



## GRANTS & CHARITABLE CONTRIBUTIONS BROCHURE



BioMarin Pharmaceutical Inc.

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## Welcome

With four marketed products and a fully-integrated multinational organization in place, BioMarin provides innovative therapeutics to patients with rare diseases who have serious unmet medical needs. BioMarin is committed to patients, families and physicians in providing rapid access to treatments, disease education, and support services.

As part of its commitment, BioMarin supports programs and activities that foster excellence in patient care and provide valuable scientific, medical, and educational information to the medical and scientific communities as well as patient advocacy organizations.



## Guidelines for Requesting Grants & Charitable Contributions

In alignment with BioMarin's commitment to scientific innovation and areas of unmet medical needs, BioMarin supports grants, charitable donations, and sponsorships in the following areas:

- Genetic, rare metabolic diseases (including MPS & PKU)
- Lambert-Eaton Myasthenic Syndrome (LEMS)
- Genetically Defined Cancers
- Community Relations Giving

## Types of Grants that May be Awarded

BioMarin will review funding requests from healthcare or science related organizations for the following types of requests:

- Educational Grants (including CME accredited programs)
- Research Grants
- Charitable Donations
- Sponsorships

BioMarin complies with all applicable transparency reporting and disclosure obligations, including those relating to state and federal regulations and as stipulated by the National Physician Payment Transparency Program. Accordingly, payments provided to U.S. healthcare professionals, including physicians and teaching hospitals, will be reported as required. Reportable payments include speaker fees, food and beverage, travel and lodging, grants and charitable contributions, among others.

As such, effective August 1, 2013, all Grants and Charitable Contributions involving U.S. healthcare professionals will require reporting of payments or transfers of value provided to faculty and participants. Grant recipients will be notified of these reporting requirements at the time of grant approval. Any questions regarding these reporting requirements may be sent to [sunshinereports@bmrn.com](mailto:sunshinereports@bmrn.com).

See the next page for definitions of each type of funding request.



### **Educational Grants (CME accredited programs)**

Use this form to request grant funding for an accredited Continuing Medical Education (CME) program (i.e., ACCME, AMA, AAFP, ADA, or AOA) consisting of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance that a healthcare professional uses to provide services to patients, the public, or the profession. BioMarin may not influence the content or have control over the educational programs funded through CME accredited educational grants.

### **Educational Grants (non-accredited programs)**

Use this form to request grant funding for non-CME accredited educational activities that intend to educate healthcare professionals and/or patients during health-related public conferences, symposia, or community awareness programs. The content and control of educational programs funded through a non-accredited educational grant must be independent from any BioMarin influence.

### **Research Grants**

Use this form to request grant funding to support research related to disease states or areas of science that are of interest to BioMarin. Research grants assume no collaboration or sharing of data with BioMarin. In instances of collaboration, BioMarin will seek to enter a duly executed Research Agreement with the requestor. Research grants differ from Investigator-Sponsored Trials (ISTs) in that the research does not include human subjects and may not be subject to a formalized protocol.

### **Charitable Donations or Sponsorships**

Use this form to request grant funding for benevolent purposes such as improvement of healthcare, patient care or advocacy, civic projects, disaster relief, access to healthcare, or programs for children. In the U.S., charitable donations require proof of a sponsoring organization's 501(c)(3) tax-exempt status. The primary purpose of a program supported by a charitable donation should be fundraising or similar charitable activities, but may be provided in support of charitable efforts that have an educational component. However, all requests for medical education programs (e.g., medical or nursing conference) must use the appropriate Educational Grants form even if the sponsoring organization is a charitable entity. Sponsorship requests may or may not originate from a tax-exempt organization and typically provide BioMarin with a public relations opportunity to promote our company and raise awareness for the diseases and products we support.

