



Funding Policy

1.0 Context

- 1.1 The Canadian Arthritis Patient Alliance (CAPA) is a not-for-profit organization that relies on various sources of funding to carry out its operations. Sources of funding include, but are not limited to, government, not for profit organizations, industry, and insurance organizations, all of which are stakeholders in the healthcare environment.
- 1.2 CAPA does not collect membership fees and does not charge for the use and access to its products and services.
- 1.3 CAPA believes in transparency regarding its operations, including its strategic direction and its funding.

2.0 Purpose

- 2.1 The **purpose of this policy** is to provide transparency and guidance for CAPA in the acceptance of funding to support CAPA operations. This policy outlines the expected conduct to be demonstrated by CAPA and its members with respect to the acceptance of funding to maintain the credibility and reputation of CAPA.

3.0 Definitions

- 3.1 **Government** refers to any level of government within the Canadian context, including municipal, provincial and federal.
- 3.2 **Not for profit** refers to any not for profit organization. This may include health charities such as the Arthritis Society, the Canadian Agency for Drugs and Technologies in Health, and organizations such as the Canadian Rheumatology Association and the European League Against Rheumatism.
- 3.3 **Industry** refers to any for-profit organization, or agent thereof (which may include not-for-profit organizations such as umbrella organizations), in the healthcare environment. For the purposes of this policy, this includes pharmaceutical, biotechnology, contract research, vendor and industry organizations and associations that may be not-for-profit in structure and represent industry and other interests.
- 3.4 **Insurance** refers to any for-profit organization operating in the healthcare context whose role includes the provision of healthcare benefit coverage for a client's members in exchange for a set of fees.
- 3.5 **Funding** includes funding that is provided by an organization to CAPA to carry out specific, defined activities.
- 3.6 **Recognition** refers to how funding will be recognized.

4.0 Guiding Principles

4.1 CAPA values the relationships and partnerships it has cultivated within the Canadian and international healthcare landscape. As an open and accountable organization, CAPA will consistently apply its *Principles and Codes for Ethical Conduct and Partnerships* (available on the CAPA website) in the conduct of any associated activities.

5.0 Application

5.1 This policy applies to all individuals carrying out activities on behalf of CAPA, including the Board of Directors and contractors.

5.2 Board members and contractors shall also follow all other applicable policies at CAPA when performing duties that may involve interacting with industry about funding.

6.0 Responsibility

6.1 Primary responsibility for industry funding rests with a CAPA contact who is first approached by industry, or who first approaches industry about an opportunity. The CAPA contact will work with industry on the appropriate paperwork related to the funding and will seek the approval of the President and/or two Vice Presidents before finalizing any funding paperwork.

7.0 Guidelines

7.1 Funding opportunities will support matters related to CAPA's mandate and its strategic priorities.

7.2 CAPA will only accept funding where the provider of funding will not have specific or direct input and/or influence CAPA operations.

7.3 CAPA develops and drives its own projects. In some cases, CAPA will work in collaboration with an organization on a specific project. Any collaborations will be made clear in project materials.

7.4 CAPA will follow the required process, as defined by a specific organization or association, to request funding. In many instances, this takes the form of a written request for funding that outlines how the funding will be used, an overview of the project or program, its goals, a high level plan for execution, and the anticipated deliverables and outcomes.

7.5 CAPA typically seeks funding from more than one organization so as to avoid any potential perceived conflicts of interest. In no way will funding from a particular organization create an environment with preferential dealings.



- 7.6 CAPA may recognize its funders with the use of a logo and mention of provision of funding. CAPA will provide recognition in a way that is most appropriate to the resource. This includes disclosure of funding on CAPA's website.

- 7.7 Receipt of funding will be in no way associated or connected with recommendations of business or endorsement, including promotion of products, of any kind.