



Education Grant Policies and Online Application Frequently Asked Questions

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Q How do I apply for an education grant?

A Information and required templates about our education grant process can be found at the following link:
<http://www.depuyspine.com/about/about.hcc.asp#ed>

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Q Can I save a request in progress and return to it later?

A No. Unfortunately, the system will not save your request and will timeout after 60 minutes. Please have all required documents completed and available before you begin the application process.

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Q What is the timeframe for submitting a request?

A All requests must be received at least 6 weeks prior to the date of the program.

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Q If necessary, you may be contacted by DePuy Spine Medical Affairs to provide additional information on your education grant request via e-mail. What is the timeframe for providing additional follow-up information that is required to complete the processing of my request?

A Additional information should be submitted via e-mail as soon as possible to the following e-mail address: spinemedicalaffairs@its.jnj.com. The request cannot be considered until all requested information is received. If the requested information is not received 30 days prior to the event date, the request may be denied.

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Q What are the minimum documents required at the time of submission?

A A letter of request on the requesting organization's letterhead detailing the requested amount and how this will be used, an agenda with the learning objectives and a description of the target audience, a budget template for the total event and a signed IRS W9 form. Please see the following link for further information:
<http://www.depuyspine.com/about/about.hcc.asp#ed>

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Q What are W-9's and why are they required?

A A W-9 is used by third parties (such as DePuy Spine) to file information with the IRS on reportable payments made to others. It requests the name, address, and taxpayer identification information of a taxpayer (usually in the form of a Social Security Number or Employer Identification Number - either number is considered a Taxpayer Identification Number or TIN as it is commonly called).

W-9's are required for grant requests and must state the name of the payee requested by the organization submitting the grant request. Although you may have previously submitted a W-9 to DePuy Spine, this is a required step of our online application process and must be done for each grant request.

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Q I can't seem to start a new education grant request; the only available option is "View Grant Request Status", what is the problem?

A You must read the statement shown under "Applicant Disclosure Statement" and check the box that begins with "I have read..." before you can start a new education grant request.

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Q Will a grant be denied if the required documents are not provided?

A The request cannot be considered until all requested information is received. Incomplete submissions may be denied.

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Q How will I know if my request was successfully received?

A Once your request has been successfully submitted, you will receive a confirmation e-mail with a Grant

Identification Number assigned to your request. Please print a copy of the confirmation e-mail for your records and future reference.

If you do not receive a confirmation immediately with the Grant Identification Number, please send an e-mail message to: spinemedicalaffairs@its.jnj.com

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Q How can I contact DePuy Spine if I have questions about submitting a request?

A Please forward an e-mail message including your Grant Identification Number, if you have it, to the Medical Affairs staff at: spinemedicalaffairs@its.jnj.com

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Q What is the maximum file size?

A The maximum single file size for an attached file is 20 megabytes.

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Q I entered the number of credits incorrectly in the "Target Audience" section and the system does not allow me to change this. How can this be corrected?

A You can delete and re-enter the number of credits if you click in the field and backspace.

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Q What do I do if I do not have access to a scanner and am unable to upload the required documents into the website to complete my grant application?

A Although it is preferable that organizations submit education grants via our online application, for a limited time, we will accept education grants via mail, at:

DePuy Spine
Attention: Medical Affairs
325 Paramount Drive
Raynham, MA 02767
USA

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Q Can I submit multiple requests?

A Yes, provided they are for different events. If you will be submitting multiple requests, the request for each program must be submitted via a separate application and a separate Grant Identification Number. These requests will be considered independently.

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Q What document types are acceptable attachments for grant submissions?

A Only documents saved as a Word (.doc), Excel (.xls), PowerPoint (.ppt), and/or PDF (.pdf) are acceptable. We do not accept zip (.zip) files. The maximum single file size is 20 megabytes.

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Q How long will it take to receive a decision?

A You can check the status of your request anytime via the "Submit/View Request" link. Decisions on grant requests are based on the event date of the request and the timing of DePuy Spine's Education Grant Committee meeting. You will be notified of the decision as soon as possible.

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Q How do I know what DePuy Spine's 'Current Status' means within the View Grant Status window?

A From the "Submit/View Request" link, click on the Current Status icon for a complete definition list.

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Q Who do I contact to request a charitable monetary or product contribution?

A Please forward your request for a charitable monetary or product contribution directly to the Medical Affairs staff at: spinemedicalaffairs@its.jnj.com. The online application is only used for education grants.

