



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.

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
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. Once you locate your topic, match the number(s) at the end of the topic name with the company listing at the end of this packet. For example, if you are interested in funding a program concerning "Anesthesia" topics, find #20 in the company listing section. Number 20 corresponds with Roche Labs. Multiple numbers indicate that several companies are interested in funding programs for that topic.

NOTE: Companies such as Amgen, Merck, Pfizer, Centocor, GlaxoSmithKline, Guidant, UCB Pharma, and Wyeth have expressed interest in sponsoring topics of multiple interests including some not listed below.

Areas of Interest:

- Anesthesia²⁰
- **Anticoagulation**⁶
 - Deep Vein Thrombosis (DVT)^{6, 21}
 - Prophylaxis & Treatment of DVT & Acute Coronary Syndrome²¹
 - Prophylaxis of DVT with High Risk Surgery²¹
- **Arthritis**^{16, 19}
 - Osteoarthritis²¹
 - Rheumatoid Arthritis^{1, 6, 21}
- **Cardiology**^{3, 5, 6, 15, 16, 19, 20, 21, 22, 24, 25}
 - Acute Coronary Syndrome^{6, 21}
 - Angina³
 - Atrial Fibrillation²¹
 - Cardiac Dysrhythmias²¹
 - Cardiovascular Disease^{23, 28}
 - Coronary Artery Disease¹⁶
 - Dyslipidemia^{3, 6, 16, 21, 22, 25}
 - non-LDL related²¹
 - Electrocardiography⁶
 - Heart Failure^{3, 23}
 - Hypertension^{3, 5, 6, 8, 16}
 - Metabolic Syndrome^{3, 6, 21}
 - Myocardial Infarction³
 - Nuclear Cardiology⁶
 - Obesity and Related Cardiovascular & Metabolic Risk Factors²¹
 - Peripheral Arterial Disease^{6, 21}
 - Risk Factor Management^{19, 21}
 - Stroke^{3, 5, 6}
- Clinical Trial Process & Investigator Training¹⁹
- Critical care¹⁵
- Cystic Fibrosis³
- Disease Awareness¹⁹
- Drug Development Process¹⁹
- **Dermatology**^{2, 21, 27}
 - Acne²¹
 - Actinic Keratosis - Skin Cancer²¹
 - Aesthetic Dermatology²¹
 - Lipoatrophy²¹
 - Atopic Dermatitis – Psoriasis, Eczema²¹

- Chronic Idiopathic Urticaria ²¹
- Onychomycosis & Podiatric Skin Conditions ²¹
- Rosacea ²¹
- **Diabetes Mellitus** ^{1, 6, 15, 16, 19, 21, 25}
 - Insulin Resistance ⁶
 - Insulin Therapy ¹⁹
 - Nephropathy - Prevention of Progression in Type II Diabetes ²¹
 - Type I ²¹
 - Type II ^{3, 21}
- **Endocrinology**
 - Growth Disorders ^{15, 19}
- **Gastrointestinal (GI) Disorders** ^{3, 24, 25, 28}
 - Acid Related Disorders ³
 - Crohn's Disease ^{4, 6}
 - Irritable Bowel Syndrome ^{6, 25}
 - Nausea & Vomiting, Postoperative
 - Prophylaxis & Treatment ^{16, 21}
 - Ulcerative Colitis ⁶
- Health Care Disparities ¹⁹
- **Hematology** ⁴
 - Hemophilia ²⁸
- **Immunology** ^{9, 28}
 - Graft vs. Host Disease ⁶
 - Lupus ⁶
 - Multiple Sclerosis ^{4, 6, 19}
- **Immunizations & Vaccinations**
 - Immunization Update ¹⁶
 - Pediatric Vaccines ²⁸
- **Infections** ^{3, 22}
 - Antibiotics, Antimicrobials ²²
 - Pharmacokinetics & Pharmacodynamics ³
 - Antibiotic Resistance Patterns ^{3, 21}
 - Antimicrobial Surveillance Programs ³
 - Bacteria and Infection ³
 - Bacterial meningitis ³
 - Complicated Skin and Soft Tissue Infections ^{3, 16}
 - Epidemiology ²¹
 - HIV/AIDS ^{1, 6, 16, 19, 20, 24}
 - Hepatitis B ⁶
 - Hepatitis C ^{6, 20}
 - Herpes Zoster & Post-Herpetic Neuralgia ¹⁶
 - Human Papilloma Virus ¹⁶
 - Infectious Disease ^{6, 19, 28}
 - Intra-abdominal Infections ³
 - Nosocomial Infections ³
 - Onychomycosis ²¹
 - Pneumonia
 - Community-Acquired ^{2, 16}
 - Ventilator-Associated ³
 - Respiratory Tract Infections ^{19, 21}
 - Systemic fungal infections ¹⁶
- **Medical Imaging**
 - Diagnostics ^{4, 6}
 - Electrocardiography ⁶
 - Nuclear Cardiology ⁶

