



Zimmer Biomet Grants and Donations User Manual

Zimmer Biomet provides educational grant funding and charitable product donations to support independent educational conferences that promote scientific knowledge, medical advancement, and the delivery of effective health care through educational grant funding and charitable product donations.

Funding decisions are made by regional Grants and Donation Review Committees throughout the globe, and are comprised of non-sales/marketing employees.

Types of Giving

Medical Education Events

Support for medical education events is generally limited to grants for non-Zimmer Biomet Educational meeting expenses, facility usage, or product support for training events involving Zimmer Biomet products.

Patient and Public Education Events

Zimmer Biomet can support patient and public education, but requests cannot be approved for events sponsored by an HCP's private practice or any affiliated organization.

Grand Rounds and Lectureships

Grand round and lectureship funding can be used for reasonable speaker fees, travel and lodging for speakers, and, only occasionally for modest meals for speakers and attendees. Funding may not be used for lodging if the speaker is a staff member at the requesting organization.

Use of Zimmer Biomet Institute Lab Facilities

Grants for the use of Zimmer Biomet lab facilities may be provided to universities, medical schools, dental schools, and accredited

training institutions for student/resident/fellow educational and training purposes.

Enduring Education Materials

Grants may be used to develop enduring educational materials (i.e. reusable medical education items that are printed, recorded, or electronic/digital). Requests to develop the content of a live event (e.g., webinars) must be received prior to the event. Participants may not be charged for the materials if the grant covers the full cost of preparing these items.

Charitable Product Donations and Medical Missions

Zimmer Biomet considers product donation requests for U.S. charitable surgeries as well as medical mission trips occurring outside the U.S. For U.S. charitable surgeries, applications are submitted to AmeriCares to facilitate the donation process. For Medical Mission trip requests, an application along with required documents must be submitted to Zimmer Biomet at least 90 days prior to the date product is needed.



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Educational Grants and Donations Eligibility

Zimmer Biomet may provide grants to organizations and institutions that have a genuine educational or scientific purpose or function to support educational programs and events on scientific, clinical, or healthcare topics. Zimmer Biomet may place restrictions on a grant, but it may not seek to control or influence the content, faculty, educational materials, or methods of the educational program funded by the grant. Similarly, Zimmer Biomet may not select, or instruct the organizational or institutional grant recipient to select specific HCPs or other individuals or organizations to benefit from Zimmer Biomet's grant funding.

Organizations and institutions that may receive educational grants include:

- Educational, scientific, and charitable entities and organizations
- Training Hospitals and academic medical institutions
- International, national, regional and specialty medical associations and societies
- Accredited continuing medical education providers and agents
- Public institutions and organizations, such as regulatory bodies
- Accrediting bodies

Charitable Donations

Zimmer Biomet provides charitable donations to nonprofit organizations. Zimmer Biomet does not make charitable donations to for-profit organizations and individual HCPs and practice groups unless otherwise permitted by established regional or business unit policies

and procedures on grants and donations. When considering charitable donations, Zimmer Biomet takes care to ensure the bona fide nature of the charitable organization and/or the charitable mission.



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Unsupported Grant Requests (list not all-inclusive)

- Requests from an individual or private practice
- Requests for education that are not within the scope of Zimmer Biomet's treatment solutions
- Requests from an individual who is not in charge of the program or event
- Requests for personal expenses of an HCP

Zimmer Biomet Product Donation Requests for Medical Mission Trips

- Requestor is affiliated with a non-profit organization interested in medical missions
- Request is submitted at least 90 days prior to the date the items are needed
- Requestors are qualified medical professionals with the ability to use and prescribe the product requested
- Products requested will only be used for patients who are uninsured and unable to afford the services
- All required authorization for regulatory, import, and export requirements with confirming documentation provided, are obtained by the requesting non-profit
- The hospital in the country where your trip will occur will likely need to assist with obtaining the Ministry of Health (MoH) authorization letter, as they will be more familiar with the local government and contacts
- The MoH authorization letter allows registered and unregistered products in to the country for charitable purposes.
- Ministry of Health contacts can be found via the World Health Organization website http://www.who.int/medical_devices/countries/en/

Zimmer Biomet Grants and Donations Request Process

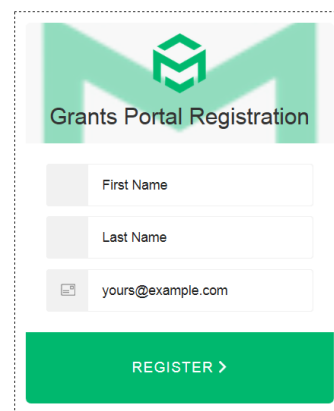
Requests for grants and donations are initiated by submitting a written request to the Grants Office through the online Grants Portal. Zimmer Biomet utilizes the platform “MediSpend” as our Grants Portal. For best outcome, utilize **Google Chrome** as your Search Engine.

