

Frequently Asked Questions

When will my application be reviewed?

BIOTRONIK's Financial Grant Committee strives to provide timely decisions for all submitted requests. Requests for educational grants, research grants, exhibit fees, and charitable donations are reviewed monthly based on when they were submitted and the date that the event is occurring. Please allow for a minimum of 6 weeks to receive a decision notification.

Fellowship grant requests will be reviewed once per year. To be considered, requests for fellowship grants must be submitted by April 15.

What documents will I need to supply?

Be prepared to upload the following documents depending on your request type:

- Request Letter or Exhibitor Prospectus
- Agenda or Program Brochure
- Budget or description of how funds will be used
- Abstract or study proposal (for research grants only)
- Completed W-9

How will I know if my request was approved or denied?

Requestors will receive an email notification of approval or denial once a decision has been made by the Financial Grant Committee. This email notification will include next steps and confirm any additional details needed to process payment.

If my request is approved, what are next steps?

Depending on the type of request, additional documentation or information may be necessary prior to processing payment.

Signed Agreement

Educational grants, fellowship grants, and charitable donations will only be provided pursuant to a fully executed written Letter of Agreement (LOA) with the funding recipient. No payment will be issued until an LOA is signed by both parties. Research grants will only be provided pursuant to a fully executed Research Agreement.

Payment Information

In order to process payment, funding recipients must be setup as a vendor in BIOTRONIK's finance system. To setup a new vendor, BIOTRONIK requires a New Vendor Account Setup Form and a bank verification letter or voided check.

After I receive notification that my request was approved, how long will it take to receive payment?

To expedite payment, fill in the "Payment Information" section in the request form fully. Payment timing depends on a variety of factors. For organizations that are already set up as a vendor with BIOTRONIK (i.e., an organization that has received a payment from BIOTRONIK for a grant or exhibit in the past), payment will likely take no more than a week as long as no payment information has changed. For organizations that have not yet been set up as a vendor with BIOTRONIK or need to update payment information, payment may take up to 2 weeks after receiving all the necessary information regarding payment details (e.g., required forms and bank letter/voided check).

Can my BIOTRONIK Sales Representative fill in the request form on behalf of my organization for a grant or donation?

No. BIOTRONIK employees may only directly submit exhibit fee requests. All other requests, including educational, research, fellowship grants, and charitable donations, must be completed by a representative of the organization, not a BIOTRONIK employee.

Additionally, BIOTRONIK does not permit sales or marketing personnel to be involved in or influence the review and approval of grant or donation requests.

My grant request was approved last year. Does that mean the request will be approved again this year?

No. Each request is reviewed on its individual merit and support in a prior year does not guarantee future approval. Additionally, requests may be approved at a lower dollar amount than requested.

For additional information, please contact grants.donations@biotronik.com.