

## **Array BioPharma Guidelines for the Support of Independent Medical Education (IME) and Continuing Medical Education (CME) Programs**

Array BioPharma is a biopharmaceutical company focused on the discovery, development and commercialization of targeted small molecule drugs to treat patients afflicted with cancer. Complimentary to our vision Array selectively supports scientific, clinical and educational activities that contributes to the improvement of patient care through grants to US based healthcare institutions or organization, medical education company or accreditors. Array does not receive any tangible value in goods, services or money in return for such grants.

Requests will be considered for any format of educational programming, including conference symposia, presentations, online courses, articles, or videos.

### Submission Requirements

All requests or proposal for IME or CME program grant requests should be submitted to [cme@arraybiopharma.com](mailto:cme@arraybiopharma.com) and include the following documents and information:

- Grant request on programming organization letterhead
- Program date, location, and title
- Educational goal of the program
- Agenda or details about the topics which will be included in the program
- Proposed audience for the program (e.g. nurses, pharmacists, community physicians)
- Detailed budget, including information regarding whether the program is intended to be supported by a single company or multiple sources

For accredited programs, please also include as applicable:

- Name of accrediting body or entity for the program
- The type and number of credits which will be offered for the program
- Any assessment performed which describes the unmet medical need
- Plans for outcomes measurement

### Timelines for submissions

- Requests must be submitted at least 3 months prior to the program date. Array encourages longer advance notice when possible.

### Review and Approval process

- A Grant Review Committee at Array will review and respond to Grant Requests received by Array. The Committee will review all grant requests within 4 weeks of a complete submission and will communicate approvals and declines within 7 days of the Committee decision.
- For approved grants, a grant agreement should be signed by the programming organization and Array BioPharma at least one month before the program.
- An invoice for the grant must be provided by the programming organization along with a complete and signed W-9 form.

### Follow-up

A Reconciliation Report is required within 90 days of the completion of any education event funded by Array.