

Smith & Nephew, Inc.  
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USA

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## ASD Grants and Donations Request Procedures

We are pleased to announce the new Advanced Surgical Devices (ASD) Grants Program. The Program provides funding to support medical education in Endoscopy, Sports Medicine, Gynecology, Arthroplasty, Adult Reconstruction (Hip and Knee) and Trauma (In Fix, Ex Fix and Extremities). In addition, the Grants Program may provide product or equipment donations to enhance medical education and treat indigent patients throughout the world. All grant requests must be reviewed by the ASD Grants Committee for possible support based on available resources.

All grants and donations are processed according to Smith & Nephew, Inc.'s Global Policy and Procedure: GPP04-Grants and Donations.

As per our current Compliance Global Policies and Procedures: "The Company may provide Grants and Donations to a non-profit and/or charitable organisation, medical institution, accredited educational programme vendor, medical foundation or professional society that is entitled to receive Grants and Donations under local laws. We do not provide Grants or Donations to individual Healthcare Professionals (HCPs)." (GPP04 Grants and Donations A.1.)

"Healthcare Education Grants may not be used to fund parties, entertainment or similar events (e.g. sporting or cultural events, city tours, musical performances)." (GPP04 Grants and Donations B. Educational Grant – Healthcare Education-4.)

Our Trauma franchise has also collaborated with the Center for Orthopaedic Advancement (C.O.T.A.) to provide funding for Orthopaedic Traumatology Fellowships, Resident Education Scholarships and Research. Please visit <http://www.cotagrants.org/> for more information. Grant submissions should be sent to [office@cotagrants.org](mailto:office@cotagrants.org).

To submit an electronic request to the Smith & Nephew, Inc. ASD Grants Committee, please email the required information and documentation to [Grants-smith&nephewasd@smith-nephew.com](mailto:Grants-smith&nephewasd@smith-nephew.com) or [Donna.Dahlberg@Smith & Nephew.com](mailto:Donna.Dahlberg@Smith & Nephew.com). You may also send a fax to us at 901-399-1300.

Please submit all Grant Funding Submissions as early as possible, but all grant requests must be received 60 days prior to course/event/meeting date in order to be considered for possible support. Requests for Humanitarian Product Donations for medical mission trips or indigent patient surgeries must be received no later than 60 days prior to the medical mission departure date or surgery date. Requests submitted less than ten days prior to the date funds or in-kind donations are needed may be declined

To submit a request by mail, please send all required information and documentation to:

Smith & Nephew, Inc.

Attn: Donna Dahlberg

7135 Goodlett Farms Parkway

Cordova, TN 38016

Direct: 901-399-6274

Fax: 901-399-1300

Mobile: 901-569-7031

Once we have received all of the necessary documentation, the request will be submitted for consideration at an upcoming ASD Grants Committee meeting. Meetings are scheduled periodically according to the number of incoming requests received. Requestors will be provided with an update after the Grants Committee meeting.

To ensure we follow current Compliance Guidelines and have the necessary information to review requests in a timely manner, all requests must include a written Letter of Request with the following information:

- Written Letter of Request from Organization (preferably signed and on letterhead)
- This written letter of recommendation should include:
  - Organization's legal name address and phone number for payment
  - Contact information for authorized representative of the organization
- A description of the proposed Grant or Donation (e.g. funds, equipment, etc.)
- A description of the specific purpose of the proposed Grant or Donation
- The amount requested with an explanation or budget of how the funds or donated items will be used
- Confirmation of tax-exempt/non-profit status from IRS, if applicable
- Copy of organization's W-9 form (US) or comparable non-US tax information document
- Please do not include a request to purchase exhibit space in your funding Letter of Request. Exhibit space requests should be submitted separately.

The following additional documentation/information required for specific requests:

Restricted Educational Grant

Grants for permitted educational programs, please also include:

- A copy of the course/program agenda or proposed agenda if not finalized
- A copy of the course/program budget or proposed budget if not finalized
- Identification of Target audience and estimated number of attendees
- A minimum of six (6) hours per day of educational content on the agenda is required excluding travel day(s) at beginning/end of course. (Receptions and breaks are excluded.)

