

Independent Medical Education (IME) Guidelines

As part of Clovis Oncology's mission to further the advancement of medicine and healthcare, Clovis Oncology supports Independent Medical Education ("IME"; also commonly referred to as Continuing Medical Education or "CME") programs certified for CME/CE for physicians, pharmacists, nurses, and other health care professionals, as well as activities without continuing educational credit. All accredited programs must follow the standards defined by the Accreditation Council for Continuing Medical Education ("ACCME") guidelines, the FDA's Guidance: Industry Supported Scientific and Educational Activities, and the PhRMA Code. Clovis Oncology does not control or influence the content of programs or the selection of speakers, authors, or faculty planners.

Requests will be considered and supported for a variety of educational opportunities, such as live presentations, enduring materials such as articles or videos, online courses, and conference symposia.

Medical Education Grants Request Requirements

- All submissions and supporting documents must be in English
- Requests must be submitted at least 60 days prior to the required funding date. Requests submitted less than 60 days prior to the funding date will be reviewed at Clovis Oncology's discretion and a funding decision may not be made in time for the proposed request. A funding agreement signed by both the requesting organization and Clovis Oncology must be in place at least 5 business days before the start of the program or event. Therefore, we strongly encourage parties to submit their requests as early as possible to ensure timely processing
- Please submit the grant request documents described below via our online Grant Management System
Documents you will need to complete the submission (in .pdf format) include:
 1. Detailed Program Description
 - Signed and dated Letter of Request (LOR) on requesting organization letterhead
 - Program title, date(s), and location(s)
 - Description of the proposed activity
 - Agenda (draft acceptable)
 - Educational objectives of the proposed activity
 - Needs assessment that explains the unmet educational need and how the proposed activity will address the unmet need (applicable to accredited programs only)
 - Identification of the target audience and projected number of attendees
 - Outcomes Measurement (applicable to accredited programs only)
 - Name of accrediting body and accredited provider, if applicable, including type and number of medical education credits offered for the proposed activity
 - If applicable, identification of co-requesting organization(s), medical education partner(s), and/or logistical partner (include name and address)

2. Detailed funding description

- Amount requested from Clovis Oncology
- Itemized budget
- Statement indicating whether partial support will be accepted
- Statement indicating whether this activity is intended to be supported by a single source or multiple sources

3. Institution Payee Information

- Completed and signed W-9 for US payees and W-8 for Ex US payees

For funding requests approved by Clovis Oncology, the IME funding recipient is required to confirm the completion of the activity and provide documentation of how the funds were used within 90 days after the completion of the independent medical education activity. Financial reconciliation and education outcomes should be entered into the Grant Management System.

Any changes such as withdrawal of a grant request, or change in scope should be done in the Grant Management System. Change of Scope Requests (this includes delay in program start date, addendum, or decrease to program activities) must be submitted 30 days from the Program Start Date and are subject to review by the Clovis Oncology Grant Review Committee for approval.