

# Grants Committee Guidelines

Arthrex, Inc. 1370 Creekside Boulevard • Naples, Florida 34108



Arthrex supports a variety of educational programs including continuing medical education (CME) events hosted by providers accredited by the Accreditation Council for Continuing Medical Education (<http://www.accme.org>); non-CME events that avoid “off-label” discussion; fellowship grants; grand rounds; and other education programs. Each request is evaluated on the individual program’s merits, and all requests must be reviewed by the Arthrex Grant Committee for approval.

Requests for funding must be submitted by an accredited CME provider or a not-for-profit institution. The request should outline the amount requested, indicate the proposed use of funding, and provide a detailed budget. The request should provide details about the program, and indicate whether it will be CME-eligible; it should include an agenda of topics to be covered and any other relevant information. Requests should be submitted to the company at least six weeks before the program and may be submitted via our online application link. Grants may not be used to pay for spouse and other guest expenses or for lavish hospitality.

All requests for funding are reviewed by the Grant Committee, which generally meets once per month. Voting members of the committee include senior management from Medical Education, Regulatory Affairs, Compliance, and Legal. Company associates from Sales and Marketing may provide input and background information on submitted requests but do not have a vote in award decisions. No employee or independent sales representative is authorized to commit grant funding without the prior approval of the Arthrex Grant Committee.

## Factors our committee considers as part of the review process include the following:

**Content:** Arthrex intends to support high-quality events that are aligned with our strategic objectives. Programs that are unrelated to sports medicine, that are not of significant educational value, or that are duplicative of other programs funded by the company may be denied.

**Scope:** Programs that serve a larger audience or which have a greater impact on the medical community may receive greater consideration than those of limited scope.

**Location:** The venue must be appropriate and conducive to achieving its educational objectives. The company reserves the right to reject a request if the venue appears inappropriate.

**Budget:** Arthrex will assess the reasonableness of the detailed budget provided by the requestor, ensuring components appear in line with fair market value. Funding will be restricted to the educational component of the program. The company may reject a request or award a lesser amount based on the event budget or due to internal education grant budget constraints.

## What are charitable grants?

Charitable grants are given to tax-exempt organizations for activities, events, fundraisers.

- Patient/public education and awareness
- Patient assistance product donations

Grants for professional education programs that offer continuing education credits and grand rounds must satisfy the requirements for professional education grants, even if the requesting organization is a tax-exempt organization.

## What are professional education grants?

Professional education grants are provided to:

- Organizations sponsoring orthopedic-related conferences, congresses, and other programs that offer continuing education credits
- Hospitals for orthopedic-related grand rounds travel and honoraria expenses

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<b>How can professional education grants be used?</b>
Sponsoring organizations may request professional education grants to pay for: <ul style="list-style-type: none"><li>• General conference costs</li><li>• Faculty expenses</li><li>• Modest meals and receptions (as permitted by state law)</li><li>• Other specific program events and activities</li></ul>
<b>What is a patient assistance product donation?</b>
A patient assistance product donation is a type of charitable grant whereby Arthrex donates products to benefit indigent persons who do not have or do not qualify for insurance, governmental assistance, or other sources of funding.
<b>What products are eligible for donation?</b>
Arthrex will only donate products that are approved and/or compatible with equipment in the country where the device will be implanted. The particular products that may be donated under this program shall be determined by the Grant Committee. The Grant Committee reserves the right to amend or discontinue the program at any time.
<b>Do I use the grant application process to offer Arthrex the opportunity for exhibit space at an event or program?</b>
It depends. If you are offering just exhibit space, contact the Meetings department. If you are requesting support for the event, submit a grants application.  In addition to exhibit space-only applications, financial support that falls outside of the Charitable Contribution and Professional Education Program includes: <ul style="list-style-type: none"><li>• Funding provided by one of our product divisions for investigator-sponsored research</li><li>• Funding provided by one or more of our divisions to national and international professional associations and societies for their annual meetings. For example, AAOS and AANA</li><li>• Funding for fellowships and research</li></ul>
<b>Can my sales representative prepare and submit a grant application for me?</b>
No. Consistent with the AdvaMed Code of Ethics ( <a href="http://www.advamed.org/MemberPortal/About/code/">http://www.advamed.org/MemberPortal/About/code/</a> ) and Arthrex policy, sales representatives may not prepare and submit grant applications on behalf of customers. Sales representatives may direct applicants to the information available at the Arthrex website regarding the Charitable Contribution and Grants Program, and provide applicants with electronic and printed materials. This reflects our commitment to the Code of Ethics, and the practical reality that sales representatives will not have all of the required information and documents. Sales representatives are subject to disciplinary action for participating in any prohibited activities related to the program.
<b>Who at Arthrex decides whether to approve or deny a grant application?</b>
The Grant Committee reviews and makes the decision for all grant applications.
<b>Can my sales representative make sure my grant application is approved?</b>
No. Consistent with the AdvaMed Code of Ethics and Arthrex policy, we do not permit sales or marketing personnel to participate on the company Grant Committee.

