

Medication Delivery Continuing Education Accredited Programs Request Form

(To be completed by non-Baxter Personnel Only)

Date of Inquiry: _____

If you or your institution are seeking funding from Baxter Healthcare Corporation to support Educational activities, please complete and submit this form. All requests for funding must be received by Baxter Healthcare Corporation a minimum of eight (8) weeks before the scheduled educational event. Check appropriate box below and supply requested information. It is Baxter's policy that disbursements for grants will not be paid unless prior Baxter approval is obtained and supported by specified documentation.

Principle Contact (Name & Title):	_____
Street Address:	_____
City:	_____
State:	_____
Zip Code:	_____
Telephone:	_____
Fax Number:	_____
Email Address:	_____

Title of Proposed CE Program: _____

Date of Program: _____

Type of CE Accreditation: (ANCC, ACPE, ACCME) _____

Target Audience: _____

Anticipated Number of Attendees: _____

Proposed Speaker: _____

How Baxter sponsorship will be acknowledged: Oral Brochure Banner Other _____

Program Objectives: _____

Total Budget of the Program: _____

Financial Support Requested from Baxter Healthcare: _____

Which aspects of the Program (CE, dinner, audiovisual etc, may attach budget): _____

Other Commercial Supporters of the Program: _____

- The submitted request form for an Educational Grant must include the following documents:
- Letter of Request from educational program provider on institution's letterhead describing organization's history and public educational mission.
 - Signed W-9

Check Made Payable To:

Title:

Send Check to the Attention Of:

Mailing Address:

City:

State:

Zip Code:

Telephone:

Fax Number:

Affiliated Institution, if Applicable:

Is Recipient Considered a Government Employee?

Yes

No

PLEASE RETURN COMPLETED FORM TO:

Debra K. Bello, PhD
Senior Director Global Medical & Clinical Affairs
Baxter Healthcare Corporation
Medication Delivery
One Baxter Parkway, DF5-2W
Deerfield, IL 60015
Office: 847 948 4708
Fax: 847 940 5615
Email: mdgrants@baxter.com

I certify that the statements herein are true, complete, and accurate to the best of my knowledge,

Signature: _____ Date: _____

For Internal Use Only:

CE Program:

Funding Approved

Funding Not Approved:

Baxter CE Coordinator:

PRINT NAME

Signature:

Date:

Support of Continuing Education for U.S. Healthcare Professionals Policy
Key Elements
Baxter Healthcare Corporation

1. The **Medication Delivery Continuing Education Accredited Programs Request Form** is to only be used for continuing education requests that are awarding continuing education credits for physicians, pharmacists, nurses, dieticians and other licensed healthcare professionals.
2. This form is not to be used if you are requesting support of promotional or non-accredited educational activities.
3. The CE Provider must retain full control over the selection of presenters, moderators, faculty and/or content of presentation. Baxter cannot be involved in selection and presentation of content or methods of evaluation of the CE Activity.
4. Baxter employees, agents and/or contractors may distribute invitations for CE programs only if: (i) the CE Provider has requested, in writing, that Baxter assist in the dissemination; (ii) the invitation is the work product of the CE Provider and not of Baxter; (iii) the proposed invitation does not include false or misleading claims of safety or efficacy regarding a Baxter product; (iv) the invitation does not contain any information about Baxter products; and (v) the invitation has been Ad/Prom approved by Baxter's Ad/Prom committee
5. Baxter's attendance at CE programs must be in an observer's role upon invitation or approval of the CE Provider. Baxter should never give the appearance or take the opportunity to influence the CE program or use the CE program as means for promotion. Sales materials must be outside the room of any live activity (e.g., exhibit booths distinct from the educational activity) in accordance with applicable accreditation requirements. Baxter's financial sponsorship of a CE program must be appropriately acknowledged in program education and training, banners or other program announcements.
6. Payment and arrangements for advertising and exhibits are permissible as separate business transactions (i.e., apart from the educational grant) for the cost of promotional space, and are to be funded through either Sales or Marketing.
7. Any receptions or meals provided to attendees of educational programs must be modest pursuant to local standards, must not take precedent over the educational component of the program and must be covered through the Educational Grant. Baxter cannot directly pay for and/or arrange meals or other logistics at a CE event; such expenses must be part of the costs set forth in the budget submitted with the grant request.