



# Application Guide- Medical Education

How to submit a Medical Education Grant Request

## (1) Important Information

- The Olympus Medical Grants Portal accepts grant applications for eligible healthcare events taking place in the Americas and/or events coordinated by organizations based in the Americas.
- In order to access our system, you must create a user account. Only registered users can submit grant requests. Download the <u>Olympus Grants Registration Guide</u> for instructions.
- Before submitting a request, review our program <u>website</u> for detailed information about the types of support we offer, additional eligibility requirements and an overview of the application process.
- Applications must be submitted at least 60 calendar days before your event start date.
- Olympus sales and marketing personnel are not permitted to participate in the grants process and will not have any information regarding the status of your request. Please direct all grant inquiries to the Olympus Grants Team-Americas.

# System Functionality Notes



 Preferred Browser: For optimal performance, please use Google Chrome when accessing the portal.



• **Saving Your Work:** The system does not auto-save. Be sure to click the SAVE button regularly to avoid losing progress.



 Troubleshooting: If a page becomes unresponsive, try clicking SAVE to refresh the form. Do not refresh your browser unless you've saved your work, as unsaved changes will be lost.



• Language Availability: The portal supports English, Spanish, and Portuguese. However, due to system limitations, some buttons and error messages may appear only in English.

#### Logging into your account

## **OLYMPUS**

Medical Grants Portal: Americas & Interregional

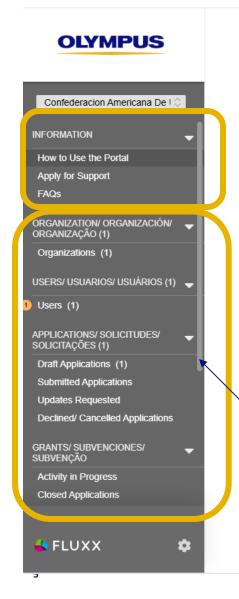
- 1) Enter your email address and password
- 2) Click on the Sign in button

Note: These steps should be completed only after your registration has been approved and you've followed the instructions provided in the confirmation email to set up your account.



# ENGLISH: Click to view detailed instructions Click Register to create a new account. If you already have an account, sign in using your username and password under Login. If you have forgotten your password, click the Forgot Password? button to reset it. Register ESPAÑOL: Haga clic para ver instrucciones detalladas PORTUGUÊS (BR): Clique para ver as instruções detalhadas

#### Navigating the Grants Portal Menu



Within the Medical Grants Portal, you'll navigate the various sections using the menu on the left.

- The **Information** section provides detailed guidance on how to use the portal, including descriptions of application types, FAQs, additional resources, and steps to initiate your application.
- In the **Organizations** and **Users** sections, you'll find that your records have been pre-populated based on your account setup.
- The **Applications** section, along with those listed below it, contain all components related to your grant application.

As you move through the grant process, you'll interact with different sections of the menu depending on your progress and specific requirements.

DEADLINE: Applications must be submitted at least 60 calendar days before the event start date.

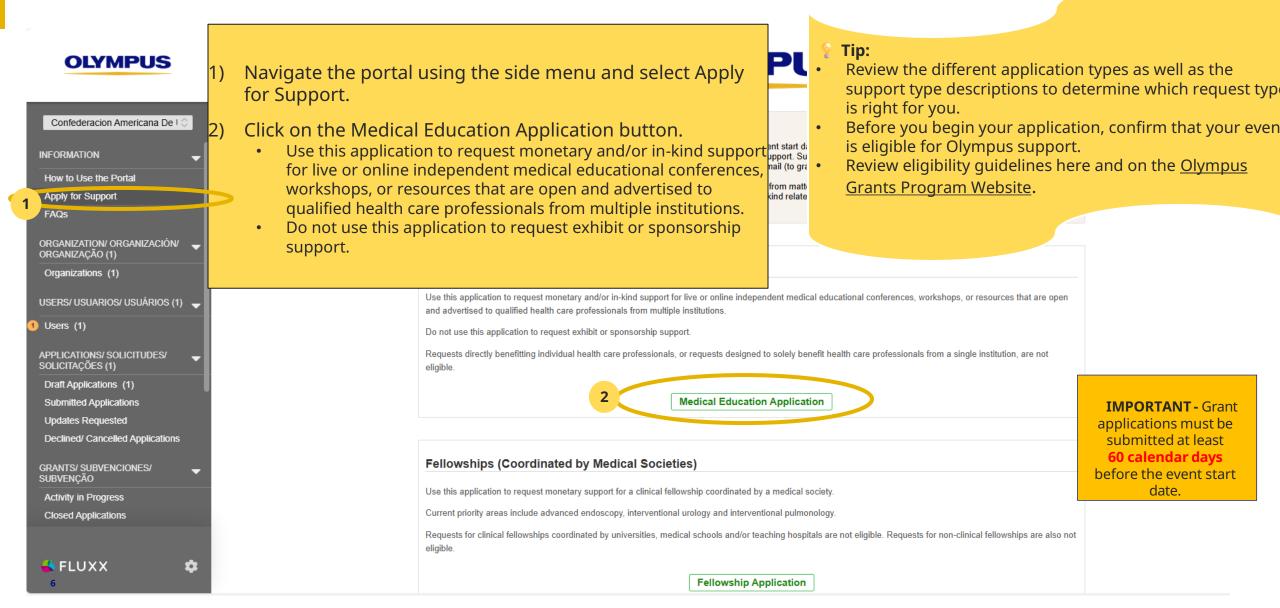
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Olympus Grants Team - American in the menu, use the scroll bar to navigate through the full list.

