



## How to Apply For a Grant

### Obtaining Chapter Funding for Continuing Pharmaceutical Education & Events

*A service of the Texas Society of Health-System Pharmacists*

#### Step 1: Getting Started

##### What can and cannot be funded?

- Educational grants may be given only for legitimate educational or scientific purposes. Grants must comply with internal company policies and guidelines, which reflect the requirements and mandates of the Office of the Inspector General Guidance, the Accreditation Council for Continuing Medical Education (CME) Guidelines and the PhRMA Code on Interactions with Healthcare Professionals.
- Grants may be given for live educational programs, as well as educational publications and other types of enduring materials (eg. interactive web, CD rom, audio tapes, etc) provided that the programs or materials are advertised and open to a broad audience beyond members of the requesting institution. Fellowships or career development awards may be considered in limited circumstances.
- Grants cannot have any strings attached. Grants cannot be tied, in any way, to past, present, or future prescribing, purchasing, or recommending (including formulary recommendations) of any drug. Any documentation that is a part of or accompanies a grant request suggesting that the grant is tied, in any way, to past, present, or future prescribing, purchasing, or recommending of any drug will cause the grant request to be rejected.
- Grants cannot be used to defray the grant requestor's ordinary operating expenses (i.e. overhead expenses of activities that the requestor is already required to perform or customarily performs, including business meetings, or education that is a routine and required part of an educational program, eg. "grand rounds" with internal speakers etc.)
- Grants sought for the purchase of journal subscriptions, or similar items are generally not permitted as these items may be considered gifts or as part of operating expenses.
- Grants cannot involve payment for travel, housing expenses or time spent for health care professionals attending third party educational events, unless (i) the individuals involved are medical students, residents, fellows, and other healthcare professionals in training, (ii) the grant permits individuals selected from this group by the academic or training institution receiving the grant to attend major educational, scientific, or policy-making meetings of national, regional, or specialty medical associations, and (iii) such individuals are not attending the event for the purpose of making or attending presentations relating to Company products.
- Grants may not be used to fund payments for exhibit space, consulting or other services or goods provided to the company, company promotional activities or events, or any program where any of the speakers are company employees.
- Grants may not cover the costs of entertainment or recreational events.

##### Who can and cannot receive funding?

- Accredited continuing education providers, health-related academic societies and organizations, education vendors, teaching hospitals, educational institutions and other groups within the United States who have the potential to provide high quality education to advance healthcare are eligible to apply for an educational grant.
- In order to avoid any conflict of interest, the company does not make grants to any of its customers, including HMOs, PPOs, GPOs, etc., or any doctor or group of doctors in private practice. The only customers or potential customers that may be eligible for a grant are teaching hospitals and educational institutions whose mission includes public health education.
- Applicants who have received past grant funding, but have not provided a budget reconciliation for the past program are not eligible for funding.

## **Budget guidelines**

- Grants must be limited to a reasonable estimate of the cost of the grant-funded activities.
- Grants may be issued to support only the costs associated with the development, delivery or evaluation of the educational program, resources, or materials.
- Grants may not cover solely the cost of meals. It is acceptable for a portion of a grant to cover meals/refreshments only if the meals/refreshments are (i) modest and conducive to discussion among faculty and healthcare professional attendees, and (ii) of substantially less value in terms of time and money than the educational portion of the event funded by the grant.
- Recipients of funding may be required to submit a completed budget reconciliation form within 90 days of the program end date.

## **Application Requirements**

- The information submitted by the grant requestor must include a reasonably detailed description of the program or activity for which funding is requested, including educational need, general subject matter, learning objectives, instructional methods, evaluation plan, time, place, speaker qualifications and institutional affiliation(s), and anticipated invitees or audience.

## **Special notes**

A growing number of applications are requesting details about the ‘needs determination’ process; I.E. how and why did you select this particular topic? Use of surveys and evaluation instruments, along with your planning committee process is essential in determining your program content.

## **Step 2: Gather Information**

Gather the information listed below before going online to apply for a grant. Please note that not all of this information will be utilized on every site, but it is good to gather the information beforehand. Consider applying for a grant from multiple sites as some sites have a greater interest in specific topics than others.

