The following FAQs have been created to assist you with the submission of educational grant requests. Our goal is to make the process as efficient as possible. If you find that you have questions that are not addressed in this document, we ask that you send your questions to the Educational Grants administrator at BWIUSEDGRANTS@ITS.JNJ.COM.

General System FAQ's:

Q: Why has Johnson and Johnson transitioned to a new request system?

A: As a global company, Johnson and Johnson is committed to compliance with laws and industry standards around the world. To ensure that we can efficiently and effectively meet our obligations, we have upgraded to an online solution that provides the necessary functionality.

Q. As the system is designed to be global, does that mean that educational grant requests for outside the US should be submitted using this portal?

A: No. Educational grants requests from requesters outside the US should be directed to the local business for their consideration.

Q. As this new system is designed to support global requirements, does the process require additional information from requesters.

A: Not necessarily. In general, the information needed to support a submission remains unchanged. However, the the system supports needs around the world so you may find that the input fields are more detailed or, in some cases, a bit confusing. These FAQs have been created to assist you with some of the potential questions you may find on you first experience with the system.

The biggest change you will see is a requirement to register in the system the first time you submit a request. This is a one-time activity that will create improved functionality for users. Once you are registered in the system, you will benefit from real time email notifications, easy status updates and a more efficient submission process.

Q: How can I check the status of my request?

A: Once you are registered in the system and have submitted a request, you will have access to the MY ACTIONS feature. With one click, you can check the status of your pending request, see requests for information, execute letters of agreement and easily complete any outstanding actions.

Q: One of my colleagues has submitted a request. Can I view the status of that request in the system?

A: Only the requestor or an alternate contact has authorization to request status updates. If you have questions on status and cannot access the system, we ask that you send your questions to the Educational Grants administrator at BWIUSEDGRANTS@ITS.JNJ.COM.

Educational Grant Policy FAQ's:

Q: Can funding be provided to an individual healthcare provider (HCP)?

A: No, the Johnson and Johnson Family of Companies does not provide funding to individuals, including individual healthcare professionals.

Q: How may grant funding be utilized?

A: Approved Grant funds must be used exclusively for educational activities associated with the program, including audiovisual support or handout production. The letter of agreement will detail any restrictions on the use of the funding.

Q: Does previous support of a program by the company guarantee future support?

A: Each request is evaluated on its individual merit relative to other requests. Please do not consider any request approved until you have received written documentation confirming the decision of the Educational Grants Committee. Funding will not be issued until the letter of agreement is fully executed.

Q: May I submit a request for an activity that has already occurred?

A: No, unfortunately we cannot not fund activities that have already occurred. To allow adequate time for processing and review, we ask that you submit your request at least 60 calendar days prior to the date that you require a decision.

Q: Will Johnson and Johnson Family of Companies Request Management System consider requests from organizations that are not accredited?

A: Yes. The educational grant process includes consideration of support for non-accredited programs.

Application Process FAQ's

Q: *Is there a cut-off period for an organization to submit a request?*

A: All requests should be submitted at least 60 days in advance of the event to ensure sufficient time for review. If you are planning to submit a grant request with less than the requested lead time, please contact the local Request Coordinator at BWIUSEDGRANTS@ITS.JNJ.COM. Depending on the volume of projects under review, submissions with shorter lead time may not be accepted.

Q: *Who is authorized to sign a Letter of Agreement?*

A: An authorized signer is an individual who has the proper (legal) signing authority to execute the LOA on behalf of the organization requesting the grant.

Q: What is a "Request for Additional Information" (RAI) and how much time do I have for completion?

A: A "RAI" is made when more information is needed to consider your request. The areas for which more information is needed will be communicated via e-mail. The Request Coordinator will follow-up on the original request via e-mail after 5 business days. If the RAI is not received within 10 business days of the follow-up email, the request may be declined.

Q: Can I complete part of the online request and come back to it later?

A: Yes. If you are unable to complete your request in one sitting, you may choose the ""save and continue later"" option. At any time before the submission of a request, you will have the opportunity to come back and make changes.

Q: How do I submit a signed and dated W-9?