Information

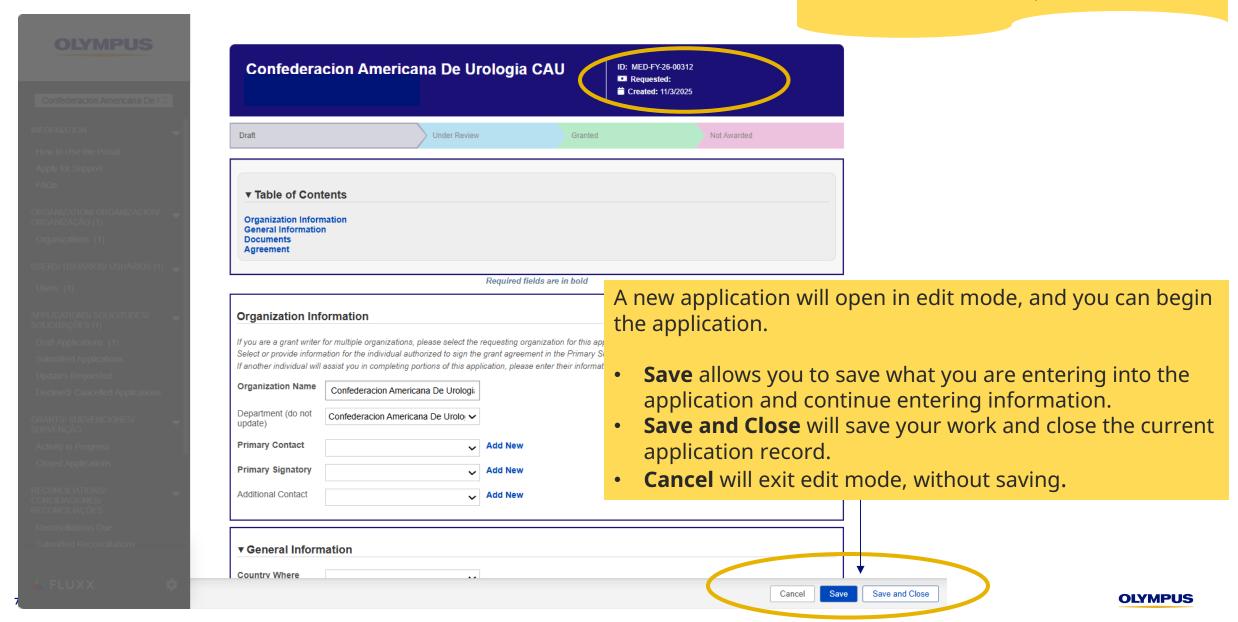
ntral, and South America) that

#### **Step 1:** Create a New Grant Request



#### **Application Process Reminders**

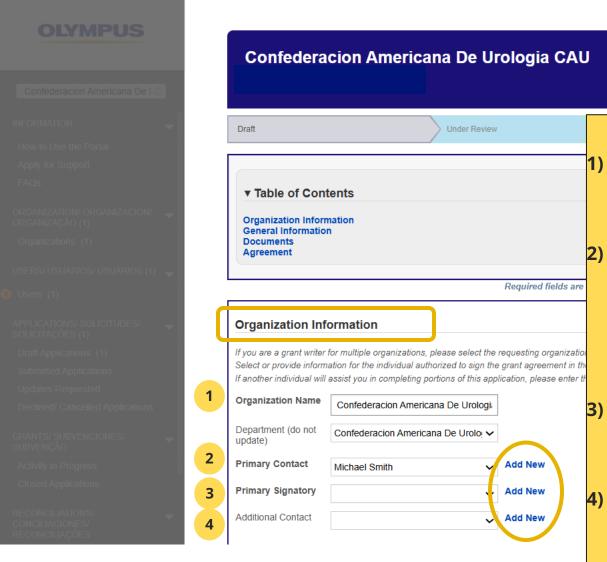
**Tip:** Each application has a unique Grant ID shown here. Use this when contacting Olympus Grants Team-Americas with questions.



