Frequently Asked Questions

Funding Overview

What is Alnylam's funding philosophy?

Alnylam is committed to supporting innovative, high-quality initiatives that provide healthcare professionals and patients with evidence-based, clinically-relevant, and performance-based education and improve patient health. Please refer to Alnylam's grants and giving page to help with your submission. For consideration, all requests must have the required documentation; please note that multi-supported programs are preferable. Alnylam achieves its funding philosophy through a process that has a unified set of standards, is fair (i.e. applied equally to all), and is transparent.

What's the difference between a grant, a donation, and a sponsorship?

A **Grant** is funding provided for a specific, independent, third-party educational or advocacy initiative intended for a specific audience of health care professionals and/or patients, that relates to one of Alnylam's therapeutic areas of interest.

A **Donation** is a monetary or in-kind contribution made by Alnylam to a non-profit organization provided in limited cases to support a philanthropic cause or organizational mission.

A **Sponsorship** provides support to an organization's independent events such as regional, national, or global congresses (either designed for healthcare providers or patients) where Alnylam receives meaningful recognition and tangible benefits.

Does Alnylam give unrestricted grants?

Alnylam will not have control over the content of projects or programs, however, Alnylam does not provide "unrestricted grants." The purpose for the grant must be designated, and that designated purpose is the only purpose for which the grant funds may be used.

Is there a limit to how much funding Alnylam can provide to one organization?

While there are no specific limits to the amount of support that can be requested, the funding request should represent fair market value for the initiative it will be used to accomplish. Support from multiple sources is strongly preferred. In addition, Alnylam will consider the sum of grants requested by an organization in relation to the organization's annual operating budget. Please note that Alnylam receives numerous grant applications and evaluates each application on its merits relative to other applications and available funding.

Is there a limit to the number of proposals an organization may submit in a year?

There is no limit to the number of proposals an organization can submit in a year. Each request will be considered on its own individual merit, however, Alnylam will consider overall funding provided to an organization in relation to the organization's annual operating budget.

When should I submit my request?

Alnylam recommends that you submit your request *at least* 45 calendar days prior to the date that you require a decision.   For satellite symposia, it is recommended that you submit a minimum of 45 days prior to the deadline for the satellite symposium.

Does Alnylam accept multi-year requests?

Alnylam will accept requests for multi-year projects, however, the estimated start and end dates must be clearly defined. Please note that funding may be provided as milestone payments, requiring an interim report and budget update.

I'm requesting funding for an event with a specific date. How far in advance do I need to submit my proposal?

Review times vary from request to request; however, the general guidance is up to 45 days. You can assist with minimizing the review time by providing complete and accurate documentation to Alnylam in a timely manner.

Is there a funding cap for individual proposals?

While there are no specific limits to the amount of support that can be requested, the funding request should represent fair market value for the initiative it will be used to accomplish.   In addition, Alnylam will consider the sum of grants requested by an organization in relation to the organization's annual operating budget. Please note that Alnylam receives numerous grant applications and evaluates each application on its merits relative to other applications and available funding.

Do all proposals have to be submitted in English?

Yes, all proposals must be submitted in English. For requests coming in a language other than English, we suggest you send the original version in local language and send an English translated version. Review of proposals not submitted in English or accompanied by an English translation may be delayed.

Is there a page limit for proposals?

No, there is no page limit for proposals. However, please be sure your proposal includes all required information to ensure a timely and comprehensive review.   Only complete applications will be accepted for review. Please be certain to submit a complete application to avoid unnecessary delays

I have contacts at Alnylam who aren't associated with the Grants Office. Can they help me with my proposal?

The Alnylam Grants Office may assist you with your request. No other Alnylam personnel may assist you with your request. Only requests submitted through the Alnylam grants office will be considered. Questions can be sent to grants@alnylam.com.

Do you provide grants that have been approved in the past?

Each and every grant is different, and all grants are proprietary to the submitting organizations. Each grant is evaluated on its individual merit. Alnylam may not provide examples of grants.

