

# Medical Education Grant Request Form

FORM-MAF-0002 V01 / ATTACHMENT #1: SOP-MAF-0003

Please complete and return this form and the following documents to request a Medical Education Grant. Grant requestors will be notified within 30 days of submission.

The documents listed at the right must be submitted to [grants@sklsi.com](mailto:grants@sklsi.com), along with a completed Medical Education Grant Request form:

- An overview/summary of the program
- A detailed program agenda that specifies who the speakers for the program are, when and what they are going to be speaking on and each speaker's affiliation.
- A detailed program budget
- A completed IRS W-9 Form (which must have the requestor's exact legal name)
- Any other supporting materials for the Grant Review Committee.

## CONTACT INFORMATION

Organization Name:

Contact Person:

Is the organization a non-profit?  Yes  No

If yes, copy of the IRS Determination Letter is attached.

If the organization is a corporation, what is its state of incorporation?

Accounting Contact:

Would you like to receive payment via ACH?  Yes  No  
If yes, please provide banking information.

## EVENT

Title:

Date(s):

Type:

Facility Name & Location:

Number of Attendees:

Name and Affiliation of Speakers:

Background of Attendees:

Is this an Accredited CME Event? Yes No

Will support be used to provide meals to physicians? Yes No

Summary of project to be funded including goals and objectives.

Provide a description of how the project will benefit patient care, knowledge, or other public health objectives.

List any enduring education materials.

List methods to assess success of goals and objectives.

May a member of the SKLSI Medical Team attend? Yes No

Has this event been supported by SKLSI in the past? Yes No

If yes, in the amount of:

FUNDING

Total Program Budget:

Amount Requested:

Attach full itemized budget for the entire event with a breakdown of describing proposed use of grant funds.

Date by which financial support is required:

I confirm this medical education program is independent from SK Life Science, Inc. ("SKLSI") influence, and the organization is responsible for selecting content, speakers, faculty, attendees, topics, and logistical elements of the program.

Print Name

Title

Signature

Date