

# 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 the community so we also provide funding that supports charities and their fundraising activities.

This guide will help you apply for funding from AbbVie ANZ.

## 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

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)

## 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 ie: 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.

## 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 will be forfeited
- For all forms of funding requests, provision is subject to: available capacity, 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](http://www.abbvie.com.au/partnerships/funding-applications.html) for details.

## How to apply

To apply for funding, please download the form from [www.abbvie.com.au/partnerships/funding-applications.html](http://www.abbvie.com.au/partnerships/funding-applications.html), complete the form and submit it to: [HCOFundingApplicationANZ@Abbvie.com](mailto:HCOFundingApplicationANZ@Abbvie.com)

If you have any supporting documentation you consider relevant to the application you may attach this to your email.

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 will result in your application being rejected.

All requests are reviewed by the AbbVie Funding Review Committee and results will be communicated within two weeks of the meeting date of the committee.

The fund requester will be notified of the outcome and asked to enter into an Agreement if the request is approved. This Agreement will reflect the level of support that AbbVie will provide and the terms of support.

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

## Please include in your application:

- Your contact details and formal evidence of your organisation's registration (ie: screenshot of Australian Charities, Not for Profit Commission Register, Australian Business Register Look Up)
- Explanation of the scientific and clinical need for the program if relevant
- A detailed explanation of how the program or activity will address an identified need
- The expected outputs or results of your program or activity
- Duration, dates/times, agenda or program or activities
- Financial detail as to how the funding will be used ie: a budget breakdown.

## 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 4 weeks prior (8 weeks prior 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 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 the 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 - individuals

To apply for funding, please download the form from [www.abbvie.com.au/partnerships/funding-applications.html](http://www.abbvie.com.au/partnerships/funding-applications.html) complete the form and submit it to: [ANZHCPfunding@abbvie.com](mailto:ANZHCPfunding@abbvie.com)

**Funding can only be considered if the application form is completed in its entirety.**

**For educational events in Australia or New Zealand applications must be submitted at least 4 weeks prior to the event.**

**For international events applications must be submitted at least 8 weeks prior to the event.**

Please review the guidelines to ensure the form is completed as incomplete documentation will mean the request is declined. All requests are independently reviewed and the fund requester will be notified of the outcome, and asked to enter into an Agreement if the request is approved.

### What you must include in your request:

All requests for individual funding must be made through the application form available at [www.abbvie.com.au/partnerships/funding-applications.html](http://www.abbvie.com.au/partnerships/funding-applications.html) and be submitted to [ANZHCPfunding@abbvie.com](mailto:ANZHCPfunding@abbvie.com)

You will be asked for your:

- 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.

## Transparency reporting (Australia only)

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 <https://medicinesaustralia.com.au/code-of-conduct/transparency-reporting/>

abbvie

AbbVie Pty Ltd, Level 7, 241 O'Riordan Street, MASCOT, NSW

Tel: (02) 9035 8600

ABN 48 156 384 262

AU-ABBV-180079

[abbvie.com.au](http://abbvie.com.au)