DePuy Synthes Education Grant Reference Guide

DePuy Synthes support a variety of third-party bona fide educational events for U.S.-based health care professionals, including accredited (CME) and unaccredited (non-CME) programs that relate to disease states, conditions, and treatments relevant to the company’s mission.

We strive to make the application process as simple and easy as possible. Please note that our policies and guidelines are subject to change. The most current guidelines can be referenced at [www.DePuySynthes.com/education-grants](http://www.DePuySynthes.com/education-grants).

### Who Is Eligible to Apply?

Requests for funding must be submitted by one of the following types of organizations:

- Academic Medical Center/Teaching Institution
- Hospital
- Medical Society/Professional Association
- Government Agency
- Patient Advocacy Group

Grants are awarded to the requesting organization or accrediting provider. Individual health care professionals, authors, faculty members or private practices are not eligible for funding. If the requestor of an independent educational activity for physicians is a Medical Education Communication Company (MECC), the requestor must attest the provider maintains control of the educational content of the program.

Please note that recipients in Vermont may be prohibited by law from receiving funding for non-CME events.

### Activity Types Eligible for Education Grant Consideration and Criteria

Each request is individually evaluated for compliance with education grant criteria, available budget and alignment with the Company’s therapeutic focus areas.

- Accredited meetings/courses created by eligible accredited CME providers
- Non-accredited meetings/courses created by eligible organizations
- Cadaver specimen workshops
- Tuition/travel grants for physicians in training (Fellows or residents) to DePuy Synthes-approved courses and national/large-scale meetings
- Journal Clubs
- Grand Rounds
- Craniomaxillofacial and Codman Neuro Fellowships (all other DePuy Synthes Companies outsource Fellowship funding through third party organizations)
- Research grants


Grant funding follows policies governed by the FDA’s Guidance on Industry-Supported Scientific and Educational Activities, the ACCME Standards for Commercial Support, the AMA Guidelines on Gifts to Physicians, and the AdvaMed Code of Ethics on Interactions with Health Care Professionals. Please note that additional restrictions may apply based on state-specific regulations.
**Overall considerations:**

- Education grants are not contingent upon the use, purchase, or recommendation of DePuy Synthes products.
- Agendas will be reviewed for bona fide educational needs and topics, disease states, conditions, and/or treatments that are of legitimate business interest to DePuy Synthes.
- DePuy Synthes will only support a single year program. Multi-year commitments are not considered.
- The recipient is reviewed to ensure they are not on a government sanctions list or convicted of a criminal offense under 42 U.S.C. §1320a-7(a) but has not yet been excluded, debarred, suspended, or otherwise declared ineligible.

The following are key criteria for different types of education grants including but not limited to:

**Tuition/Travel Grants:** Monetary grants to U.S. teaching institutions to help offset the cost of medical education course tuition and travel/lodging for physicians in training

- Provided only for qualified physicians in training
- Funding is provided to the institution as listed on the W-9.
- Allowable courses are only for appropriate educational conferences sponsored by professional associations or societies.
- Limit of one grant per HCP in training, per calendar year. Tuition/Travel grants may be limited to a predetermined dollar amount based on the course.
- Recipients in Vermont may be prohibited by law from receiving support for travel grants.

**Continuing Medical Education (CME)/Continuing Education (CE) Events:** Third party medical education programs that offer continuing education credits

- Program content must be dedicated to promoting objective scientific and educational activities and offer a full day of live program content each day for multi-day programs, except for partial program travel days, or grand rounds, journal clubs, and single-day programs. A full day program is generally considered five hours or more of educational learning.
- Breaks to accommodate recreational activities do not qualify as educational content time.
- Venue should be conducive to educational learning (i.e. additional scrutiny is placed on requests where the event is held in a resort location/hotel).
- Total support from DePuy Synthes and other sources does not exceed the budgeted and reasonable expenses for the program.
- Food or beverages are not funded, except for grand rounds and journal clubs (see below).
- For CME events, exhibiting activities must occur in a location that is separate from any educational sessions.
- Reimbursement for registration, travel, lodging or other expenses for HCPs as participants cannot be considered as part of course support.

**Non-CME Events:** Third-party medical education programs that do not offer continuing education credit

In addition to the CME event guidelines above, the following apply:

- Program content must be consistent with the regulatory approved use of our company’s products.
- Recipients in Vermont may be prohibited by law from receiving support for non-CME events.

**Journal Clubs and Grand Rounds:** Participants evaluate published research or a case study for mutual awareness and benefit

- Hospitality may be provided for CME and non-CME as long as:
  - It is incidental to the educational activity.
  - Meals must be modest in amount and should be secondary to the program objectives.
  - Event is conducted on hospital premises.
- Exhibiting DePuy Synthes products or engaging in promotional activities is not allowed.
- Recipients from Vermont may be prohibited by law from receiving support for non-CME journal club or grand rounds.
How Do I Apply for an Education Grant?