Registration Link:

<http://www.zimmerbiomet.com/grants/register>

Type in First Name, Last Name, and Email

- Click Register
- An auto-generated email will be sent with a temporary password to the email address used to register



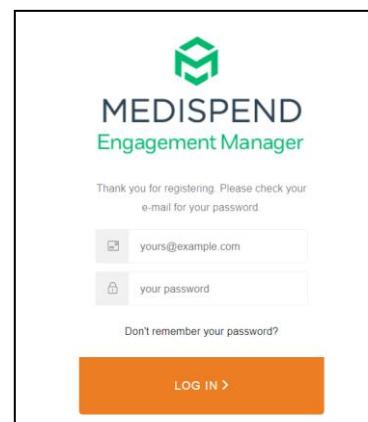
The screenshot shows a registration form titled "Grants Portal Registration". It features a large green "M" logo with a smaller green cube icon inside it. Below the logo, there are three input fields: "First Name", "Last Name", and "Email" (with a placeholder "yours@example.com"). At the bottom of the form is a green button labeled "REGISTER >".

Note: You will automatically be redirected to this site once clicking the Register button

<http://www.zimmerbiomet.com/grants>

Username will be the email address used to register

- Enter password provided by the auto-generated email
- You will be directed to reset password
- After resetting the password, you will be directed to the grant portal



The screenshot shows the login page for "MEDISPEND Engagement Manager". It features the company logo at the top. Below the logo, there is a message: "Thank you for registering. Please check your e-mail for your password". There are two input fields: "Email" (with a placeholder "yours@example.com") and "Password" (with a placeholder "your password"). Below the password field is a checkbox labeled "Don't remember your password?". At the bottom is an orange button labeled "LOG IN >".

Applying for a grant



Click on the Apply for Grant Button

Select Region where organization's legal physical address is located:

- Americas (US, Canada, Latin America)
- Asia-Pacific
- Europe, Middle East, & Africa

Select Therapeutic Area : (Select all that apply)

Biologics	Bone Cement	Bone Healing	CMF & Thoracic	Dental
Extremities	Hip	Knee	Minority Initiatives	Sports Medicine
Surgical	Trauma	Connected Health	Connected Health	None- if not listed

Select Grant Type:

- **Educational Grant:** Independent educational conferences or training programs that promote scientific knowledge, medical advancement and the delivery of effective healthcare. (includes request for resident education)
- **National Charitable Donation:** Requests from national nonprofit organizations, particularly in the field of musculoskeletal health for purposes such as public education and awareness, independent research efforts, general support of the organization's charitable mission, including those organizations addressing healthcare disparities among minorities and the indigent.
- **Local Community Donation:** Requests from nonprofits serving local communities where Zimmer Biomet offices are located.
- **Medical Missions:** Product donation requests for medical mission trips must be submitted 90 days prior to the date product is needed. Zimmer Biomet will only ship approved product to a US or Canada shipping address.



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- **In-Kind Educational Product:** Zimmer Biomet product requests from accredited post graduate training programs to assist with educational efforts.

Example:

GRANTS SUBMISSION Save Draft Submit Grant

Region: Americas

Therapeutic Area: Dental

Grant Type: Educational Grant

Educational Grant: Independent educational conferences that promote scientific knowledge, medical advancement and the delivery of effective health care. (includes request for resident education)

Next →

- Pre-Selection Criteria
- Program / Event
- Requestor Info
- Educational
- Attachments

Click Next

The next page will prompt you to enter detailed information about the program or need. The questions are prompted by the Pre-Selection Criteria entered as shown above.

