanced degrees: 5 (with a circled 29 next to the input field)
- * Number of employees working in compliance: 4 (with a circled 30 next to the input field)
- * Will you be working with a third-party?: Yes (with a circled 31 next to the dropdown)
- * Is the Third-Party organization accredited?: Yes (with a circled 31a next to the dropdown)
- * Is the Third-Party organization owned in whole or in part by a physician or group of physicians?: --None-- (with a circled 31b next to the dropdown)

Buttons: 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. Click "Save and Continue"

A screenshot of the 'Third-Party Information' section in the application. It includes a table with the following data:

Actions	Company Name	Contact First Name	Contact Last Name	Company Function	Contact Email
Delete	Sample Company	Mary	Smith	Logistics	msmith@sampleco.i

Buttons: Add Third-Party Contact, Back, Save and Continue

Numbered callouts (1-6) indicate the steps for adding a new contact.



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

› 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

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
	[12/12/2012]	
* End date	5/17/2013	4
	[12/12/2012]	
* 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



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
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.
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.

Actions	Intended Audience	Specialty	Credit Category	Credit Hours
Delete	Physician	Oncology - Medical	AAFP	1

Horizontal scroll bar with arrow pointing right (15)

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	Credit Hours	# of Invitations	Expected Learners	Expected w/ Credit
AAFP	1	100	100	50

Horizontal scroll bar with arrow pointing right (15)

Buttons: Add Attendee Group (14), Back, Save and Continue (24)

Button: 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*

10. Repeat process steps as described above for all “Program types”

11. Click “Save and Continue”

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

Requested Amount	<input type="text" value="\$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.)	<input type="text" value="\$279,700.00"/> 1				
Entered so far	<input type="text" value="\$279,700.00"/> 2				
Budget for Live Activity					
	3	4	5	6	
Actions	Category	Subcategory	Amount	Quantity	Explanation
Delete	Accreditation	Accreditation Fees	\$20,000.00	3	Enter explanation here
Delete	Hotel/Lodging	Faculty	\$550.00	14	Enter explanation here
Delete	Management Fees	Legal Fees	\$50,000.00	2	Enter explanation here
Delete	Venue	Meeting Rooms	\$80,000.00	1	Enter explanation here
Delete	Meals	Break/Snacks	\$15.00	2000	Enter explanation here
Delete	Printing and Production	Brochures	\$1.00	2000	Enter explanation here
					Budget Total <input type="text" value="\$279,700.00"/> 8
<input type="button" value="Add Line Item"/> 7					<input type="button" value="Back"/> <input type="button" value="Save and Continue"/> 10
Budget for Webinar Activity 9					



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 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. 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"

File Attachments 1

* Meeting agenda (please note: if this year's agenda is not yet available you may upload last year's agenda) no file selected
[Meeting Agenda.doc](#)

* Needs assessment document no file selected
[Needs Assessment.ppt](#)

* Implementation plan no file selected
[Implementation Plan.xls](#)

Additional document 1 no file selected
[pdf Document.pdf](#)

Additional document 2 no file selected

Additional document 3 no file selected

Additional document 4 no file selected

Additional document 5 no file selected



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

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**

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>>> 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: **6**

* Last name: **7**

* E-mail Address: **8**

* E-mail Address (confirmation): **9**

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

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**

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How to apply for an Independent Medical Education Grant

Tip Sheet

IX Request Status

› Check the Status of the request

1. Click the “Home” tab

2. Review “My Required Tasks”
This section lists tasks that are required from you. Example: signing the Letter of Agreement
3. Review “My Ongoing Tasks”
This section provides access for monthly Status Reports, Scope Changes and Outcomes Reports for each program
4. Review “My Funding Requests”
This section lists the status of your request



Action	Request ID	Information Requested	Status
View	G-20911	Please sign the LOA for Funding Request: G-20911	Open

Action	Request ID	Information Requested	Status
View	G-14246	Please provide the Status Report for Funding Request: G-14246	Ongoing
View	G-14246	Please provide the Outcomes for Funding Request: G-14246	Ongoing

Action	Request ID	Program Title	Date Submitted	Requested Amount	Status
View	G-20911	I2	03/07/2013	\$10,000.00	Approved-Awaiting LOA
View	G-14250	Program Title Here	11/05/2012	\$200,000.00	Pending Payment
View	G-14246	I2	11/05/2012	\$100,000.00	Approved-Status System-Outcome
View	G-14245	Program Title Here	11/05/2012	\$10,000.00	Approved
View	G-14219	withave	10/26/2012	\$30,000.00	Approved
View	G-13478	test		\$5,000.00	Not Submitted



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 1

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](#) 3

› 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.

