

# **Alcon Independent Medical Education Grant Office Grant Process**

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# Alcon Independent Medical Education Grant Office Grant Process

## Eligibility

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

### **The Grant Office will accept grant requests from:**

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

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

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

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## Grant Submission

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

Grants must be submitted in English.

### a. Executive Summary

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

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

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

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

### b. Grant Application

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

- **Program description**  
Summary of the proposed educational activity. The summary should include the following Information:
  - Type of activity
  - Activity scope
  - Attendee recruitment and activity awareness plan
- **Needs assessment**  
The needs assessment should state why education on the suggested learning objectives is necessary. It should incorporate educational needs (knowledge, competence or performance) that underlie the professional practice gaps of the target audience. It should include relevant/

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## Grant Submission

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.

If the activity includes a hands-on educational learning opportunity (wet/dry lab), please contact the Grant Office at 1-800-757-9781.

- **Outcomes measurement plan**

The outcomes measurement plan is a tool used to assess how effective the activity was in improving the knowledge/performance of the participants and/or the activity's effect on improving patient health. The plan should discuss the various methodologies that will be used to determine if the educational activity met its stated objectives. Evaluation methods may include written instruments, pre and post-tests or the use of an Audience Response System (ARS). Outcome measurements must demonstrate a Level 3 or Level 4 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. The budget must include any anticipated income from registration, exhibit fees, and other commercial support and be submitted using the [required budget template](#). The activity budget must be submitted in US Dollars.

- **Current Signed [W-9](#) or [W8-BEN](#)**

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## Grant Office Review

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

- **Alignment** with Alcon's medical education goals.
- **Qualifications/experience** of provider and educational partner.
- **Needs assessment** that identifies educational/practice gaps in health care performance that educational intervention intends to address.
- **Evaluation/outcomes** plan to gather data to analyze changes in knowledge. ([Level 3 or Level 4 of Moore's Outcomes.](#))
- **Quality-cost effectiveness** and innovation.
- **Compliance** with all applicable policies and regulations.

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## Post-Decision

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

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

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

Alcon reserves the right to send an Alcon associate to attend the supported activity to evaluate fulfillment of grant proposal.

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## Post-Activity

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

- Summary of Participant Evaluation Forms
- Program Summary with the following information:
  - Type of event/activity
  - Actual number of participants by audience type/specialty
  - An overall summary that demonstrates that the program met its stated learning objectives
- Outcomes Measurement Report – results from the Level 3 or Level 4 outcomes (written instruments, pre and post-tests or the ARS) that have taken place. If it is an online activity, Alcon will only collect one year's worth of outcome data.
- Copy of final brochure/invitation
- Financial reconciliation of the complete program budget to include expenses and income details (budget vs. actual). If it is an online activity, the financial post-activity reconciliation must be completed within sixty (60) days of the launch and the outcomes post-activity reconciliation must be completed within sixty (60) days of the expiration of the online activity.

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

If the activity is multi-supported, Alcon requires a refund proportional to the amount of funding Alcon provided. However, if the proportion of the remaining funds due to Alcon is less than USD \$100, a refund will not be required.

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

### **The refund check should be mailed to the following address:**

Alcon Vision, LLC  
Attn: Sally Valle  
6201 South Freeway, TA4-0  
Fort Worth, TX 76134  
USA

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

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