



***Celgene  
Educational Grants***

Celgene is a multinational biopharmaceutical company committed to improving the lives of patients worldwide.

Our mission as a company is to build a major global biopharmaceutical corporation while focusing on the discovery, the development, and the commercialization of products for the treatment of cancer and other severe, immune, inflammatory conditions.

Consistent with this mission, Celgene will consider funding educational grants that support independent accredited and non-accredited medical education for healthcare professionals. Additionally, educational grants will be provided in support of independent patient education.

# Grant Request Submission Process

- All grant request must be submitted through our on-line submission process at:

***www.Celgene.com, go to the Medical tab and select Educational Grants Request or type into your browser the following web address***

***([www.celgene.com/medical/educationalgrantrequests.aspx](http://www.celgene.com/medical/educationalgrantrequests.aspx))***

- Grant requests received via mail, e-mail or fax will not be considered.

## Contact Information

If you have questions or need help with the application process please contact:

### **Christina Ewing**

Senior Educational Grants Coordinator  
Celgene Corporation  
9225 Indian Creek Parkway, Suite 900  
Overland Park, KS 66210  
PH: 913-266-0518  
Fax: 866-545-7586  
[cewing@celgene.com](mailto:cewing@celgene.com)

### **Renée Fitch**

Educational Grants Coordinator  
Celgene Corporation  
9225 Indian Creek Parkway, Suite 900  
Overland Park, KS 66210  
PH: 913-266-0507  
Fax: 866-545-7586  
[rfitch@celgene.com](mailto:rfitch@celgene.com)

## Eligibility

### *Types of Educational Grants Eligible for Funding*

- **Live Programs** – grand rounds, symposia, satellite symposia, conferences, teleconferences, live webcasts, multi-speaker meetings
- **Enduring Materials** – monographs/supplements, audio/CD-ROM, web based materials
- **Live and Enduring** – incorporates both real-time faculty accompanied by stand alone print, recorded, computer assisted, internet based instructional materials on the same topics as the live event



## ***Items not Considered for Funding***

- Travel, lodging, honoraria, registration expenses or other personal expenses for non-faculty healthcare professionals attending an educational program (includes fellows)
- Operating expenses (e.g., equipment, salaries, benefits, journal subscriptions, textbooks, business meetings, etc)
- Staff/professional development
- Retroactive support
- Entertainment, sporting or social events
- Advertising space
- Promotional exhibits or display space
- Consulting or other services or goods provided to Celgene
- Programs where any of the speakers are Celgene employees
- Grants to any individual healthcare provider or group of doctors in private practice
- Applicants who have received past grant funding, but have not provided a budget reconciliation and evaluation data of the past program
- Grants may not cover solely the cost of meals. It is acceptable for a portion of a grant to cover meals/refreshments only if the meals/refreshments are (i) modest and conducive to discussion among faculty and healthcare professional attendees and (ii) allow primary focus to remain on the educational portion of the event funded by the grant.

## Application Requirements

- Educational providers requesting Celgene educational grant funding must submit an application via the Celgene Medical Education Grants website.
- The online application requires requestors to provide detailed information describing the program or activity for which funding is being requested.
- For purposes of the Letter of Agreement, please be aware the requestor (the party submitting the grant application) will be designated the program sponsor and the party receiving payment. The letter of agreement will be completed accordingly and will not be changed at any point in time thereafter.

For more information, please refer to the “Application Process” section of the website.

([www.celgene.com/medical/educationgrantrequests.aspx](http://www.celgene.com/medical/educationgrantrequests.aspx))

## Application Deadlines

- **Please refer to the grants website for specific information relating to deadlines for submission of grant applications including post congress programming and requests for proposal.**
- While Celgene makes every effort to review grants in a timely manner, we can make no guarantees regarding the amount of time it will take to review a specific grant.
- Any request not approved before the program start date will be denied.

## Budget Guidelines

- Grants must be limited to a reasonable estimate of the cost of the grant-funded activities.
- Grants may be issued to support only the costs associated with the development, delivery or evaluation of the educational program, resources, or materials.
- Grants may not cover:
  - Travel, lodging, honoraria or personal expenses for attendees
  - Compensation for attendees
  - Lavish venues or meals (time at the meals or receptions should be subordinate to the amount of time spent at the educational activities of the meeting)
  - Other costs that are neither reasonable nor customary
- Recipients of funding are required to submit a completed budget reconciliation form and return any unused funds over \$100 to Celgene.

