4441 Springdale Road
Louisville, KY 40241
Phone 502-815-8000
Fax 502-815-8001
usworldmeds.com

Guidelines for Medical Educational Grant Requests

The full funding request application should be sent electronically to our Medical Affairs Department at grants@usworldmeds.com, and include each of the following documents:

1. Cover Letter on institutional letterhead (max 1 page), including:
   - Title of program/activity for which funding is being sought
   - Date(s) of program/activity (if applicable)
   - Location of program/activity (if applicable)
   - Total amount requested
   - Name and type of accredited provider(s)
   - Contact person's name, telephone number, fax number, and email address
   - Organization's name, address

2. Program/Activity Proposal (max 7 pages; you may also include Program/Activity brochure which will not be counted toward the page limit):
   - Needs Assessment: source(s) and methodology used to identify the medical educational need(s); identification of how the program/activity should lead or contribute to an improvement in patient care through the advancement of knowledge, medical skills, and/or disease awareness
   - Design/type of program/activity (e.g., single/one-time live activity; enduring material; etc.)
   - Program/activity learning objectives
   - Intended metrics to measure the impact or behavior change of the educational program/activity
   - Expected outcomes
   - Agenda, including faculty list
   - Detailed budget, including how the funds will be spent and how the requested amount was determined

3. Copy of Tax ID letter and/or W-9

4. Verification of CME accreditation (copy of provider's status from accreditation website)

US WorldMeds, LLC Policy Notes

US WorldMeds, LLC adheres to a strict policy governing independent continuing education. Our policy is based on guidelines set by government agencies (e.g., FDA, OIG), accrediting organizations (e.g., ACCME, AAFP, ANCC, ACPE), and medical associations (e.g., AMA). The purpose of our policy is to ensure that the Accredited Provider/Educational Provider retains all control governing its program, and US WorldMeds does not exercise any direct or indirect

influence over any aspect associated with an independent continuing educational program or activity.

• All communications, including requests, between US WorldMeds and the Accredited/ Medical Educational Provider and/or its agent must be through a Medical Affairs Department, Medical Director, or designated Executive Assistant.

• US WorldMeds will only consider providing financial support for medical education activities if an appropriate request is submitted, approved, and a Letter of Agreement is signed prior to the event occurring.

• Both the medical education grant request and the resulting activity must provide an objective presentation of the data. If treatment is discussed, a balanced discussion of all reasonable and relevant treatment options should be included.