

Frequently Asked Questions

This document provides FAQs for anyone interested in applying for funding, in-kind requests, or permanent product donations through the Integra LifeSciences Grant portal. We recommend reviewing this FAQ in its entirety before creating a login, registration, and/or submitting a new application at [CLICK HERE](#).

1) What should I do if I experience technical difficulties or require password assistance with the Integra Grant Management Portal?

For assistance, please contact portalsupport@porziols.com. *Please note:* It is the responsibility of the grant requestor to notify the Porzio support team of any technical difficulties.

2) What's the difference between Integra LifeSciences Grants, Sponsorships, or Charitable Donations?

We define a grant as non-repayable support (including monetary and in-kind types) for an organization to meet its purpose across areas relevant to our industry and is awarded with no expectation of any benefit in return.

A benefit can be perceived as Integra receiving any type of marketing / advertising / promotion of our products as well as Integra being the sole supporter of a program/event, have input/control of the content/development/agenda, or have Integra employees run workshops, all of which disqualify the request to be a grant.

We define sponsorship as when we commit funding to a program in exchange for specific detailed promotional benefits. These benefits usually have assigned levels of funding and frequently involve exhibit or display space and other benefits to us to promote/advertise our products. This type of request would not qualify as an educational grant.

We define a charitable contribution as funds provided for a philanthropic purpose, without a commercial motive, and on an unconditional basis to a qualified US 501(c)(3) IRS tax-exempt or international non-profit charitable organization to support the organization's general operations or specific activities. This also would not qualify as an educational grant.

The Integra Grant Management Portal is for Integra LifeSciences Grants only.

3) Will the Integra Grants Review Committee (GRC) consider proposals for healthcare provider educational activities that are not CME/CE accredited?

The GRC will consider proposals for all medical educational activities for health care providers which meet our criteria.

4) *There are many educational programs seeking funding; what guidelines are used to determine which receives financial support?*

The GRC considers many factors in determining which programs to support including, but not limited to:

- scientific quality of the program
- educational need
- audience reach
- available budget for grants.

Any supportable medical educational activity should be held at an appropriate time and location where the gathering is primarily dedicated to furthering scientific objectives. The program must be substantial and should offer at least five (5) hours of live content each day of the program for the US and six (6) hours for programs held outside of the US except for the following types of events:

- Single day programs
- Grand Rounds
- Other requests, as deemed applicable by the Grant Committee and approved by the Chief Compliance Officer

The main incentive should be to further attendee knowledge of the topic being presented.

5) *What activities will the GRC not consider?*

Integra LifeSciences will not fund programs where the principal focus is not educational in nature. Non-medical educational programs (i.e., leadership training, business meetings) are considered out of scope as well as capital expenses and operating expenses. Finally, programs that are primarily entertainment, such as retirement dinners, medical school class reunions, or staff recognition, are outside the guidelines of the GRC.

6) *What types of organizations can apply?*

Universities, associations, societies, hospitals, foundations, and professional medical educational conference organizers. We do not accept applications from group or private medical practices, commercial publishers, or individuals.

7) *Are there certain expenses for which Integra LifeSciences GRC will not provide funds?*

The Integra LifeSciences GRC will not fund budget line items such as, but not limited to, the following:

- * Recreational events or entertainment for program attendees
- * Gifts for faculty or organizers
- * First class airfare
- * Direct financial support (e.g., program registration fees, travel, or expenses) for any non- faculty participants attending the medical education event
- * Salaries and compensations
- * Capital operating expenses such as office equipment, furniture, or facilities modification
- * Program costs that use Integra LifeSciences personnel as speakers or consultants
- * Undefined programs
- * Payments to individuals for any educational activity or program
- * Requests solely for the funding of food and beverage only
- * Costs associated with raffles/prizes/gifts
- * Costs associated with promotional activities, display space, tabletop fees or exhibit booths
- * Costs associated with locations not conducive to learning i.e., resorts, luxury hotels, etc.
- * Support of any activities and/or where Integra LifeSciences selects the speaker or the content of the program (e.g., Integra LifeSciences sponsored speaker programs, branded Grand Rounds)

Generally, when sponsoring an educational activity, the Integra LifeSciences GRC will consider funding the following types of expenses:

- Honorarium for medical or scientific faculty
- Speaker travel (coach), reasonable expenses for lodging
- Room rental related to the educational portion of the program
- A/V equipment rental
- Cost for CME accreditation
- Meeting related expenses (must be detailed in budget)

8) Can I request a grant for an activity that has already occurred?