Before You Submit

Can I submit my grant request to my Alnylam contact?	
No, all grant requests must be submitted through the online portal.	
Is there a standard template I need to complete to submit?	
All requests for funding must be submitted through the online portal, however, you may use whatever format you prefer for the supporting documentation.	
What do we need to include in our budget?	
Budgets must be limited to a reasonable estimate of the cost of the funded activities. A budget template should include: • Full program/project cost • Proportion of the program/project requested to be funded by Alnylam • Program/project details broken down by major categories (e.g. costs associated with program/project development, delivery, venue charges, enduring material costs) and per-person costs for any transfers of value to attendees, faculty and staff (e.g., honoraria, airfare, hotel accommodations, food and beverage costs). A budget template is available but is not required to be used for all requests.	
May I submit a request for funding of items that we have already paid?	
No, Alnylam will not provide retroactive support.	
What supporting documents will I need to provide?	
The following attachments must be provided, at a minimum: • Comprehensive proposal, including description of your program or project and a summary of how the requested funding will be used • Program agenda /project timeline (as applicable) • Detailed line item budget • Event detail including start date, end date, geographic location and participant information (if applicable) Requesting organizations are responsible for all data and information provided and will resolve any deficiencies or requests for additional information from the Grants Office. To reduce processing time, ensure submitted documentation is consistent with portal application entries.	

After You Submit

What happens after I submit?
Upon submission, each request will be reviewed to ensure receipt of all required information, and to ensure the request meets our eligibility requirements. If there are inaccuracies or omissions, Alnylam will request additional information or further clarification from the requestor, who is the primary contact for the grant.
What does Alnylam's grant review process involve?
Alnylam is committed to a rigorous process for awarding grants. All submissions are reviewed by a multidisciplinary team within Alnylam. Once accepted for review, the request is evaluated on the basis of medical or scientific merit, alignment to strategy, and awarded based on the availability of funds in the review period.
Alnylam has asked me for more information, does this mean my grant is approved?
A Request for More Information (RMI) is made when additional information is needed to complete or consider your request. An RMI will be sent via email, and Alnylam will follow up on the original RMI. It is critical that requestors respond to RMIs in a timely fashion to ensure a timely review. Applications *may* be declined because of failure to provide information with enough time to complete the review process and execute any agreements prior to the start date of a project or event. Responses to RMIs must be provided in writing directly to the grants office.
What is the typical timeframe for a decision?
Review times vary from request to request; however, the general guidance is up to 45 days. You can assist with minimizing the review time by providing complete and accurate documentation to Alnylam in a timely manner. Grants are reviewed on a rolling basis.

After the Decision

How will I know when a decision has been made on my request?	
The individual who requested the grant will be notified of the decision via email.	
What is a Letter of Agreement (LOA)?	
A letter of agreement is required for all approved grants, outlining the conditions of the grant and timeframe for the grant. Alnylam uses DocuSign for all LOAs. A timely signature is requested to ensure funding is provided in advance of your activity or event.	
Alnylam has approved my request before, why was it declined this time?	
The grants funding process is very competitive. Each request is evaluated on its individual merit relative to other requests and is based on funding availability. Please do not consider any request approved until you have received written documentation from the Grant Office notifying you of grant approval.	
Once approved, how long will my payment take?	
Every attempt will be made to provide payments within 60 days. However, payments may be delayed if the Letter of Agreement is not signed right away, or if Alnylam does not have the recipient's banking information on file.	
Why did Alnylam approve my request at less than what I asked for?	
Alnylam understands the need to support the efforts of requesting organizations. However, as many more requests are received than can be funded, not all submitted requests will be approved and some may be funded at a lower amount than requested. Certain items within a budget may cause a request to be funded at a lower amount.	
What are milestone payments?	
Some grants that are multi-year may be paid in milestone payments over the course of the activity or project. Alnylam will provide a portion of the grant upon execution of the Letter of Agreement, and subsequent payments will be provided upon receipt of an interim report.	
Can I resubmit for the same project, if I make changes to my proposal to address any potential reasons for denial?	
Once a specific grant request has been declined, it may not be resubmitted even with changes. To ensure we have the best information possible to consider in reviewing your request, we urge you to submit complete information prior to our review	
How soon can I resubmit?	
Requestors can submit new requests at any time, however, Alnylam will not reconsider a previously declined request.	
What does Alnylam mean by "reconciliation" as a condition of the grant?	
Upon completion of the project or activity, as outlined in the Letter of Agreement, the requestor shall provide Alnylam a summary of the project activity completed and how it met the objectives set forth in the Application, as well as reconciliation and confirmation that the funds were used in accordance with the Purpose. Upon request from Alnylam, Requestor shall provide additional evidence to substantiate that the Grant was used for the Purpose. In addition, within the same ninety (90) day period, Requestor shall return to Alnylam unexpended funds, or funds not utilized in accordance with the Purpose. Failure to do so may, among other things, result in Requestor being ineligible for future funding.	

