

EU Region - Commercial Required Documentation for EngageMate

Activity Type	Document Type	Submission	Close-Out	Comments
Educational Grants and Scholarships	Request letter or email from Organization	✓		Letter should describe - (i) purpose of the organization, and (ii) request for the grant/scholarship, including confirmation that it is not subsidized/funded in any other way or concerns routine or operational expenses
	Budget details of the grant/scholarship	✓		
	Local Donation Committee approval	✓		
	Draft agreement	✓		
	Proof of tax status for non-profit organizations (if applicable)	✓		
	Final executed agreement		✓	
	Proof of Payment: Confirmation of receipt of funds (detailed invoice or bank transfer confirmation if available)		✓	
	Financial Supporting Documentation: Grant reconciliation document acknowledging or confirming funds used as initially stated		✓	Acknowledgment letter from organization should include how the grant/scholarship funds will be used or have been spent
	Final Educational Agenda/Program, if available		✓	
	Other proof of service documents, as applicable		✓	

Document Owner: Europe Regional Compliance & Ethics Office

Effective Date: March 25, 2024

Note: Please refer to the file [Documentation Upload 2017](#), found on the EngageMate Resource Center for activity types not currently captured here



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Educational Sponsorships	Request letter, if applicable	✓		
	Event Program / Agenda	✓		
	Detailed cost estimation	✓		Estimation must include registration fees, travel, accommodation, meals (in total and per sponsored HCP participant)
	Draft agreement or Purchase Order with Agency, if applicable	✓		
	Example of draft (letter) agreement with sponsored HCP or any other proof of sponsorship award, if applicable	✓		
	Final executed agreement		✓	
	Signed Final executed Agreement with event organizer or Purchase order for TPR representing Teva		✓	
	Detailed actual costs, including Proof of Payment Receipts for hospitality, travel and other expenses Bank transfer confirmation, if available		✓	
	Signed agreement with each sponsored HCP (if applicable)		✓	
	Proof of attendance Sign- in sheet, list of participants sponsored by Teva certified by the event organizer, print out of electronic sign-in sheets, educational certificate of Teva sponsored HCP, etc.		✓	
	Other proof of service documents, as applicable		✓	

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Sponsorships of Third Party Activity	Request letter or offer from Organization/Organizer on organization letterhead or email address (of Organization's official web domain)	✓		Letter / Offer should include purpose of the event, request for sponsorship and benefit(s) for Teva (alternatively: a screenshot of the sponsor package and pricing from the organization's official website)
	Event Program/Agenda	✓		
	Teva detailed costs estimation	✓		
	Draft sponsorship agreement, including description of how the funding will be used	✓		
	Final executed agreement		✓	
	Final presentation materials, if relevant to the event		✓	
	Proof of service documents, as applicable (e.g. photograph of stand/booth, copy of event materials mentioning Teva as a sponsor)		✓	
	Purchase order and detailed invoice		✓	

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