No. Integra LifeSciences does not provide retroactive funding. All requests for support must be submitted to Integra at least 45 business days in advance of the activity start date.

9) How far in advance of the activity do I need to submit a grant request?

Requests for support should be submitted online ASAP with a minimum of 45 business days in advance of the activity or enduring materials creation. Proposals submitted with less than 45 business days before the activity date will not be approved.

10) Must I meet the 45 business day deadline for submitting my application?

Yes, we must receive a complete application, including all required documentation at least 45 business days before the event, activity, or program.

11) *Is there a limit to the number of requests submitted within a period (e.g., within a year)?*

Integra LifeSciences does not limit the number of requests it will consider from a single organization.

12) *May an institution submit multiple grants at the same time?*

Yes. Integra LifeSciences will review multiple requests from the same organization, regardless of whether they are submitted at the same time or different times.

13) *Can I complete part of the online grant request and come back to it later?*

Yes. You must click “Save as draft” to save your request and continue it later. Also, at any time before the submission of a grant request, you will have the opportunity to come back and make changes to the request.

14) *What is the role of sales and marketing personnel in the grant review and approval process?*

The Integra LifeSciences GRC and all partner offices are independent of the sales and marketing organizations. Sales and marketing personnel have no role in the grant approval process. All Integra personnel must respond to inquiries regarding a grant request by providing the requestor with the Integra LifeSciences Grants Office email address (integragrants@integralife.com or angela.sabatino@integralife.com). The requestor is entirely responsible for submitting a grant request to the GRC, and all Integra LifeSciences personnel are prohibited from contacting the GRC on behalf of any requestor. Integra personnel cannot solicit grant funding requests and should provide referral information if grants are brought up in an unsolicited manner by a customer.

15) *Will Integra support multi-year or series programs?*

No. Any Integra LifeSciences support provided for an event shall be for a one-time event (sometimes spanning a few days), and for no more than one year in duration, such as in the case of a fellowship. For multi-year programs, we request that the organizer submit a request for a grant each year. Series of programs should have individual requests.

16) Will my Integra field representative be able to assist me with the application process or keep me updated on my proposal's progress?

No. You may email the Integra LifeSciences Grants Office for assistance at integragrants@integralife.com or angela.sabatino@integralife.com for any questions not addressed by this document. You will be able to check the status of your grant request by accessing the grants portal using your username and password when you initially registered.

17) Does previous support of a program by Integra influence future support?

No. The grant funding process is very competitive. Each grant submitted to the GRC will be evaluated based on individual merit. Please do not consider any request approved until you have received official written documentation from the Integra grants portal notifying you of the decision.

18) What is a request for additional information and how much time do I have for completion?

A request for additional information will be sent via email when more information is needed to consider your grant request. If the Integra LifeSciences Grants Office has not received all necessary information within 14 calendar days of the follow-up request, the grant request will be terminated.

19) What happens if an event or activity is cancelled?

If the program is cancelled through no fault of Integra LifeSciences, or the specific funds granted by Integra LifeSciences are not used for the program, recipient will notify Integra LifeSciences in writing of such cancellation or non-use of funds. The recipient is required to return unused funds to Integra LifeSciences.

20) What information is publicly disclosed?

Integra LifeSciences will disclose grant information per guidelines or requirements of the U.S. Physician Payment Sunshine Act ("Open Payments") – subpart of the Patient Protection and Affordable Care Act passed in 2010 and certain state laws. For outside of the US, all disclosures will be country specific.

21) What is U.S. Physician Payment "Open Payments" Sunshine Act?

The Sunshine Act requires Integra and other applicable manufacturers of products reimbursed by Medicare or Medicaid, to track all payments or "transfers of value"

made to U.S. physicians and U.S. teaching hospitals (covered recipients) beginning August 1, 2013. This information will be reported to the Centers for Medicare and Medicaid Services (CMS) and publicly posted on a government website on June 1st of each reporting year.