Please go to [www.DePuySynthes.com/education-grants](http://www.DePuySynthes.com/education-grants) and apply through the appropriate business area.

Each request must contain the following documentation to be considered:

- Appropriate Mandatory Form (education grant or tuition/travel grant mandatory forms are available on the DePuy Synthes website once you click the link to apply for a grant)
- Detailed budget including overall expenses of the program, as well as the funds being requested from DePuy Synthes
- Detailed agenda and/or brochure with faculty information, topics and times. For meetings with both CME and non-CME content, please specify which content is certified vs. non-certified.
- W-9 form signed and dated within the last 12 months.
- Accreditation statement, if applicable.

The system accepts documents in the following formats: Word (.doc), Excel (.xls or .xlsx), PowerPoint (.ppt) and PDF (.pdf). The system does not recognize Zip (.zip) and Tiff (.tif) files.

Trauma, Spine, Mitek Sports Medicine, Craniomaxillofacial, Codman Neuro, Power Tools and Biomaterials Education Grants

Select "Click here to create new educational grant requests for Trauma, Spine, Mitek Sports Medicine, Craniomaxillofacial, Codman Neuro, Power Tools and Biomaterials". You will be directed to an online system. Please read the statement shown under "Applicant Disclosure Statement" and select "Create new Grant Request". The system will time out after 60 minutes. To complete the application in a quick manner, DePuy Synthes recommends having the required documents electronically available before starting the submission process.

Joint Reconstruction Education Grants

Select "Click here to create new educational grant requests for Joint Reconstruction events focused on hip, knee and/or shoulder arthroplasties". You will be directed to an online system called DePuy Synthes Connect. Enter your username and password to login. If you haven't previously received a username and password, click on Register under "New User Register Here" to obtain one. Once logged in, click "Submit New Request" to begin the online application process. The system will allow 45 minutes of inactivity before logging out. Clicking the Save button after each page will ensure any information that was entered is available to be used at a later time. DePuy Synthes recommends having the required documents electronically available before starting the submission process.

Lead Time to Submit an Education Grant

Applications must be submitted at least 45 days in advance of the event date. DePuy Synthes will only consider requests for future events.

Communication

Once a request has been successfully submitted, an e-mail will be sent confirming receipt of the application. This confirmation will include a grant identification number for your reference.

DePuy Synthes communicates all decisions via a written response to the requesting organization.

Letter of Agreement

All approved education grants require a formal commitment through the completion of a letter of agreement which must be signed by an authorized signer of the requesting organization and DePuy Synthes before the activity takes place.
### Reconciliations

A reconciliation confirming that the granted funds were used according to the restricted letter of agreement is due to DePuy Synthes Companies 60 days after the conclusion of the event. The requester must return any unused or excess funds provided by DePuy Synthes following the completion of the activity. If the institution fails to provide a satisfactory reconciliation, DePuy Synthes may be unable to provide Institution with future grants.

### Open Payments

Certain value transfers provided by DePuy Synthes to U.S. physicians or U.S. teaching hospitals – whether provided directly or indirectly – must be disclosed in accordance with the Physician Payments Transparency Requirements of the Patient Protection and Affordable Care Act of 2010 (codified at 42 U.S.C. 1320a-7h) (otherwise known as Open Payments or Sunshine Law).

The DePuy Synthes Companies consolidate their Open Payments data under a single entity. Thus, all 2013 and later transactions for Trauma, Spine, Mitek Sports Medicine, Craniomaxillofacial, Codman Neuro, Power Tools and Biomaterials will be associated with the consolidated single entry of DePuy Synthes Sales, Inc. Also, the legal entity that made the payments may not be directly aligned to the business unit above.

If indirect funding is provided to an HCP, we will request additional information from you.

For more information on Open Payments, please go to [www.hcctransparency.com/depuyopenpayments](http://www.hcctransparency.com/depuyopenpayments).

### Common Questions

**Can I submit a request for a program that has already taken place?**

No. Applications must be submitted at least 45 days in advance of the event date. DePuy Synthes will only consider requests for future events.

**Can I submit multiple requests?**

Yes; however, each request will be reviewed independently. For Tuition/Travel grants, one application should be used to register multiple physicians in training for the same course.

**How long will it take to receive a decision?**

Timing of a decision is based on the event date and internal reviews. You will be notified of the decision as soon as possible.

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

If the pertinent information changes for any approved grant; e.g. date, agenda, location, where the granted funds are being applied, etc., a notification must be sent to DePuy Synthes via email as soon as possible prior to the original event date. Because the letter of agreement states the purpose of the funds, transfer of the funds to a different program or a different element of the existing program is not permitted without prior approval from DePuy Synthes Companies.

**Am I required to return unused funds?**

Yes. In accordance with the executed letter of agreement, the requester must return any unused or excess funds provided by DePuy Synthes following the completion of the activity.

### Contact Information

**DePuy Synthes Professional Relations**
DePuySynthesEdGrants@its.jnj.com


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