



## Olympus Health Care and Microscopy Grants Program FAQ

**Q: Who can I contact with questions regarding my registration, application or the Olympus grants process?**

**A:** We have several guides to help you through the grants process, please visit the Resources Section on our website to access these documents.

If you still have questions, please contact the Grants Team at [ocagrants@olympus.com](mailto:ocagrants@olympus.com) or 484-896-3939.

As a reminder, applicants must refrain from directing any grant-related questions to Olympus sales, marketing or commercial-facing personnel. Our commercial employees may face disciplinary action if involved in the Grants process, and applications may be jeopardized. Thank you kindly for respecting the integrity of our process.

**Q: I missed the deadline for applying. Can my application get an exception?**

**A:** No. The OCA Grants Committee requires that grant requests be submitted at least 60 days in advance of the proposed program start date to be considered eligible. This 60-day lead-time allows Olympus to complete the proper reviews, establish accurate product configurations, and identify and secure inventory and personnel support for each program. For compliance and logistics reasons, the OCA Grants Committee applies the 60-day rule consistently and does not make exceptions to this requirement.

Should you still seek Olympus products for use at your program, equipment may be available for rent at fair market value. Rentals are not a part of the grants process, so if you would like to obtain a rental quote, please contact [RentalRequests@olympus.com](mailto:RentalRequests@olympus.com).

**Q: How does Olympus define independent medical education?**

**A:** The program must be planned, designed, and implemented in accordance with the ACCME's "[Standards for Commercial Support: Standards to Ensure Independence in CME Activities](#)" and the U.S. Food and Drug Administration's "[Guidance for Industry: Industry-Supported Scientific and Educational Activities.](#)"

The requesting organization or accreditor must be solely responsible for the control of the content of the program and the selection of faculty.

**Q: Does my program have to be accredited?**

**A:** No, Olympus provides grants for both accredited and non-accredited programs. However, even if your program is not accredited, it still must be planned, designed, and implemented in accordance with the ACCME's "[Standards for Commercial Support: Standards to Ensure Independence in CME Activities](#)" and the U.S. Food and Drug Administration's "[Guidance for Industry: Industry-Supported Scientific and Educational Activities](#)".

**Q: If our organization's application is denied, or the amount requested is reduced, can we reapply or seek an appeal?**

**A:** No. The Committee does not consider multiple requests for the same event, activity or program, and does not offer an appeal process. Grants Committee decisions are final.

**Q: I am submitting an application for a repeat program. Can I copy my prior year application?**

**A:** No. Our system does not allow requestors to copy a prior year application. Requestors are required to complete a new application each year.

**Q: I want the same equipment that I received last year. Can I submit my Product Support Form or Equipment List from my prior year application?**

**A:** No. Requestors are required to provide an updated Product Support Form for each application. This ensures that the contact information, logistics, station details, and event dates accurately reflect the upcoming program. You are welcome to note in the Product Support Form that you are requesting the same equipment that was provided for a previous event.

**Q: I am not sure how to complete some of the information in the Product Support Form. Can I have my local Olympus Sales Representative assist with the form?**

**A:** No. All Olympus sales and marketing personnel receive specific training advising them to remain separate and apart from matters relating to grant requests.

Please work with the course director for your program to complete the form to the best of your ability, including the information regarding learning objectives for each station. It is ok if you do not know all the specific equipment that you need. Once your application is submitted, you will be contacted by an Olympus representative that will help determine the appropriate equipment based on your learning objectives. If you have questions, please contact a member of the Grants Team at [ocagrants@olympus.com](mailto:ocagrants@olympus.com) or 484-896-3939.

**Q: Will Olympus accept my organization's Letter of Agreement or make changes to the Olympus Letter of Agreement to match my organization's terms?**

**A:** No. When grant support is awarded, both parties are required to execute Olympus' Letter of Agreement prior to the start of the program. Olympus generally will not sign any other Agreements or modify the terms of our Agreement.

Please refer to Olympus' sample [Letter of Agreement](#) prior to applying to ensure your organization is comfortable with the terms.

Olympus may add a signature line for an education partner or accreditor, where applicable.

**Q. My program is being held at a facility that charges additional fees (e.g., drayage, storage, electricity, labor, etc.) associated with the equipment that Olympus granted. Will Olympus pay those fees?**

**A:** No. As noted in our [Letter of Agreement](#), Olympus' financial responsibility is limited to the Grant provided to the Recipient; claims for payment by subcontractors or third parties involved in the Program are the sole responsibility of the Recipient.

Requestors may include these fees within the budget section of the application and request Olympus financial grant support to include those expenses.

**Q: How do I obtain a value for the equipment that was granted?**

**A:** Olympus will notify the requestor of the calculated sum of in-kind support upon request after the conclusion of the event. Please contact a member of the Grants Team at [ocaqrants@olympus.com](mailto:ocaqrants@olympus.com) or 484-896-3939.

**Q. How will I know if my initial registration and subsequent grant application(s) were received by Olympus?**

**A.** Requestors receive an email acknowledgement confirming successful completion of the initial one-time registration process as well as when each grant request is submitted. Please keep these communications for future reference, as knowledge of your Request ID number is critically important to our process.

**Q. Can I save a request as a draft and complete it later?**

**A.** Yes. To ensure that progress on the application has been captured in our database, please be certain to complete a full page before saving and exiting. Please note that registration must be completed in one session, and partial registration information cannot be saved.

**Q: Who at Olympus decides whether to approve or deny a grant request?**

**A:** All grant decisions are made solely by the Grants Committee.

**Q: How often does the Grants Committee meet?**

**A:** The OCA Grants Committee meets every four to six weeks to approve requests.

**Q: If an Organization was previously awarded funding, will it have priority if it applies for another grant?**

**A:** No. Every organization must apply for support every time it is desired. There are no assurances that the Committee will approve programs that Olympus has supported in the past

**Q: Will we be advised of the specific reason why our request for grant support was denied or monetary amount reduced?**

**A:** It is not our practice to provide specific feedback about determinations by our Grants Committee, as these deliberations are confidential.

We can share the following common reasons why grant support is denied or reduced include:

- Limited relevance between program's offerings and the disease states, conditions and/or treatments for which Olympus products are used
- Content is outside of Olympus' educational priority areas
- Apparent weak educational agenda or insufficiently robust programming
- Event budget and supporting documentation contain insufficient detail, reflect large event profits or indicate that expenses may be inconsistent with our compliance parameters
- Venues such as golf resorts, theme parks or lavish resorts where programming and event marketing appears disproportionately geared to leisure or social activities
- Half-day events at resort locations
- Organization is ineligible to apply (i.e. is a for-profit entity).

Please be aware that any questions regarding reduced or declined grant support should only be directed to the Grants department. If you have questions, please contact a member of the Grants Team at [ocagrants@olympus.com](mailto:ocagrants@olympus.com) or 484-896-3939.