

# 2009 OMJSA Educational Grant Quick Reference Guide For Submitting On-Line Grant Requests

## Administered by:



ORTHO-McNEIL JANSSEN  
SCIENTIFIC AFFAIRS, LLC

## In support of:



Division of Ortho-McNeil-Janssen  
Pharmaceuticals, Inc.

<http://www.janssen.com>



Division of Ortho-McNeil-Janssen Pharmaceuticals, Inc.  
<http://www.mcneilpediatrics.net>



Division of Ortho-McNeil-Janssen  
Pharmaceuticals, Inc.  
<http://www.ortho-mcneil.com>



<http://www.ortho-mcneilpharmaceutical.com>



Division of Ortho-McNeil-Janssen Pharmaceuticals, Inc.

<http://www.ortho-mcneilneurologics.com>



Division of Ortho-McNeil-Janssen  
Pharmaceuticals, Inc.

<http://www.pricara.com>



<http://www.sciosinc.com>

## POLICY HIGHLIGHT

The following highlights the Ortho-McNeil Janssen Scientific Affairs, LLC (OMJSA) 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 (CME or CE) Grants:** Independent medical education programs/activities with accredited providers (e.g. medical schools and universities or associations, such as AMA, APhA etc.)
- 2. Non-CE 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.**

## EDUCATIONAL GRANTS CANNOT BE USED TO SUPPORT

- Requests outside our therapeutic areas of interest
- Promotional activities related to products of Operating Companies supported by OMJSA
- 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

- Charitable fundraising events and charitable contributions
- Reimbursement for physicians or other attendees for the cost of obtaining CME credits
- Programs that have already occurred
- Food and beverage expenses at non-accredited programs (exception of grand round programs)

## OMJSA'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 the appropriate company website and click on the Medical Education tab.

### Janssen

<http://www.janssen.com>

Schizophrenia, Bipolar

### McNeil Pediatrics

<http://www.mcneilpediatrics.net>

ADHD

### Ortho-McNeil

<http://www.ortho-mcneil.com>

Infectious Disease, Pain, Thrombosis

### Ortho-McNeil Pharmaceutical, Inc. for Ortho Women's Health & Urology

<http://www.ortho-mcneilpharmaceutical.com>

Hormonal Contraception, Interstitial Cystitis

### Ortho-McNeil Neurologics

<http://www.ortho-mcneilneurologics.com>

Epilepsy

### PriCara

<http://www.pricara.com>

Infectious Disease, Pain, Gastroenterology

### Scios

<http://www.sciosinc.com>

Acute Heart Failure

# 2009 OMJSA Educational Grant Quick Reference Guide For Submitting On-Line Grant Requests

## 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.

## SCHOLARSHIP GRANTS

### Key Considerations:

1. Same as steps 1 thru 5 above.
2. Document what the financial hardship is.
3. Provide selection criteria.
4. Specify purpose of grant and how meeting was identified.

## DISCLOSURE STATEMENT:

"Supported by an educational grant from (operating company division), Division of Ortho-McNeil-Janssen Pharmaceuticals, Inc., administered by Ortho-McNeil Janssen Scientific Affairs, LLC".

## OR FOR ACTIVITIES IN ACUTE HEART FAILURE

"Supported by an educational grant from Scios, Inc., administered by Ortho-McNeil Janssen Scientific Affairs, 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@omjus.jnj.com.
- Please print a copy of the confirmation receipt for your records and future reference.
- Name files appropriately (e.g., LOR, Agenda, Needs Assessment, Budget, etc.).  
Combine files to condense the number of attachments (e.g., use tabs within Excel for multiple budget templates).

## CHARITABLE CONTRIBUTIONS

To learn more about the charitable giving program, please send an email to [contributions@janus.jnj.com](mailto:contributions@janus.jnj.com).

## INTERACTION WITH EMPLOYEES

Field associates 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 by the requesting organization.
- Involvement of personnel other than Medical Education Department employees in the application or evaluation process can result in rejection of the grant application.
- Employees are prohibited from disseminating CME enduring materials

## TIMELINE AT LEAST 10 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 8 WEEKS OF EDUCATIONAL GRANT SUBMISSION

*Approval/denial status communicated to requestor. If approved, an Educational Grant Agreement (EGA) is e-mailed to requestor for signature.*

## WITHIN 3 WEEKS AFTER REQUESTOR RECEIVES EGA

*Requestor must sign and return EGA to OMJSA.*

## WITHIN 4 WEEKS AFTER EGA IS RECEIVED

*Payment sent for approved grant requests.  
Copy of signed EGA is e-mailed to **requestor**.*

*Toll Free Message Center  
1-866-447-2687*

*Technical Problems  
[Totalitysitegr@ompus.jnj.com](mailto:Totalitysitegr@ompus.jnj.com)*

*E-Mail Address:  
[EdGrants@ompus.jnj.com](mailto:EdGrants@ompus.jnj.com)*

*Mail:  
Ortho-McNeil Janssen Scientific Affairs, LLC  
Educational Grants  
1125 Trenton-Harbourton Road  
P.O. Box 200  
Titusville, NJ 08560-0200*

**©OMJSA, May 2009**