Example:

GRANTS SUBMISSION Save Draft Submit Grant

Program/Event Title:

Program/Event Description:

Program/Event Venue:

Program/Event Country: Please Select

Program/Event City:

Target Audiences:

Program/Event Start Date:

Program/Event End Date:

Have you received a prior grant?: Please Select

Have you provided the deliverables upon the completion of the prior Program/Event?: Please Select

of Attendees:

Currency Requested: Please Select

Amount Requested:

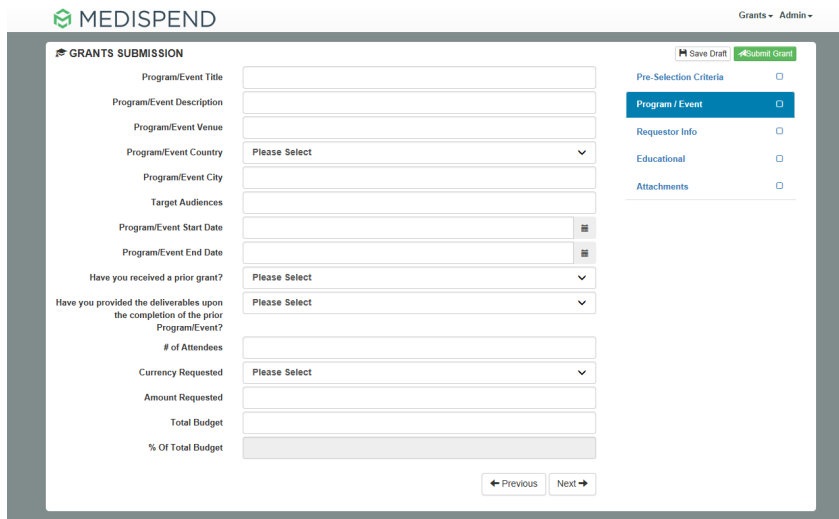
Total Budget:

% Of Total Budget:

← Previous Next →

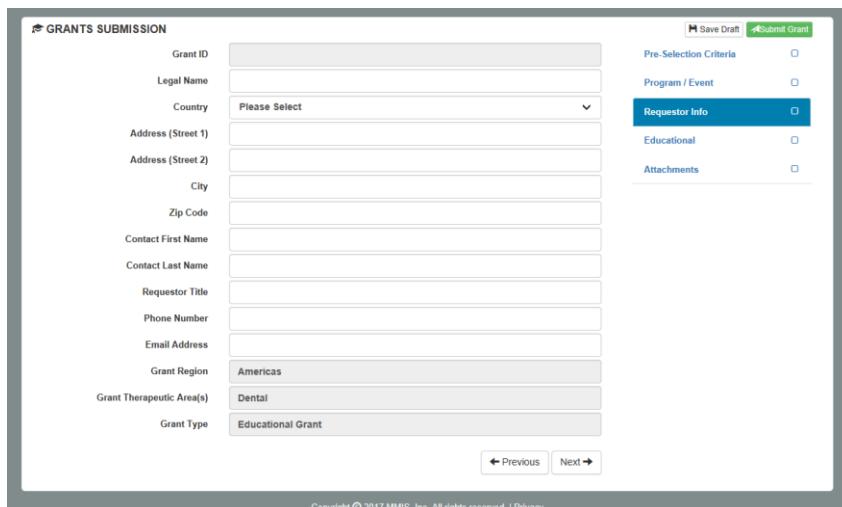
- Pre-Selection Criteria
- Program / Event
- Requestor Info
- Educational
- Attachments

Once all questions are complete, click Next to proceed.



Once all questions are complete, click Next to proceed.

Next you will enter the Requestor Info. The information should be based off of the Legal Entity's Name & Address. For example in the United States you would enter the same information found on IRS Documentation or what is on the W9. This information will be utilized when drafting a grant agreement if the request is approved.



Once all questions are complete, click Next to proceed.



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Depending on the type of request, you will be prompted to either attach supporting documentation or proceed in answering additional questions to assist the Grants Office with your request. For Charitable Donations you will proceed to attachments page within the portal. Below are the additional needs for other types of grant and donation requests.