Independent Medical Education (IME) Grant Specific

What specific information should be included in a grant request?

- For Independent Medical Education Activities, the following must be included:
  - Submission Form
  - Letter of Request on Letterhead
  - Gap Analysis/Needs Assessment
  - Learning Objectives
  - Educational Design/Agenda
  - Outcomes Analysis Plan
  - Detailed Line-Item Activity Budget (*Any expenses incurred by the requestor during the process of submitting and review of the grant are the responsibility of the requestor*)
  - W-9
  - Accreditation Certificate
  - Honoraria & Reimbursement Policy
  - Industry Attendance Guidelines
- For requests for other projects/programs, we will need the following, at a minimum:
  - Comprehensive proposal, including description of your program or project and a summary of how the requested funding will be used
  - Program agenda /project timeline
  - Detailed line item budget
  - Project detail including start date, end date, geographic location and participant information

Does Alnylam have any guidelines related to an IME budget?

Alnylam's Funding Review Committee will review components of the budget to evaluate whether or not specific line-items are within fair market value. Costs should be reasonable, customary, and appropriate to the time spent on the activity. Items that could be considered duplicative or excessive may result in a grant amount that is less than what was requested.

Why did my grant get declined?

Alnylam understands the need to support education for healthcare professionals. Please note that Alnylam receives numerous grant applications and evaluates each application on its merits relative to other applications, available funding and the amount already provided to an organization. In addition, the following may disqualify a grant from consideration:

- The application was submitted less than 45 days prior to the activity start date
- Support is sought for development of materials that have already been developed or for an activity that has already occurred
- Activity relates to a disease state, therapeutic area or healthcare topic that differs from those that the company has prioritized for support
- Funding is for gifts, travel, lodging, and/or registration fees for individuals to attend that activity (
- Activity is more social/recreational than educational or does not have an educational focus
- Activity is biased towards one or more of Alnylam's or another company's products, or product/compound names are listed on the agenda
- Accreditation status cannot be verified, or accredited provider is not in good standing
- Activity involves a religious, political, lobbying, fraternal, or social organization
- Requests for Exhibit/Sponsorships a condition of the grant request

- Recognition awards
- Grants for Investigator-Initiated Studies (IIS)

What constitutes a proper firewall for IME activities?

Alnylam prohibits grant requestors and their educational partners (e.g., third party providers) from performing promotional activities for Alnylam while also contributing to, providing or accrediting independent medical education (IME) funded in whole or part by Alnylam, unless there is sufficient separation (firewalls) between the grant requestor's or partner's promotional and medical education business units. The following are the criteria for appropriate firewalls

- Separate Employees/Contractors
- Separate Legal Entity
- Separation of promotional/IME information and content, including, but not limited to, prohibition on sharing substantive information, physical separation of functions, and information technology (IT) safeguards
- Educational providers that are not accredited by the Accreditation Council for Continuing Medical Education may be required to provide additional documentation to demonstrate a firewall

My organization would like to present our platform to you and discuss Alnylam's educational strategy. Does Alnylam allow capabilities presentations or discussion of educational strategy?

