



Making a Grant/Donation Application to Roche Products Ltd Guidance for Applicants

This guidance is for external applicants who wish to make an application to Roche Products Ltd for a grant/donation. Roche Products Ltd is committed to supporting grant/donation requests for projects or activities which directly enhance patient care, support patients, or benefit the NHS and maintain or improve patient care. Grant/Donation requests benefitting individual healthcare professionals or members of Patient Organisations cannot be considered.

For applications relating to other types of support which are not considered to be a grant/donation, please see the guidance provided at the end of this document entitled 'Applications for other types of support'.

Roche Products Ltd standards for grants/donations

Grant/Donation requests are required to meet strict standards. As part of the consideration process Roche Products Ltd will ensure that industry standards such as the Association of British Pharmaceutical Industry (ABPI) standards are met. Please note that Roche Products Ltd standards may be more rigorous than external standards.

Grant/Donation applications that Roche may support:

- The promotion of excellence in patient care
- NHS Medical Education
- Activities organised by Healthcare Organisations, Patient Organisations or other Healthcare Entities which will benefit patient care
- Educational grant/donation applications including support for the organisation of meetings. Please note however, where there is an associated benefit to Roche Products Ltd (e.g. stand space) then the grants/donations process does not apply. See section entitled 'Applications for other types of support'
- Externally sourced, contracted medical writing or data processing resource for peer-reviewed publications, not otherwise included in any other Roche supported clinical research grant/donation.

This list is not exhaustive and other applications for grants/donations may be supported provided that the required criteria are met.

Grant/Donation applications that Roche may NOT support:

- Contributions to Political Parties
- Healthcare Organisation, Patient Organisation or other Healthcare Entity Social Events (e.g. Charity balls, sports competitions)
- Charity fundraising outside the UK



- Gap year, electives, individual professional training
- Office equipment or capital spend (e.g. computer hardware, furniture, renovations)
- Commercial business activities
- Resources such as equipment or headcount funding where such resource is for Roche products only or where such resource is for an activity or purpose linked only to Roche products
- Grants/Donations to individuals for commercial publishing activities
- Grants/Donations for individuals to attend congresses in person
- Funds to individuals including for individual research projects/degree courses (e.g. MBA, PhD courses).

This list is not exhaustive. Grant/Donation applications may be rejected for other reasons.

All grant/donation applications go through a rigorous assessment process and are never approved/rejected by any single individual within Roche Products Ltd. Verbal approvals, in principle or otherwise, cannot be provided by any member of Roche Products Ltd staff, do not represent Roche Products Ltd policy and may still be rejected.

How to apply for a grant/donation

Applications for a grant/donation must be dated and can be sent on a letterhead of the organisation by post or by e-mail to:

The Head of Medical Affairs
Medical Affairs Department
Roche Products Limited'
6 Falcon Way
Shire Park
Welwyn Garden City
Herts AL7 1TW

welwyn.gd_requests_uk@roche.com

Unfortunately Roche Products Ltd is not able to support all grant/donation requests received. In order for funding requests to be approved, it is important that requesting organisations provide full information about the proposed supported activity so we can ensure that all relevant requirements are met. Please note that applications need to be submitted at least ten (10) weeks prior to the proposed activity start date. It is recommended that applications are submitted as early as possible as delays incurred during review and contract negotiation may mean that we are not able to approve the payment in time. A signed legal agreement must be in place before the activity commences.

Requirements of grant/donation requests

- Grant/Donation requests from organisations must be unsolicited and prospective i.e. must relate to a future activity which has not yet started
- Confirm the support from Roche will not benefit:



- Small businesses (less than 10 healthcare professionals)
- Not-for-profit foundations formed of a small number of healthcare professionals (less than 50 healthcare professionals)
- Organisations that have a negative integrity record or are facing allegations of negative integrity according to Roche Products Ltd knowledge
- The grant/donation will be at “arm’s length”, meaning that the organisation/activity is free from any Roche influence
- The purpose of the grant/donation will be solely to benefit patient care or research aimed at future patient benefit, and there will be no return benefit to Roche Products Ltd. For example, we will not accept any offer of free delegate places at a conference, nor request a company stand at the conference. Conference Stands and symposia are separately managed activities – please see ‘Applications for other types of support’ at the end of this document
- Grants/Donations that are specific to any Roche product(s) will not be considered
- The provision of a grant/donation must not benefit a single individual or be paid to one individual
- If seeking medical writing support for a peer-reviewed publication, we will only consider requests on the basis of the above criteria and on the understanding that:
 - The applicant sources the medical writer with no input from Roche Products Ltd
 - Any publication progressed under the applicable grant/donation agreement will have no editorial input from Roche Products Ltd; and
 - Roche Products Ltd will be transparently and clearly acknowledged as the funding source of the publication when published (such acknowledgement statement to be provided by Roche Products Ltd).

Content of the grant/donation request letter

The grant/donation request letter must:

- Be provided on the letterhead of the requesting organisation
- Be received at least 10 weeks in advance of the event/activity taking place
- Stipulate the purpose of the grant/donation; if not immediately apparent, should also set out how the grant/donation will support improvements in patient care
- State the total amount being requested
- Be signed and dated by the person authorised within the requesting organisation
- Include a clear breakdown of the support required for each activity in situations where the request relates to more than one activity
- Include a clear breakdown of the overall activity costs (e.g. catering, speaker fees, external agency costs, venue hire etc.), including the proportion of the grant/donation that is requested from Roche Products Ltd. Where the activity involves a venue, accommodation or travel, include the rating/details of the venue/accommodation and class of travel



- Where the grant/donation is to support the day to day operation, provide examples of the types of activities anticipated (e.g. website, helpline, administrative support for a project etc.)
- Include the bank details of the organisation.

Process for payment once a grant/donation request is approved

- If the grant/donation request has been approved by Roche Products Ltd, a draft agreement that sets out the terms for payment and other relevant terms and conditions relating to the provision of the grant/donation will be prepared, usually within four (4) to six (6) weeks of the date of your application. If you have not had a reply after 6 weeks from the date of your application you are welcome to contact us to request an update
- We will send the organisation two (2) unsigned copies of the applicable grant/donation agreement. Both copies must be signed by the organisation and returned to Roche Products Ltd by post
- Once the signed grant/donation agreements are received, they will be countersigned by an appropriate Roche Products Ltd employee. Payment will then be processed and one fully signed copy of the agreement will be returned to the requesting organisation
- Please note that a grant/donation agreement cannot be signed by Roche Products Ltd after the activity or project being supported has commenced. Payment will not be made without an agreement in place.

Process for a grant/donation request has not been approved

If the grant/donation request has not been approved by Roche Products Ltd, you will be informed by letter or email within four (4) to six (6) weeks of the date of your application. If you have not had a reply after 6 weeks from the date of your application you are welcome to contact us to request an update.



Applications for other types of support

The following list provides examples of activities/projects which are not considered as grants/donations by Roche Products Ltd but funding may be requested:

- Research protocols defined as a clinical trial or non-interventional study - please contact a member of the Roche Medical team
- Exhibition stands - please contact a Roche Sales Representative
- Corporate/Philanthropic Support e.g. schools and charities which are not Patient Organisations - please contact a member of the Roche Corporate Affairs team
- Support which is directly related to a tender process - please contact a member of the Roche Business Development and Operational Pricing team
- Collaborative support in the form of Joint Working Situations – please contact the Roche Strategic Partnerships team

If you are not certain as to the appropriate contact in regard to the above, please speak to any member of our staff. Alternatively provide a summary of your request to welwyn.gd_requests_uk@roche.com.

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Registered in England
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