

Guide to Applying for Grants, Donations or Sponsorship

Thank you for approaching Servier Laboratories Ltd to consider a request for support, whether financial or non-financial. Servier is committed to supporting the NHS and healthcare professionals to enhance the care of patients within the UK. In addition, Servier is committed to supporting the healthcare community in the on-going educational development of healthcare professionals and other relevant decision makers, whilst also providing support to healthcare organisations and patient organisations through the provision of grants, donations and sponsorship for the purposes of supporting healthcare, scientific research and education.

MORE INFORMATION ON GRANTS, DONATIONS AND SPONSORSHIP

Grants & Donations

Healthcare organisations, professional societies or other independent organisations and patient organisations may approach Servier regarding donations and grants. In general, Servier considers donations to be physical items, services or benefits-in-kind and grants to be the provision of funds. Servier provides donations and grants to eligible organisations for the purpose of supporting healthcare, scientific research or education, with no consequent obligation on the recipient organisation, institution and the like to provide goods or services to the benefit of the Servier in return. Donations and grants to individuals are prohibited.

Examples* of appropriate support provision may include:

- Support for the production of patient-focused disease area information leaflets or booklets. (Support will not be offered for the production of drug-related information leaflets for patients)
- Support for development of disease awareness materials
- Medical educational materials
- Sponsoring educational websites
- Hospital/CCG/Trust organised training courses
- Development of local and regional therapy guidelines
- Medical Patient Review Services
- Research and clinical posts within the NHS
- Purchasing of equipment
- Medical or charitable donations

**Please note that these are examples only; the actual decision will be based on the evidence supplied and the individual circumstances. Servier Laboratories Ltd reserve the right to decline requests at their discretion or to contribute in part as an alternative to full funding.*

Servier Laboratories Ltd must always be transparent in its declaration of funding. **NB.** Servier Laboratories Ltd support **must** be prominently declared. As an example, for activities such as the funding of NHS websites or printing of guidelines, a reference to Servier Laboratories Ltd funding must be clearly displayed, on website pages and all printed materials, in compliance with the ABPI Code of Practice.



Sponsorship

Healthcare organisations, professional societies or other independent organisations and patient organisations may wish to approach Servier for sponsorship support (financial or otherwise) towards a planned activity, including an event/meeting. Servier may receive a tangible benefit such as a stand space at the meeting or a number of places to attend an event/meeting as a part of sponsorship arrangements.

Sponsorship of an event/meeting

In your application letter please consider and detail the following:

Programme

- The focus of any activity must be educational
- All educational meetings must have a formal invitation and agenda
- All invitations and associated materials relating to the meeting must reflect the high standards of Servier Laboratories Ltd and fully convey that the educational aspect of the meeting is the main attraction for the meeting and that any subsistence is purely secondary
- Declaration of funding from Servier Laboratories Ltd should appear prominently on all printed materials related to the meeting

Arrangements

- Accommodation and subsistence (i.e. meals and drinks) offered in connection with an event/meeting must be consistent with the ABPI Code of Practice and meet the following requirements.
- Any subsistence must be secondary to the educational/scientific purpose of the meetings
- Venues must be appropriate to the occasion and should not include expensive venues or places chosen because of their resort location. Business-type hotels (not luxury hotels or those perceived to be exclusive) should be used. When meetings are held in the UK, Servier Laboratories Ltd's policy is that hotel venues may not be more than 4 black star rated (AA classification) i.e. 4 red star and 5 star venues are not allowed.
- The costs involved must be modest, in line with what the recipients would personally and routinely be willing to pay under the same circumstances
- Subsistence must only be available to members of the healthcare professions or appropriate administrative staff. It must not be extended to spouses, families or companions. Meetings with lavish evening events will not be supported (e.g. gala dinners, free bar etc.)
- A breakdown of costs (including honoraria fees) must be included.

Individual Support

Servier is committed to providing support for the continuing medical education of UK HCPs through a number of different routes. However, SERVIER Laboratories has taken the decision to stop the provision of funding for attendance at educational conferences in response to individual requests.