## Criteria Used to Determine Funding

As general guidance for grant requests, please note that BioMarin considers many factors including whether the request:

- Promotes excellence in patient care
- Meets CME guidelines related to content, venue, and dissemination as applicable
- Is conducive to an effective and efficient meeting format
- Educates the broadest target audience at an appropriate and reasonable cost

## Items Generally Outside the Scope of BioMarin's Grants Program

- Grants to individuals or group practices
- Clinical grants, including Investigator-Sponsored Trials (ISTs)
- Personal travel
- Capital campaigns/building funds
- Website development not associated with an accredited educational program
- Service contracts
- Religious programs
- Entertainment (e.g., class reunions, retirement dinners)
- General capital or operating expenses (e.g., office equipment/staff, computer hardware/software, medical library resources, overhead)
- Textbooks and journal subscriptions
- Mass media productions not associated with educational content (e.g., CD-ROMS, webcasts, journal supplements)
- Personal development (e.g., individual leadership training)
- Travel fellowships for healthcare professionals
- Requests originating outside the U.S. or Canada for country-specific programs (contact your local BioMarin office)



## Process for Requesting Grants

BioMarin has automated the grant request process to an online tool - the BioMarin Grants & Charitable Contributions portal. The online process now includes:

- Registration and login
- Submission of grant requests and required supporting documentation
- Summary page for grant activity and request status

Before accessing our online portal, please review the information below regarding registration, required documentation, review timing, and decision notification.

Requests originating outside the U.S. and Canada for country-specific programs cannot use this website. Please contact the local BioMarin or affiliate office.

## Organization Registration and Login

Each requesting organization must register and create a log-in ID before submitting a grant request. Registration involves providing information about your organization, contact names and numbers, and creating a password to access the online portal.

Requesting organizations are required to accept all terms and conditions of the grant request process in order to proceed with an application.

Registrations will be confirmed by email within 2 business days of submission.



## Grant Request Submission

For a grant request to be submitted and considered for funding, you must complete the online application and submit the following documents:

- Detailed program description, including a description of how the funding will be used
- Detailed line item budget
- Program agenda
- Learning objectives
- W-9 form (domestic U.S. and Puerto Rican organizations)
- IRS tax determination letter - if applicable

Failure to provide this completed information **at least 60 calendar days prior to the program** date will result in the grant request not being processed.

**We will not accept any grant requests after the program date has past.**

Any grant request submitted by an organization named on a debarment or exclusion list, including but not limited to, the U.S. Office of Inspector General's List of Excluded Individual/Entities (OIG LEIE) or the U.S. General Services Administration Excluded Parties List System (GSA EPLS), will be denied without consideration.

## Grant Request Review

BioMarin will inform you about its decision as quickly as possible after the receipt of all required documentation. You can help minimize the review timeline by providing complete and accurate documentation in a timely manner. If BioMarin does not receive all necessary documentation **at least 60 calendar days prior to the date of your program**, BioMarin will not accept your grant request for consideration.

## Grant Request Status

You may check the status of all your grant requests by logging into the online portal. Due to company policy and industry standards, your BioMarin field representative will not have access to this information. You will receive email notification directly from BioMarin of its decision. Please do not consider any request approved or denied until you have received this email notification.



## Applying for a Grant or Charitable Contribution

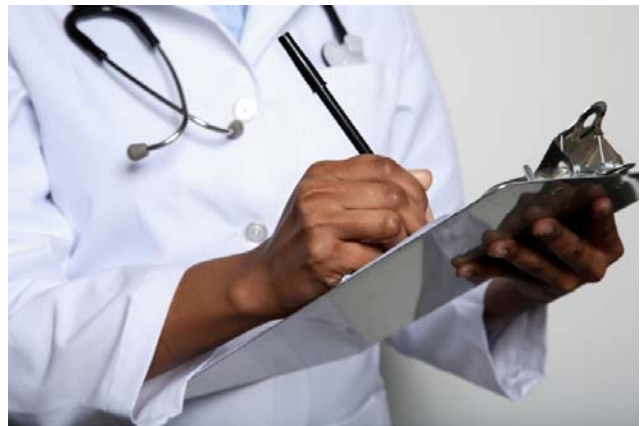
### Prepare

To expedite processing of your grant request form, BioMarin suggests the following:

- Read **Guidelines** and **Process** for requesting funding, or download a **Brochure**
- Complete your grant request form
- Confirm the grant request form is complete, including all required attachments. Incomplete grant request forms will be rejected
- Be sure to press the “submit” button once you have confirmed the request form is complete and all required documents are attached
- Read **FAQs** for answers to Frequently Asked Questions
- Submit your grant request **at least 60 calendar days prior to the date of the planned activity**

Questions on the grant request form require the requestor to provide information about:

- The organization
- Requesting organization contact information
- Amount of funding requested
- Proposed use of funds
- Program and/or project budget
- U.S. tax identification documentation, if applicable



### Register

**All grant requests must be submitted using the online portal.**

Click **My Grants** to Register and apply for Grants or Charitable Contributions. If you have already registered, you may save your grant request at any time prior to submission.

To access the grant request again for updates or to submit a new grant request, simply return to the account login page **My Grants** and enter your username and password.

**Note:** Requests originating outside the U.S. and Canada for country-specific programs cannot use the online portal. For these requests, please contact the local BioMarin or affiliate office.

## Frequently Asked Questions

The Questions and Answers within this section are broken down into the following topic areas:

- Process
- Technical
- Contracts
- Reconciliation

If you need further assistance after reading this section, please contact BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com).



### Process Related Questions

#### **When does BioMarin accept grant requests?**

Grant requests are accepted for review all year.

#### **How long does the grant request process take?**

A minimum of 60 calendar days is required to process any grant request; please plan accordingly.

#### **What is BioMarin's review and decision process regarding grant requests?**

BioMarin has a centralized grant review and decision-making process. Grant committees consist of cross-functional representatives to ensure each grant request is meritorious, consistent with BioMarin's goals and policies, and is not excessive or duplicative. BioMarin grants are never in any way tied to, or intended as an inducement or reward for, the past, present, or future purchase, prescription, or recommendation of any of BioMarin product.

#### **Can I submit my grant request via paper and/or through my BioMarin field representative?**

No. All grant requests must be submitted online by the requesting organization.

**Can an organization submit multiple grant requests?**

Yes. However, grant requests are reviewed individually. Funding of a grant request is not contingent upon previous activity nor does previous activity guarantee future support.

**Can I request funding for an activity that has already occurred?**

No. BioMarin does not fund activities that have already occurred. Applications must be submitted to BioMarin at least 60 calendar days prior to the program date to allow adequate time for committee review, communication of decision, and execution of an agreement (if required).

**Can I complete part of the request form and complete the rest later?**

Yes. If you are unable to complete your request form in one sitting, you may save the partially completed request form and complete the rest later by clicking “Save Draft” at the bottom of the page. You will have the opportunity to come back and make changes to the request form at any time before the submission of a request.

**How will I be notified of the status of my grant request?**

An email update will be sent upon submission of a grant request to confirm BioMarin’s receipt of the grant request and after committee review to notify the requestor of either an approval or denial of the request. At any point in the process, the requestor will receive notification if an application is missing required documentation or further information is needed to complete the grant request review.

**What is a Request for Additional Information and how much time do I have for completion?**

A Request for Additional Information is made when more information is needed to consider your grant request. The request will be sent by email. Requestors are asked to respond to Requests for Additional Information within 10 business days. If BioMarin has not received all necessary information within 10 business days, the grant request will be denied.

**I received an email Request for Additional Information. May I fax, mail, or email the information?**

No. All updates to your grant request must be made directly to your application in the online portal.

**May I change the content of my grant request once it has been submitted?**

Changes to the topic, target audience, or other material aspect of a submitted grant request will be reviewed on a case by case basis. If you need to make such a change, email the request to BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com).

**If my grant request is denied, may I appeal the decision?**

No. Decisions to deny grant requests are final. There is no appeal process.

**My grant request was denied but I do not understand the reason. Can I find out why?**

Please review the Grant Request Guidelines for eligibility criteria. There are numerous reasons why a grant request may be denied. For example, budgetary allocations may change, grant requests may not reflect BioMarin educational strategies, or similar activities may have already been funded.