Step 2: Complete the Organization Information Section

ID: MFD-FY-26-00312

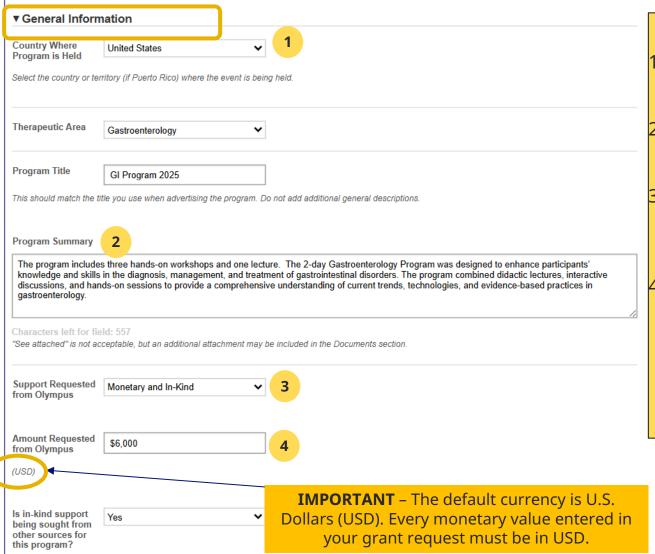
**Created:** 11/3/2025



Fip: Be sure to inform both the Primary Signatory and Additional Contact about their roles in the application process. They will receive an email prompting them to create an account and take necessary action.

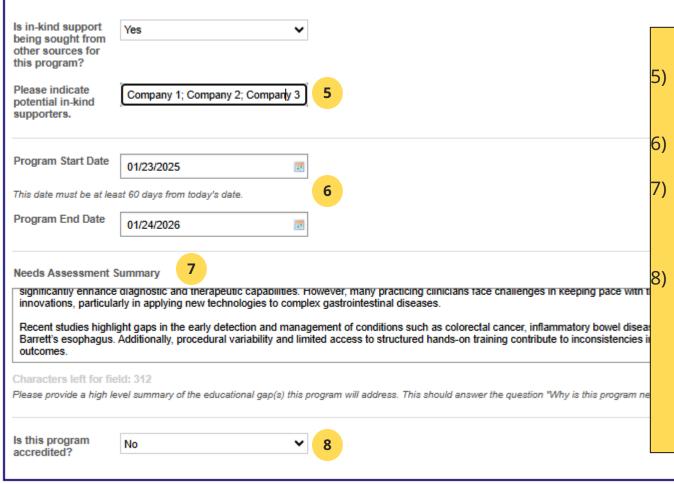
- Organization Name: This field will automatically populate based on the details provided during Registration. If you registered for more than one organization, you will be able to select which organization this application is for from a drop-down list.
- **Primary Contact:** This field should typically be the individual completing the application. This is who we will contact with any questions regarding the application. If appropriate, you may select a different Primary Contact from the list of individuals associated with the organization.
  - If the Primary Contact is not listed, click Add New to open a window where you can enter their information.
- **Primary Signatory:** This is the individual authorized to enter into a contract with Olympus should the Grant be approved.
  - To add a Primary Signatory: click Add New and complete the required fields.
- **Additional Contact:** If someone else will assist you in completing parts of the application, enter their details in the Additional Contact section. They will be able to access the application by creating an account.