22) *What is a grant attestation?*

The final attestation functions as the reconciliation after the completion of the program. It confirms that the program and all funds, equipment, and disposable equipment were used in accordance with the approved grant

23) *What if I fail to provide the Attestation?*

Failure to provide the attestation as agreed in the Integra LifeSciences Agreement will prevent future proposals from being reviewed and supported by Integra LifeSciences until the attestation is complete.

24) *What should I do if I have money left over from my grant?*

All funds remaining from a grant provided by Integra LifeSciences are expected to be returned. Please include the grant ID number with your payment. Please send a check made payable to Integra LifeSciences to:

Integra LifeSciences Sales LLC
PO Box 404129
Atlanta, GA 30384-4129

Failure to return unused funds may delay or prohibit support of future educational programs submitted by the requestor.

25) *What types of programs and activities are not eligible for funding consideration by the Integra LifeSciences GRC directly through this site?*

- Investigator Initiated Studies
- Donations and charitable contributions
- Advertising, sponsorships, exhibits, and display fees

26) *Does Integra ever specifically request or invite grant submissions?*

No. Requests for continuing medical education grants are never solicited.

27) *Can I resubmit a grant once it has been denied?*

No. The decision to decline a grant is final.

28) *How long will it take for a decision on my application?*

Most grant applications are approved or denied within six weeks after we receive a complete application, including all required documentation. Please note that the review process does not begin until you have received notification that all required documentation for the application has been accepted for review.

29) *When/How do I receive notification regarding the status of my grant application?*

You will receive separate emails notifying you of the following:

- Grant request received.
- Grant has been accepted for review.
- Decision has been made.
- Agreement has been sent and requires signature
- Reminder to complete the final attestation

30) *How will I know if my grant is approved?*

You can check the status of your application by logging in to your account on the grant portal. You will receive an email notifying you when a decision has been made. Please do not consider any grant officially approved until you have received the system's approval email AND a fully executed Agreement.

31) *If the GRC approves an amount less than I request or my application is denied, may I resubmit a grant application for the unapproved amount to the GRC again or to someone else?*

No. The Integra LifeSciences GRC does not approve multiple grant requests for the same event, activity, or program.

32) *Can funding be provided through a grant for meals?*

Funding for meals may be provided to the third-party provider if allowed by the state or country only if the meal is held at the time of the medical education conference. It should be modest in terms of cost and be held at a suitable venue that is conducive to discussion among faculty and attendees. The amount of time spent at the meal must be subordinate to the amount of time spent at the medical education conference.

33) Can funding be provided through a medical education grant for residents or other HCP's in training to attend educational conferences?

In accordance with the AdvaMed Code of Ethics on Interactions with HCP's, funds to permit medical students, residents, fellows, and other HCP's in training may be provided to attend carefully selected educational conferences. The selection of these individuals must be made by the academic or training institution and payment will be made to the event organizer, not to an individual HCP. "Carefully selected educational conferences" are generally defined as the major educational, scientific, or policy-making meetings of national, regional, or specialty medical associations.

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

No. Always submit your grant request allowing plenty of time to seek alternative funding in case the Grant Review Committee decides to deny the grant. Please do not consider any request approved until you have received written documentation from the Integra LifeSciences grants system notifying you of grant approval.

35) What are the payment terms for us to receive an approved grant?

Net 90 Days from the last signature date on the agreement.

36) Can a grant pay for spouses or guest expenses?

No, grants are to be used to cover the costs being incurred to run the educational program.

37) For US permanent product donations, can I request any product?

Permanent product donations are for 501c3 organizations only and the products that may be donated under this program shall be determined by the Integra LifeSciences Grant Review Committee. These requests may be determined based on available inventory, logistics, etc. and cannot be requested or expected to be received for a particular date.

38) How are In-Kind product requests determined?

Besides the scope and content of the program, inventory, and availability are deciding factors.

39) *Can I specify that my grant be unrestricted?*

No, Integra grants are restricted.

For any medical education grant questions not answered by viewing this website please contact the Integra LifeSciences Grants Office via email integragrants@integralife.com or angela.sabatino@integralife.com. Please allow at least 2 business days for a response to your email inquiry.
