



## How to contact the grant committees

For questions regarding the ASD grants process, please contact:

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Smith & Nephew 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 products from Smith & Nephew.

Sales Personnel may not control or influence any decision relating to a grant or donation request. Members of the Sales Team may not make any commitments on behalf of the Company or communicate to a requesting organization that a grant or donation will be provided. If a member of the Sales Team receives a grant or donation request, the request must be forwarded to the relevant Compliance Officer.

### **Smith & Nephew, Inc.**

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For information for Endoscopy,  
Sports Medicine and Gynecology  
978-749-1000

For information for Orthopaedics  
(Recon & Trauma) 901-396-2121

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Advanced Surgical Devices Division  
Grants and Donations Request Procedures

Smith & Nephew is committed to improving lives. One of the best ways to accomplish this goal is through funding educational and research programs throughout the medical community.

The grants committee of Smith & Nephew Advanced Surgical Devices Division (ASD) is charged with considering requests for Endoscopy, Sports Medicine, Gynecology, Adult Reconstruction (Hip and Knee) and Trauma grants and other charitable donations. Only this committee may award grants and donations for charitable causes to not-for-profit institutions (if for profit, we must have proof of CME accreditation), medical foundations and professional societies whose mission includes public health treatment, scientific research and/or medical education through accredited providers of CME.

Although each request is considered on individual merits, corporate grants and donations are generally not made available (1) to any individual, (2) to any for-profit physician practice (3) to any patient, (4) or on behalf of any customer or patient. Through its Humanitarian Grants Program, Smith & Nephew may award grants to support medical missions and outreach programs throughout the world.

## How to request a grant or donation

Prepare a written Letter of Request that includes the following information:

- The Letter of Request should be signed and on company letterhead
- Organization's legal name, address and phone number for payment/agreement
- Contact information for an authorized representative of the organization
- IRS tax-exempt determination letter and Tax ID Number (TIN) or Employee ID Number (EIN) if the organization is non-profit
- Amount requested: Including spending explanation
- Copy of organization's W-9 Form (US) or comparable non-US tax information document
- Description, purpose, date and location of course or event
- Please do not include requests to purchase exhibit space in your Letter of Request. Exhibit space requests should be submitted separately.

## Additional documentation required for specific requests:

### CME

*Grants to an Accredited Provider for a specifically named continuing medical education conference or program.*

- Copy of course brochure if available
- Course agenda or proposed agenda, if not finalized
- Course budget or proposed budget, if not finalized
- Letter of Agreement

Please note that Letter of Agreement or written agreement for commercial support is required in accordance with ACCME and CPME guidelines; requestor must state reason if this document is not required (for example, some state associations)

- A minimum of six (6) hours per day of educational time on the agenda is required (receptions and breaks excluded)
- Copy of CME accreditation certificate
- Target audience identification

### Restricted educational grant

*Grants for permitted educational programs.*

- Course agenda or proposed agenda, if not finalized
- Course budget or proposed budget, if not finalized
- A minimum of six (6) hours per day of educational time on the agenda is required (receptions and breaks excluded)
- Target audience identification

### Grand Rounds

*A formal conference in which an expert presents a lecture concerning a clinical issue intended to be educational for the listeners.*

- Please provide us with the proposed speaker's name and presentation topic. If you would like Smith & Nephew to provide a list of recommended speakers, please provide us with a presentation topic or topics. It is the requestor's responsibility to invite the speaker, coordinate the Grand Rounds event and pay for all associated expenses
- If the Grand Rounds event is CME accredited, please include the CME Letter of Agreement with the request

### Product or equipment donations

*Donation of Smith & Nephew products or equipment for use in research or educational endeavors.*

- Purpose
- A specific list of products/item number(s) required including item codes, quantity and size needed.
- Destination with "Send To" address and contact person

### Humanitarian grant donations

*Donation of Smith & Nephew products or other products received in conversions to philanthropic organizations and medical missionary organizations; indigent care grants. Please submit 60 days before scheduled mission trip/surgery to allow sufficient review time.*

- Type of medical outreach
- Overview of the sponsoring agency
- Date and ultimate location
- A specific list of products/item number(s) required including size and quantity of all items
- Mission Team Coordinator's name, address, phone and e-mail address
- Date product/equipment required
- Shipping address for product

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 product training medical education meetings.*

- Activity name, date and location
- Number of scholarships and amount requested. Please include a funding explanation
- 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 sent directly from the Resident/Fellow/Nurse

### Requests for general support or sponsorships

*Donations that allow Smith & Nephew to support organizations whose purpose is to fund educational, scientific or public health programs.*

- Type of event
- Date and location
- Foundation or beneficiary name

Please submit your requests as quickly as possible to allow sufficient time to review each request. Submissions must be received 60 days prior to event/meeting date in order to be considered. Requests submitted less than ten days prior to the date funds or in-kind donations are needed may be declined.

Once your request and all required documentation is received, it will be submitted for consideration at our next Grants Committee meeting. Meetings are scheduled periodically according to the number of incoming requests received.