#### Step 3: Complete the General Information Section



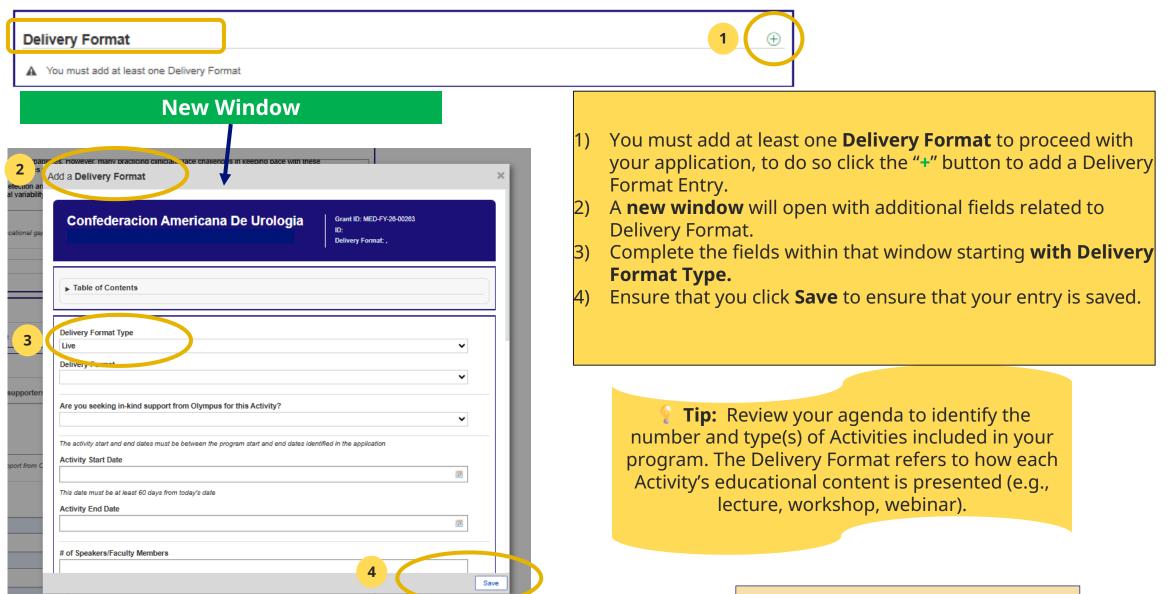
- Select the **Country** in where your program is held. The country selected will determine the types of Olympus support for which you are eligible.
- Your **Program Summary** should be a freestanding, high-level executive summary that concisely explains the general nature of the program. "See Attached" is not acceptable.
- Monetary and In-kind support (where available) should be sought in a single request. Note that in-kind support is currently available for events held in the United States, Puerto Rico, Canada, Mexico, Brazil, and Chile.
- Olympus. If you aren't seeking financial support you are seeking from This amount must match the figure listed in the Budget section, where you will provide a line-item breakdown of how Olympus grant funds will be allocated.

#### **Step 3:** Complete the General Information Section (cont.)



- 5) If In-kind support has been secured (or will be sought) from other sources, please indicate other **potential supporters** in the field provided.
- IMPORTANT You must submit your grant application at least
   60 calendar days before your program start date.
- 7) Under the **Needs Assessment Summary**, describe the knowledge and/or practice gaps to be addressed by the program. Response should answer the question, "Why is this program needed?"
- Please indicate whether your program is **accredited**—
  meaning participants are eligible to receive CME or similar
  continuing education credit. Accreditation status does not
  affect the eligibility of your request, as the OCA Grants
  Committee reviews both accredited and non-accredited
  programs.

#### Step 4: Complete the Delivery Format Section



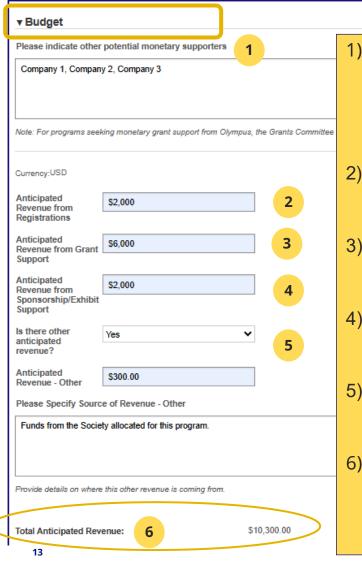
#### **Step 4:** Complete the Delivery Format Section (cont.)

**IMPORTANT:** An overview of each **Delivery Format** entry will be displayed in this section. Delivery Format  $\oplus$ Edit 🖯 Live, Hands On Workshop(s) January 24, 2026 - January 26, 2026 Edit) Live, Lectures/Didactic Session(s) January 26, 2026 - January 26, 2026 ▲ You must add at least one Delivery Format. To view or update full details, click **Edit**. **Caution:** Clicking the red circle button with a line (the Delete or Erase icon) will delete the entry.



