

## Grant Submission Guidelines

*This document provides guidelines for anyone interested in applying for funding through the Lundbeck medical education grant portal and it is recommended that it is reviewed in its entirety before creating a login/registration and/or submitting a new application.*

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Financial grants are available for defined medical or scientific education programs including accredited and non-accredited CME/CE submitted by third-party providers but not limited to:

- Healthcare provider (HCP) education
- Medical or scientific education can also include material developed, printed, presented or distributed to HCPs, patients, or caregivers/families.

**Requestors receiving support will be required to complete post program budget reconciliation, submit any data required for state/federal reporting purposes and provide program outcomes.**

Completed grant requests must be submitted at least 60 days before the start date of the intended live activity or enduring material creation.

**Please note this is for informational purposes only. Adherence to these guidelines does not automatically guarantee support of a grant application.**

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### Eligible Medical Education Program Sponsors

Eligible program sponsors are third-party providers of medical or scientific educational programs and include, but are not limited to, accredited and non-accredited CME/CE providers, not-for-profit charities, associations, patient advocacy groups, foundations and societies, institutions, hospitals, and managed care organizations.

Ineligible program sponsors include, but are not limited to, individual healthcare providers, group practices, physician practice management companies, provider medical groups, or commercial publishers, any of which is not accredited as a CME provider.

### Selected Criteria/Requirements

All medical education program proposals are reviewed by Lundbeck to determine if the proposed medical education program is scientifically rigorous, fair and balanced.

- All accredited programs must fully comply with **ACCME** or similar guidelines
- Non-accredited programs remain eligible for support if the program is scientifically sound and balanced and if they comply with all applicable laws, rules and regulations. Any supportable medical education conference or meeting

must be an activity, held at an appropriate location where the gathering is primarily dedicated, in both time and effort, to furthering objective scientific and education activities and discourse. The main incentive for bringing attendees together is to further their knowledge on the topic(s) being presented

- Program must adhere to the **PhRMA** guidelines
- Medical education grants for undefined programs are strictly prohibited

**The Lundbeck Medical grants review committee will not fund budget line items such as, but not limited to the following:**

- Direct financial support (e.g., registration fees, travel expenses) for any non-faculty participants attending the medical education event or indirectly through the third-party provider of medical education
- Payments to individuals for any educational activity or program
- Costs associated with funding or sponsorship of food and beverage
- Costs associated with display space, table top fees or exhibit booths. These costs may not be included in the medical education grant request.
- Programs that plan to use Lundbeck personnel as speakers or consultants
- Recreational events or entertainment for meeting attendees
- Support of any promotional activities and/or where Lundbeck selects the speaker or the content of the program (e.g., Lundbeck sponsored speaker programs, “lunch-and-learn” programs, branded Grand Rounds)

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For any medical education questions not answered by viewing this website please contact the Lundbeck Grants Office by calling (844) 634-7867 or via email at: [mededgrants@lundbeck.com](mailto:mededgrants@lundbeck.com). Please allow at least 2-3 business days for a response to your email inquiry.

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