### **Contact Information:**

1. Name
2. E-mail address
3. Phone Number
4. Fax Number

### **Organization Information:**

1. Legal Name
2. Tax ID Number (Do NOT use the TSHP Tax ID number)
3. Tax Status - (For Profit or Not for Profit)
4. Mailing Address
5. Overnight Delivery Address
6. Phone Number
7. Fax Number

### **Information About the Program You Would Like Funded**

1. Title of the Program
2. Description of Program  
*A one paragraph overview of the program, e.g. A symposium on the importance of diabetes management.*
3. Statement of Educational Need
4. Learning Objectives
5. Instructional Methods
6. Evaluation Plan
7. Program Agenda

8. Other information necessary for the complete review of the grant request. (Optional)
9. Name of speaker(s) and institutional affiliation
10. Is this an Accredited CE Program? - Yes / No
11. Program Audience
12. Program Date/Duration
13. Program Location
14. Program Budget

*In the event that TSHP is your CE provider, you may need the following information:*

**TSHP Information:**

**Mailing Address:**

3000 Joe DiMaggio #30-A  
Round Rock, TX 78665-3994

**Contact Person:**

Paul F. Davis, R.Ph. Executive Director

[Paul.davis@tshp.org](mailto:Paul.davis@tshp.org)

Phone: 800-242-8747

Fax: 512-852-8514

**Tax ID:** 23-7296288

**Step 3: Find a Company with Interest in the Topic**

Below is a list of topics that different companies have expressed an interest in program sponsorship. This list *is not all inclusive* as interests and technology change frequently.

**Step 4: Proceed with the Application Process**

Once you determine which company you intend to apply to for grant funding, find that company's corresponding contact information at the end of this packet. Each company varies with its preferred method of communication. Most companies now have an online process, but some still prefer that you contact your local representative. Each website has instructions for filling out all necessary components of the application. Read carefully and make sure to download any forms they may provide that will make uploading requested information much easier (budget forms, etc.). If they provide additional forms to fill out, it is best to complete the forms by-hand before proceeding with the application process to avoid the potential for the program to "time out" and lose the information you have entered. In other words, gather all the information and then fill out the application. You should set aside between 30 and 60 uninterrupted minutes for each application.

**Step 5: Wait for a Response**

The company will contact you via the email you provide on the application. There may be an immediate acknowledgment, but typically it will take at least 3-4 weeks before you receive a response and/or requests for more information.

## Step 6: Company-specific interest area

Company	Website	Phone	Email	Address	Application and Deadline	Therapeutic Areas of Interest
Abbott	<a href="http://www.abbottpharmaeuticalgrants.com">www.abbottpharmaeuticalgrants.com</a>	1-877-228-7177	<a href="mailto:abbottpharmaceuticalgrants@abbott.com">abbottpharmaceuticalgrants@abbott.com</a>		Online; 60 days	Anesthesia, Asthma, Cardiovascular, Dermatology, Gastroenterology, Managed Care, Urology, Neuroscience/Neurology, Neuroscience/Psychiatry, Oncology, Pain Care, Pediatric Endocrinology, Renal, Rheumatology, Thyroid, Virology, Gynecology
Amgen	<a href="http://www.amgen.com/citizenship/amgen_medicaloverview.html">www.amgen.com/citizenship/amgen_medicaloverview.html</a>	1-866-44AMGEN (1-866-442-6436)		Amgen Attn: Medical Education One Amgen Center Drive, M/S 36-A Thousand Oaks, CA 91320 Fax 1-888-758-7776	Mail or Fax; 60 days	Hematology/Oncology, Inflammation: Dermatology, Inflammation: Rheumatology, Nephrology, Osteoporosis
AstraZeneca	<a href="http://www.astrazenecagrants.com">www.astrazenecagrants.com</a>	1-877-294-7268	<a href="mailto:grants@astrazeneca.com">grants@astrazeneca.com</a>		Online; 45 days	Cardiovascular: Acute Coronary Syndrome (budget limitations); Atherosclerosis; Dyslipidemia; Mixed Dyslipidemia (No remaining budget available for 2008) <u>Endocrinology</u> : Adult Type 2 diabetes Mellitus (No budget available until 4th quarter of 2008) <u>Gastrointestinal</u> : Acid-related disorders <u>Infectious Diseases</u> : Antibiotic Resistance Patterns; Bacterial Infections; Bacterial Meningitis; Intra-abdominal Infections; Skin/Soft Tissue Infections (For all areas: no remaining budget available for 2008) <u>Managed Care</u> : Evidence Based Medicine; Health Care Disparities; Health Care System Reform <u>Neurology</u> : Migraine <u>Oncology</u> : Angiogenesis; Breast Cancer; Colorectal Cancer; Glioblastoma; Head & Neck Cancer (No remaining budget available for 2008); Lung Cancer; Prostate Cancer (No remaining budget available for 2008); Targeted Therapies in Cancer; Thyroid Cancer <u>Psychiatry</u> : Bipolar Disorder; Generalized Anxiety Disorder; Mixed Depressive Disorder; Schizophrenia <u>Respiratory</u> : Asthma; COPD; Pharmacogenetics <u>Others</u> : Appropriate Pharmaceutical Care; Multicultural Health
Boehringer Ingelheim	<a href="http://www.bi-usa.com/about-us/philanthropy/bipi-grants.html">www.bi-usa.com/about-us/philanthropy/bipi-grants.html</a>	1-800-447-4833			Online; 60 days	<u>Cardiovascular Disease</u> : Hypertension, Thrombosis <u>Neurologic Disease</u> : Parkinson's Disease (PD), Restless Leg Syndrome (RLS) <u>Respiratory Disease</u> : Chronic Obstructive Pulmonary Disease (COPD) <u>Virologic Disease</u> : HIV / AIDS <u>Urologic Disease</u> : Benign Prostatic Hypertrophy (BPH)

