



TESARO, INC. | 1000 WINTER STREET | WALTHAM, MA 02451

### **TESARO - Grant Request - Submission Requirements**

- **All requests for educational grants must be independently initiated, in writing, by the entity that would be conducting the educational program.**
- **The entity requesting the educational grant is independently responsible for and in control of the educational program, including the selection of:**
  - Program content
  - Faculty
  - Educational methods, and
  - Materials
- **Each request for an educational grant must include a description of the proposed educational program, containing:**
  - Subject matter
  - Timing (including full duration for ongoing activities)
  - Location
  - Proposed audience
  - Expected number of attendees
  - A detailed budget showing how the educational grant funds, if approved, would be spent
  - Tax Payer Identification and Certificate
  - Documentation of Accreditation to provide CME/CE credits, if applicable
  - Documentation of not for profit/tax exempt status, if applicable
    - Firewall Policy (for-profit organizations) or
    - IRS Determination Letter (non-profit organizations)
  - Grant Summary sheet (see below)
- **For Grant requests in Support of Independent Medical Education, please complete the yellow highlighted sections of the Grant Summary Sheet and submit with your grant request**
  - The grant summary sheet template can be downloaded from the TESARO Medical Education microsite.
- **If your organization requires a letter of acceptance to be signed as part of the grant acceptance process, a copy should be included with your initial grant request materials.**
- **Requests should be sent via email to grants@tesarobio.com and must be submitted more than 45 days prior to any events associated with the grant.**