

## Frequently Asked Questions

*This document provides FAQs 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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**1. What should I do if I experience technical difficulties with the Lundbeck Grant Management Portal?**

For assistance, please email Steeprocks at [Lundbeck@SteepprockInc.com](mailto:Lundbeck@SteepprockInc.com).

*Please note:* It is the responsibility of the grant requestor to notify of any technical difficulties.

**2. What's the difference between Charitable Contributions and Independent Medical Education grants?**

Charitable contributions are funds provided for a charitable purpose, without a commercial motive, and on an unconditional basis to a qualified 501(c)(3) or otherwise IRS tax-exempt charitable organization to support the organization's general operations or specific activities.

Independent Medical Education grants provide support for evidence-based education programs that are non-promotional and non-commercial across Lundbeck therapeutic areas and are relevant to the current educational needs of healthcare providers and patients.

**3. Will the Lundbeck Medical Grants Review Committee (MGRC) consider proposals for healthcare provider educational activities that are not CME/CE accredited?**

The MGRC will consider proposals for all medical educational activities for health care providers; however, accredited programs for health care providers will receive the highest priority.

**4. There are many educational programs seeking funding; what guidelines are used to choose which receive financial support?**

The MGRC considers many factors in determining which programs to support including, but not limited to, the scientific quality of the program, the educational need, budget and audience reach. Grant proposals must identify knowledge gaps and unmet professional needs in a Lundbeck area of interest. The program must address these gaps and the activity design must improve outcomes and measure learning and intended changes in HCP behavior.

**5. Will Lundbeck consider support of international programs for medical education grants?**

Lundbeck may consider supporting an international medical education program if the majority of the audience is US physicians and the organization requesting funding is located in the United States.

**6. Can financial support be provided through a Lundbeck medical education grant for residents or other HCPs in training to attend educational conferences?**

In accordance with the [PhRMA Code](#) on Interactions with Healthcare Professionals, funds to permit medical students, residents, fellows and other HCPs in training may be offered to attend carefully selected educational conferences. The selection of individuals who will receive the funds must be made by the academic or training institution. “Carefully selected educational conferences” are generally defined as the major educational, scientific, or policy-making meetings of national, regional or specialty medical associations.

**7. What activities will the MGRC not consider?**

Lundbeck will not fund programs where the principal focus is not educational in nature. Non-medical educational programs (i.e. leadership training, business meetings) are also considered as out of scope. Finally, capital expenses and operating expenses are also considered out of scope for the MGRC. Programs that are primarily entertainment, such as retirement dinners, medical school class reunions or staff recognition are outside the guidelines of the MGRC.

**8. Are there certain expenses for which the MGRC will not provide funds?**

The MGRC will **not fund** budget line items such as, but not limited to, the following:

- Speaker-related fees for speakers or faculty at non-certified educational programs
- Entertainment
- Gifts for faculty or organizers
- First class airfare
- Program fees, travel or expenses for participants
- Salaries and compensations
- Capital operating expenses such as office equipment, furniture, or facilities modifications.
- Food or beverage

**9. Generally, when sponsoring an educational activity, the MGRC will consider funding the following types of expenses:**

- Honorarium for medical or scientific faculty at CME certified programs only
- Speaker travel (coach), reasonable expenses for lodging at CME certified programs only
- Room rental related to the educational portion of the program
- A/V equipment rental
- Cost for CME accreditation

Meeting-related expenses (must be detailed in budget)

**10. Can I request a grant for an activity that has already occurred?**

No. Lundbeck does not provide retroactive funding. All requests for support must be submitted to Lundbeck at least 60 days in advance of the activity start date.

**11. How far in advance of the activity do I need to submit a grant request?**

Requests for support should be submitted online ASAP with a minimum of 60 days in advance of the activity or enduring materials creation. Proposals submitted with less than 60 days before the activity date will not be considered.

**12. Is there a limit to the number of requests submitted within a period (e.g. within a year)?**

Lundbeck does not limit the number of requests it will consider from a single organization.

**13. May an institution submit multiple grants at the same time?**

Yes. Lundbeck will review multiple requests from the same organization, regardless of whether they are submitted at the same time or different times.

**14. Can I complete part of the online grant request and come back to it later?**

Yes. You must click “Save as draft” at the bottom of the page to save your request and continue it later. Also, at any time before the submission of a grant request, you will have the opportunity to come back and make changes to the request.

