

Registration & Application

- Funding requests must be submitted online through the Agios Grants Management System for Independent Medical Education Grants
- You must register as a user in the Agios system before you can submit a funding request on behalf of an organization
- It is preferred that funding requests be submitted at least 60 days before the start date of an activity
- All organizations register and submit using the same process
- All organizations must provide certain basic information so Agios can move forward with the evaluation process
- Requests for funding an ACCME accredited program must be submitted by the organization accrediting the activity (the accredited provider) regardless of the dollar amount requested
- Organizations are required to submit the following:
 - ✓ Request on organization's letterhead
 - ✓ Needs Assessment
 - ✓ Implementation Plan
 - ✓ Program/event description
 - ✓ Certificate(s) of Accreditation
 - ✓ Completed W8/W9 form
- Once a request is submitted, you will receive a confirmation email

Application Review

- Decisions are made monthly; you will hear back from Agios prior to the project/program start date
- If an application is incomplete, you will receive an Additional Information request

Request Evaluation

- Decisions on funding requests are determined after a full review and evaluation of the funding request application and related documents
- You will receive an email communication regarding the decision
- If you have any questions regarding the decision, please contact medaffairs.grants@agios.com

Payment Process

- Once a funding request is approved, you will receive an electronic Letter of Agreement (LOA) with the terms and conditions of the funding
- The LOA must be signed by an authorized representative of your organization. The LOA must be signed prior to the event date
- You will receive the funding after the acceptance of the LOA
- Activity monitoring, evaluation and budget reconciliation is required for particular funding types

If you have any questions about the application process, please contact medaffairs.grants@agios.com

Additional Guidelines and Edibility

Your organization must not be:

- A political or sectarian organization
- An individual, group practice, or private physician office

If your organization is an accredited provider but you will be utilizing a non-accredited third-party implementation provider to implement the proposed activity:

- The third-party implementation provider must not be owned in whole or in part by, or controlled by a practicing physician or other HCP, or a group practice of physicians or other HCPs (regardless of size)
- The third-party implementation provider must not be owned in whole or in part by, or controlled by, an individual who is an immediate family member of a practicing physician or other HCP

In order to be eligible, the funding must not be used for:

- The purpose of developing clinical practice guidelines, e.g., statements that include recommendations intended to help practitioners make appropriate healthcare decisions for specific clinical conditions
- Support a religious purpose
- Promotion of an Agios product or to influence formulary decisions
- Travel, lodging, or registration expenses for non-faculty healthcare professionals to attend an educational program (there are certain exceptions for healthcare professionals in training: i.e. medical students, fellows, etc. to attend major medical society meetings)
- Operating expenses that are not directly and exclusively dedicated to the educational activity being applied for (e.g. equipment, salaries, benefits, journal subscriptions, etc.)
- Support a promotional exhibit or display space/fees
- Stand-alone entertainment or social events
- Staff/professional development
- Advertising space
- Grant requests from applicants who have received past grant funding, but have not provided required reconciliation information or have not returned unused funds
- Grant requests for programs that take place in a location, venue or in a schedule that detracts from the educational activity as the primary purpose
- Grant requests that contain unacceptable budget line items, such as:
 - ✓ Funding for healthcare professional partners or guests
 - ✓ Faculty lodging and/or expense reimbursement out of proportion with the number of days that the faculty is presenting
 - ✓ Gifts/prizes for faculty or attendees
 - ✓ Requests for food only
 - ✓ Funding for faculty dinners not related to content review
 - ✓ Honoraria or costs in excess of fair market value