All IME grants must be independently developed and based on the professional practice gaps and underlying demonstrated or expressed educational needs of their own learners. Alnylam does not entertain capabilities presentations from interested requesting organizations, nor does it meet individually with requestors to discuss or solicit specific independent medical education programs. From time to time, Alnylam will post Request for Educational Grant Proposals (REGP) on specific areas of interest.

My organization submitted a grant in response to an REGP and it met all the requirements. Why was it declined?

Other common reasons why a grant may be declined:
- Professional practice gaps are not distinguished from educational needs
- There is no source data to support how this meets the needs for the organization's own learners
- Source data is limited to a literature search
- Educational objectives are not specific or measurable
- Outcomes measures do not match the content and format, or are greater than what was provided in the REGP

My Alnylam contact let me know there was a posted REGP. Can I ask my Alnylam contact for assistance?

Only the grants team may answer questions about REGPs. Please email **grants@alnylam.com** with any questions.

Are there guidance documents that describe what types of grants will and will not be funded?

Please see the "Medical Education Grants at a Glance" document for more information.

A grant was submitted for an activity of which I'm faculty. How can I check on the status?

Only the requestor or the written designated alternate contact has authorization to request status updates. Please reach out to the requestor for more information.

What are funding guidelines for IME activities?

Medical education grants approved by Alnylam typically range from $1,000 to $50,000, but have exceeded $100,000 for requests that have demonstrated innovation in educational design, exceptional understanding of the educational need, alignment to strategy, adherence to best

practices in medical education, and compliance with existing regulations and guidance. Although not required, multi-supported activities are preferred, as grants may be funded at a lesser amount than requested.

Can you recommend faculty or topics for my IME activity?

No, Alnylam will not provide any guidance on the development of the educational activity.   The educational provider of the activity must ensure that the following decisions were made free of the control of a commercial interest. (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

What is the expectation for outcomes reporting?

While there are a number of mechanisms for outcomes measurement, there is no specific one that is required by Alnylam. However, when reporting, there should be a distinction between participants and learners, and an analysis of learner change, not just a summary of evaluation results.

Patient Funding Specific

I want to travel to a meeting. Does Alnylam provide funding for that?
Patient advocacy organizations may request travel grants for their members.   Requests must include a brief description of the need, a current agenda (even in draft form), and a budget. Organizations may use the Alnylam travel budget template.   Travel grants must be requested a minimum of 45 days prior to when the funding is needed. Requests will not be considered after the meeting as occurred.
We're a new patient organization and have just received non-profit status, but have no projects scheduled. Can we still apply for funding?
Alnylam considers funding to support an organization's mission on a case-by-case basis.
We're a new organization and have not yet received non-profit status. Can we still apply for funding?
Alnylam may only provide funding to non-profit organizations that have registered with the relevant government authority.
Can we submit an annual budget which includes proposals for multiple projects?
Alnylam understands the challenge of submitting multiple projects separately, however, if your annual plan includes multiple projects, you must clearly define the funding for each component and how Alnylam funding will be used for each project. It is recommended that project-specific requests be submitted separately, although not required.
Why does Alnylam ask for a form 990 or annual budget?
Alnylam takes overall funding to a patient organization into consideration when reviewing funding requests.
We are a patient advocacy organization that provides healthcare services to patients. Does Alnylam provide funding for these services?
Alnylam will not provide grants for healthcare to patients.
Can patient advocacy organizations submit proposals for HCP education, with or without CME/CE credit?
Any eligible organization may submit a request for an independent medical education (IME) activity, however, requests for IME must meet all requirements for that type of grant, regardless of the submitting organization. Please see "Medical Education Grants at a Glance" for more information.