

Q&A from May 9, 2016 Launch Webinar

Webinar Materials

Will the slides be available after the webinar?

Yes, the slides and a recording of the webinar will be sent by email to all Invest Health participants. These materials will also be posted in the password-protected section of our website (www.investhealth.org), after the site is relaunched on Tuesday, May 17th.

Communications

When will we receive feedback on our draft press releases?

Feedback on press releases submitted by May 5th is being provided on Tuesday, May 10th. Feedback on any press releases submitted by May 10th will be provided no later than Thursday, May 12th.

What time of day on May 17th can the press release go out?

The embargo is officially lifted at 12:01 a.m. ET on May 17th. Please feel free to spread the news anytime on the 17th or afterwards.

Convening Details

What is the suggested dress code for the convening? Business, business casual, casual?

The suggested dress code for the convening, as well as the Tuesday and Thursday evening receptions, is business casual.

When will locations for the September and subsequent national convenings be finalized?

The location of the September meeting will be announced before we are together in June. The locations of the remaining national convenings will be announced in the coming months.

Did the dates of the fall 2016 convening change?

The initial notification of future convening dates circulated in early March incorrectly listed October rather than September dates for the fall 2016 convening. Notice of the correct dates – September 27-30, 2016 – was shared with all applicant teams the next day.

Grants Administration

When should we expect to receive a fully executed grant agreement?

Teams should expect to receive a fully executed grant agreement via email from your Invest Health Support Liaison within two weeks of submitting all required grant documentation.

Is the grant reimbursing for meals that are not provided during the trip?

It is up to each team to determine how to budget its grant funds. A team may determine to reimburse team members for any meal costs when traveling to and during Invest Health convenings.

For the June convening, Invest Health will provide meals as follows:

- Tuesday: heavy hors d'oeuvres at evening reception
- Wednesday: breakfast, mid-morning snack, and lunch
 - there are no scheduled events on Wednesday evening; participants will have the opportunity to explore the city and make personal dinner plans
- Thursday: breakfast, mid-morning snack, lunch, and heavy hors d'oeuvres at evening reception
- Friday: breakfast and a mid-morning snack

Travel Logistics and Costs

Does Corporate Traveler automatically deduct travels costs from the grant, and the remainder of the grant is then awarded to the applicant? Or do participants pay for the travel costs directly and then seek reimbursement?

Corporate Traveler does not deduct travel costs. Teams will pay for travel costs directly. Please see below for potential approaches teams might take to managing travel cost payment.

The initial grant disbursement of \$20,000 will be sent to each team promptly after submission of the signed grant agreement, a W-9 form for the team's fiscal agent, and the fiscal agent information form (<http://goo.gl/forms/ojtSx1UrJN>). Teams that have already submitted the required information should receive the initial disbursement of \$20,000 well in advance of the June convening. The disbursements will be made on a rolling basis as teams submit the required documentation.

Will each participant have to give a credit card to pay for travel up-front and then get reimbursed later? Or, as the grantee organization, will we be required to submit payment info?

Each team will need to determine how it plans to structure payment for Invest Health travel costs, which should be paid using the grant funds. Teams could elect to use a single corporate credit card from the fiscal agent for all team member travel; have each team member pay for travel individually and then be reimbursed by the fiscal agent from the grant funds; or use a hybrid approach. What approach to use is entirely at the discretion of the individual team.

Does each team member individually make her/his travel arrangements through the site, or does a team 'captain' make arrangements for all team members?

Team members are free to book travel either individually or through one representative – whatever is easiest for the team. All team members will need to create an individual Travel Profile with Corporate Traveler at the following link: <https://portal.fcm.travel/reinvestment>

Please contact your team's Invest Health support liaison with any other questions.