**15. If my grant is approved, does Lundbeck require any sort of acknowledgment?**

Yes. Lundbeck requires recognition of educational grant support as defined in the ACCME Standards of Commercial Support

**16. What other areas at Lundbeck are responsible for grant funding?**

- Requests unrelated to medical education should be submitted to:
  - Charitable donations/gifts: runs or walks, gala events and other fundraisers please go to [Lundbeck Charitable Contributions](#) or contact [luinc\\_charitable@lundbeck.com](mailto:luinc_charitable@lundbeck.com).
  - Advertising, exhibit and display fees please contact [luinc\\_exhibits@lundbeck.com](mailto:luinc_exhibits@lundbeck.com).
  - Investigator-Initiated Trials (IITs): please go to [Lundbeck IIT](#) or contact [luinc\\_IIT@lundbeck.com](mailto:luinc_IIT@lundbeck.com).

Grant requests for country-specific educational programs and events taking place outside the United States are submitted to the Lundbeck office in that country, or the Lundbeck office responsible for operations in that country, for evaluation and funding consideration.

**17. What is the role of sales and marketing personnel in the grant review and approval process?**

The Lundbeck MGRC and all partner offices are independent of the sales and marketing organizations. Sales and marketing personnel have no role in the grant approval process. All Lundbeck personnel must respond to inquiries regarding a grant request by providing the requestor with the MGRC telephone number or the MGRC website address. The requestor is entirely responsible for submitting a grant request to the MGRC, and all Lundbeck personnel are

prohibited from contacting the MGRC on behalf of any requestor. Lundbeck personnel cannot solicit grant funding requests and should provide the referral information if grants are brought up in an unsolicited manner by a customer.

**18. Will my Lundbeck field representative be able to assist me with the application process or keep me updated on my proposal's progress?**

No. You may contact the Lundbeck Grants Office for assistance at 844-634-7867. Please email us at [mededgrants@lundbeck.com](mailto:mededgrants@lundbeck.com) for any questions not addressed by visiting this web site. You will be able to check the status of your grant request by accessing this website using your username and password when you initially registered.

**19. Does previous support of a program by Lundbeck influence future support?**

No. The grant funding process is very competitive. Each grant submitted to the MGRC will be evaluated based on individual merit. Please do not consider any request approved until you have received written documentation from Lundbeck notifying you of grant approval.

**20. What is a Request for Additional Information and how much time do I have for completion?**

A Request for Additional Information will be sent via email when more information is needed to consider your grant request. If the Lundbeck Grants Office has not received all necessary information within 14 calendar days of the follow-up request, the grant request may be terminated.

**21. What happens if an event or activity is cancelled?**

In the event that the program is cancelled through no fault of Lundbeck or the specific funds granted by Lundbeck are not used for the program, recipient will notify Lundbeck in writing of such cancellation or non-use of funds and then Recipient will return to Lundbeck all funds not used for the program.

**22. What information is publically disclosed?**

Lundbeck will disclose grant information per guidelines or requirements of the U.S. Physician Payment Sunshine Act ("Open Payments") – subpart of the Patient Protection and Affordable Care Act passed in 2010 and certain state laws.

**23. What is U.S. Physician Payment Sunshine Act?**

The Sunshine Act requires Lundbeck and other applicable manufacturers of products reimbursed by Medicare or Medicaid to track all payments or "transfers of value" made to U.S. physicians and U.S. teaching hospitals (covered recipients) beginning August 1, 2013. This information will be reported to the Centers for Medicare and Medicaid Services (CMS) and publicly posted on a government website on September 30, 2014 and then annually on June 1st thereafter.

**24. What is grant reconciliation?**

There are two types of reconciliation: budget and outcomes.

- Budget reconciliation consists of detailed activity expenditure documentation and certification that funds were used for the approved activity. The financial reconciliation is due 45 days after the end date specified in the approved grant application.
- Outcomes reconciliation submission consists of completion of an outcomes assessment and uploading any supporting documentation. These are due 90 days after the end date in the approved grant application. Please note: Auto-generated notifications will be sent periodically to the requestor until budget and outcomes reconciliation is complete.

**25. What if I fail to provide budget/outcomes reconciliation?**

Failure to reconcile budget and outcomes as agreed in the Lundbeck Letter of Agreement will prevent future proposals from being reviewed and potentially support by Lundbeck.

**26. What should I do if I have money left over from my grant?**

All funds remaining from a grant provided by Lundbeck are expected to be returned. Please include the grant ID # in the memo field. Please send a check made payable to Lundbeck to:

Lundbeck  
Attn: Medical Education Grants  
6 Parkway North, Suite 400  
Deerfield, IL 60015

Failure to return unused funds may delay or prohibit support of future educational programs submitted by the requestor.

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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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