- **Educational Grant:**

The screenshot shows the 'GRANTS SUBMISSION' form for an Educational Grant. On the left, there are four input fields: 'Estimated Number of Faculty', 'Faculty Selection Process', 'Other Sources of Funding', and a dropdown menu for 'Will Continuing Medical Education credits be offered for this Program/Event?' with the text 'Please Select'. On the right, there is a sidebar with a 'Save Draft' button and a 'Submit Grant' button. Below these are five radio button options: 'Pre-Selection Criteria', 'Program / Event', 'Requestor Info', 'Educational' (which is selected and highlighted in blue), and 'Attachments'. At the bottom of the form are 'Previous' and 'Next' navigation buttons.

- Other Sources of Funding includes other grant providers, exhibit fees/purchases, and/or sponsorships.
- If you click “Yes” Continuing medical education credits will be offered for this program/event, you will be asked additional questions pertaining to the accreditation institution you are affiliated with.
- After answering the additional questions, click next and attach supporting documentation.

- **Medical Missions:**

The screenshot shows the 'GRANTS SUBMISSION' form for Medical Missions. On the left, there are ten input fields: 'Shipping Location Name', 'Shipping Contact Person', 'Shipping Phone Number', 'Email Address', 'Shipping Address (Street 1)', 'Shipping Address (Street 2)', a dropdown menu for 'Shipping Country' with the text 'Please Select', 'Shipping Region', 'Shipping City', and 'Shipping Zip Code'. On the right, there is a sidebar with a 'Save Draft' button and a 'Submit Grant' button. Below these are five radio button options: 'Pre-Selection Criteria', 'Program / Event', 'Requestor Info', 'Shipping Info' (which is selected and highlighted in blue), and 'Attachments'. At the bottom of the form are 'Previous' and 'Next' navigation buttons.

- For Medical Missions you will be asked to provide shipping information which may differ from the Legal Entity information.
- Click Next to proceed



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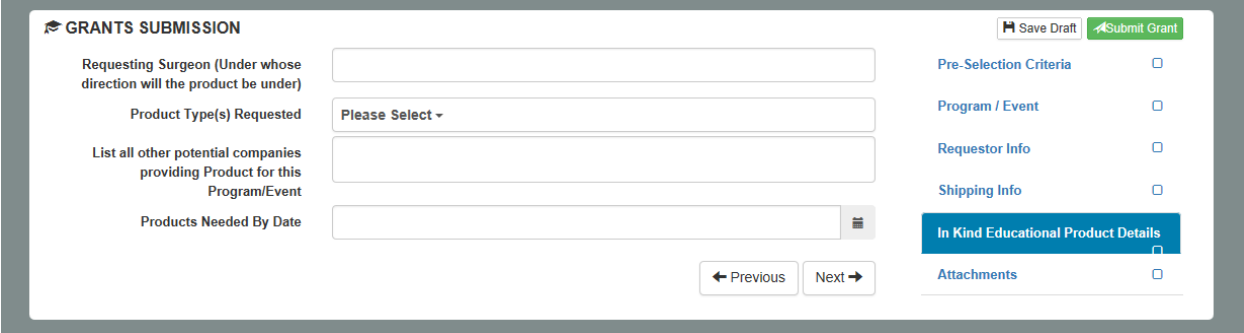
The screenshot shows a web form titled "GRANTS SUBMISSION". At the top right, there are buttons for "Save Draft" and "Submit Grant". The form is divided into two main sections. The left section contains various input fields for mission details: "Requesting Surgeon (Under whose direction will the product be under)", "Product Type(s) Requested", "List all other potential companies providing Products for this Program/Event", "Start Date", "End Date", "Products Needed By Date", "Number of Surgeries or Procedures Planned", "Facility Contact Person", "Facility Contact Person's Title", "Facility Phone Number", "Email Address", "Facility Country" (with a dropdown menu showing "Please Select"), "Facility Address (Street 1)", "Facility Address (Street 2)", "Facility City", and "Facility Zip Code". The right section is a vertical list of checkboxes: "Pre-Selection Criteria", "Program / Event", "Requestor Info", "Shipping Info", "Medical Mission Details" (which is highlighted in blue), and "Attachments". At the bottom of the form, there are "Previous" and "Next" navigation buttons.

- Next, you will be asked additional questions regarding the requesting surgeon, product types, list of potential companies participating and the details of when and where the mission will take place.
- After answering the additional questions, click next and attach supporting documentation.

