

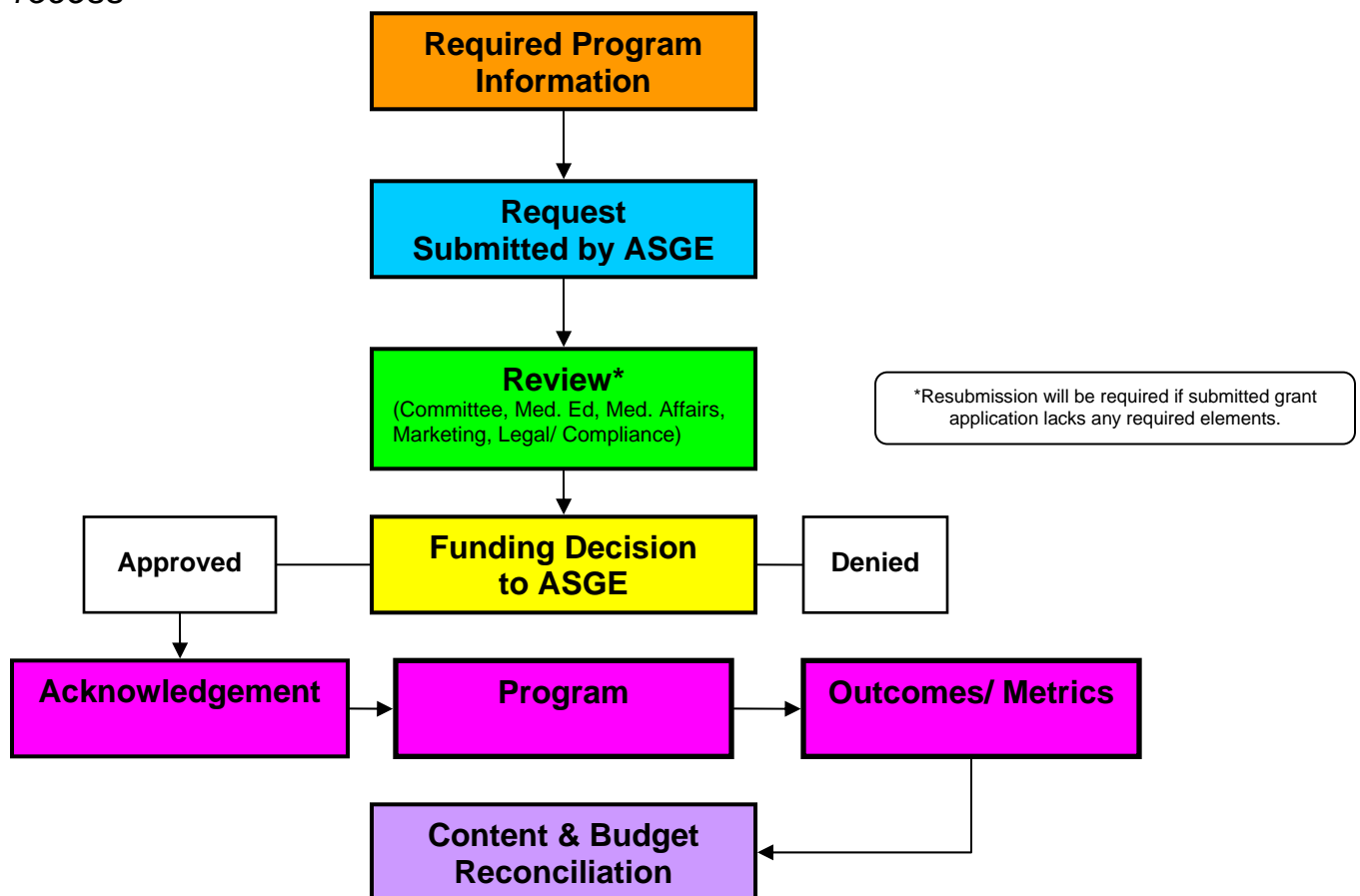
Grant, Sponsorship and Charitable Gift Requests to Industry

ASGE Corporate Relations Staff will be responsible for preparing and submitting all requests for commercially supported grants, sponsorships and charitable gifts for ASGE programs and offerings. This process helps align requests for financial support of programs and offerings with the Society's strategic plan and to prioritize these requests accordingly. Funding requests for programs and offerings that fall outside of these parameters will require careful consideration and approval by the ASGE Executive Committee and/or Governing Board.

