

Continuing Medical Education & Fellowship External Funding Frequently Asked Questions

Q: What does Baxter's External Funding review process involve?

A: Baxter is committed to a rigorous process for awarding applications. All submissions are reviewed by a multidisciplinary team within Baxter, led by Global Medical Affairs. Once accepted for review, the proposal is evaluated on the basis of medical or scientific merit, alignment to strategy, and awarded based on the availability of funds in the review period. Only complete applications will be accepted for review. Please be certain to submit a complete application to avoid unnecessary delays. You will be notified of the review decision within weeks of the review meeting.

Q: What documentation is required for an Education External Funding to be reviewed?

A:

- A completed Continuing Medical Education & Fellowship Application Form, which you can request from external_funding@baxter.com.
- **Include a letter requesting funding** on your institution's letterhead, including educational mission statement, learning objectives, target audience, program outcomes, proposed faculty, and therapeutic areas to be discussed.
 - **US Only:** Complete, sign and submit the current [W-9 Form](#), with address and information of the Institution/Organization for which payment would be issued.
 - **Non-US Only:** If all services will be performed outside of U.S territory, please state in the letter of request on your institution's letterhead that "No work will be **performed on U.S. territory** and submit the current [W-8Ben Form](#).
- Include a **preliminary copy of the Program Agenda/Brochure** for the External Funding Request.
- Include a **detailed budget** for the entire project, and the funding amount requested from Baxter. If multiple supporters are involved, please indicate other funding entities.

NOTE: For each faculty member to be paid an honorarium, please include the name, hourly rate & total hours to be worked.

Q: How long will it take for the Baxter to review my application?

A: Review times vary depending on the value of the External Funding request.

- Continuing Medical Education & Fellowship External Funding Requests submitted to Baxter are reviewed on a rolling basis.
- Applications **MUST** be received by Baxter at least **twelve (12) weeks** prior to the activity start date to be considered eligible for funding.
- Please allow extra time for symposium External Funding requests.
- Failure to provide a complete application prior to the required submission deadlines will result in the request not being processed.

Q: What are your External Funding guidelines?

A: Continuing Medical Education & Fellowship External Funding requests approved by Baxter typically range from \$1,000 to \$25,000, but have exceeded \$100,000 for requests demonstrating exceptional educational need, educational design, alignment to strategy, and compliance to existing regulations and guidance.

Q: What types of programs are within the scope of educational applications and will be considered for funding?

A: As a commitment to improving patient care and providing valuable information to the medical community, we will only be accepting the following External Funding requests: healthcare professional education. This may include congresses, annual meetings, workshops, and other continued learning events for healthcare professionals.

Q: What are the criteria used to determine funding of CME/CE requests?

A: As general guidance for CME/CE External Funding requests, Baxter considers many factors including:

- Promotes excellence in patient care
- Alignment to strategy
- Meets accreditor's guidelines related to content, venue, etc.
- Conducive to an effective and efficient meeting format
- Ability to educate the broadest healthcare professional target audience at appropriate reasonable cost
- Budget

Q: May I request an "unrestricted educational funding" from Baxter?

A: Baxter will not have control over the content of programs; however, Baxter does not provide "unrestricted funding". The purpose for the funding must be designated in a formal letter of request on institutional letterhead, and that designated purpose is the only purpose for which the funds may be used.

Q: What items are generally outside the scope for an Education External Funding?

A: The following items cannot be included in an Education External Funding:

- Education funding to individuals or group practices
- Clinical funding, including Investigator Initiated Trials, Studies and Research. Please use the Research application form for these requests.
- Personal travel
- Capital campaigns/Building funds
- Website development not associated with an accredited CME/CE program
- Service contracts
- Religious programs
- Entertainment (e.g., class reunions, recognition/retirement dinners, etc.)
- Capital or operating expenses (e.g., office equipment/staff, computer hardware/software, medical library resources, etc.)
- Textbooks
- Exhibits and Displays fees (these events should be forwarded to your local Baxter Healthcare sales representative or marketing team contact as they are promotional in nature)
- Mass media productions not associated with an accredited CME/CE program (e.g., CD-ROMs, webcasts, journal supplements, etc.)
- Professional development (e.g. leadership training)
- Recognition awards
- Travel fellowships

Q: Where do I send an Education External Funding request for Baxter Healthcare's business?

A: Education External Funding inquiries relevant to the Baxter's business should be sent to: external_funding@baxter.com.

Q: How do I check the status of my External Funding request or payment?

A: You may check the status of your External Funding request by contacting the Baxter's Program Manager by email: external_funding@baxter.com. In keeping with the spirit of The Office of Inspector General (OIG) guidance, sales representatives and marketing contacts will not be a channel for this information.

Note: All materials submitted through this website is done so on a non-confidential basis. By submitting your materials to Baxter for review, you understand that we will not treat the information as confidential or proprietary. It is necessary to refer a submission to a number of different persons in the Company to ascertain whether or not a proposal is of interest. Thus, we can assume no obligation to keep it confidential.