CME Grants

CME Grants to an Accredited Provider for a specifically named continuing medical education conference or program. In addition to the standard information and the information for educational grant submissions listed above, CME requests should also include:

- Letter of Agreement/Commercial Support Letter. Please note: a letter of agreement or written agreement for commercial support is required in accordance with ACCME and CPME guidelines. If this is not required for a particular course, the Requestor must state the reason it is not required. For example, some state associations do not require a LOA.
- Copy of the CME Accreditation Certificate

## Grand Rounds

A Grand Rounds event is a formal conference in which an expert presents a lecture concerning a clinical issue intended to be educational for the listeners. Requests should include:

- The proposed speaker and proposed topic for presentation
- Target audience and estimated number of attendees
- Event budget or proposed budget if not finalized.
- If you are requesting Smith & Nephew, Inc. to provide a list of recommended speakers, please provide suggested presentation topics. It is the requestor's responsibility to invite the speaker, schedule travel arrangements and pay for all associated expenses including honorarium fees if applicable
- If the Grand Rounds event is CME accredited, please include the CME Letter of Agreement the Request.
- If required, Grand Rounds events should be approved by the institution before submitting the funding request.

## Humanitarian Medical Missions-Indigent Patient Product Donations

Donation of Smith & Nephew, Inc. products or other products received in conversions to philanthropic organizations and medical missionary organizations; indigent care grants. Please submit request at least 60 days prior to the mission/surgery to allow adequate time for review and processing. In addition to standard request information, please also include:

- Type of medical outreach
- Overview of the sponsoring agency
- Date and ultimate location of medical mission
- A specific list of products/item number(s) required
- Date product required to meet mission's shipping schedule

For product donations for indigent patients, these additional guidelines must be met:

- The organization requesting the grant must communicate which financial guidelines must be met to be considered a candidate for the donated implant, list the product needed and location of the surgery. (When submitting a request, all patient identifiers must be blacked out to maintain HIPAA guidelines).
- The organization requesting the grant must confirm the patient is not covered under a government sponsored or private health care plan, and no reimbursement will be sought for any expenses related to the procedure.
- The surgeon must provide a letter stating that he/she has agreed to provide the service free of charge.
- The hospital must also provide a letter stating that they too will provide their services free of charge and without third party billing.

## Medical Mission Support Requests:

Please note that if your request is approved, we may or may not be able to fully support your medical mission based on current resources including funding and stock availability. Your mission team should develop contingency plans in the event this situation occurs to ensure the success of your mission. Your organization may be responsible for all shipping, storage and administration charges related to any donated product.

### Scholarship Grants

Donation to provide funds for nurses, residents or fellows to attend Smith & Nephew, Inc. product training medical education meetings. In addition to the general request information, please also include:

- Activity name, date & location
- Number and amount of scholarships (please include an itemized breakdown of the funding request)
- Postgraduate year (PGY)
- Letter of Request should be written by the person authorized to make funding requests on behalf of the institution. It should not be submitted directly from the Resident/Fellow.
- Proposed Scholarship Recipient should be registered for the Smith & Nephew course/event. (If necessary, the registration can be cancelled at a later date.)

### General Support

Donations that allow Smith & Nephew, Inc. to provide general support to organizations whose purpose is to fund educational, scientific or public health programs. In addition to the general information requested above, please also include the following:

- The type of support requested
- The Date & Location of Event if applicable
- Foundation or Beneficiary name

Smith & Nephew, Inc. is a member of Advanced Medical Technology Association, AdvaMed. We support and endorse the AdvaMed Code of Ethics. For additional information visit AdvaMed's website at [www.advamed.org](http://www.advamed.org).

It is not appropriate for Smith & Nephew to make grants or donations with the intent to influence the recipient or any affiliated individual or entity to purchase, prescribe, refer, sell, arrange for the sale or purchase, or recommend formulary placement of Smith & Nephew products.

Sales personnel may not control or unduly influence any decision relating to Grants or Donations, may not make any commitments on behalf of the Company regarding Grants or Donations and may not communicate to the recipient organisation that a Grant or Donation will be provided. If a request for a Grant or Donation is given to sales personnel, they must forward it to the relevant Compliance Officer. {GPP 04 C. 2.}