

Alcon Independent Medical Education Grant Office Grant Process

Post-Activity

Within 60 days following program completion, recipients of an educational grant must provide the Grant Office with a post-activity reconciliation of the grant request. The post-activity reconciliation will consist of the following information:

- Summary of Participant Evaluation Forms
- Program Summary with the following information:
 - Type of event/activity
 - Actual number of participants by audience type/specialty
 - An overall summary that demonstrates that the program met its stated learning objectives
- Outcomes Measurement Report – results from the Level 3 or Level 4 outcomes (written instruments, pre and post-tests or the ARS) that have taken place. If it is an online activity, Alcon will only collect one year's worth of outcome data.
- Copy of final brochure/invitation
- Financial reconciliation of the complete program budget to include expenses and income details (budget vs. actual). If it is an online activity, the financial post-activity reconciliation must be completed within sixty (60) days of the launch and the outcomes post-activity reconciliation must be completed within sixty (60) days of the expiration of the online activity.

Grant recipients are required to return to the Grant Office any unused grant funds in excess of USD \$100 remaining at program completion (where applicable). However, if the unused funds are less than USD \$100, a refund will not be required.

If the activity is multi-supported, Alcon requires a refund proportional to the amount of funding Alcon provided. However, if the proportion of the remaining funds due to Alcon is less than USD \$100, a refund will not be required.

Refunds must be returned to the Grant Office within 60 days of notification that a refund is due. The grant number should be indicated on the check that is sent to Alcon.

The refund check should be mailed to the following address:

Alcon Vision, LLC
Attn: Sally Valle
6201 South Freeway, TA4-0
Fort Worth, TX 76134
USA

Grant recipients will receive an e-mail notification reminding them that the post activity reconciliation is due. **Failure to complete the post-activity reconciliation for an awarded grant will result in future applications not being considered for support.**