

abbvie

AbbVie Grant Management System (GMS)

Grant Submission Document Upload Tips



Document Information for Grant Submission Upload Section

Medical Education and Patient Education

*There is no requirement to upload a detailed budget.

Medical Education

Required

- **Agenda** – Must be for the entire program
- **Contingency Plan** – How you plan to modify the program if full funding is not received. This is an informational document only **Important Note: If the grant is approved ALL scope changes require additional approvals**
- **Educational Needs Assessment**
- **Learning Objectives**
- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes date of the program
 - Includes location of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **Plan to Evaluate** – A detailed description of how you plan to measure the programs effectiveness/impact
- **W9** – Signed and dated within 12 months of the program date

Potential Required

- **Certificate of Accreditation** – If the program is accredited
- **Previous Outcomes**

Optional Uploads

- **Venue Explanation** – An explanation of why the venue or location was chosen

Patient Education

Required

- **Agenda** – Must be for the entire program
- **Learning Objectives**
- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes date of the program
 - Includes location of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **Plan to Evaluate** – A detailed description of how you plan to measure the programs effectiveness/impact
- **W9** – Signed and dated within 12 months of the program date

Optional Uploads

- **Educational Needs Assessment**
- **Previous Program Outcomes**
- **Contingency Plan** – How you plan to modify the program if full funding is not received. This is an informational document only **Important Note: If the grant is approved ALL scope changes require additional approvals**
- **Venue Explanation** – An explanation of why the venue or location was chosen

Document Information for Grant Submission Upload Section

Charitable Donations

*There is no requirement to upload a detailed budget.

Charitable Donations

Required

• **Letter of Request** – Must have the following components:

- On Organization's letterhead
- Includes a description of the program/request
- Includes date of the program – *not applicable for Mission Support grant applications*
- Includes location of the program – *not applicable for Mission Support grant applications*
- Includes the exact amount that is being requested from AbbVie
- Signed by a member of the Organization

• **W9** – Signed and dated within 12 months of the program date

Optional Uploads

• **Agenda** – *not applicable for Mission Support grant applications*

Document Information for Grant Submission Upload Section

General Program Support – Fellowships and Scholarships

*There is no requirement to upload a detailed budget.

General Program Support – Fellowships

Required

- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes all of the following components:
 - *Selection criteria*
 - *Statement attesting that AbbVie does not have any control, input or influence over the selection process*
 - *% of time academic, clinical and research*
 - *Accreditation status*
 - *Rotation/curriculum information*
 - *Background of the fellowship*
 - *Summary of the application packet*
 - Includes date of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **W9** – Signed and dated within 12 months of the program date

General Program Support –Scholarships

Required

- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes all of the following components:
 - *Selection criteria*
 - *Statement attesting that AbbVie does not have any control, input or influence over the selection process*
 - *% of time academic, clinical and research*
 - *Accreditation status*
 - *Rotation/curriculum information*
 - *Background of the fellowship*
 - *Summary of the application packet*
 - Includes date of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **W9** – Signed and dated within 12 months of the program date

Document Information for Grant Submission Upload Section

General Program Support – Health Fairs and Textbooks

*There is no requirement to upload a detailed budget.

General Program Support – Health Fairs

Required

- **Agenda** – Must be for the entire program
- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes date of the program
 - Includes location of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **W9** – Signed and dated within 12 months of the program date

General Program Support – Textbooks

Required

- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes date of the program
 - Includes location of the program
 - Includes the exact amount that is being requested from AbbVie

*Note: This is the only circumstance in which AbbVie can support textbooks

 - Signed by a member of the Organization
- **W9** – Signed and dated within 12 months of the program date

Document Information for Grant Submission Upload Section

Third-Party Educational or Professional Meeting Support

*There is no requirement to upload a detailed budget.

Third- Party Educational or Professional Meeting Support

Required

- **Agenda** – Must be for the entire program
- **Letter of Request** – Must have the following components:
 - On Organization's letterhead
 - Includes a description of the program/request
 - Includes date of the program
 - Includes location of the program
 - Includes the exact amount that is being requested from AbbVie
 - Signed by a member of the Organization
- **Learning Objectives**
- **W9** – Signed and dated within 12 months of the program date

Optional Uploads

- **Contingency Plan** – How you plan to modify the program if full funding is not received. This is an informational document only.

Important Note: If the grant is approved ALL scope changes require additional approvals.

- **Venue Explanation** – An explanation of why the venue or location was chosen