



Please complete and return the following application and all required documents to [grants@akebia.com](mailto:grants@akebia.com). Please note that the required lead time for requests is **60 days**.

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Name of Applicant  
Organization (Legal Name)

Date

Amount Requested  
(including currency)

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### Contact Information

Last Name

First Name

Street Address

City

State/  
Province

Zip/Postal Code

Country

Phone

Email

Signature of Authorized Representative

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### Organization Information

Brief Description of Organization

Tax ID #:

Is your organization designated as a non-profit or tax-exempt organization by a local tax authority, e.g. the IRS? *If yes, written documentation is required.*

Yes

No

### Program Information

Program or Event Title

Program or Event Date(s)

Program or Event Venue(s)

Proposed Audience

Anticipated Number  
of Attendees or  
Participants

Type of Program or Event

Professional Education

Other

Brief Description of Program or Event

*What are the **learning objectives** of the meeting, and what **methods** will be used to assess achievement of those objectives? Please include additional supporting documents, e.g. brochures, invitations, program overview/agendas.*

Type of Grant

CME

non-CME

Will Akebia be the sole  
supporter of this educational  
activity?

Yes

No

Name of Accrediting  
Organization (if applicable)

**It is Akebia's policy not to pay for or support meals, travel, or other expenses for any attendees of any program funded by an educational grant from Akebia. For non-CME programs, if Akebia funds are used to support the costs of faculty expenses, such as honoraria or travel, Akebia will report these transfers of value in accordance with law. The grant recipient will be required to provide Akebia with all information necessary to facilitate such reporting.**

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## Required Documents

In addition to this form, the following documents are required to submit a medical education grant request:

1. Evidence of non-profit or tax-exempt status
  - U.S. applicants: IRS tax determination letter **or** Form 990
  - Non-U.S. applicants: government issued document from the local tax authority confirming non-profit/charity status
2. Detailed, line-item budget (**note**: Akebia funds cannot be used to provide meals)
3. W-9 (for U.S. applicants)
4. W-8 (for non-U.S. applicants)
5. Current medical education accreditation certificate, if applicable
6. Additional supporting documents (e.g. letter of request, detailed program description, needs assessment, program agenda, and evaluation/outcomes plan)

Please verify that all required materials are included in the final submission of this request.

*Current through 02/28/2019*