

abbvie

# Guide to Funding

## Australia and New Zealand

At AbbVie, we innovate and collaborate to make a remarkable impact on patient lives. As part of that goal, we will consider requests for financial support for initiatives that promote excellence in patient care, support disease awareness and provide education to healthcare professionals. In addition, we have a proud track record of giving back to the community so we also provide funding that supports charities and their charitable mission.

This guide will help you apply for funding from AbbVie.



## AbbVie can consider reasonable requests for financial support that include:

- healthcare education events or initiatives such as conferences, symposia or one-off meetings
- disease awareness activities
- production of education materials including print and digital content
- fundraising activities
- donations to charities or not-for-profit organisations.

## AbbVie will not fund requests for: (Please read carefully)

- sporting clubs
- profit making entities (all organisations must be not-for-profit or charities)
- equipment that may be used for personal and professional reasons (i.e. mobile phone or laptops)
- funding of start-up or operating costs of entities
- staff salaries and benefits
- healthcare professional honorariums or travel costs. Healthcare professionals must apply directly to AbbVie for support through the individual funding request process
- capital, infrastructure or operating expenses such as office equipment, furniture, or facilities modifications
- underwriting a commercial business or generating income for a practice or institution
- events that are lavish, or associated with sporting or recreational activities such as golf days, football matches or musical events
- expenses not directly associated with the approved funding request.

Applications for support of medical research should be directed to the medical department, and follow a different application and approval pathway. For further information contact your AbbVie medical science liaison or medical manager and if unsure who that is, please contact AbbVie Medical Information. Email: [medinfoanz@abbvie.com](mailto:medinfoanz@abbvie.com)



## How to apply for a grant or donation

To apply for funding, please access the application form here: [webforms.abbvie.com.au/grantsdonations/](https://webforms.abbvie.com.au/grantsdonations/)

Funding can only be considered if the application form is completed in its entirety and submitted on or before the due date. If details are missing from your form, it may result in your application being rejected.

Requests are reviewed by the AbbVie Grants and Donations Committee if they meet the outlined criteria and results will be communicated within four weeks of the application deadline.

The applicant will be notified of the outcome and asked to enter into a written agreement if the request is approved. This agreement will reflect the level of support that AbbVie will provide and the terms of support.

At the conclusion of the project, the applicant will be asked to provide formal evidence that the funding support was used for the purpose as set out in the agreement.

The dates of our funding request rounds are found on our website: [www.abbvie.com.au/partnerships/funding-applications.html](https://www.abbvie.com.au/partnerships/funding-applications.html)

### Considerations for every request:

- Funding is only provided to registered institutions, associations and organisations
- Invoices must be sent as soon as practicable after the agreement is signed. If invoices are not sent within one month of the agreement being signed the funding may be forfeited
- For all forms of funding requests, the application must meet the following requirements: the request meeting the criteria; provision being permitted within applicable laws, AbbVie's policies and procedures and the Medicines Australia Code of Conduct and Medicines New Zealand Code of Practice
- Unfortunately, we are not able to fund every request we receive and there is no guarantee your request will be successful
- Applications for funding are only considered at set times each year. Please go to [www.abbvie.com.au/partnerships/funding-applications.html](https://www.abbvie.com.au/partnerships/funding-applications.html) for details.

For questions or issues completing the application for grants and donations, please contact [hcofundingapplicationanz@abbvie.com](mailto:hcofundingapplicationanz@abbvie.com)



## Funding requests for individuals to attend an educational event

- Medical science evolves rapidly and we are pleased to offer support to healthcare professionals to continue their education to provide the best patient care possible
- Funding requests for healthcare professionals must be submitted at least eight weeks prior to the event (allow longer for international events) to the educational event to allow for assessment, final approval and agreements to be signed.

### Important information:

- We are not able to support funding where the event venue emphasises leisure, recreation or sporting facilities
- Funding of travel and accommodation is not permitted for in-institution meetings such as grand rounds, journal clubs and multi-disciplinary meetings
- AbbVie will arrange travel directly. We will not be able to reimburse you for any travel, accommodation or registration fees if you book outside of the AbbVie process
- We do not reimburse for incidental expenses associated with your event attendance
- We do not extend funding support to include guests, family members or companions.



## How to apply for sponsorship to an educational event

To apply for funding, please complete the application form here: [webforms.abbvie.com/au/educational/](https://webforms.abbvie.com/au/educational/)

**For educational events applications must be submitted at least eight weeks prior to the event (allow longer for international events).**

Please review the guidelines to ensure the application form is completed as incomplete documentation may be declined.

All requests are independently reviewed. The applicant will be notified of the outcome and asked to enter into a written agreement if the request is approved.

### What you must include in your request:

- Contact information
- How the educational event is directly related to your area of expertise
- How the educational event will benefit your ongoing education to help patients
- How you will share the knowledge gained with your peers
- The details of the event including location, timing, and registration fees
- If you are requesting or have received funding to attend the event from another company
- The event agenda URL or PDF.

For questions or issues completing the application for individual sponsorship, please contact: [ANZHCPFunding@abbvie.com](mailto:ANZHCPFunding@abbvie.com)





## Transparency reporting

AbbVie is proud to have the privilege of providing funding support for projects that promote excellence in patient care and provide valuable information to healthcare professionals.

We hold ourselves accountable to the highest standards, and fully disclose all our financial transactions to ensure that we are providing funding in an ethical and transparent manner. We also abide by the Medicines Australia Code of Conduct that requires the reporting of payments or transfers of value by companies to:

- HCPs for honorarium, airfare, accommodation, and registration fees
- HCOs for grants and other support and
- Event organisers for third party educational events.

AbbVie publishes its reports consistent with the Code of Conduct for HCPs, HCOs and Third Party Educational Events. The reports for HCPs and HCOs are published on our website at [www.abbvie.com.au/about-us/transparency.html](http://www.abbvie.com.au/about-us/transparency.html) and our Third Party Educational Event report with Medicines Australia.

For further information about the details in the report, please go to [medicinesaustralia.com.au/code-of-conduct/transparency-reporting/](http://medicinesaustralia.com.au/code-of-conduct/transparency-reporting/)

We also follow the spirit of **Medicines New Zealand Transparency Guidelines** and voluntarily report:

- HCPs for honorarium, airfare, accommodation, and registration fees
- HCOs for grants and other support and
- Event organisers for third party educational events.

For further information please go to [www.abbvie.co.nz/our-company/transparency.html](http://www.abbvie.co.nz/our-company/transparency.html)