

Alcon Independent Medical Education Grant Office Grant Process

Grant Submission

The grant requestor will have two options when submitting a request for an educational grant, the executive summary or the full grant application.

Grants must be submitted in English.

a. Executive Summary

If the grant requestor chooses to submit an executive summary, the following information will be required:

- Name of Activity
- Start/ End Dates
- Location of Activity
- Total Budget for Activity
- Requested Grant Amount
- Primary Therapeutic Area of Focus
- Targeted Primary Audience
- Total Attendance Proposed
- Educational Objectives
- Format of Activity

The Grant Office will notify the grant requestor within 5 business days of submitting the executive summary as to whether the request can move forward in the grant review process and be considered for support.

If accepted the grant requestor will have 5 business days to complete the grant application process.

b. Grant Application

If the grant requestor chooses to submit the full grant application, the following information will be required:

- **Program description**
Summary of the proposed educational activity. The summary should include the following Information:
 - Type of activity
 - Activity scope
 - Attendee recruitment and activity awareness plan
- **Needs assessment**
The needs assessment should state why education on the suggested learning objectives is necessary. It should incorporate educational needs (knowledge, competence or performance) that underlie the professional practice gaps of the target audience. It should include relevant/

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current references and be based upon a sufficient level of evidence. Needs assessments should include multiple sources (quantitative/qualitative methods).

- **Educational objectives**

The educational objectives or stated purpose of the activity should be clearly measurable and appropriate. Objectives should be designed to change competence, performance, or patient outcomes and match the target audience's current or potential scope of professional activities. The objectives should be specifically stated and complete the statement, "Upon completion of the program, participants should be able to (list the objectives)".

- **Copy of invitation or brochure**

Materials that will be used to promote the educational activity to prospective attendees.

- **Detailed agenda**

The program agenda should be as detailed as possible and include an outline of the courses, time slots allotted to each topic and a listing of social activities and plans. If the grant application is for an enduring activity, please provide an outline of the activity.

If the activity includes a hands-on educational learning opportunity (wet/dry lab), please contact the Grant Office at 1-800-757-9781.

- **Outcomes measurement plan**

The outcomes measurement plan is a tool used to assess how effective the activity was in improving the knowledge/performance of the participants and/or the activity's effect on improving patient health. The plan should discuss the various methodologies that will be used to determine if the educational activity met its stated objectives. Evaluation methods may include written instruments, pre and post-tests or the use of an Audience Response System (ARS). Outcome measurements must demonstrate a Level 3 or Level 4 of the [Moore's 7 Levels of CME Outcomes Measurements](#).

- **Itemized budget**

The itemized budget must be a realistic and comprehensive budget for the entire educational activity. The budget must include any anticipated income from registration, exhibit fees, and other commercial support and be submitted using the [required budget template](#). The activity budget must be submitted in US Dollars.

- **Current Signed [W-9](#) or [W8-BEN](#)**