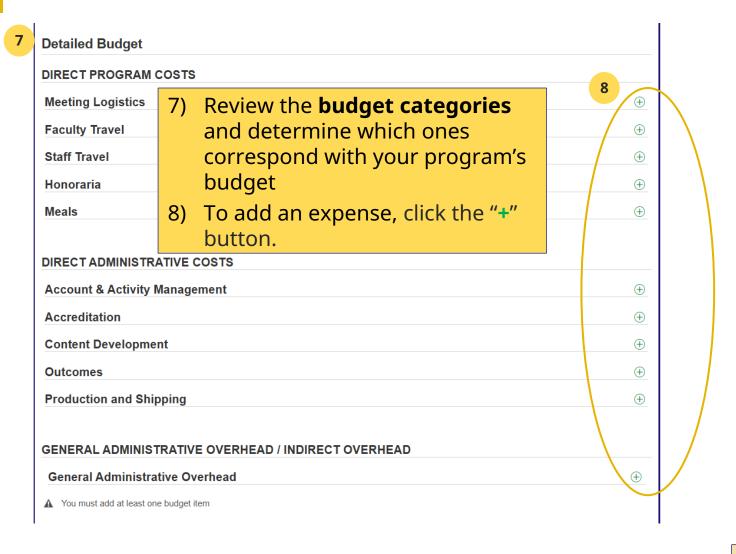
# **Step 5:** If your request includes a financial component, complete the Budget Section For in-kind only requests: while this section

**For in-kind only requests:** while this section is not required to be completed, you will need to upload a budget document in the Documents section.



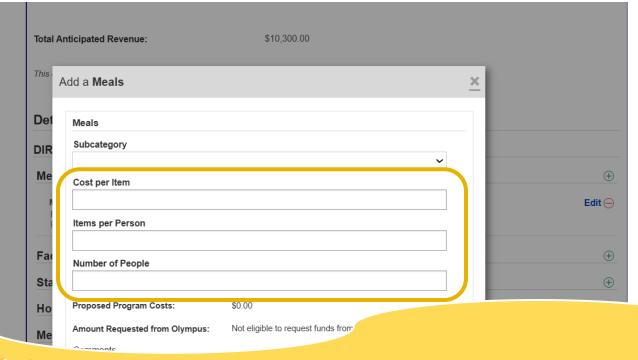
- 1) Please identify any confirmed or potential sources of monetary support for your program.
  - Note: Olympus cannot be the sole provider of monetary support. You are required to seek funding from additional industry partners.
- Anticipated Revenue from Registrations: Enter your working estimate of revenue expected from registration fees.
- 3) Anticipated Revenue from Grant Support: Provide the total amount of grant funding you anticipate receiving from all sources, including but not limited to Olympus.
- 4) Anticipated Revenue from Sponsorship/Exhibit Support: Enter the total amount of sponsorship or exhibit support you anticipate from all sources.
- 5) **Anticipated Revenue- Other:** If there are additional sources of support, list the anticipated revenue here. A field will appear for you to specify the nature of this support.
- 6) **Total Anticipated Revenue** will auto-calculate. This total should represent all anticipated revenue associated with the program.

**Tip:** Before completing this section, ensure that you have the Program's Budget available for reference.



- 9) A **new window** will open for each budget item where you can select the appropriate subcategory.
- 10) Enter the **anticipated program cost**
- 11) Enter the **amount requested from Olympus** for that expense
- 12) Ensure that you click **Save** to ensure that your\_entry is saved.