4 I am legally authorized I am not legally authorized

[Print Preview](#) [Back](#) [Re-Submit](#) 5



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

› 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

› On the LOA page

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

› 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

Getting Started

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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
Letter of Agreement	G-05655	Please sign the LOA for Funding Request: G-05655	Open

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: Imred 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.

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**
Forget your pin?

[Approve](#) **6**



How to apply for an Independent Medical Education Grant

Tip Sheet

XII Status Reports

- › 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
 1. Click the “Status Updates” link under the “My Ongoing Tasks” section
 2. Enter the information as applicable
 - [Program specifications / summary](#)
 - [Audience generation / program distribution](#)
 - [Attendance / distribution](#)
 - [Project status](#)
 3. Select and specify any Scope Changes as applicable
 - [Program specifications / summary](#)
 - [Audience generation / program distribution](#)
 - [Attendance / distribution](#)
 - [Project status](#)
 4. Click “Save & Continue”
Save and continue will save all edits you have made this this page

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

5. Start date
6. End date
7. Select the Program status
8. Enter the Venue name
9. Enter the Venue city
10. Select the Venue state
11. Enter the Venue province / region / territory
12. Enter the Venue zip code
13. Select the Venue country
14. Click “Save Program”
You need to click “Save” first prior to clicking “Done”
15. Click “Done”
16. Click “OK”

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

Status Report

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

Basic Information

Program specifications/summary

Test

Audience generation/program distribution

Test

Attendance/distribution

Test

Project status

Test

Scope Changes

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

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

* Start date
11/1/2012 [1/21/2013]

* End date
7/18/2013 [1/21/2013]

* Program status
Planned

* Venue name
ABC Hotel

* Venue city
City name

Venue state
CA

Venue province/region/territory
Venue province

* Venue zip code
99999

* Venue country
United States

14 Save Program

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

15 Back Done

* Program status
Planned

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.

* Venue city
City name

16 OK Cancel

Phone | 877.313.5778

Apply For Funding
funding.gene.com

- 18 -

Genentech
A Member of the Roche Group



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

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

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: 30

Average years in practice: 20

of actual learners receiving CE credits: 20

Total # of actual learners: 29

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

Competencies	
Select the MOC competencies addressed in the activity.	<input checked="" type="checkbox"/> Patient Care
	<input type="checkbox"/> Medical Knowledge
	<input checked="" type="checkbox"/> Practice-based Learning and Improvement
	<input type="checkbox"/> Interpersonal and Communication Skills
	<input checked="" type="checkbox"/> Systems-based Practice
	<input type="checkbox"/> Professionalism
	<input checked="" type="checkbox"/> 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

› 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*

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

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 13	19	14 15
Is the content evidence-based and clinically relevant to current practice?	Yes 16	18	17 18

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



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
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?	Yes 20	17 21	70 22

Quality Priorities

Does the activity address strategies for overcoming barriers to optimal patient care? **23**

Select the focus areas addressed in the activity that tie to the national quality strategy. **24**

- 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. **25**

- 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. **26**

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

Select the communication and care coordination practices addressed in the activity. **27**

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

28

practices addressed in the activity.

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

Outcomes - P-153963: Newsletter: Enduring 08/15/2014 - 08/25/2014	29
Outcomes - P-153962: Web Portal: Web 08/05/2014 - 08/12/2014	29
Outcomes - P-153961: Meeting Series: Live 08/12/2014 - 08/22/2014	29

30



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

> 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

Page 2 of 2 : Program Outcomes and Reports

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

G-24280 -

Outcomes

Expected outcome levels: Available
Level 4: Competence
Level 5: Performance
Level 6: Patient Health

Chosen **1**
Level 1: Participation
Level 2: Satisfaction
Level 3: Learning & Procedural Know

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

Please select the highest outcome level achieved

Available
Level 1: Participation
Level 2: Satisfaction
Level 3: Knowledge

Chosen **3**

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

If available, please upload an outcomes report. Choose File **5** file selected

Quality Priorities

If available, please upload a quality priorities report. Choose File **6** file selected

