

Process Overview

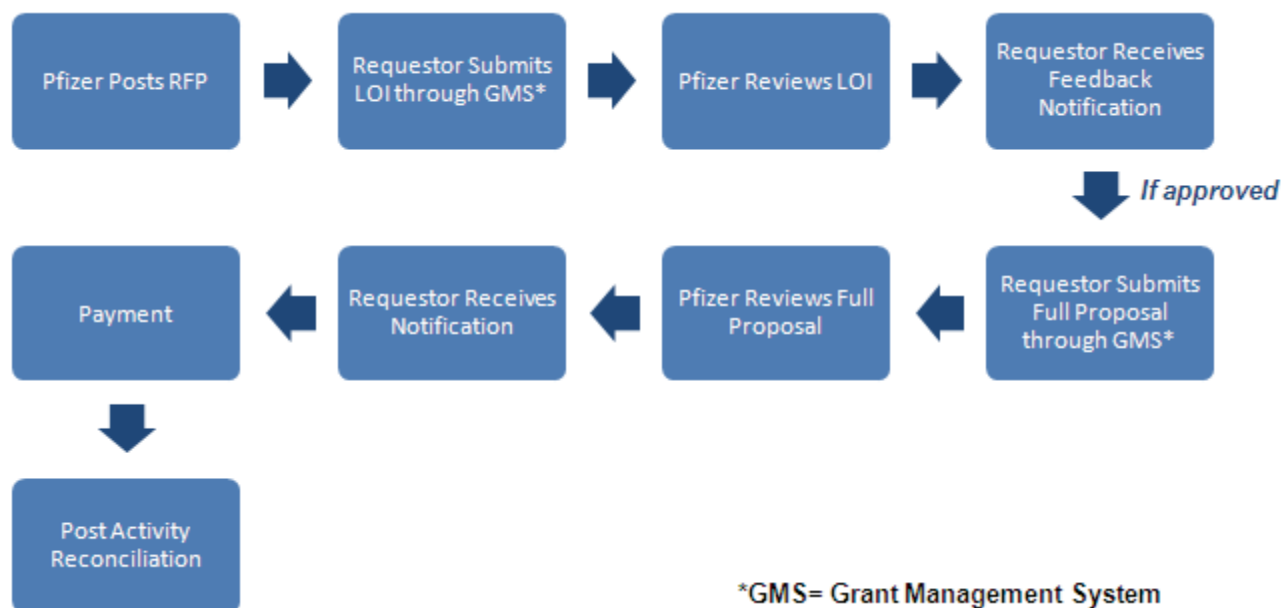
Registration

All applicants seeking funding for grant support will still be required to register prior to submitting a grant request. Pfizer will review the details of the registration and determine whether to “Qualify” the organization.

Please note that if your program will be offering credits, then the accredited organization will still be the organization required to complete the registration and grant application.

Authorized users may submit two types of grant requests. Please see below for additional information.

Track 1 - Healthcare Quality Improvement & Education



Pfizer MEG intends to specify public health concerns that align with clinical interests, and present a body of evidence that substantiates knowledge and performance gaps amongst health care professionals, for which education is likely to improve patient care. Then, Requests for Proposal (RFPs) will be posted on our external-facing website. In addition, they will also be disseminated through e-mail to all registered organizations. Each published RFP will include submission timelines and a Letter of Intent template.

The new RFP model is a two stage process: Stage 1: LOI Submission; Stage 2: Full Grant Proposal. If your LOI is approved, you are invited then to submit your full program proposal.

This new model will include an external review panel which will consist of at least five individuals, unique to each clinical area. These individuals will be health care professionals, educationalists, and public health experts. The external review panel serves as the final decision-making body for RFP's. All decisions related to a Letter of Intent (LOI) and/or full grant proposals will be communicated via e-mail.

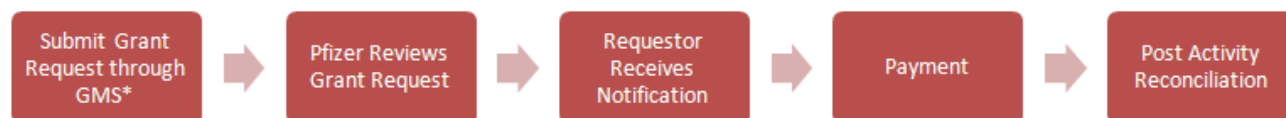
Should Pfizer approve your proposal, the person with designated signature authority at your organization will be required to electronically sign and accept a Letter of Agreement (LOA) or you will have the option of uploading your own signed LOA from your organization in place of the Pfizer LOA. Failure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

Once the signed 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.

For answers to common questions, please see the FAQs which can be accessed once you are logged into the Pfizer Grant Management System.

Within 60 days of the date of the educational activity, 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 the Requestor.

Track 2 – Annual Meetings



***GMS= Grant Management System**

Eligible providers can request funding to support LIVE (face-to-face) activities at national and regional conferences and congresses. Clinical areas of interest and goals (based on needs data) are posted in the Resource Center of the MEG Website (www.pfizermededgrants.com).

Below you will find the applicable timelines indicative of the application window in which a Track 2 – Annual Meetings grant request should be submitted and the corresponding timelines when decisions will be communicated.

Submission Cycle	To Submit Live Activity Must Start On or After	Decision Communicated By*
Jan 1 - Feb 15	Apr 1	Mar 9
Mar 1 - Apr 15	Jun 1	May 4
May 1 - June 15	Aug 1	July 6
July 1 - Aug 15	Oct 1	Sept 7
Sept 1 - Oct 15	Dec 1	Nov 2
<i>*If approved, LOA must be accepted before start date of activity</i>		

Pfizer reviews the grant request and Requestors will be notified of approval or denial of grant requests by email.

Please note, only one request per annual meeting will be accepted. Please do not submit multiple requests as they will be denied and you will be asked to resubmit one request.

For Track 2- Annual Meetings submissions, the general guideline regarding funding caps are as follows:

Regional Meeting	\$25,000
National Meeting	\$50,000

**Under limited circumstances there may be exceptions.*

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