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Q Who is eligible to receive an education grant?

A Acceptable education grant recipients may be academic medical centers, hospitals, medical societies, professional associations, or governmental agencies. Recipients will be responsible for the design and content of the educational activity and may engage other individuals and organizations which would not themselves be acceptable recipients. However, the grant recipient must exclusively manage the relationship with such organizations.

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Q Can payment be made directly to an individual?

A Education grants for independent educational activities may not be provided to an individual health care professional, author, faculty member or physician practice.

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Q Who do I contact for a fellowship application?

A DePuy Spine has partnered with two separate, independent foundations to administer fellowship support from the company beginning with the 2010-2011 academic year. The Orthopedic Research and Education Foundation (OREF) accepts funding requests for orthopedic-based spine fellowship programs in the US. The Neurosurgery Research and Education Foundation (NREF) accepts funding requests for neuro-based spine fellowship programs in the US. Each foundation has outlined an application and selection process that is independent of DePuy Spine, including the application due dates, and our company plays no role in the request or approval process at either organization. For more information on how to apply for funding, please visit the foundations' respective websites at www.oref.org or www.aans.org/Research/.

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Q How do I apply for a travel grant?

A DePuy Spine considers a travel grant to be a type of education grant and can be applied for using the online application. When completing the online application, the grant type is: Non-CME/CE and the grant sub-type is: Residency/Fellow Training. Please include the name of the resident/fellow traveling, the program they will be traveling to, the dates of the program, the number of years the resident/fellow has been in the program, and the estimated expenses for the traveler by type, i.e. lodging, transportation, registration, meals, etc. The request must be on the letterhead of the organization where the resident/fellow is employed.

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Q Can funding be transferred to another program if the original program is changed?

A If the pertinent information for any approved grant changes, i.e., date, agenda, budget, etc., a notification must be sent to the Medical Affairs department via e-mail with the Grant Identification Number advising us of the changes, at: spinemedicalaffairs@its.jnj.com. You will be notified of whether the funds can be transferred or if they must be returned to DePuy Spine. No funds can be transferred without authorization from DePuy Spine Medical Affairs.

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Q Am I required to return any unused funds?

A Yes. In accordance with the executed grant agreement, the provider must return any unused or excess funds to DePuy Spine following the completion of the activity to:

DePuy Spine
Attn.: Medical Affairs
325 Paramount Drive
Raynham, MA 02767

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Q How do I request a logo to acknowledge your company's support of a program?

A To request a copy of our company logo, please forward an e-mail message to spinemedicalaffairs@its.jnj.com with the Grant Identification Number and the primary contact's e-mail address on file with your application.

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Q Can I submit a request for a program/event that already has occurred?

A Grant requests are not considered retroactively. Requests for support must be received at least 6 weeks prior to the date of the program.

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Q Where do I send the requested information if additional information is needed to complete the processing of my request?

A Send the missing information via e-mail to the spinemedicalaffairs@its.jnj.com e-mail address, including the Grant Identification Number and the primary contact's e-mail address on file with your application.

Although it is preferable that organizations submit all education grants via our online application, if it is not possible for an organization to submit via the online application, for a limited time, we will accept this information via mail at:

DePuy Spine
Attention: Medical Affairs
325 Paramount Drive
Raynham, MA 02767
USA

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Q When submitting our budget for the event, am I required to provide the budget information for the entire program or for the amount that I am requesting?

A We require that the overall expenses of the program be included in your budget provided, as well as the funds you are requesting of DePuy Spine in the grant application.

Q Can I resubmit if my grant request is rejected?

A Generally, requests are rejected because they do not fit the criteria of an education grant, the topics are not within our clinical areas of interest, (i.e., spine), funds are not available, or the request was received less than 6 weeks prior to the date of the program. Please keep these criteria in mind when submitting your request.

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Q How can I contact DePuy Spine if I have questions about submitting a request?

A Please forward an e-mail to spinemedicalaffairs@its.jnj.com for assistance.

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Q I lost my Grant Identification Number, how can I locate it?

A Please send an e-mail with the name of the requesting organization, the amount of the request, and the estimated date of grant submission to spinemedicalaffairs@its.jnj.com. We will send you confirmation of the Grant Identification Number or contact you for more information.

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- Q Who can I contact if I am having trouble with your website and I'm unable to submit a grant request?
- A Please forward an e-mail to spinemedicalaffairs@its.jnj.com for assistance.

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