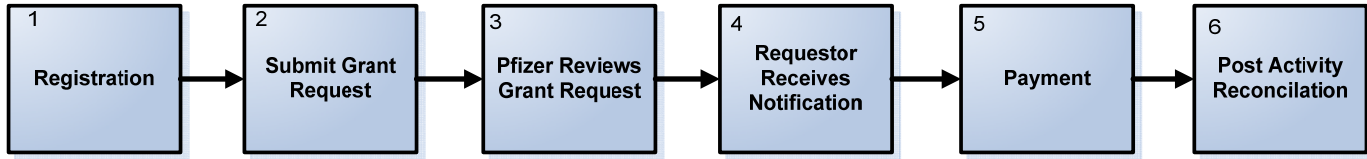


**Process Overview**

The Grant Review process consists of the following six major steps.



**Step 1: Registration**

**A. Registration by CME/CE Registrant** - For every organization, the initial registration step must be completed by the Director of Continuing Medical Education or the person responsible for the Continuing Medical Education (CME) or Continuing Education (CE) program at the organization (or his/her designee). This individual will be considered the “CME/CE Registrant” and will be able to add and authorize additional users for their organization. If you want to apply for a medical education grant but are not able to certify to the above, you should not proceed. If you are affiliated with an accredited CME/CE organization you should contact the office responsible for the CME/CE program and ask to be added as an organizational user to their registration.

**B. Pfizer Review of CME/CE Registrant** – Once the “CME/CE Registrant” has submitted the registration, Pfizer will review the details of the registration and determine whether to “Qualify” the organization. Once qualified, the “CME/CE Registrant” can submit grant requests and/or create additional organizational users to manage grant submissions.

**C. Create Organizational User Accounts – the CME/CE Registrant** can authorize additional users for their organization by creating “organizational user” accounts. These “organizational user” accounts are automatically pre-approved and do not have to go through additional Pfizer review. Organizational users will have the ability to create, edit, and/or view grant requests depending on the level of authority that the CME/CE Registration assigns to them.

**Step 2: Submit Grant Request**

Authorized users may submit two types of grant requests.

**A. Single Activity in a Regularly Scheduled Series (RSS):** A single activity that is part of a Regularly Scheduled Series, also known as an RSC. The Accreditation Council for Continuing Medical Education (ACCME) defines a Regularly Scheduled Conference (RSC) as an activity that: 1) is planned as a series with multiple sessions that occur on an ongoing basis (offered weekly, monthly, or quarterly); and 2) is primarily planned by and presented to the accredited organization's professional staff. Examples of RSCs include recurring educational activities such as Grand Rounds, Morbidity and Mortality conferences, Journal Club, etc.

**B. Other Professional Education Activities and Interventions:** Any activity or intervention that does not meet the criteria for a single activity that is part of a regularly scheduled series.

Please note that Pfizer has implemented a quarterly grant review process for professional education activities and interventions ("non-RSS") grants. Below you will find the applicable timelines indicative of the application window in which a grant request should be submitted and the corresponding timelines when decisions will be communicated.

Application Period	Date Decision To Be Communicated By	Signed LOA Deadline	Estimated Start Date of Program/Activity
Dec 1, 2008 – Jan 31, 2009	March 7, 2009	Minimum of 2 weeks before start date or the decision will reverse to denied	After March 31, 2009
March 1, 2009 – April 30, 2009	June 6, 2009		After June 30, 2009
June 1, 2009 – July 31, 2009	September 5, 2009		After Sept 30, 2009
Sept 1, 2009 – Oct 31, 2009	December 5, 2009		After Dec 31, 2009

Regularly scheduled series (RSS) grants will continue to be reviewed on an ongoing basis. RSS grant requests must be submitted at least 45 days prior to the start date of the program.

### **Step 3: Pfizer Reviews Grant Request**

Grants will be reviewed by a team of medical education professionals. As general guidance, Pfizer considers many factors including:

- Educational objectives supported by independent needs analysis
- Promotion of excellence in patient care
- Compliance with accreditor's guidelines related to content, venue, etc.
- Effectiveness and efficiency of the meeting format
- Education of the broadest healthcare professional target audience at appropriate, reasonable cost.

### **Step 4: Requestor Receives Notification on Grant Request**

Requestors will be notified of approval or denial of grant requests by email.

Should Pfizer approve your application for an educational grant, the person with designated signature authority at your organization will be required to electronically sign and accept a Letter of Agreement (LOA) or you will have the option of uploading your own signed LOA from your organization in place of the Pfizer LOA. Failure to "accept" the Letter of Agreement before the date of the program or event will result in your grant application being revoked and all funding withdrawn.

### **Step 5: Payment**

Once the signed Letter of Agreement (LOA) has been accepted, Pfizer will send a check to the organization and payment address as specified in the grant application. Please note it may take up to 45 days from the acceptance of the LOA for funds to arrive.

Please note: grants with milestone payments will be paid accordingly to the terms and conditions agreed to in the LOA.

### **Step 6: Post Activity Reconciliation (PAR) – not applicable for single activities in an RSS**

Within 60 days of the date of the educational activity/program, recipients of educational grants must provide Pfizer with a post-activity reconciliation (PAR) report reflecting the expenditure of grant funds supported by appropriate substantiation and most importantly, any educational outcomes data that is available. An email with instructions on how to complete the PAR process will be sent to you electronically.