

**Disclaimer**

*This Grant Request Application Form (the "Form") has been prepared by the MedTech Europe Secretariat<sup>1</sup> as a suggested guide only and should not be construed as legal advice for any particular facts or circumstances. Use of this Form or any parts thereof shall be at the sole discretion and risk of the user parties. MedTech Europe or Coloplast shall not be held liable for any loss or damage that may result from use of this Form or any parts thereof. MedTech Europe reserves the right to change or amend the Form or any parts thereof at any time without notice.*

## Grant Request Application Form:

### Educational Grant – Third Party Organised Educational Events

Coloplast adheres to the MedTech Europe Code of Ethical Business Practice which sets strict, clear and transparent rules for our industry’s relationship with Healthcare Professionals (HCPs) and Healthcare Organisations (HCOs), including support to independent medical education via grants. For more information about the MedTech Europe Code of Ethics: <https://www.ethicalmedtech.eu/wp-content/uploads/2017/09/MedTech-Europe-Code-of-Ethical-Business-Practice-QA-DG.pdf>

**Instructions – Please read before completing the form**

- Grant applications must be submitted at least 60 days prior to the first event/activity taking place with all supporting documentation attached. However, we recommend the Grant Application be submitted 90 days prior to the first event/activity taking place. Any application not complying with this timeline will be rejected.
- Please note there is no guarantee that all of the amount requested will be granted. Coloplast may reject, approve in full or approve a lower amount at its absolute discretion.
- The completed form including all required supporting documents, must be submitted either by e-mail to the email address mentioned [on the website](#) or sent via postal service.

**All fields have to be completed – fill in text or tick the boxes.**

1. Applicant Information	
Full name	
Operational structure/Legal status (e.g. Corp, GmbH, A/S, Ltd., etc.)	
Tax ID	
Address	
City of registration	
Country of principal activity	
Mission of organisation (please provide a description of the organisation’s educational/scientific mission, field of activity, notable projects/co operations)	
Website	
Head of organisation <sup>2</sup>	Full name: Position within organisation:
Contact person submitting the request	Full name: Position within organisation: Telephone number: Address: E-mail address:

<sup>1</sup> Coloplast has adapted and customised this form.

<sup>2</sup> Head of organisation will be the person who will need to sign the Grant Agreement which is a requirement for payment, if Coloplast approves the application.

2. Grant Request Details	
Type of Grant	<p>Educational Grants to Support Third Party Organised Events /or to Support HCP Participation at Third Party Organised Educational Events)</p> <p>Other Educational Grants to HCOs (including Scholarships, Fellowships and Grants for Public Awareness Campaigns)</p>
Therapeutic or diagnostic areas	
Country in which the Grant is intended	
<p>Please provide a detailed description on how the Grant will be used e.g.:</p> <ul style="list-style-type: none"> <li>• Number of HCPs to be supported,</li> <li>• Average amount proposed per HCP for flights and other expenses,</li> <li>• Average amount proposed per HCP for registration fees etc.</li> </ul> <p>Required supporting documentation: an overview of the budget (see section 7.)</p> <p><i>Note: Generally, we expect the Grant to only cover the costs related to the organisation of the Educational Event (e.g. the rent of the premises where the event is taking place) or the costs of registration, travel and accommodation of participating HCPs. The Grant will not be provided to cover the costs linked to the organisation of leisure/entertainment activities or for the invitation of spouses/partners of HCPs. In addition, no funding will be provided to cover ordinary operating expenses, running costs of the organisation and other budget items not directly linked to the education.</i></p>	
Amount of funding requested from Coloplast	
Amount of external funding requested in total	
Total amount sought for the activity	
<p>Bank account details (This must be an account in the name of the body making the application and not an individual)</p>	<p>Bank name: Bank country: Account holder: IBAN number or account number: BIC or SWIFT Code:</p>

3. Educational Event Details	
Title	
Dates (interval)	Start date (dd/mm/yyyy) End date (dd/mm/yyyy)
Location	City: State: Country:
Venue	Name: Address: Website:
Objective of the Educational Event: please provide a detailed description of scope, purpose and anticipated outcome of the programme. <ul style="list-style-type: none"> <li>Required supporting documentation: most up-to-date program (see section 7.)</li> </ul>	
Targeted audience by the Educational Event	Local National International
Has the Educational Event been approved by the EthicalMedtech Conference Vetting System (CVS)?  Note: More information on the system is available at <a href="http://www.ethicalmedtech.eu/">http://www.ethicalmedtech.eu/</a>	YES NO (please elaborate below)
If "NO", please indicate the reason	<p>The Event does not require approval of CVS as it is a national event</p> <p>The Event does not require approval as it does not fall under the scope of the Conference Vetting System<sup>3</sup></p> <p>The Event is currently not listed on the EthicalMedtech conference calendar<sup>4</sup></p> <p>The Event is currently listed in a "TO BE REVIEWED" status on CVS</p> <p>The Event is currently listed in a "NOT ASSESSED" status on CVS</p> <p>The Event is currently listed in a "PARTIALLY COMPLIANT" status on CVS</p> <p>The Event has been assessed as "NOT COMPLIANT" on CVS</p> <p>Other (please specify)</p>

<sup>3</sup> See scope at: <https://www.ethicalmedtech.eu/conference-vetting-system/eligibility-scope/>

<sup>4</sup> See calendar at: <http://www.ethicalmedtech.eu/>

<b>4. HCPs Participation at the Educational Events</b>	
Please describe the application procedure and criteria based on which the beneficiaries of the Grant will be selected	
Please provide the name and/or position of the person who is responsible to select the HCPs to attend the Educational Events	
<b>5. Previous Grant Support</b>	
Has your organisation already applied for or received funding from Coloplast before?	YES NO
If "YES", please indicate the amount, date and purpose of the requested/awarded grant?	
<b>6. Remarks</b>	
<b>7. Supporting Documents</b>	
Please attach the following supporting documents to this form:	
<ul style="list-style-type: none"> <li>• A copy of most up-to-date draft programme, agenda or communication material related to the Educational Event.</li> <li>• A draft budget laying out how the funds will be spent.</li> </ul>	

I declare that:

This form was completed on behalf of the requesting organisation;

The information provided in this form and supporting documents is true and accurate;

The Grant request is not implicitly or explicitly linked in any way to past, present or potential future purchase, lease, recommendation, prescription, use, supply or procurement of the Company's products or services.