Bristol-Myers Squibb	<a href="http://www.bms.com/medicalgrants">www.bms.com/medicalgrants</a>	1-800-831-9008	<a href="mailto:medicalgrants.administration@bms.com">medicalgrants.administration@bms.com</a>		Online; 8 weeks	Cardiovascular/Metabolics; Immunology; Neuroscience; Oncology; Virology
Centocor	<a href="http://www.centocor.com/centocor/index.html#healthcare_educational">www.centocor.com/centocor/index.html#healthcare_educational</a>	1-800-746-6998			Online; 8 weeks	Rheumatology; Gastroenterology; Dermatology; Other immune-mediated inflammatory disorders
Eiasi	<a href="http://www.eisaigrants.com/cme.html">www.eisaigrants.com/cme.html</a>	1-866-434-1286	<a href="mailto:Eisai_edugrants@eisai.com">Eisai_edugrants@eisai.com</a>		Online; 45 days	Critical Care/Institutional Care: Post-Operative Nausea and Vomiting (PONV), Sedation, Venous Thromboembolism (VTE); <u>GI</u> : GERD and related disorders; <u>Neurology</u> : Dementia, Epilepsy; <u>Oncology</u> : Acute Myeloid Leukemia (AML), Breast Cancer, Cervical Dysplasia, Chemotherapy-Induced Nausea and Vomiting (CINV), Chemotherapy-Induced Neuropathy, Chemotherapy/Radiation Sensitizers, Cutaneous T-Cell Lymphoma (CTCL), Epigenetics, Glioblastoma/Glioma, Hormone-Refractory Prostate Cancer, Human Papillomavirus (HPV), Hypomethylating Agents, Immunotherapeutics, Mucositis, Myelodysplastic Syndromes (MDS), Thrombocytopenia
Genentech	<a href="http://www.gene.com/gene/med/index.html">www.gene.com/gene/med/index.html</a>	1-866-599-4363	<a href="mailto:imed@gene.com">imed@gene.com</a>	Genomic Health 301 Penobscot Dr. Redwood City, CA 94063	Online; 60 days	Allergic Disease; Cardiovascular and Metabolic Diseases; Dermatology; Endocrinology; Immunology; Neurology; Oncology; Ophthalmology; Pulmonology; Rheumatology
Genomic Health	<a href="http://www.genomichealth.com/">www.genomichealth.com/</a>	1-866-662-6897				Adjuvant treatment decisions in early stage breast cancer
Gilead	<a href="http://www.gilead.com/wt/grant/index">www.gilead.com/wt/grant/index</a>	1-650-522-1696	<a href="mailto:grants@gilead.com">grants@gilead.com</a>		Online; 6-12 weeks	Cystic fibrosis; Hepatitis; HIV/AIDS; Influenza; Pulmonary arterial hypertension and resistant hypertension
Glaxo Smith Kline	<a href="http://www.partnersinknowledge.com/home/">www.partnersinknowledge.com/home/</a>	1-888-470-0015	<a href="mailto:CenterforMedicalEducation@gsk.com">CenterforMedicalEducation@gsk.com</a>		Online; 60 days	<u>Cardiovascular</u> : Hypertension; Left Ventricular Systolic Dysfunction; Deep Vein Thrombosis; Acute Coronary Syndrome; Heparin induced thrombocytopenia; <u>Metabolic</u> : Type 2 Diabetes; Dislipidemia; Atherosclerosis; <u>Neurosciences</u> : Unipolar Depression; Bipolar Depression; Epilepsy; Alzheimer's Disease; Restless Legs Syndrome; Parkinson's Disease; Migraine; <u>Infectious Diseases (Vaccines)</u> : Hepatitis; Immunizations; Rotavirus Prevention; Meningitis Prevention; Influenza; Human Papilloma Virus; <u>Infectious Diseases (Non-Vaccines)</u> : Skin Infection; Genital Herpes; HIV; <u>Respiratory</u> : Asthma; COPD; Rhinitis; Primary Pulmonary Hypertension; <u>Inflammatory</u> : Rheumatoid Arthritis; Hypereosinophilic Syndrome; Systemic Lupus Erythematosus (grant requests should be submitted to GSK and will be considered by both HGS and GSK); <u>Musculoskeletal</u> : Osteoporosis (grant requests