- **Men's Health**²⁴
 - Androgen Ablation Therapy²¹
 - Andrology²⁴
 - Benign Prostatic Hyperplasia^{5, 21}
 - Erectile Dysfunction^{19, 21}
 - Ejaculatory Dysfunction²¹
 - Male Urology¹⁵
- Metabolism²¹
- **Neurology**^{3, 5, 20, 21}
 - Alzheimer's Disease⁸
 - Dementia¹⁹
 - Epilepsy¹⁹
 - Migraine^{16, 19}
 - Pain Conditions^{1, 19}
 - Neuropathic Pain³
 - Nociceptive Pain³
- Obesity and Related Cardiovascular & Metabolic Risk Factors²¹
- **Oncology**^{1, 2, 3, 4, 6, 9, 15, 16, 19, 21, 22, 24, 28}
 - Actinic Keratosis - Skin Cancer²¹
 - Angiogenesis³
 - Bladder Cancer^{6, 20}
 - Breast Cancer^{3, 6, 19, 21}
 - Chemotherapy & Supportive Care^{21, 25}
 - Colorectal Cancer^{3, 6, 19, 20, 21}
 - Gastric Cancer²¹
 - Genomics used for individualized cancer treatment¹⁰
 - GI Stromal Tumor¹⁹
 - Gynecologic Cancer²¹
 - Head & Neck Cancer^{6, 21}
 - Lung Cancer^{3, 6, 21}
 - Metastatic Melanoma⁶
 - Multi-Tumors⁶
 - Myelogenous Leukemia⁶
 - Nausea, Vomiting - with chemotherapy²¹
 - Other⁶
 - Ovarian Cancer^{6, 21}
 - Pancreatic Cancer^{6, 21}
 - Prostate Cancer^{3, 21}
 - Renal Cell Carcinoma¹⁹
 - Targeted Therapies in Cancer³
 - Thyroid Cancer³
- Ophthalmology^{16, 19}
- **Pediatrics**¹
 - Pediatric Vaccines²⁸
- Plastic Surgery²¹
- Podiatry²¹
- **Psychiatry**^{14, 19}
 - Alcohol Dependence⁸
 - Alzheimer's Disease⁸
 - Anxiety^{8, 28}
 - Autism⁶
 - Bipolar Disorder^{3, 6, 14}
 - Dementia^{8, 19}
 - Depression^{6, 8, 28}

- Dual Diagnosis with Substance Abuse³
 - Mental Health^{6, 14, 15, 19, 24}
 - Mood disorders¹⁹
 - Psychosis^{19, 28}
 - Schizophrenia^{3, 6, 14}
- Pulmonary Arterial Hypertension¹⁹
- **Renal & Urology**^{5, 15, 16, 19, 24}
 - Alpha-Blockers usage in ureteral stone passage²¹
 - Bladder outlet obstruction²¹
 - Lower Urinary Tract Symptoms²¹
 - Nephrology²
 - Nephropathy - Prevention of Progression in Type 2 Diabetes²¹
 - Nocturia/Bedwetting (Adults & Pediatric)²¹
 - Urinary Retention²¹
- **Reproductive Health**
 - Contraception^{4, 28}
- **Respiratory**^{3, 19, 22}
 - Allergy²²
 - Asthma^{3, 5, 16, 21}
 - Bronchitis²¹
 - Chronic Obstructive Pulmonary Disease^{3, 19}
 - Respiratory Tract Infections^{19, 21}
 - Rhinitis^{3, 19}
 - Perennial Allergic Rhinitis²¹
 - Seasonal Allergic Rhinitis²¹
 - Sinusitis²¹
 - Smoking Cessation¹⁹
- **Rheumatology**^{2, 6, 28}
 - Rheumatoid Arthritis^{1, 6, 21}
- **Skeletal/Bones**
 - Osteoarthritis²¹
 - Osteoporosis^{15, 16, 20, 21, 25, 28}
 - Postmenopausal²¹
- **Sleep Disorders**²¹
 - Insomnia^{19, 21}
- Thyroid Disease⁸
- **Transplantation**²⁸
 - Bone Marrow Transplant⁶
 - Cellular Transplant⁶
 - Solid Organ Transplant⁶
- **Women's Health**^{1, 19, 24, 27}
 - Gynecology²⁴
 - Menopause^{4, 28}
 - Postmenopausal Osteoporosis²¹
- Vascular Biology⁹
- Web site development¹³
- **Virology**^{5, 6}
 - Cytomegalovirus¹¹
 - HIV/AIDS^{6, 11, 16, 19, 20, 24}
 - Hepatitis B^{6, 11}
 - Hepatitis C^{6, 11, 20}
 - Herpes Zoster & Post-Herpetic Neuralgia¹⁶
 - Human Papilloma Virus (HPV)¹
 - Influenza¹¹

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. Some companies prefer that you contact your local representative, while others have online applications. 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.

