

**UPTODATE INTERNATIONAL SUBSCRIPTION GRANT PROGRAM ON GHDonline
CHECK LIST**

Feel free to print this list and check as you complete the application form.

Section 1. Contact Information: UpToDate Liaison is completed.

The UpToDate Liaison should be a senior clinical staff member who is heavily involved in clinical activities within the organization. The Liaison acts as the UpToDate “champion” within the organization, is in charge of providing an initial training to all expected users of UpToDate, and acts as a liaison with the Information Technology (IT) person/department. Independent medical professionals applying for the grant should fill in all fields except those informing the organization as indicated herein.

Section 2. Contact Information: Grant Point Person is completed.

The Point Person is responsible for reading and agreeing to the UpToDate, Inc. Subscription and License Agreement and to the Grant Privacy Policy for the applying organization. The UpToDate Liaison

Section 3. Why do you need/does your organization need UpToDate?

Tell us more about your organization, your site(s)/facility(ies) and the services you provide, and explain to us why your organization needs the UpToDate Grant Program. Independent providers are also asked to inform this section as indicated herein.

Section 4. Technology Requirements

Please read the following UpToDate recommended settings and fill in the Internet Protocol (IP) Address(es) for you/your organization. Please follow this link (http://en.wikipedia.org/wiki/Internet_Protocol) to learn more about IP addresses, and use the [“What is my IP address?”](#) website for help getting your computer’s IP address.

Section 5. References

If applicable, make sure that you have provided the contact information for members of your organization or professionals who assisted in the completion of your application. They may be contacted by the Grant Review Committee.

Section 6. UpToDate, Inc. Subscription and License Agreement

UpToDate, Inc. Licensed Materials are subject to copyrights and other intellectual property rights under United States, foreign laws and international conventions. Please read the following Subscription and License Agreement, and check and sign for Agreement at the end.

Section 7. Grantee Requirements

If you or your organization is selected to receive the UpToDate Grant, you will be asked to fulfill a specific set of obligations as detailed in this section during the entire year of the grant (date to date). In order to qualify for the grant, please make sure to check the box, with your full name and date, at the end of this section to notify your understanding and agreement to these requirements.

Section 8. Privacy Policy and Termination Clause

Please read the following Privacy Policy and Termination Clause carefully, and note that by applying to the UpToDate Grant Program you agree to the terms of this section.

Your **Cover Letter** is written and ready to be sent in the text of your message to utdgrant@ghdonline.org for application submission.

Make sure that your cover letter message does not exceed 450 words.

FIRST-TIME APPLICANTS: DEADLINES REMINDER

Monday, January 25, 2009 - 12:00PM UTC (1st round of review)

Monday, May 3, 2010 - 12:00PM UTC (2nd round of review)

DEADLINE REMINDER FOR RENEWAL

If you are applying to **renew a previously awarded UpToDate subscription**, please submit a completed application form AND renewal form by **Monday, May 3, 2010 - 12:00PM UTC.**