A: There are several ways to submit your signed and dated W-9 form. If you already have a PDF version of the signed W-9 form, simply upload the file in the application where indicated. If you have a scanner, you can print the W-9 form, sign it, scan it into your system and then upload the scanned document in the application where indicated. If any changes need to be made to your submitted W-9 form, the changes can be made by updating your user profile on the top right corner of the system application.

Q: The system is asking me to agree consent to the collection of my personal information. Why is this required?

A: Under privacy laws, we must ask for your consent to collect the information necessary to process your request efficiently. Be assured that your information is used only to support the educational grants process. Security controls are in place to protect your information.

Q: The system is asking me to list all logistics companies associated with the educational program. I am not sure why this is needed. Can you clarify?

A: This question is not applicable for US requests. If you are a US based requester, this question is not applicable for your submission.

Q: The system is for information regarding accreditation in multiple fields. Why am I being asked to provide duplicate information?

A: The system asks requesters for accreditation information related to organizations but also for accreditation of individual programs. Please confirm the request before responding to avoid confusion.

Q: The system is asking me to identify any external approval requirement applicable to my request. I am not aware of any external approval requirements. How should I respond?

A: This question is not applicable for US requests. If you are a US based requester, this question is not applicable for your submission.

Q: The system is asking me to specify the geographic reach of the educational program. How do I determine this?

A: This question is asking for information on the planned attendees at your educational program. For example, if you are requesting funding for a program that will include only attendees, the geographic reach for the program would be National. Please select the option that best aligns with the expected audience.

Q: The system is asking me for the number of faculty planned for the program but the final faculty has not yet determined. May I use an estimate, based upon the agenda?

A: Yes, you may input an estimated number of faculty.

Q: The system is asking me to input the program budget at a very detailed level. I have a detailed budget to provide but would prefer to upload it, rather than input the information in detail. Is this possible?

A: Yes. In fact, we recommend that you upload your budget to save time. Unfortunately, to accomplish this, you must take the following actions:

- The request system requires you to include a total budget number in the system. You must also input the amount of funding you are requesting.
- The system will check to ensure that the itemized line items, once added, are equivalent to the total budget. To avoid challenges, we suggest that you input the total budget amount in the "Other" field to ensure that the amounts align.
- **The system will not prompt you to upload your budget document.** Be sure that you upload your itemized budget, along will all other required documentation, at the end of the submission process to avoid delays I the review of your request.

Q: What documents must be uploaded to the system to support my request?

A: The following documents must be uploaded with your submission. The system will provide an opportunity to upload external files before you submit your request. Please minimally include:

- A formal letter of request, on letterhead.
- The program agenda
- Requested tax documents
- Accreditation documentation
- A detailed budget, if not directly input into the submission
- A needs assessment for the program, if not directly input into the system

Q: How do I convert my printed documents to electronic copies?

A: In order to obtain electronic copies of your printed documents it may be necessary to print the form, and then scan the document in order to obtain an electronic version.

Q: How long will it take Johnson and Johnson Family of Companies to review my request?

A: Review times vary from request to request; however, the general guidance is up to 60 days. You can assist with minimizing the review time by providing complete and accurate documentation during the request submission.

Q: Can I fax in a document?

A: All documents must be submitted through the RMS system. Document will not be accepted via fax.

Q: What is Reconciliation?

A: At the conclusion of the funded activity, recipients are required to submit reconciliation information detailing audience participation, use of funds, and other information to verify the supported request was used as intended. You will receive an email notification according to the end date of your activity. If you do not submit activity reconciliation within 60 calendar days of completion of your activity, you will be prevented from submitting additional requests into the RMS system until reconciliation is properly submitted.

Q: What if my program dates or program scope have changed for my approved request?

A: Please contact your local Request Coordinator at BWIUSEDGRANTS@ITS.JNJ.COM as soon you are aware of any request changes.

Q: Where do I return unused funds?

A: If, at the end of the program, all funds have not been used, please contact your local Request Coordinator at BWIUSEDGRANTS@ITS.JNJ.COM for more assistance.