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 4 weeks before you receive a response and/or requests for more information.

Company	Website	Phone	Address	Email	Application	Deadline
1) Abbott	-	-	-	-	Letter to representative	60 days
2) Amgen	www.amgenhealthcareinstitute.com	-	-	-	Online	90 days
3) AstraZeneca	www.astrazenecagrants.com	(877) 294-7268	Medical Education Grants Office, 1800 Concord Pike, PO Box 15432, Wilmington, DE 19850	-	Online or Mail	60 days (45 business days)
4) Berlex	supportrequest.berlex.com	Fax: (973) 305-3560	-	-	Online & Fax	60 days
5) Boehringer Ingelheim	www.bipigrants.com	(800) 447-4833	-	-	Online	45 days
6) Bristol - Myers Squibb	www.bms.com/medicalgrants	-	-	-	Online	6 weeks
7) Centocor	www.centocor.com/centocor/community.jsp	(800) 746-6998	-	-	Email	6 weeks
8) Forest	www.frx.com/index.aspx	-	-	-	Letter to representative	60 days
9) Genentech	www.gene.com/gene/cme/index.jsp	(866) 599-4363 Fax: (866) 301-8891	CME Office, Genentech, 1 DNA Way, MS 13-A, S. San Francisco, CA 94080	cme@gene.com	Obtain online, then fax or mail application	60 days
10) Genomic Health	www.genomichealth.com	-	-	-	Letter to representative	45 days
11) Gilead	www.gilead.com/wt/grant/index	-	-	-	Online	6 to 12 weeks
12) Glaxo Smith Kline	-	-	-	-	Letter to representative	6 weeks
13) Guidant	www.guidant.com/foundation/nat_guide.shtml	-	-	-	Online	May 30 or Nov. 30
14) Janssen	www.janssen.com	(800) 447-2687	Health Care Compliance Office, PO Box 200, Titusville, NJ 08560	-	Letter to office	30 days
15) Lilly	www.lillygrantoffice.com	Fax: (800) 793-6780	4341 S. Westnedge Ave, Ste 1200, Kalamazoo, MI 49008	grantinfo@lillygrantoffice.com	Obtain online, then fax or mail application	6 weeks
16) Merck	www.ce-support.com/APA/	-	-	-	Online	60 days
17) Novartis	http://www.pharma.us.novartis.com/novartis/community/grant.jsp	(888) 669-6682	Novartis Pharmaceuticals Corporation, One Health Plaza, East Hanover, NJ 07936-1080	-	Online	-

Company	Website	Phone	Address	Email	Application	Deadline
18) PAR Pharmaceutical	http://www.parpharm.com/grant_request.jsp	Fax: (201) 802-4280	-	compliance@parpharm.com	Obtain online, then fax or email application	-
19) Pfizer	www.pfizermededgrants.com	-	-	-	Online	60 days
20) Roche Labs	www.rocheiepgrants.com	-	-	-	Online	6 weeks
21) Sanofi Aventis	www.sagrants.com/Home.jsp	-	-	-	Online	12 weeks
22) Schering	-	-	-	-	Letter to representative	-
23) Scios	-	(800) 972-4670	-	-	Obtain by phone, then mail application	6 weeks
24) Solvay	-	(770) 578-2139 Fax: (770) 578-5590	Solvay Pharmaceuticals, Medical Services Dept, c/o Grant Review Group, 901 Sawyer Rd, Marietta, GA 30062	-	Obtain by phone, then fax or mail application	2 to 6 months
25) Takeda	www.takedaeducationalgrants.com	-	-	-	Online	45 to 60 days
26) UCB Pharma	-	(770) 970-8752 Fax: (770) 970-2210	Grants Coordinator, UCB Pharma, 1950 Lake Park Dr., Smyrna, GA 30080	-	Obtain by phone, fax, or mail application	-
27) Warner Chilcott	-	-	-	-	Letter to representative	-
28) Wyeth	www.wyeth.com/grantsanddonations	-	-	grantsanddonations@wyeth.com	Online	60 days