						<p>should be submitted to Roche and will be considered by both Roche and GSK); <u>Gastro-Intestinal</u>: Post operative ileus (grant requests should be submitted to GSK and will be considered by both Adolor and GSK); <u>Urology</u>: Erectile Dysfunction (grants request should be submitted to Schering ad will be considered by both GSK and Schering); Overactive Bladder )grants requests should be submitted to Astellas and will be considered by both Astellas and GSK); Prostate CA Awareness; Benign Prostatic Hyperplasia; <u>Oncology</u>: Small Lung CA; Breast CA; Renal CA; Ovarian CA; Cervical CA; Non-Hodgkins Lymphoma; Chronic Lymphocytic Leukemia; Post-Operative Nausea and Vomiting; Chemotherapy Induced Nausea and Vomiting; Melanoma (grant requests should be submitted to GSK and will be considered by both Synta and GSK)</p>
Lilly	<a href="http://www.lillygrantoffice.com">www.lillygrantoffice.com</a>	1-877-545-5946	<a href="mailto:grantinfo@lillygrantoffice.com">grantinfo@lillygrantoffice.com</a>	Lilly Grant Office 4341 S. Westnedge Ave Ste 1200 Kalamazoo, MI 49008 Fax 1-800-793-6780	Fax or Mail; 45 days	Diabetic Peripheral Neuropathic Pain; Fibromyalgia; Neuroscience, Oncology; Osteoporosis
Merck	<a href="http://www.ccsupport.com/Common/Authenticate.aspx">www.ccsupport.com/Common/Authenticate.aspx</a>	1-800-347-1282			Online;45 days	Asthma; Coronary Artery Disease and Lipid Management; Diabetes; HIV/AIDS; Human Papilloma Virus; Hypertension and Related Conditions; Immunization Update; Infectious Disease; Migraine; Obesity; Oncology; Rotavirus; Systemic fungal infections; Zoster
Novartis	<a href="http://www.ngcs.novartis.com">www.ngcs.novartis.com</a>	1-888-669-6682	<a href="mailto:grants.office@novartis.com">grants.office@novartis.com</a>		Online; 60 days	<p><u>Allergic Disease</u>: Asthma; <u>Cardiovascular</u>: Post Myocardial Infarction; Heart Failure; Hypertension; Cardiovascular Disease; <u>Dermatology</u>: Atopic Dermatitis; Herpes; Psoriasis; <u>Endocrinology</u>: Adult Growth Hormone Deficiency; Osteoporosis; <u>Gastrointestinal</u>: Dysepsia; Irritable Bowel Syndrome; Infectious Disease: Hepatitis B;Metabolic: Diabetes; Metabolic Syndrome; <u>Neuroscience</u>: ADHD; ADD; Alzheimer's Disease; Bipolar Disease; Depression; Epilepsy; Multiple Sclerosis; Parkinsons Disease; <u>Oncology</u>: Acromegaly; Breast Cancer; Bone Health; Carcinoid Cancer; Cooley's Anemia; General Education for patients with cancer; GIST; Leukemia/Lymphoma; Lung Cancer; Melanoma; Myelodysplastic Syndromes; Myeloma; Ovarian Cancer; Prostate Cancer; Renal Cancer; Sickle Cell Disease</p>