ASGE adheres to ethical principles, widely adopted by both pharmaceutical and medical device industries, on interactions with healthcare providers. Each company maintains slight variances in their application, review and approval processes. The information listed in this document provides a general overview of the required elements of educational grant, sponsorship, charitable gift and other funding requests. Additional information may be required to meet guidelines and practices set forth by a specific company.

Supporting documentation (outlined below) must be submitted to ASGE Corporate Relations Staff at least 90 days prior to the date of the event or the commencement date of the program or offering. Most companies require a minimum 45-60 days to process a request. This timeframe allows adequate time to assess, prepare, and submit funding requests so they may be processed and reviewed in a timely manner.

Process



Program Information (if applicable)

- Type of program
- Title of program
- Program date/s (expiration date for enduring materials), time and location
- Objectives
- Program outline, agenda, or description of activity
- Needs Assessment (e.g.: survey, previous program evaluations, focus group, expert opinion, literature search, clinical practice guidelines)
- Program scope (international, national, regional, local)
- Target audience
- Number of faculty (if applicable)
- Estimated scope of participation (distribution/ invitees/ participants)
- Scope of participation in previous years
- Is the program accredited for CME?
- CME provider (if other than ASGE)
- Number of approved CME credits and category
- Content provider
- Conflict of interest resolution process
- Enduring materials
- Outcomes measurement
- Opportunity to exhibit (complimentary or fee)
- Marketing- How will the activity be promoted?
- Will grantor/sponsor/donor representative be asked to assist with distribution of invitations/marketing materials?
- Will grantor/sponsor/donor representatives be invited to participate? If so, how many?
- Will there be other commercial supporters? (If so, please list.)

Funding Request and Budget Information

- Amount requested
- Other support requested (e.g.: products, equipment, in-kind services)
- Support provided in previous years? History?
- Detailed** budget
 - If a portion of total budget, how does this relate to the total cost of the activity?
- Payee information
- 501(c)3 status letter 501(c)(3) charitable organization
- W-9

Provider Information

- ASGE Ethics & Compliance Policy
- List of officers and directors and their affiliations
- Most recent Annual Report
- Financial statement from most recently completed fiscal year (whether audited or not)

Post-Program Requirements

In some cases final payment may be contingent upon completed budget and content reconciliation.

- ☑ Budget Reconciliation
 - Unused funds may be required to be returned
 - Receipts may be required

Budget overages are not automatically paid. Each grantor has different policies. If you feel there will be significant changes, including overages, to the submitted budget, please inform ASGE Development Staff as soon as possible.

- ☑ Content Reconciliation
 - Program evaluation summary and comments from participants
 - Invitations, agenda, program/syllabus
- ☑ Metrics/ Outcomes
 - Impact of learning

Common Reasons Funding Requests are Denied

- Application submitted after deadline/ Not enough time to review grant application
- Needs assessment and learning objectives do not match funding criteria
- Not an area of educational interest
- Budget limitations
- Emerging area of interest-funding not fully established
- Not consistent with policies and practices of grantor

Resource

ACCME (Accreditation Council for Continuing Medical Education)

Standards for Commercial Support

http://www.accme.org/dir_docs/doc_upload/68b2902a-fb73-44d1-8725-80a1504e520c_uploaddocument.pdf

AdvaMed (Advanced Medical Technology Association)

Code of Ethics on Interactions with Health Care Professionals

<http://www.advamed.org/publicdocs/coe.html>

PhRMA (Pharmaceutical Research and Manufacturers of America)

Code on Interactions with Healthcare Professionals

<http://www.phrma.org/files/PhRMA%20Code.pdf>

OIG Compliance Program Guidance for Pharmaceutical Manufacturers

www.oig.hhs.gov/authorities/docs/050503FRCPGPHarmac.pdf