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DePuy Spine Education Grant Quick Reference Guide

POLICY HIGHLIGHT

This document highlights the DePuy Spine Education Grants policy. Grants are intended to support bona fide educational activities for healthcare professionals or patients. In addition, Education Grants are provided without the condition of product use or contingent upon any commitment to purchase, recommend or use DePuy Spine products.

EXAMPLES OF EDUCATION GRANTS

The following are examples of educational programs supported with grant funding:

1. Continuing Education (CME or CE):

Any meeting, enduring material, or activity duly accredited by the Accreditation Council for Continuing Medical Education ("ACCME") to provide CME credits to physicians, or any program providing continuing education units to nurses, physician assistants, technicians, or any health professional ("CE").

2. Non-CME/CE:

Educational program not accredited by an authorized CME/CE provider, such as journal clubs, resident education and other non-accredited third party programs.

3. Travel:

A travel grant is intended to help defray the cost of conference attendance for a spine fellow or qualifying resident (in last or second-to-last year of neurosurgical or orthopaedic residency) and may be provided to attend one appropriate third party accredited clinical education program held in the continental United States each academic year.

EDUCATION GRANTS CANNOT BE USED TO SUPPORT. . .

- Requests outside of the company's therapeutic area of interest (i.e., spine)
- Promotional activities related to product of DePuy Spine
- Normal organizational overhead, (e.g., purchase of computer equipment, staff training)
- Charitable fundraising events and charitable contributions
- Reimbursement for physicians or other attendees for the cost of obtaining CME credits
- Programs that have already occurred
- Food and beverage expenses at non-accredited programs (exception of grand round and journal club programs)

REQUESTOR'S INTERACTION WITH DEPUY SPINE EMPLOYEES

- Independent sales representatives are not authorized to commit grant funding on behalf of DePuy Spine without the approval of the Education Grant Committee.
- Sales and Marketing associates do not have a vote in education grant decisions.
- Online application must be completed by the requesting organization.
- Involvement of personnel other than DePuy Spine Medical Affairs Administration employees in the application process is not permitted.

TRANSPARENCY

Payments made to grant recipients will be posted for public viewing on our company website on a quarterly basis. For more information, please go to:

<http://www.depuy spine.com/about/about.trans.asp>

CONTACTS

In order to obtain information about the online application process, to submit an application, or to check the status of a previously submitted request, visit our company website:

<http://www.depuyspine.com/about/about.hcc.sp#ed>

Mail:

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 Administration
325 Paramount Drive
Raynham, MA 02767
USA

E-Mail:

spinemedicalaffairs@its.jnj.com

Company logos may be provided upon request

APPLICATION FAQ's

What documents are required at the time of submission?

All requests require a letter on the requesting organization's letterhead, an agenda/learning objectives, the budget for the event, and a signed IRS W-9 form. Please see the "Guidelines" section on our website for more details.

What if I don't have information necessary for the online application?

Please revisit our website once all required information becomes available. Incomplete applications cannot be considered.

What document types are acceptable for grant submissions?

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

How do I know if my application was successfully received?

Once your request has been successfully submitted, you will receive a confirmation email with the Grant Identification Number assigned to your request. Please print a copy of the confirmation email for your records and future reference.

How do I check the status of my request?

You can check the status of your grant by clicking on the "View Grant Request Status" link.

Are there restrictions on who may receive an education grant?

Yes, we cannot provide education grants to: Individual health care professionals, authors, faculty members or physician practices.

HELPFUL TIPS

- The online application will timeout after 60 minutes. It is suggested you have all required documents on hand and ready to be uploaded before you start your application/grant request.
- If you do not receive a confirmation receipt with the grant ID number immediately after submitting your request, contact the site administrator at: spinemedicalaffairs@its.jnj.com
- Please print a copy of the confirmation for your records and future reference.
- Name files appropriately (e.g., Agenda, Budget, etc.)
- Combine files to condense the number of attachments (e.g., use tabs within Excel for multiple budget templates)

TIMELINE

Initial Request

Must be made at least 6 weeks prior to event date. After the request has been submitted, a notification with the Grant Identification Number is sent for your records with 2 business days.

Notification

Approval/denial is communicated to requestor in advance of event date. If approved, a letter of agreement will be e-mailed to requestor for signature.

Payment

Payment is sent for approved grant requests approximately 4 weeks following the receipt of the signed letter of agreement.