

CRITERIA FOR EDUCATIONAL GRANTS APPLICATION SUBMISSION

The following items are required as part of the Carl Zeiss Meditec (CZMI) grant application process and should be prepared prior to submission:

- (1) A Formal Letter On Requesting Organization’s Letterhead which includes the following:**
 - a) Needs to specify that you are requesting an educational grant either in the form of an equipment loan, or monetary;
 - b) Description of the conference or educational program or publication (include type of activity; activity scope; educational learning objectives, attendee recruitment and activity awareness plan);
 - c) The names of any co-sponsors;
 - d) Total funds solicited, if applicable
 - e) The type of equipment, if applicable
 - f) The proposed date(s) and location(s);
 - g) The anticipated number of attendees/viewers;
 - h) Include the names of faculty (or the number of faculty if the faculty has not yet been selected) and whether the program will be accredited by the Accreditation Council for Continuing Medical Education (ACCME) or other similar accreditation body.

- (2) Needs Assessment**
 - a) State why education on the proposed topic(s) is needed;
 - b) Identify educational and/or practice gaps in health care performance, specific to the target audience, that will be addressed during the proposed educational sessions;
 - c) Include relevant/current references and be based upon a sufficient level of evidence;
 - d) Include multiple sources (quantitative/qualitative methods).

- (3) Copy of invitation or brochure**
 - a) Meeting collateral that will be used to promote the educational activity.

- (4) Detailed Agenda**
 - a) The agenda should be as detailed as possible and include an outline of the courses, time slots allotted to each topic, speakers and a listing of social activities and plans;
 - b) If the grant request is for an enduring activity, please provide an outline of the activity.

- (5) Itemized Budget – if monetary request is \$10,000 and above**
 - a) The itemized budget must be a realistic and comprehensive budget for the entire educational activity, not just the items for which you are requesting support;
 - b) The budget must include any anticipated income from registration fees and commercial support.

- (6) Signed W-9 or Certificate of Residency, if outside of the U.S.**