PHARMACEUTICAL INDUSTRY CODE CONSIDERATIONS

Servier Laboratories Ltd sets the highest ethical standards and aims to comply with The Association of the British Pharmaceutical Industry (ABPI) Code of Practice and all other relevant regulations in every aspect of its business. Therefore, it is extremely important that any support follows these standards.

Disclosure

Servier is a member company of the European Federation of Pharmaceutical Industries and Associations (EFPIA) and the Association of the British Pharmaceutical Industry (ABPI). Servier supports in this context the pharmaceutical industry's initiative towards transparency of financial interactions with healthcare organisations, patient organisations and other organisations, healthcare professionals, other relevant decision makers and members of the public, throughout European countries.

In application of the EFPIA Disclosure Code and the ABPI Code, Servier is required to disclose certain transfers of value that are made (paid or reimbursed) to healthcare organisations, patient organisations and other organisations, healthcare professionals, other relevant decision makers and members of the public or for their benefit, either directly or indirectly. Transfers of value in scope of the disclosure obligation may consist of:

- Donations & Grants
- Sponsorship of an event
- Other sponsorship agreements
- Registration fees, travel and accommodation expenses
- Fees for service and related expenses

In order to comply with the transparency obligations enforced by pharmaceutical industry associations, Servier will gather and process information about your organisation, together with the amounts related to the transfers of values made or expected to be made to your organisation or for its benefit by Servier.

If your request is approved, Servier will disclose details of the recipient and the transfer of value amount paid to the recipient either on the publicly accessible ABPI Database, Disclosure UK (for healthcare organisations or other organisations, healthcare professionals and other relevant decision makers) or on the publicly accessible website managed by Servier (for patient organisations and members of the public). Information will be updated on a yearly basis and will start with transfers of value made from 1st January of each year. This information will thus be accessible to the public and will remain available for a period of at least 3 years.

For more information please visit [ABPI Disclosure UK](#) & [ABPI code of practice](#).



APPLICATION PROCESS

Servier Laboratories Ltd is pleased to consider requests for support on the following understanding:

You complete and return to Servier a Request for Support Application Form.

It is Servier Laboratories Ltd policy that a letter from the prospective recipient must accompany all requests for support (whether financial or non-financial). We cannot consider any requests without this. Following this you may be asked to complete a signed Details of Funding Form. Projects will also need to go through a further internal approval process to satisfy the requirements of the ABPI Code of Practice for the pharmaceutical industry.

- Requests for support must be made by an authorised person on behalf of an organisation; Servier cannot consider requests from individuals not requesting on behalf of an organisation
- Grants (financial support) & donations (non-financial support) must be for the purpose of supporting healthcare, scientific research or education and should not directly benefit an individual or group of individuals
- Servier Laboratories Ltd will not benefit directly from the payment (unless the organisation approaches Servier for sponsorship to support an event/meeting, for which Servier may receive a tangible benefit such as a stand space at the meeting or a number of places to attend the event/meeting)
- The recipient declares their intention to use the support in line with the stated proposal
- Servier Laboratories Ltd reserve the right to decline requests at their discretion or to contribute in part as an alternative to full funding
- Please note that receipts are necessary as proof of expenditure and will be requested to be seen (in original form).

If you feel that your request meets the criteria set above, please forward your request letter and Request for Support Application Form either by email to: GDrequests-uk@servier.com or by post to:

*Request for Support Committee Administrator, Servier Laboratories Ltd
Sefton House, Sefton Park, Bells Hill, Stoke Poges, SL2 4JS – United Kingdom*

Application timelines

Please note that applications may take up to 4-6 weeks to process in order that we may give each application our full and fair consideration.

Your request will be given due consideration. Please understand that no guarantee can be made that the funding will be approved as various checks, including adherence to the ABPI Code of Practice and Servier Laboratories Ltd internal policy, will need to be carried out by Head Office.



Application process flow