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### What does the Grant Committee consider when reviewing grant applications?

The Grant Committee's decisions are based on several factors, including:

- Whether the application satisfies our grants program criteria
- Quality of the event, activity, or program
- Available budget for grants

### Can we expect our grant applications to be approved since we are an important Arthrex customer?

No. Consistent with the AdvaMed Code of Ethics and Arthrex policy, any decision will be based on the merits of the specific grant application at issue. No consideration may be given to the amount of business that a customer has done or may do with our company.

### Are there any deadlines?

Yes. The type of application you are submitting will determine the required deadlines.

*\*For requests regarding product that will be implanted within the United States, an application must be submitted at least 5 days and no more than 30 days in advance of the procedure, unless an exception is made as described below.*

In the rare event of a medical emergency or similar compelling reason requiring immediate use of an Arthrex product that may be eligible for donation within the United States, an application may be submitted up to 5 days after the implant of the product. However, the applicant must demonstrate why the application could not be submitted prior to the implant procedure, and the application will go to the Grant Committee for review using the same process and criteria as with any other request. The fact that the product has already been implanted will have no bearing on the Grant Committee's decision, and the applicant bears the risk that the application may be denied.

If your application is submitted with less than the required timeline, you must also contact the Grant Administrator to indicate your online submission.

**All other applications:** We must receive a complete application, including all required documentation, at least 45 days before the event, activity, or program. We will usually deny a grant application if we do not have all the requested information and documentation before the event, activity, or program. Because the Grant Committee meets once a month, we recommend that you submit your grant application as soon as possible to make sure we have all required information and documentation in time.

Most grant applications are approved or denied within four to six weeks after a complete application is received, including all required documentation. The dates of the Grant Committee meetings vary, so we cannot tell you the cut-off date for each month.

Patient Assistance Product Donation grant applications will typically be approved or denied within one to three weeks after an application that includes all required documentation is received. The applicant will be notified upon the final committee decision.

### If our grant was approved last year, can we assume it will be approved this year?

No. There will be some grants that have been approved in the past that will not be approved in the future. Every grant application will be reviewed.

Also, as the Grant Committee reviews the hundreds of grant applications we receive each year, it may decide to fund different programs, activities, and events.

Always submit your grant request allowing plenty of time to seek alternative funding in case the Grant Committee decides to eliminate or reduce the support you received in the past.

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**If you approve less than I requested, may I resubmit a grant application for the unapproved amount to the Grant Committee, or someone else at Arthrex?**

No. The Grant Committee does not approve multiple grants for the same event, activity, or program. If the Committee approved less than what you requested, it decided to do so based on criteria discussed above.

Finally, no other group or individual within Arthrex may provide grants for events, activities, and programs that are within the scope of the Grants Program.