

QUICK REFERENCE GUIDE



2009-2010 VISTAKON PHARMACEUTICALS, LLC

EDUCATIONAL GRANT QUICK REFERENCE GUIDE FOR SUBMITTING ON-LINE GRANT REQUESTS

POLICY HIGHLIGHT

The following highlights VISTAKON PHARMACEUTICALS, LLC's Educational Grants policy. Grants must support bona fide educational activities for healthcare providers, caregivers, or patients. In addition, Educational Grants are provided without condition of product use or contingent upon any commitment to purchase or recommend the use of our products.

DEFINITION OF EDUCATIONAL GRANTS

The following are examples of Educational Grants:

1. Continuing Education Grants
Independent education programs/activities with accredited providers (e.g. medical schools and universities or associations, etc.)
2. Non-CE Education Grants
Independent educational programs/activities in affiliation with educational providers, which may include academic centers, hospitals, medical societies, patient advocacy groups (i.e. Grand Rounds Programs, Medical Society or Patient Advocacy Chapter/Regional meetings)
3. Fellowship Grants and Scholarship Grants
4. Development of Materials for Patient or Provider Education

VISTAKON PHARMACEUTICALS, LLC'S UPDATED EDUCATIONAL GRANT APPLICATION PROCESS

In order to obtain information about our online application process, to submit an application, or to check the status of a previously submitted request, visit our Company website at www.vistakonpharmaceutical.com/about-us.html and click on the Continuing Education Tab.

EDUCATIONAL GRANTS CANNOT BE USED TO SUPPORT:

- Requests outside our educational areas of interest
- Promotional activities related to products of Vistakon Pharmaceuticals, LLC
- Used to pay travel, lodging, conference expenses or honorarium for a customer presenting a poster or paper
- Normal organizational overhead (e.g. purchase of computer equipment, staff training, etc.)
- Charitable fundraising events and charitable contributions
- Reimbursement for physicians or other attendees for the cost of obtaining continuing education credits
- Programs that have already occurred
- Food and beverage expenses at non-accredited programs (exception of grand round programs)

FELLOWSHIP GRANTS

We may consider providing funds to support fellowships.

Key Considerations:

1. Fellowship grants may only be provided to teaching institutions, an affiliated hospital, or medical society/association.
2. These requesting organizations must have bona fide fellowship committees or a similar selection organization and process.
3. Grants cannot be linked to the purchase of products or for formulary contingency or "access fees".
4. Requested amount must be commensurate with activities to be performed by the fellow, local cost of living standards, as well as other expenses not considered ordinary overhead expenses of the recipient institution or society/association.

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SCHOLARSHIP GRANTS

Key Considerations:

1. Same as steps 1-4 above
2. Document what the financial hardship is
3. Provide selection criteria
4. Specify purpose of grant and how meeting was identified

DISCLOSURE STATEMENT

“This program is supported by an educational grant from Vistakon Pharmaceuticals, LLC.”

- Company logos will be provided upon request

TRANSPARENCY

Payments made to grant recipients will be posted for public transparency on our company websites on a quarterly basis. This information can be found by clicking on the Transparency tab.

HELPFUL TIPS

- If you do not receive a confirmation receipt with the Grant ID Number immediately after submitting your request, contact the Help Desk at totalitysitegr@its.jnj.com
- Please print a copy of the confirmation receipt for your records and future reference.
- Name files appropriately (e.g. LOR for Letter of Request, Agenda, Needs Assessment, Budget, etc.).
- Combine files to condense the number of attachments (e.g. use tabs within an Excel spreadsheet for multiple budget templates).

CHARITABLE CONTRIBUTIONS

To learn more about the Charitable Giving Program, please send an email to vischaritable@its.jnj.com.

INTERACTION WITH EMPLOYEES

Our Sales Representatives are not permitted to provide educational grants. We have established the following standards regarding the conduct of our employees:

- Educational grant applications must be completed and submitted by the requesting organization.
- Involvement of personnel other than Medical Affairs employees in the application or evaluation process can result in rejection of the grant application.
- Employees are prohibited from disseminating Continuing Education enduring materials.

TIMELINE

AT LEAST 8 WEEKS PRIOR TO PROGRAM DATE:

Requestor submits Educational Grant request.

Upon receipt, a notification with the Grant Identification Number is sent for your records.

WITHIN 4 WEEKS OF EDUCATIONAL GRANT SUBMISSION:

Approval/declination status communicated to requestor. If approved, an Educational Grant Agreement (EGA) is mailed to the requestor for signature.

WITHIN 1 WEEK AFTER REQUESTOR RECEIVES EGA:

Requestor must sign and return EGA to TVCI.

WITHIN 2 WEEKS AFTER EGA IS RECEIVED:

Payment is sent for approved grant requests.

CONTACT INFORMATION

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