

REQUIRED DOCUMENTS FOR MEDICAL EDUCATION GRANTS

The full funding request application should be sent electronically to our Medical Affairs Department at grants@hemabio.com and include each of the following documents:

1. Cover Letter on institutional letterhead, including:
 - Title of program/activity for which support is being sought
 - Date(s) of program/activity (if applicable)
 - Location of program/activity (if applicable)
 - Type and amount of support requested
 - Name and type of accredited provider(s)
 - Contact person's name, telephone number, fax number, and email address
 - Organization's name and address
2. Program/Activity Proposal (you may also include Program/Activity brochure)
 - Needs Assessment: source(s) and methodology used to identify the medical educational need(s); identification of how the program/activity should lead or contribute to an improvement in patient care through the advancement of knowledge, medical skills, and/or disease awareness
 - Design/type of program/activity (e.g., single/one-time live activity; enduring material; etc.)
 - Program/activity learning objectives
 - Intended metrics to measure the impact or behavior change of the educational program/activity
 - Expected outcomes
 - Please note: in order to ensure support across a variety of therapeutic areas, HEMA Biologics may request certain information following the conduct of the program/activity (e.g., actual outcomes)
 - Agenda, including faculty list
 - Tentative faculty list (if final has not been determined at time of submission of Grant Request) or the faculty selection process is acceptable.
 - Detailed budget (if financial support is requested), including how the funds will be spent and how the requested amount was determined
3. Copy of Tax ID letter and/or W-9
4. Verification of CME accreditation (i.e., copy of provider's status from accreditation website), if applicable

HEMA Biologics, LLC Policy Notes

HEMA Biologics, LLC adheres to a strict policy governing independent continuing education. Our policy is based on guidelines set by government agencies (e.g., FDA, OIG), accrediting organizations (e.g., ACCME, AAFP, ANCC, ACPE), and medical associations (e.g., AMA). The purpose of our policy is to ensure that the Educational Provider retains all control governing its program, and HEMA Biologics does not exercise any direct or indirect influence over any aspect associated with an independent continuing educational program or activity.

- All communications, including requests, between HEMA Biologics and the Educational Provider and/or its agent must be through HEMA Biologics' Medical Affairs Department.
- HEMA Biologics will only consider providing support for medical education activities if an appropriate request is timely submitted, and will only provide such support if a Letter of Agreement is fully-executed by both parties prior to the event occurring.
 - Requests should be submitted no less than three (3) months prior to the date of the event, as applicable
- Both the medical education grant request and the resulting program/activity must provide an objective presentation of data. If treatment is discussed, a balanced discussion of all reasonable and relevant treatment options should be included.