# Process Overview

## ***Step 1 - Submission***

- Application is submitted online by the requestor. Please refer to the grant website for specific information relating to deadlines of grant applications including post congress programming and requests for proposal.  
([www.celgene.com/medical/educationalgrantrequests.aspx](http://www.celgene.com/medical/educationalgrantrequests.aspx))

## ***Step 2 - Acknowledgement***

- Application is received by Celgene and an email acknowledgement is sent.

## ***Step 3 - Initial Review:***

- Application is reviewed for completeness.
- The requestor will receive an email notification if additional information is needed.

## ***Step 4 - Grant Committee Review:***

- Application is reviewed and a funding decision is made.

## ***Step 5 - Decision Notification:***

- The requestor will receive notification regarding the decision.

## ***Step 6 - Letter of Agreement (LOA):***

- If the grant is approved, an electronic LOA with the terms and conditions of the funding will be sent to the requestor for acceptance/signature.

## ***Step 7 - Funding:***

- Upon receipt of the signed LOA, funding will be sent to the requestor.

# Items Required for Submission on the Celgene Educational Grants Website

## Before you Begin

Please be sure you have all the required information available.

You will need the following:

- **Program Sponsor/Educational Provider Information**
  - Name/Address of Requesting Organization
  - Primary Contact Person and E-mail Address
  - Federal Tax ID
  - Requestor Provider Type (MECC, Academic Center, Community Hospital, Professional Association, Patient Advocacy Group)
  - Partnering Organization (if any)
  - Accredited Provider Information (if any)
  - Contact Information and Federal Tax ID for Partnering Organization and Accredited Provider (if any)
  - 501(c)(3) Status
  - Check Payable Address
  - Most current IRS W-9 Form
- **Program Information**
  - Program Type
  - Therapeutic Area
  - Title of Activity and Description
  - Number of Live Activities and Enduring Activities
  - Program Dates (for both live programs and enduring programs)
  - Program Agenda or Name of Speaker(s), Institutional Affiliation(s) and Topic(s)
  - Number of Attendees for Live Activity(s) and Enduring Activity(s)
  - Level of Outcomes (Moore Model) for live and enduring piece
  - Learning Objectives
  - Target Audience and Delivery Format
  - Location of Program including venue, room number, city, state, etc. (if applicable)
  - Amount of Request and Full Program Budget

## Important Information

Once you begin the application process, you will be timed-out automatically after 45 minutes of inactivity. As a safeguard, once the application form has been open for 30 minutes you will be prompted to either save your information or continue working on the form. If your form is not saved after 45 minutes of inactivity, your information will be lost and you will need to start over.

**In order to fill out an application, you will need to** log in to the website. If you are a new user, you will be required to register and setup a user name and password.

If you have any questions or problems with the application process, please contact Christina Ewing at 913-266-0518 between the hours of 8:00 a.m. and 4:30 p.m. central time or Renée Fitch at 913-266-0507 between the hours of 9:00 a.m. and 5:30 p.m. central time.



## Post Submission Requirement:

Upon approval of the funded activity, you will be required to:

1. Reconcile your grant award at the conclusion of the program by reporting how the awarded funds were spent. Please email your budget reconciliation to Christina Ewing ([cewing@celgene.com](mailto:cewing@celgene.com)) or Renée Fitch ([rfitch@celgene.com](mailto:rfitch@celgene.com)) or fax to 866-545-7586.
2. Submit evaluation/outcomes data and a summary of the program. Celgene has partnered with Educational Measures to help with this process. A Project Manager from Educational Measures may contact you to obtain evaluation data or to seek additional information such as specific participant demographics.
3. If the value of the unused funds is greater than \$100, this amount should be returned to Celgene.

Christina Ewing  
Senior Educational Grants Coordinator

Celgene Corporation  
9225 Indian Creek Parkway, Suite 900  
Overland Park, KS 66210-2103 USA

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