

OsteoMed Grant Submission Requirements Checklist

You will need to include the following information as it applies to your grant request:

1. Program Title
2. Specialty Area
3. Needs Assessment Summary
4. Program Learning Objectives
5. Program Description
6. Check-Payable Address (if approved)
7. Payment Address, City, State and Zip Code
8. Delivery Format and Audiences
 - a. Delivery format
 - b. Expected number of Participants/Recipients
 - c. Target audience
 - d. Location(s) of educational activity
9. Accreditation of Program (if applicable)
 - a. Primary Accrediting Body
 - b. Total CE/CME Credit Hours offered
 - c. Accreditation Provider
 - d. Accreditation Provider's Tax ID (if not requestor)
10. Dollar amount requested in this grant
11. Budget detail (if applicable)
 - a. Honoraria
 - b. Travel
 - c. Food and Beverages
 - d. Lodging
 - e. Space Rental and Audio/Visual
 - f. Marketing and Distribution
 - g. Content Development
 - h. Accreditation
 - i. Fellowship Costs
 - j. Other
12. Total Budget
13. Supporting Documents to be uploaded (if needed)
 - a. W-9 (required for all applications)
 - b. Detailed budget
 - c. Detailed needs assessment
 - d. Detailed program description
 - e. Detailed agenda
 - f. Detailed objectives
 - g. Any additional information