Ortho-McNeil	<a href="http://www.ortho-mcneil.com/ortho-mcneil/resources_medicaleducation.html">www.ortho-mcneil.com/ortho-mcneil/resources_medicaleducation.html</a>	1-866-447-2687	<a href="mailto:EdGrants@ompus.inj.com">EdGrants@ompus.inj.com</a>		Online 8 weeks	Infectious Diseases; Intra-Abdominal Infections (IAIs); Skin and Soft Tissue Infections (SSTI); Genitourinary (GU) Infections; Respiratory Tract Infections (RTIs); Pain; Acute/Chronic Pain Conditions (No Funding Available for 2008 Programs); Cardiovascular; Venous Thromboembolism; Acute Heart Failure
PAR Pharmaceutical	<a href="http://www.parpharm.com/grant_request.jsp">www.parpharm.com/grant_request.jsp</a>	1-201-802-4280	<a href="mailto:complicance@parpharma.com">complicance@parpharma.com</a>	Pharmaceutical Companies, Inc. 300 Tice Boulevard Woodcliff Lakes, NJ 07677 Fax 1-201-802-4280	Obtain form online then Fax or Email; rolling	Please Call for this Information
Pfizer	<a href="http://www.promisingminds.com">www.promisingminds.com</a>	1-800-382-7075	<a href="mailto:MAPInfo@medpt.com">MAPInfo@medpt.com</a>		Online; 45 days	Health Literacy / Clear Health Communication; Diabetes; Family Medicine; Health Disparities; Health Policy; Infectious Diseases; Neurology/Psychiatry; Obesity; Oncology; Ophthalmology; Pain Medicine; Public Health; Pulmonology; Rheumatology; Urology
Roche Labs	<a href="http://www.rocheieprants.com">www.rocheieprants.com</a>	1-800-639-2830			Online; 45-60 days	Central Nervous System; Dermatology; Inflammation, including rheumatoid arthritis; Metabolic Diseases, including obesity and diabetes; Oncology; Transplantation; Vascular Diseases; Virology, including hepatitis C
Sanofi Aventis	<a href="http://www.sagrants.com/Home.jsp">www.sagrants.com/Home.jsp</a>	1-866-841-4549	<a href="mailto:sagrants@sanofi-aventis.com">sagrants@sanofi-aventis.com</a>		Online; 12 weeks	Oncology; Neurology; Cardiovascular Disease; Thrombosis; Central Nervous System; Infectious Disease; Diabetes; Metabolism; Bone Disease; Managed Care; Respiratory; Dermatology
Solvay	<a href="http://www.solvaypharmaceuticals-us.com/company/grant_funding/0_42935-2-0.00.htm">www.solvaypharmaceuticals-us.com/company/grant_funding/0_42935-2-0.00.htm</a>	1-770-578-2139		Solvay Pharmaceuticals Medical Services Dept. c/o Grant Review Group 901 Sawyer Rd. Marietta, GA 30062 Fax 1-770-578-5590	Online; 12 weeks	Men's Health; Gastroenterology; Cardiology; Women's Health; Neuroscience; Managed Care
Takeda	<a href="http://www.takedaeducation.algrants.com">www.takedaeducation.algrants.com</a>	1-800-390-1204	<a href="mailto:takedagrants@tpna.com">takedagrants@tpna.com</a>	Takeda Pharmaceuticals North America Inc. Medical and Scientific Affairs Medical Education Department One Takeda Parkway Deerfield, IL 60015	Online; 60 days	Diabetes; Neuroscience (insomnia, depression, anxiety); GI (chronic constipation, IBS); Other (literally encompasses everything else as long as educational content is valid and of interest)
Wyeth	<a href="http://apps.wyeth.com/grants_anddonations/pages/DefaultWyethSplash.aspx">apps.wyeth.com/grants_anddonations/pages/DefaultWyethSplash.aspx</a>		<a href="mailto:grantsanddonations@wyeth.com">grantsanddonations@wyeth.com</a>		Online; 60 days	Depression/Anxiety; Hemophilia; Infectious Disease; Menopausal Health; Oncology; Osteoporosis; Pediatric Vaccines; Rheumatology/Immunology; Kidney Transplantation

Purdue Pharma	<a href="http://www.purduepharmagrantsandgiving.com/">www.purduepharmagrantsandgiving.com/</a>	<a href="mailto:healthcaregrants@purduepharma.com">healthcaregrants@purduepharma.com</a>	Online; 45 days	Pain Management; Controlled Substance Risk Management
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