## Technical Questions

### **What if I don't remember my username and password?**

Please email BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com).

### **Why was I prevented from registering?**

Common reasons include:

1. Some of the information entered as part of your registration was invalid - please see the error message and re-enter the required information.
2. You entered an email address or username during your registration that has already been registered with the online portal. Please choose a different username or email address.
  - If you have registered previously, please request that your username be emailed to you (see "*What if I cannot remember my Username or Password?*" below for details).
  - If you have not registered previously, please email BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com).
3. You failed to complete a mandatory field.

### **Why was I unable to log-in?**

Common reasons include:

1. Your account may have been disabled due to inactivity. Please email BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com) and request that your account be reactivated.
2. Your account has been temporarily disabled due to repeated unsuccessful log-in attempts. Please wait 30 minutes before you try to log-in again.

### **What if my program description does not fit into the allotted space?**

You will have the opportunity to upload supporting documentation at the end of the request form.

## Contracts

Certain grant requests may require the requestor to enter into a duly executed Grant Agreement with BioMarin.

### **How will I receive the Grant Agreement?**

The Grant Agreement will be sent to you via email. Instructions as to the execution of the Grant Agreement and return to BioMarin will be included. You will receive a pdf copy of the fully executed agreement for your files.

### **Who should sign the Grant Agreement?**

Grant Agreements should only be signed by persons duly authorized by the organization to enter into contractual agreements on its behalf.

### **Will I get a copy of the Grant Agreement from BioMarin?**

Once BioMarin receives the signed Grant Agreement from an organization, it can take up to 2 weeks to obtain all required signatures at BioMarin and provide a copy of the fully executed document to the grant requestor. It is to your advantage to return the Grant Agreement in a timely manner to avoid delays.

### **I sent the Grant Agreement executed by my organization back to BioMarin. How do I know if BioMarin received it?**

Once BioMarin receives the Grant Agreement signed by an organization, the applicant will receive a confirmation email. If you do not receive a confirmation email within a reasonable amount of time, please email BioMarin at [eGrants@bmrn.com](mailto:eGrants@bmrn.com).

### **What if I do not wish to enter into a grant agreement?**

BioMarin will not process the grant award until the grant agreement is fully executed.

## Reconciliations

### **Is a reconciliation required if all the grant funds were spent exactly as stated in the application?**

Yes. A reconciliation is required for all grants. Failure to submit a reconciliation within 90 days of the Program End Date may result in denial of future funding.

## My Grants

[Register](#)

[Login for Returning Users](#)

## Help for Visitors

The Login Screen is your entry point for BioMarin's online Grants & Charitable Contributions online portal. Enter your Username and Password and then click the <Log in> button.

## Registration

If you do not already have a Username and Password, click "Register". You will be directed to the Profile Registration page where you can enter your contact information and choose your username and password.

Valid characters for Username and Password:

1. Upper and lower case alphabetic characters (a through z, A through Z)
2. All numeric characters (0 through 9)
3. Comma(,), Period (.), Apostrophe ('), Ampersand (&), Space, Hyphen (-), Colon (:)

**Organization Legal Name** - Enter your organization's legal name. Do not use abbreviations or acronyms. In the U.S., enter your organization's legal name as registered with the Internal Revenue Service and as it appears on your W9 form.

Once all the information has been completed, click "Submit." If your registration is accepted, you will receive an email with a link to access BioMarin's online portal. If your registration is not accepted, you will be directed to contact BioMarin.

## Contact Us

To contact BioMarin regarding submission of a grant request, please eMail your question/comment and contact information to [eGrants@bmrn.com](mailto:eGrants@bmrn.com) or from the web portal use the link to contact us. The information you provide will be maintained in accordance with our privacy policy. For more information about BioMarin's privacy policy, please click on the link at the bottom of the web portal.

Please note that BioMarin cannot accept any medical questions through its Grants and Charitable Donations online portal. Questions pertaining to your medical condition or the medical condition of a family member should be directed to your healthcare provider.