- **In-Kind Educational Product:**

The screenshot shows the same "GRANTS SUBMISSION" form, but now the "Shipping Info" checkbox on the right is highlighted in blue. The left section contains input fields for shipping information: "Shipping Location Name", "Shipping Contact Person", "Shipping Phone Number", "Email Address", "Shipping Address (Street 1)", "Shipping Address (Street 2)", "Shipping Country" (with a dropdown menu showing "Please Select"), "Shipping Region", "Shipping City", and "Shipping Zip Code". The right section shows the checkboxes: "Pre-Selection Criteria", "Program / Event", "Requestor Info", "Shipping Info" (highlighted), "In Kind Educational Product Details", and "Attachments". The "Previous" and "Next" navigation buttons are at the bottom.

- For In-Kind Educational Product you will be asked to provide shipping information which may differ from the Legal Entity information.
- Click Next to proceed



GRANTS SUBMISSION

Requesting Surgeon (Under whose direction will the product be under)

Product Type(s) Requested

List all other potential companies providing Product for this Program/Event

Products Needed By Date

Navigation:

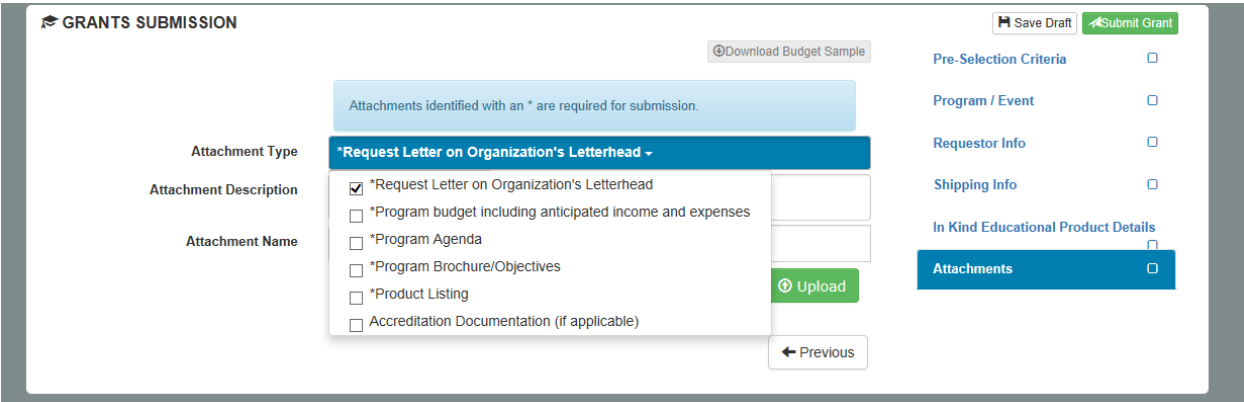
Right Panel:

-
- Pre-Selection Criteria
- Program / Event
- Requestor Info
- Shipping Info
- In Kind Educational Product Details**
- Attachments

- Next, you will be asked additional questions regarding the requesting surgeon, product types, and list of potential companies participating and when the products are needed by.
- After answering the additional questions, click next and attach supporting documentation.

Attachments

After the details of the grant or donation have been entered into the system, you will need to attach supporting documentation. By clicking on the drop down list you will find what is required by the asterisk (*).



GRANTS SUBMISSION

Attachments identified with an * are required for submission.

Attachment Type: ***Request Letter on Organization's Letterhead -**

Attachment Description:

- *Request Letter on Organization's Letterhead
- *Program budget including anticipated income and expenses
- *Program Agenda
- *Program Brochure/Objectives
- *Product Listing
- Accreditation Documentation (if applicable)

Attachment Name:

Navigation:

Right Panel:

- Pre-Selection Criteria
- Program / Event
- Requestor Info
- Shipping Info
- In Kind Educational Product Details
- Attachments**

You can choose multiple selections or just one depending on how your documentation is structured. Below is a description of what Zimmer Biomet is looking for when requesting supporting documentation:

- **Request Letter on Organization's Letterhead:** A description of the purpose for the grant or donation;
- **Program budget including anticipated income and expenses:** The total amount of funding requested and a budget that sets forth how the funding will be used. A description of the event's or program's revenue sources;



