



Child Neurology Foundation
External Request for Endorsement of Patient and/or Caregiver Educational Materials

As CNF’s aim to serve as a collaborative center for patient education and support, our endorsement of educational materials allows for our content expertise to be granted onto our partners’ materials. CNF Endorsement allows the requesting organization to use the CNF name on educational material, which specifically indicates that the material has been reviewed and endorsed by the CNF.

Materials Eligible for CNF Endorsement Review	
Type of Material	Action Required
1. Materials developed independently from CNF	External, requesting organization to complete Endorsement Application.
2. Materials developed in collaboration with CNF via a General Service Agreement	BOD project liaison reviews during development. External, requesting organization to complete Endorsement Application.

Endorsement Approval: CNF Endorsement is granted, and will be valid per the endorsement approval date. All future revisions of educational material require re-submission for review and endorsement.

Attachments for Submission:

- Endorsement Application

Administrative Fee *(Payable at the time of application via check, EFT, or credit card. Contact staff below for processing. Rates are annually reviewed.)*

- Advocacy Organizations: Free
- Membership Bodies: \$500
- Pharmaceuticals and other Corporate Entities: \$1,000 (President’s Council CAB members’ fee is waived.)

Timeline:

- Completed applications must be received the first Thursday of each month by 9aEST to be considered for that month’s review.



- Once a completed application is received, it will be submitted to CNF internal expertise bodies for review, as appropriate, and finally CNF's Executive committee for final approval. If needed, CNF's Board of Directors will review. A determination will be given in 6-8 weeks from date of submission.

Reminders:

- All materials must be submitted in English.
- All materials must be reviewed and approved by the CNF prior to promotion, printing, and/or distribution.

Contact and Submission: Allyson Eyer mann, Executive Administrative Assistant at aeermann@childneurologyfoundation.org .

Child Neurology Foundation reserves the right to decline any request for endorsement of educational material at its discretion without explanation at any time.

CONFIDENTIAL



Child Neurology Foundation

Application for Endorsement of Patient and/or Caregiver Educational Materials

Please note CNF will only review patient/ caregiver centered education materials for endorsement.

Instructions: Complete the following information in detail. Failure to provide complete answers may delay the processing of your application.

DATE OF APPLICATION SUBMISSION:

BACKGROUND INFORMATION

1. Name of Organization:
2. Type of Organization:
3. Address:
4. Name & Title of Contact Person:
5. Phone:
6. Email:
7. Title of Educational Material:
8. Description of Material:

AUDIENCE

1. Target Audience (i.e. caregivers, patients, advocates, etc.):
2. Estimated Reach:

NEEDS ASSESSMENT

1. How were the educational needs of your intended audience determined? What needs were identified (outline the specific needs based on your needs data)?

REVISIONS

1. If this is a resubmission based on revision, list the key edits:



LEARNING OBJECTIVES

Upon exposure to this educational material, individuals will be able to:

COMMERCIAL SUPPORT

1. Is there commercial support?
2. If yes, list the proposed corporate supporters.

EVALUATION

1. How will this material be evaluated to see if it meets the stated purpose/objectives?
2. Will you be willing to share evaluation report with CNF?

SIGNATURES/AGREEMENT

By signing this application, I agree to abide by all of the terms and requirements set forth in this application. Failure to meet the terms, requirements, and guidelines will result in termination of the endorsement.

Signature of Applicant:

Date: