

Establishment Board Member Pharmacy Application Review Instructions

Overview

House Bill 54 of the 2025 Legislative session codified that two additional Medical Cannabis Pharmacy licenses will be awarded. The licenses issued will be for an Independent Medical Cannabis Pharmacy. The first license will be awarded prior to January 1, 2026. The parameters for the first license are as follows:

- The Licensing Board may not select an entity that owns a financial interest in a medical cannabis pharmacy or is owned by an entity that owns a financial interest in a medical cannabis pharmacy;
- The Licensing Board shall select an entity in an area that is: designated as a medically underserved area as determined by the federal Health Resources and Services Administration and is located in a county of the third, fourth, fifth, or sixth class

The Medical Cannabis Program staff has completed an initial review of each application to ensure the applications are accurate and complete prior to board review as outlined in 4-41a-201.1(12)(c). The applications that will be reviewed have met all required eligibility criteria.

Map of Current Pharmacy Locations in Relation to Proposed Pharmacy Locations

<https://www.google.com/maps/d/edit?mid=1wHroZ92atUoDCkapwnKzqWbUQPfalnY&usp=sharing>

How to Review the Application

The applications will be reviewed in a software called Submittable. You will receive a link to review and rank each application. Applications should be reviewed independently by each board member and follow the score sheet for how to rate each question. While reviewing the application, information provided by applicants should be reviewed and compared to current law and rules as outlined below and as outlined in the specific question:

[4-41a-10 Cannabis Production Establishments and Pharmacies](#)

R66-5 Medical Cannabis Pharmacy

<https://adminrules.utah.gov/public/rule/R66-5/Current%20Rules?searchText=undefined>

Submittable allows the option to submit questions and allows the reviewer to ask questions directly to the submitter in the software but we ask that questions are sent directly to Program Staff. Communication directly with the applicants is prohibited. If a question comes up specific to an application or in general during the review process, please email them to cannabis@utah.gov. The Medical Cannabis Program staff will provide a list of the questions and answers to all Board members to ensure consistency with responses and information.

Board members are required to review all applications unless there is a conflict of interest which can be noted on an application within Submittable. Applications reviewed by the board will not have ownership identifying information, board members should focus only on experience and answers to the questions making their decision. Once you have completed an application review you will submit the review and can no longer edit it. Once all of the applications have been reviewed by all board members, the three applications with the highest score will move on to presenting at the establishment board meeting. Rating can not be changed once you submit the review.

Steps for using Submittable for review

1. Reviewers will receive an e-mail from Submittable with the applications that have been assigned to you. The applications are displayed as numbers in the e-mail (example 0001). The reviewer may click on these numbers to be taken to the application review cycle.
2. Once you click the application you will be taken to the Submittable website and will be asked to log in with your Utah ID
3. You will see your name on the right side of the screen and can click “complete review” to start the review process.
4. Ensure you are logged in under “stage 2 review”
5. If you do not have time to do the full review in one sitting or have questions you would like to discuss, there is an option at the bottom of the review form to “save draft” **DO NOT “Submit review” until it is fully complete**. If you make comments/scoring and do not “save as draft” you will need to start over. You may edit your scores/comments so long as the application is in draft mode and has not been submitted.
6. Submittable can be accessed either from the e-mail with the assignments or by going to <https://udafgrants.utah.gov/submissions>
7. Board members are prohibited from utilizing Submittable to contact the applicant through any of the messaging features.
8. Once all sections have been reviewed and the reviewer is satisfied with their decision, they may click “Submit Review” at the bottom of the right hand side of the screen.

Scoring Sheet Example

Please Note: Some items are weighted heavier than others and contribute to a larger percentage of the overall score than other sections as noted below by the asterisk. These items are outlined in 4-41a-1005(2)(a)(b).

Section	Points
Company Information	
Ownership	20 points
Company	40 points
Location & Business Information	70 points
Operating Plan	
Facility	80 points
Staff & Training	70 points
Sales *	90 points
Security *	30 points
Strategic Plan *	
#46	20 points
#47	30 points
#48	20 points
#49	30 points
#50	20 points
#51	20 points
#52	40 points
#53	20 points
<i>Items with an "*" will be weighed heavier</i>	

Timeline for Review

The board will have three weeks to review applications beginning September 25th and ending on October 16th, 2025. All questions should be submitted to the Cannabis program staff prior to this deadline to ensure questions are answered by Oct. 16th.

Example of Instructions Sent to Applicants

Linked you will find the instructions provided to applicants when applying for the pharmacy application. This is for your review as you prepare to assess each application.

 [Handout for Independent Pharmacy Application.pdf](#)

Establishment Board Meeting Review

The Board will determine at the October 9th, 2025 establishment meeting on the number of applicants that will be brought to the November board meeting to answer questions. Board members will vote on the final application at the November meeting. Any questions generated by the board during the review period will be shared publicly at the November board meeting.