

REVIEW OF PROPOSALS

- Proposals will be evaluated using the following criteria:
 - Relevance of subject matter to the mission of the DIA.
 - Quality and the impact of proposed project. In some cases, the Committee may deem it necessary to appoint technically qualified persons to review the application.
 - Qualifications and competence of personnel involved in the projects. The Philanthropy Committee at its discretion may require the submission of supporting documentation, such as CVs.
 - Notwithstanding the above, the Committee reserves the right to refuse any proposal.
- Ranking of the proposals based on the above criteria will determine how many projects will be funded in the context of available funding.
- The Committee will decide on the amount of funding for individual requests and allocate the final approved monies for the program. A Committee member will recuse him/herself from discussion as appropriate to avoid any conflict of interest.
- Applicants will be notified as to the funding status of their proposals early in the first quarter of the year.
- Funding of approved proposals will commence at the date indicated in the grant proposal or another mutually agreed upon date. At the discretion of the Committee, renewal of a project may occur in exceptional circumstances, subject to a new assessment and approval.
- Where applicable, recipients of funded projects (eg, involving research) will be free to submit the results

for publication in a journal of their own choosing. Award-ees will be highly encouraged to consider submitting their findings for publication in the *Drug Information Journal*. All recipients will be expected to respond cooperatively to requests for the preparation of items about their project for publication in the DIA Global Forum and other DIA communications media.

GRANTEE REPORTING

- Project progress will be evaluated using the following criteria:
 - Research grant reporting to be completed on the six-month anniversary of receiving funds:
 - Reiterate the relevance of subject matter to the mission of the DIA.
 - Supply original timeline vs. actual project timeline.
 - Proof of budgetary allocation to six-month anniversary date.
 - Revised timeline for remainder of grant cycle, if necessary.
 - Projected outcome of project at end of grant cycle.
- Events grant reporting in three stages, if required by DIA:**
- **Stage 1:** Once submitted and approved, DIA will release 50% of the total grant.
 - **Stage 2:** Within a specified amount of time being determined when the grant is awarded, grantee must provide DIA with a confirmed list of speakers, a detailed outline of program content, a program brochure, and a report on the projected number of anticipated attendees; upon receipt of this report, an evaluation will be made to move forward. At that time, the remaining 50% of the grant funds will be released.

- **Stage 3:** At the conclusion of the meeting, a summary of the expenses, attendees and overall meeting report will be provided. Some of this information will be used
- DIA publications to inform the membership of the Philanthropy Program activities.

Individual Scholarship Reporting:

- Within three weeks of attending the event, copies of travel itinerary and meeting attendance confirmation must be sent to DIA. In addition, a summary should be provided to inform the Philanthropy Committee of how this knowledge was used and disseminated to colleagues. This feedback will be used in DIA publications to inform the membership of the Philanthropy Program activities.

COMMUNICATION OF FUNDED ACTIVITIES

A listing of funded projects and a brief description will be provided annually in the *DIA Global Forum* and in the Association's annual report. An annual report of the Committee's activities and funding decisions will be provided to the DIA Board of Directors.

Download applications from:

<http://www.diahome.org/philanthropy>

Submit applications to: philanthropy@diahome.org



800 Enterprise Road, Suite 200, Horsham, PA 19044, USA
email: philanthropy@diahome.org

DIA

Philanthropy Program



PURPOSE

The Philanthropy Program is the means by which the DIA supports charitable causes that benefit the public and help to fulfill the mission, vision, and social responsibility of the Association as a nonprofit Section 501(c)(3) tax-exempt, charitable, educational, and scientific organization.

SCOPE OF CHARITABLE CAUSES

Charitable causes are those activities that are consistent with DIA's nonprofit and tax-exempt mission and in accordance with applicable rulings of the Internal Revenue Service. Charitable causes include education through the exchange of information and ideas for the improvement of society through greater access to, and the proper and appropriate usage of, pharmaceutical products. DIA's educational efforts also encompass better understanding of the health and economic benefits of such products through drug development and research. The scope of charitable causes generally includes the following three categories:

- enables participation/involvement in DIA activities
- promotes external activities consistent with the DIA mission and/or the drug development process
- supports recognized public benefit and good-will activities, such as charitable, civic, and educational causes

These may include but are not limited to professional development activities and research projects. Recipients of all grants from DIA as determined by the Philanthropy Committee shall be nonprofit organizations or individuals requesting scholastic or event funding, but shall not include biopharmaceutical companies.

TIMINGS

The Committee chair will ensure that an announcement to the membership (see sample) regarding the availability of the grant program and a request for proposals to commence on or after January 1 of the following year is made in the first quarter of the year. Applications must be submitted to the DIA office by September of that year. At the discretion of the Philanthropy Committee, extensions of the deadline for submissions may be allowed on a case-by-case basis.

The Philanthropy Committee will evaluate the proposals in October and November. The committee will decide which proposals are approved for funding and present the total amount requested to the DIA Board of Directors for approval. Not all monies need to be earmarked at this time. At the discretion of the Philanthropy Committee, funding approval of some projects may occur at other times during the year.

Applicants for the grants will be advised of the outcome after the annual budget is approved. Notice of grants to successful applicants will be provided to the membership through various communication methods.

TIMELINE

Announcement of Request for Proposals.....	June 1
Deadline for Submission of Proposals.....	September 15
Review by Philanthropy Committee.....	November 16
Philanthropy Budget Approved by Board	December Board Meeting
Funding Notices	January

APPLICATION PROCESS, CRITERIA, PROCEDURES, AND REPORTING

- Funding request for proposals may not exceed \$35,000. If additional funding is needed, a statement must accompany the proposal request outlining the necessity for these funds and whether the project is still viable if additional funding is not available.
- Applicants must be affiliated with not-for-profit organizations. Proposals from both DIA members and non-members, including organizations and agencies, will be considered.
- Proposals should be written in English, must be no more than 10 pages in length, and must conform to the application rules in the announcement brochure using the DIA standard template (go to www.diahome.org/philanthropy).
- Proposals should follow the standard format. Required elements are as follows:
 - Abstract of proposed grant.
 - Detailed project description – including rationale, objectives, and methodologies to be used. This should also describe how the proposed grant fits with the goals and objectives of DIA.
 - Proposals must have a defined timeline (eg, a start and end date).
 - Financial and budget information – amount of requested support, and additional sources of funding, if any. Line item budget required.
 - Proposed metrics for measuring that the objectives were met and/or the program was successful.
 - Grants may not include overhead.

- Proposals should be sent to the DIA for the attention of the appropriate DIA staff member responsible for supporting the funding requests process.
- The Philanthropy Committee may, in rare circumstances, extend the time needed for completion of the project but no additional funding will be provided. A letter describing the need to extend the length of the project should be sent to the Chair of the Committee.
- The Philanthropy Committee reserves the right to disseminate funds to event grant recipients in installments to ensure that basic event planning milestones have been met as are currently measured and monitored by DIA.
- All grant recipients will be required to submit a status report six months from the anniversary date of the receipt of funds and should include overall progress toward completion of the project, budgetary allocation in support of project needs, and any occurrences that may prevent or delay the project from being completed.
- Research grant proposals:
 - May not be used to acquire capital equipment.
 - May not include any fringe benefits associated with a salary.
 - May not cover more than 10% of the principal investigator's salary.
 - Must include qualifications of research personnel, ie, training, experience, research competence and commitment of the investigators.
 - Must provide feasibility of the research and adequacy of the experimental design.
 - Must demonstrate that the research will be performed in accordance with GCP/ICH guidances.