Roche Canada Funding Request Process

What to Expect



1. Preparation

Before you begin filling in the online application, review the Roche Canada Funding Resource to understand the information you will be required to provide.

Grants.

Sponsorships

and Philanthropic

Donations



2. Application Submission

Complete and submit the application form relevant to your request via the online portal.



Roche receives your application, which initiates the internal review process. During our review, a Roche representative may reach out for further information or clarification.



4. Roche Canada Decision

Roche will communicate their funding decision via email.

- a. Your application is approved.
- b. Your application is declined. Rationale for the decline will be provided.



9. Request Reconciliation

Following the completion of the initiative, applicants are asked to verify details of the initiative and upload supporting documentation. Failure to complete this section may have implications for future submissions.



8. Initiative Takes Place



7. Payment

When both parties have signed the written agreement, the payment process is initiated for dispersal via EFT.



6. Contracting

Applicants receive a formal written agreement to sign from Roche via DocuSign.



5. Post-Approval Information Request

Applicants will be notified via email to provide signatory, contracting and/or payment information. If approved for financial support, banking documentation is required to facilitate payment via Electronic Funds Transfer (EFT).



Roche Canada Funding Request Process



What to Expect



10. Internal Review #2

Roche reviews the returned attestation letter to determine if all criteria have been met.

- a. *Payment approved*: If all requirements are satisfied, the payment process is triggered and funds will subsequently be dispersed via EFT.
- b. Payment Declined: If criteria is not met, Roche will send an email communicating this, informing the HCP that the contract has been voided and that Roche will not issue payment.



1. Preparation

Before you begin filling in the online application, review the **Roche Canada Funding Resource** to understand the information you will be required to provide.



2. Application Submission

Complete and submit the International Conference Support (ICS) application form. Applications must be submitted at least 45 days prior to the start date of the international event.



9. Attestation Letter Returned

Applicants will be notified via email to upload a completed Schedule B (<u>attestation letter</u>) of the original written agreement.



8. Shareback Presentation

Within 60 days of the international event taking place, the applicant must render a verbal presentation to colleagues (HCPs) imparting knowledge obtained by attending the international event.



7. International Event Takes Place



6. Contracting

Applicants receive a formal written agreement to sign from Roche via DocuSign. Contracts are to be executed at least 6 weeks prior to the international event.



3. Internal Review

Roche receives your application, which initiates the internal review process. During our review, a Roche representative may reach out for further information or clarification.



4. Roche Canada Decision

Roche will communicate their funding decision via email.

- a. Your application is approved.
- b. Your application is declined. Rationale for the decline will be provided.

5. Post-Approval Information Request

Applicants will be notified via email to provide signatory, contracting and payment information. Banking documentation is required to facilitate payment via Electronic Funds Transfer (EFT).