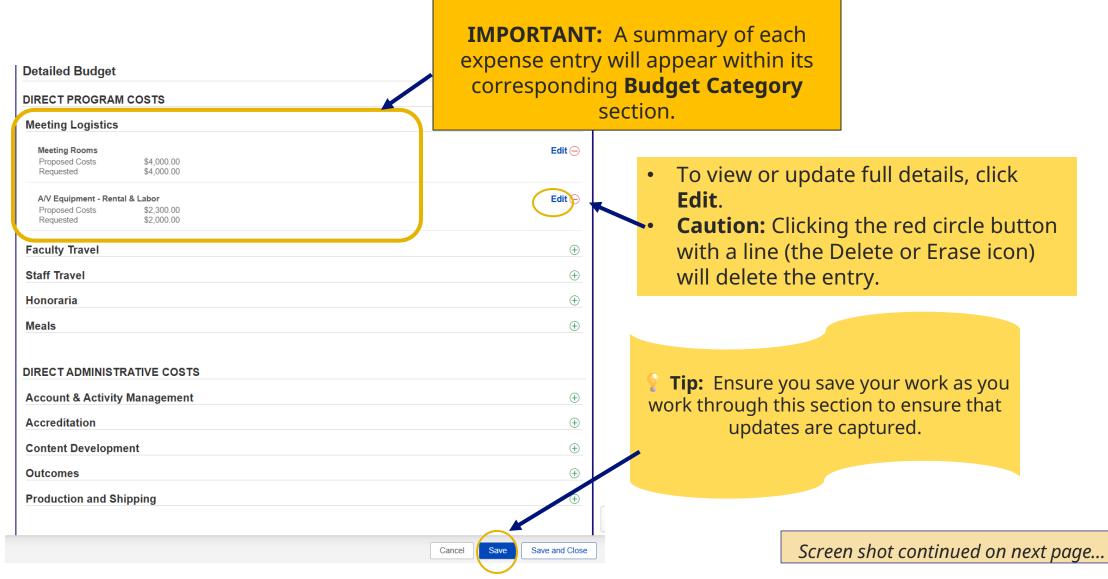


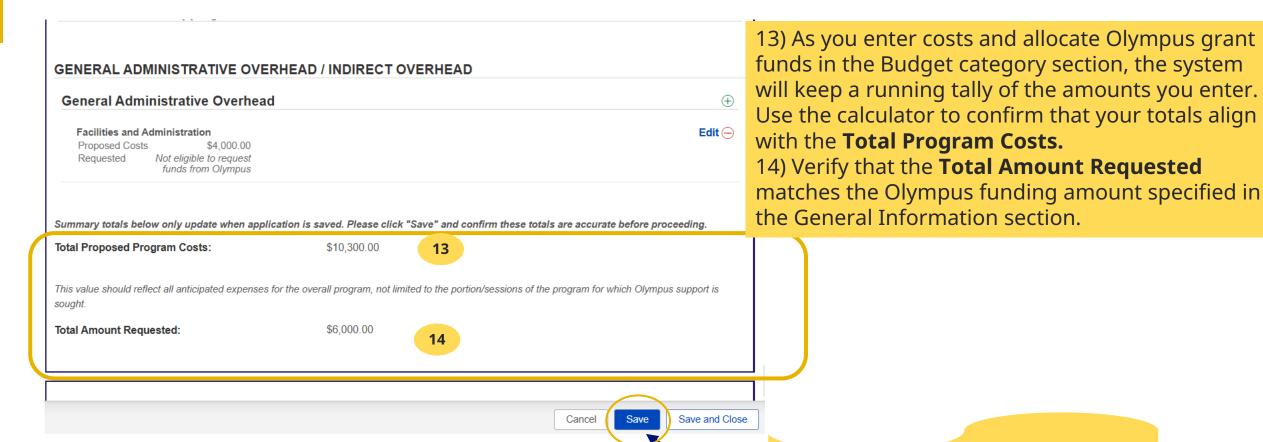
- Tip:
- The Budget categories "Faculty Travel," "Staff Travel," "Honoraria" and "Meals" require costs per item instead of lump-sum costs. For example, in the Meals budget category shown here, you must enter the Cost Per Item (in this case, cost per meal per person), Items Per Person (number of times each person will have the meal) and Number of People (number of individuals who will have the meal over the course of the event).
- If a **Cost Per Item** varies (for example, lunch on day one is more expensive than lunch on day two), provide the **average** Cost Per Item so that the **Proposed Program Cost** reflects the accurate overall cost for the line item.

### IMPORTANT: Budget Section Recommendations

- If our Budget categories don't correspond with those of your prepared budget, enter your expenses and allocations as best you can, using the **Comments** field to indicate what was entered where, if necessary.
- You must enter ALL program costs, even those for which you are not specifically seeking Olympus support OR those not eligible for support (for example, faculty travel, meals, honoraria, etc.).

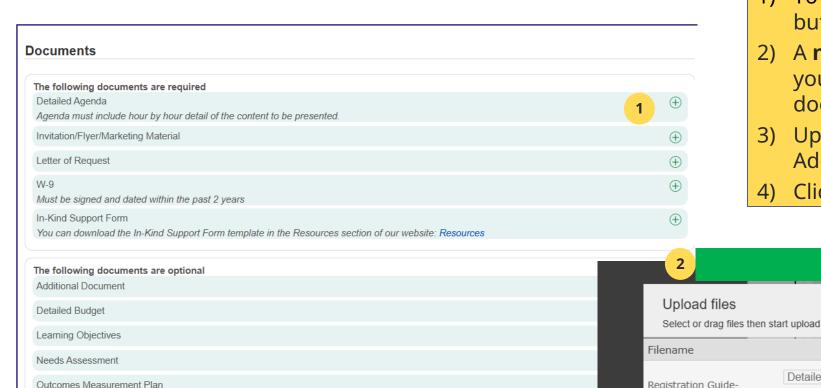
**EXAMPLE**: For breakfast, the cost per meal is \$12.95 (Cost Per Item). The event is scheduled to last two days, so breakfast will be served 2 times (Items Per Person = 2). There are 115 people (attendees, faculty, staff) scheduled to participate in the event (Number of People). The system automatically calculates the total **Proposed Program Cost** (\$2,978.50).





**Tip:** Summary totals are only updated when application is saved. Please click **Save** and confirm these totals are accurate before proceeding.