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- **Program Agenda:** Breakdown of the event including faculty members, times, topics, and description of the event;
- **Program Brochure/Objectives:** Marketing collateral, mission and objectives of the event;
- **Product Listing:** List of in-kind product needed for the event, donation or medical mission;
- **Accreditation documentation (if applicable):** Certification of active membership with an accrediting institution;
- **Mission Statement and Board of Directors/Executive Officers:** Organization's official mission and list of Board of Directors/Executive Officers;
- **W9 or W8 or applicable documentation:** Identifying information about the prospective grantee;
- **Charitable Registration:** proof of non-profit or tax-exempt status;
- **Ministry of Health Authorization Letter**, for Medical Missions only.
 - **Trip Information: Please Note – Zimmer Biomet will not provide a donation for trip locations with OFAC Embargos. Locations can be checked at:**
 - <https://sdnsearch.ofac.treas.gov/>
 - <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
 - Ministry of Health Contacts
 - http://www.who.int/medical_devices/countries/en/

After selecting the documentation type and adding description, upload the documentation. The uploaded document and information will appear on the screen once upload is complete.

The screenshot shows a web interface for 'GRANTS SUBMISSION'. At the top right, there are buttons for 'Save Draft' and 'Submit Grant'. Below these is a 'Download Budget Sample' link. A blue notification box states: 'Attachments identified with an * are required for submission.' The form has three main sections: 'Attachment Type' with a dropdown menu set to '*Request Letter on Organization's Letterhead', 'Attachment Description' with a text box containing 'Letter of Request', and 'Attachment Name' with a 'Choose File' button. An 'Upload' button is located below the form. On the right side, there is a vertical list of checkboxes: 'Pre-Selection Criteria', 'Program / Event', 'Requestor Info', 'Educational', and 'Attachments' (which is highlighted in blue). Below the form, there is a 'Show 10 entries' dropdown. A table displays the submitted entry:

Type	Name	Description	User	Date Uploaded
*Request Letter on Organization's Letterhead	Letter of Request on Organization's Letterhead.docx	Letter of Request	grants.dental@zimmerbiomet.com	Invalid Date

At the bottom, it says 'Showing 1 to 1 of 1.00 entries' and includes a 'Previous' button.

Submitting the request

Once all of the information and attached supporting documentation is uploaded it is time to submit the request.

Click Submit Grant



*If you are still working on the request, you can click Save Draft and come back to the request later.

Once the Submit Grant button request is clicked, the Zimmer Biomet review process begins. Zimmer Biomet Grants Office will communicate with the requester to obtain any additional information needed to evaluate the request or complete the form. When complete, the Grants Office will route the request form to the appropriate Grants Review Committee.

The organization will receive notification once the Grants Review Committee has reviewed and made a decision.

You can check on the status of the request by clicking on the “View Grant Request” button located on the Tasks Dashboard.



Notification

The Grants Office must notify the potential recipient of the Grants Review Committee’s decision in writing. If a grant or donation is approved, the Grants Office will provide the recipient with a written agreement using an agreement template approved by Zimmer Biomet’s regional or divisional Legal Team.

Receipt of Payment/Donation

The Grants Office is responsible for payment of all approved grants and donations. Product donations must be provided directly to the charitable entity or educational institution with which Zimmer Biomet has executed the approved written donation agreement.



The Physician Payments Sunshine Act

The Sunshine Law applies to all of the following types of doctors, as long as they hold a current U.S. license to practice: Doctors of Medicine, Doctors Osteopathy, Dentists, Podiatrists, Optometrists and Chiropractors. Residents are excluded from the requirement.

Manufacturers are required to report:

- (a) Direct payments and transfers of value;
- (b) Indirect payments and transfers of value; and
- (c) Payments and transfers of value that are made to a third party at the request of or on behalf of a physician.

What are the nature of Payment Categories that must be used to describe payments and transfers of value?

The Payment/Transfer of Value must be categorized as one of the following:

- Consulting fee
- Compensation for serving as faculty or as a speaker for an accredited or certified CE program
- Compensation for serving as faculty or as a speaker for an unaccredited or non-CE program
- Compensation for services other than consulting, including serving as faculty at an event other than a CE program
- Honoraria
- Gift
- Entertainment
- Food and Beverage
- Travel and lodging (including specifying the destination)
- Education
- Research
- Charitable Contribution
- Royalty or License
- Ownership or investment interest (Current/Prospective)
- Grant
- Space rental or facility fees

Most of what is provided in the Transparency Reports is published annually on a searchable CMS public website (www.cms.gov/openpayments).