**HCP contract order form**

Name of requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost Center to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Nr: \_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event/Agreement: 🞎 Promotional/Health Education Event 🞎 Advisory Board (incl Expert Boards)

🞎 Scientific Exchange Event 🞎 General Service Contract (incl Consulting)

HCPs to be contracted:

|  |  |  |  |
| --- | --- | --- | --- |
| HCP Name  HCP affiliation / location  Tier  Selection Rationale | Function at Event | Prep Time, Event Time  (according to attached FMV grid) | Notification |
|  | 🞎 Speaker  🞎 Chairperson  🞎 Advisor  🞎 Consultant  More info on task:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Prep Time: \_\_\_\_\_\_\_ h**  **Event Time: \_\_\_\_\_\_\_ h**  **Honoraria before**  **travel adjustment: \_\_\_\_\_\_\_\_ CHF** | 🞎 n/a (independent)  🞎 by Lilly to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 direct by HCP (late timing\*) |
|  | 🞎 Speaker  🞎 Chairperson  🞎 Advisor  🞎 Consultant  More info on task:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Prep Time: \_\_\_\_\_\_\_ h**  **Event Time: \_\_\_\_\_\_\_ h**  **Honoraria before**  **travel adjustment: \_\_\_\_\_\_\_\_ CHF** | 🞎 n/a (independent)  🞎 by Lilly to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 direct by HCP (late timing\*) |
|  | 🞎 Speaker  🞎 Chairperson  🞎 Advisor  🞎 Consultant  More info on task:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Prep Time: \_\_\_\_\_\_\_ h**  **Event Time: \_\_\_\_\_\_\_ h**  **Honoraria before**  **travel adjustment: \_\_\_\_\_\_\_\_ CHF** | 🞎 n/a (independent)  🞎 by Lilly to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 direct by HCP (late timing\*) |
|  | 🞎 Speaker  🞎 Chairperson  🞎 Advisor  🞎 Consultant  More info on task:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Prep Time: \_\_\_\_\_\_\_ h**  **Event Time: \_\_\_\_\_\_\_ h**  **Honoraria before**  **travel adjustment: \_\_\_\_\_\_\_\_ CHF** | 🞎 n/a (independent)  🞎 by Lilly to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 direct by HCP (late timing\*) |
|  | 🞎 Speaker  🞎 Chairperson  🞎 Advisor  🞎 Consultant  More info on task:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Prep Time: \_\_\_\_\_\_\_ h**  **Event Time: \_\_\_\_\_\_\_ h**  **Honoraria before**  **travel adjustment: \_\_\_\_\_\_\_\_ CHF** | 🞎 n/a (independent)  🞎 by Lilly to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 direct by HCP (late timing\*) |

\*Timing: direct notification needed if “normal notification” will not be sent to designated person at least 3 weeks before event

Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fair Market Value Grid:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Type** | **Event/Project Type** | **Duration** | **Medical Doctors / Profs / Scientists** | | | **Non MD HCPs** | | **Local Maximum Hours of Service** | | |
|  |  |  | **Tier 3** | **Tier 2** | **Tier 1** | **Tier 3** | **Tier 2** | **Event Time** | **Prep. Time** | **Total Hours** |
| **Consulting/ Chairing** | **Ad Hoc Consulting**  (incl. Authoring Marketing / Educational Materials) | Per Hour | **200** | **250** | **300** | **120** | **160** | As per hours to perform agreed upon service | | |
| **Advisory Board Participant** | 2-3 hours | **800** | **1000** | **1200** | **480** | **640** | 3 | 1 | 4 |
| Half Day  (3 to 5 hrs) | **1000** | **1250** | **1500** | **600** | **800** | 4 | 1 | 5 |
| ca 6 hours | **1400** | **1750** | **2100** | **840** | **1120** | 6 | 1 | 7 |
| Full Day  (>= 7hrs) | **1800** | **2250** | **2700** | **1080** | **1440** | 8 | 1 | 9 |
| **Chairman**, Co-Chairman a. Advisory Boards b. Symposia c. Speaker Training Faculty | 2-3 hours | **1000** | **1250** | **1500** | **600** | **800** | 3 | 2 | 5 |
| Half Day  (3 to 5 hrs) | **1200** | **1500** | **1800** | **720** | **960** | 4 | 2 | 6 |
| ca 6 hours | **1600** | **2000** | **2400** | **960** | **1280** | 6 | 2 | 8 |
| Full Day  (>= 7hrs) | **2000** | **2500** | **3000** | **1200** | **1600** | 8 | 2 | 10 |
| Chairman planning/ preparation time exceeding 2 hours (hourly rate for extra hours) | **200** | **250** | **300** | **120** | **160** | 0 | **n** | **n** |
| **Speaking** | **Presentation** ( to internal Lilly audience / at a Meeting / Symposium  (Informational or Scientific Exchange) | short event (max 1.5 hr) | **600** | **750** | **900** | **360** | **480** | 1.5 | 1.5 | 3 |
| 2 hr event | **800** | **1000** | **1200** | **480** | **640** | 2 | 2 | 4 |
| 3 hr event | **1000** | **1250** | **1500** | **600** | **800** | 3 | 2 | 5 |
| half day event | **1200** | **1500** | **1800** | **720** | **960** | 4 | 2 | 6 |
| Speaker preparation time exceeding 2 hours (hourly rate for extra hours) | **200** | **250** | **300** | **120** | **160** | 0 | **n** | **n** |
| **Training** | Speaker Training attendee | Half Day | **400** | **500** | **600** | **240** | **320** | 2 | 0 | 2 |
| Full Day | **800** | **1000** | **1200** | **480** | **640** | 4 | 0 | 4 |

**\*: Describe additional service/reason requiring preparation beyond standard 2 hrs in HCP order form in “Function at Event” case**

|  |  |
| --- | --- |
| **round trip travel time** | **travel adjustment** |
| 2-10 hours | **Add 20% of HCP Total Honoraria** |
| 11-20 hours | **Add 25% of HCP Total Honoraria** |
| > 20 hours | **Add 30% of HCP Total Honoraria** |

**Travel adjustment:**

FYI information only

(values will be determined and integrated in contract by Cork team)