#### **Step 6:** Upload Required Documents



- 1) To add a document, click the "+" button.
- 2) A **new window** will open where you can upload the relevant document.
- 3) Upload the document by clicking Add files.
- 4) Click Start Upload.

Detailed Agenda

**New Window** 

Outcomes Measurement Plan

In-Kind and Logistics Details

Pediatory grid

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Add files

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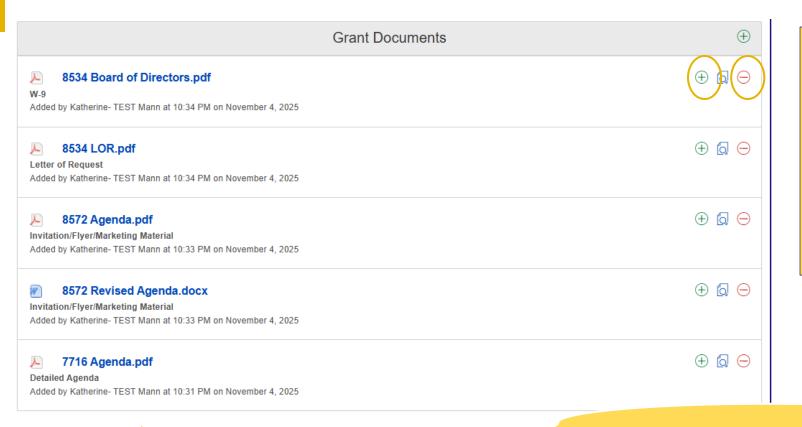
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#### **Step 6:** Upload Required Documents (cont.)

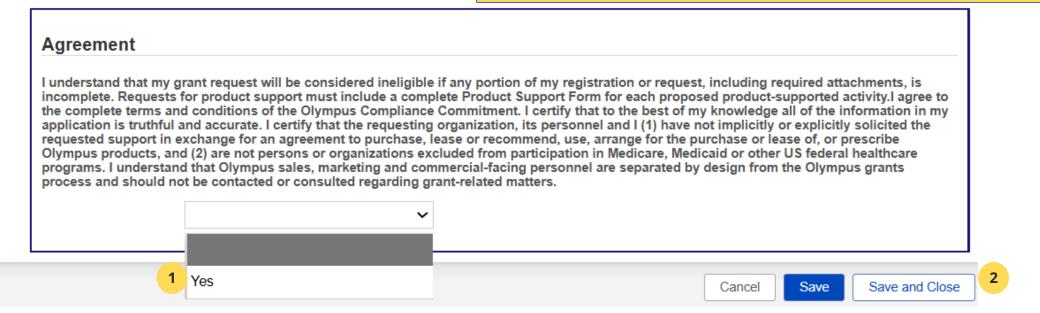


- Uploaded documents will appear under Grant Documents
- If you need to replace the document, you may do so by clicking the "+" button.
- If you need to delete the document, clicking the red circle button with a line (the Delete or Erase icon) will delete the document

**Tip:** Address your Letter of Request to the "OCA Grants Committee" and tell them why they should consider supporting your event. DO NOT include any incidental sponsorship benefits (for example, \$5K grants are recognized at the silver level and receive a free table display); such benefits are not a factor in the Grants Committee's decision-making.

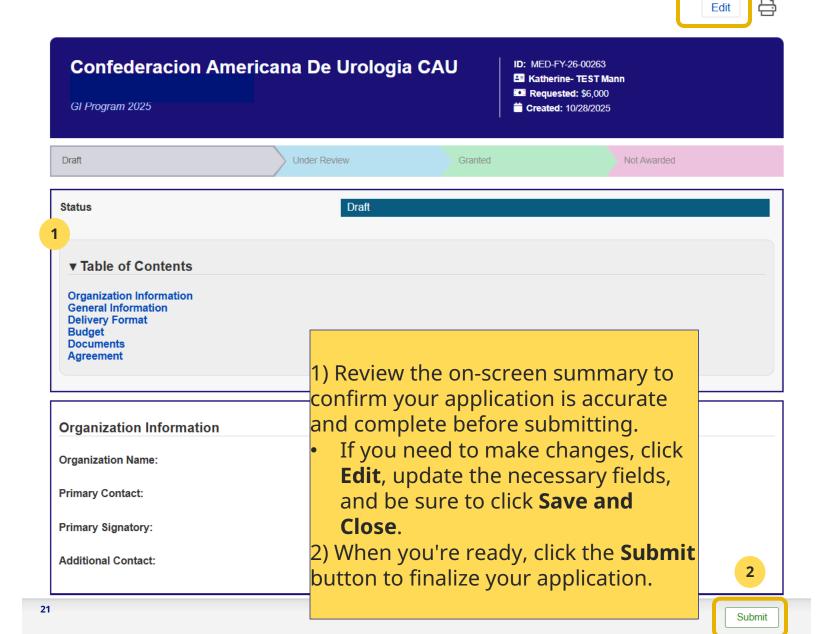
#### **Step 7:** Review Agreement Paragraph

- 1) Click **Yes**
- 2) Click **Save and Close**

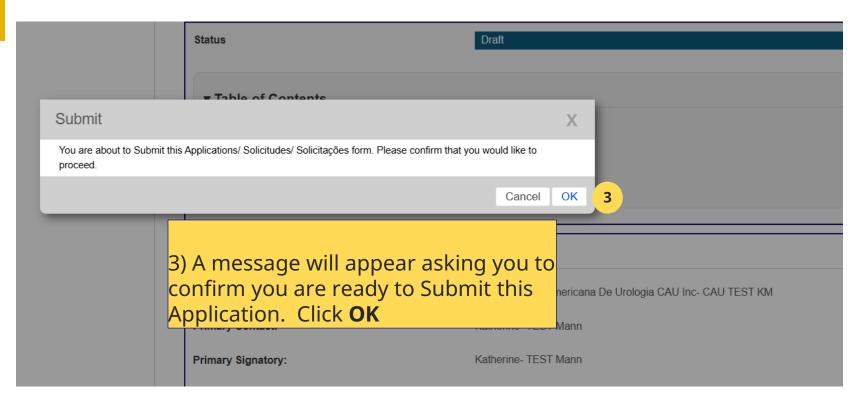




#### Step 8: Review Application Details and Submit

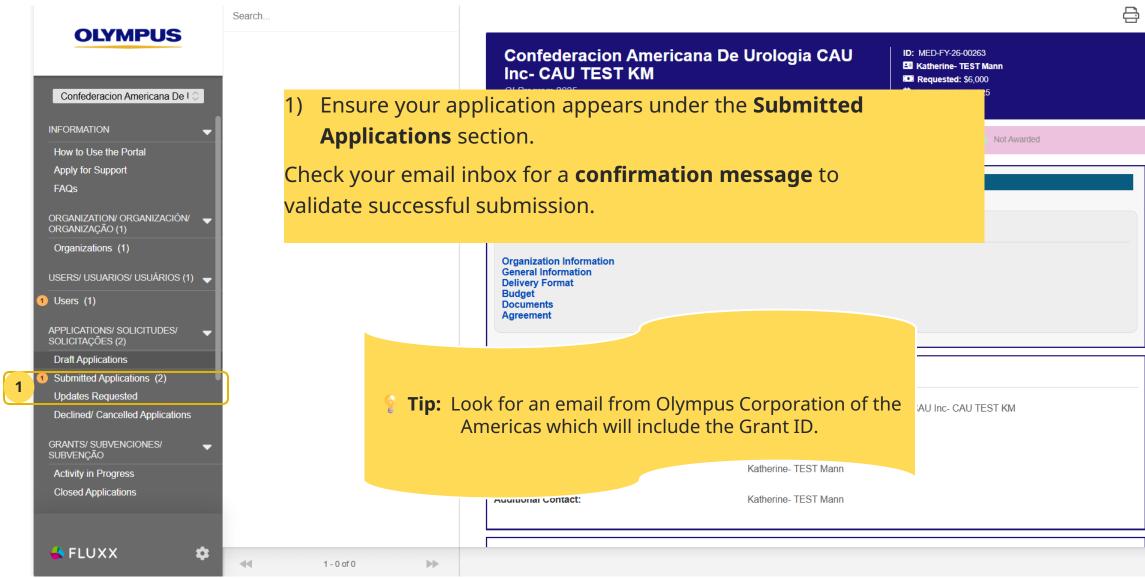


#### Step 8: Review Application Details and Submit (cont.)



**Tip:** If any fields are incomplete, error messages will appear to guide you in correcting them. You must resolve these issues before you can submit your application.

#### Step 9: Verify Submission



## What happens next?

- Olympus Grants Team- Americas will review your application.
   If additional information is required, you will be notified via email and asked to update your application by the deadline provided.
- If your application includes a request for in-kind support, the clinical contact you indicated in the Product Support Form may be contacted by Olympus to clarify product needs and logistics.
- Acknowledgement of the receipt of your grant application does not indicate that Olympus has agreed to provide support.
   Support decisions are only made after the OCA Grants Committee reviews your complete request.
- · Committee determinations are communicated via email.

# Questions?



#### **Grants Team- Americas**

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