Independent Grants for Learning & Change (IGLC)

~ Process Overview ~

Registration

All applicants seeking grant support must first register in the Pfizer Grant Management System (GMS) in order to submit a grant request.

If your program will offer credit, then the accredited organization must be the organization that registers and submits the grant request.

Registered users may submit two types of grant requests. See below for additional information.

Track 1 – Learning & Change

IGLC intends to specify public health concerns that align with clinical interests, and present a body of evidence that substantiates knowledge and performance gaps among health care professionals, for which education is likely to improve patient care. Throughout the year, Requests for Proposal (RFPs) will be posted on the IGLC website. The RFPs will also be disseminated via email to all registered users. Each published RFP will include submission timelines and details regarding the requirements for the Letter of Intent (LOI).

Track 1 is a two-stage application process: Stage 1 – LOI; Stage 2 – Full Proposal. Only those organizations whose LOIs are accepted will be invited to submit full proposals.

Track 1 includes an External Review Panel (ERP) which generally consists of at least five individuals, unique to each clinical area. These individuals are healthcare professionals, educationalists, and public health experts. The ERP serves as the final decision-making body for all submissions. All decisions related to LOI and/or full proposals are communicated via email.

For approved proposals, the Pfizer Letter of Agreement (LOA) must be accepted and electronically signed by the person with designated signature authority from the requesting organization. Alternatively, the requesting organization may upload its own signed LOA subject to Pfizer review and acceptance. Failure to have a fully executed LOA in place before the start date of the project will result in your grant being revoked and all funding withdrawn.
After completing the LOA process, Pfizer will send the funds to the payment address specified in the grant application, in the name of the requesting organization. Be advised it may take up to 45 days after the acceptance of the LOA for funds to arrive.

Monitoring and Close-out: During the lifecycle of the funded project at 6-month intervals, the grant recipient must complete an interim status report and a Sunshine Act reporting form. At the conclusion of the funded project, the grant recipient must complete a FINAL report which is comprised of: 1) summary form to capture the project’s aims and impact, 2) AHRQ Grant Final Progress Report Template which is available at: http://www.ahrq.gov/funding/grant-mgmt/reptemp.html, 3) any available outcomes data, 4) final Sunshine Act reporting form, and 5) reconciliation of the expenditure of grant funds. A system-generated email with instructions will be sent to the grant recipient to initiate each action. Further details and samples can be found on the “Tips & Templates” tab in the Grants Process section on the IGLC website.

**Track 2 – Knowledge Gap**

Activities considered through Track 2 will focus on educational strategies specially designed to close gaps in knowledge and improve competence in certain clinical areas, as identified through needs assessment and other data that would support this type of strategy. Types of funding thru Track 2 include support for the following:

- **Annual Meetings**: LIVE national and regional conferences and congresses. Clinical areas of interest and goals (based on needs data) are posted in the Grants Process section of the IGLC website. Requests must be submitted according to the posted application cycles. Kindly note only one request per annual meeting will be accepted. Please do not submit multiple requests as they will be cancelled and you will be asked to resubmit one request. The general guideline regarding funding caps are as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Regional Meeting</td>
<td>$25,000</td>
</tr>
<tr>
<td>National Meeting</td>
<td>$50,000</td>
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*Under limited circumstances there may be exceptions.

- **Call for Grant Applications (CGA)**: In certain clinical areas, a CGA may be posted during the year. The CGA will include the following information: 1) clinical area of interest, 2) total budget available, 3) rationale behind the need for knowledge-driven education or assessment, 4) outcome-reporting required, and 5) information that must be included in the application.

Pfizer reviews the applications and sends decision notifications via email.

For approved applications, the Pfizer LOA must be accepted and electronically signed by the person with designated signature authority from the requesting organization. Alternatively, the requesting organization may upload its own signed LOA subject to Pfizer review and acceptance. Failure to have a fully executed LOA in place before the start date of the activity will result in your grant being revoked and all funding withdrawn.

After completing the LOA process, Pfizer will send the funds to the payment address specified in the grant application, in the name of the requesting organization. Be advised it may take up to 45 days after the acceptance of the LOA for funds to arrive.

Closeout: Within 60 days after the end date of the activity, the grant recipient must complete a post-activity reconciliation (PAR) which includes: 1) expenditure of grant funds, 2) any educational outcomes data and/or copies of evaluation/summary reports and 3) Sunshine Act reporting form including a required template (if applicable). A system-generated email with instructions will be sent to the grant recipient to initiate this action.