Competencies

If available, please upload a competencies report. Choose File **7** file selected

8

Back Done



How to apply for an Independent Medical Education Grant

Tip Sheet

XIV 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”

› 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*

› Sunshine Act Disclosure

5. Indicate if funding was used to provide meals to physicians as part of the educational activity
6. If funding was used to provide meals: complete and upload “Meals Template” spreadsheet

› 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”

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. **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**

6

Refund Calculation	
Amount Funded 1	\$ 90000.00
Amount Used (from Above) 2	N/A
Partial Refunds Received (Cumulative to Date) 3	\$ 0.00
Calculated Refunds Now Due 4	\$ 0.00

Sunshine Act Disclosure
As part of the sunshine act reporting requirements, please answer the following question and upload a report if applicable.

* Was Genentech funding used to provide meals to physicians as part of this educational activity? **5**

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 **6** no file selected

Final Program Materials

*Final Agenda no file selected **7**

*Final Handout/Web Screenshot no file selected **8**

Other Program Materials no file selected **9**

Instructions **10**

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

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.

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)

Genentech
Medical Education & Research Grants
Attn: Janet Moga
1 DNA Way, MS 588
South San Francisco, CA 94080-4990

*** NOTE: Please refer to Request ID G-24280 on the check. ***

11



How to apply for an Independent Medical Education Grant

Tip Sheet

* Appendix A – Overview | Budget Categories

Category	Subcategory	Category	Subcategory
<i>Accreditation</i>	<ul style="list-style-type: none"> ▪ Accreditation Fees ▪ Certificate Fees 	<i>Miscellaneous (explain)</i>	<ul style="list-style-type: none"> ▪ Other (explain)
<i>Association Fee</i>	<ul style="list-style-type: none"> ▪ Association Fee 	<i>Printing & Production</i>	<ul style="list-style-type: none"> ▪ Brochures ▪ Handouts ▪ Invitations ▪ Mailing Lists / Labels ▪ Meeting Materials / Signage ▪ Patient Materials ▪ Programs
<i>Honoraria</i>	<ul style="list-style-type: none"> ▪ Chair ▪ Faculty 		
<i>Hotel / Lodging</i>	<ul style="list-style-type: none"> ▪ Faculty ▪ Non-Physician Faculty ▪ Staff 		
<i>Infrastructure</i>	<ul style="list-style-type: none"> ▪ Administrative Overhead ▪ Dues / Subscriptions ▪ Equipment Purchase / Lease ▪ Facility Construction / Lease ▪ Insurance ▪ Lab Expense ▪ Salaries – Contractor ▪ Salaries – Full Time ▪ Utilities 	<i>Screenings</i>	<ul style="list-style-type: none"> ▪ Lab Processing Fees ▪ Test Kits ▪ Tests
<i>Management Fees</i>	<ul style="list-style-type: none"> ▪ Account & Activity Management ▪ Activity Marketing ▪ Audience Generation ▪ Content Development / Creative Development & Production ▪ Content Development / Editorial Fees ▪ Content Development / Medical Writing & Scientific Review ▪ Educational Effectiveness Measures ▪ Legal Fees 	<i>Shipping & Posting</i>	<ul style="list-style-type: none"> ▪ Courier Expense / Mailing Expense ▪ Office Supplies
<i>Marketing</i>	<ul style="list-style-type: none"> ▪ Advertising ▪ Flyers ▪ Mailings 	<i>Travel</i>	<ul style="list-style-type: none"> ▪ Faculty Airfare ▪ Faculty Mileage Reimbursement ▪ Faculty Train ▪ Ground Transportation / Parking ▪ Per Diem ▪ Staff Airfare ▪ Staff Mileage Reimbursement ▪ Staff Train
<i>Meals</i>	<ul style="list-style-type: none"> ▪ Break / Snacks ▪ Breakfast ▪ Lunch ▪ Dinner 	<i>Venue</i>	<ul style="list-style-type: none"> ▪ A/V Equipment - Rental & Labor ▪ Meetings Rooms ▪ On site Meeting Support ▪ Teleconference Fees
		<i>Website Development</i>	<ul style="list-style-type: none"> ▪ Web Design / Functionality ▪ Website Hosting ▪ Web Maintenance



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)*