



BIOTRONIK, Inc. Grant Portal Instructions

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Step 1: Registration / Log In

1. Access BIOTRONIK's request portal at [BIOTRONIK's corporate website](#) or via biotronik.medcompli.com
2. For first time users, select "Sign Up Now" to create an account

Need a Grant Requestor account? [Sign up now](#)

- a. You will enter your email address and select "Send Verification Code"

Send verification code

- b. Enter the verification code that was sent to the email address and select "Verify Code"

Verification code

Verify code

Send new code

- c. Input a password, display name, and select "Create"

Create

- d. Upon login, enter in your profile details including your Organization Name, Organization's Street Address, Contact Email, Contact Phone Number, Category of Third-Party Organization, and Region. The profile information will be linked to each request.

The screenshot shows a web form for creating a user profile. At the top, there are navigation tabs: Welcome, My Profile (active), Company Info, My Requests, Request Forms, and Resources. A question mark icon is in the top right. The form is divided into several sections:

- Full Legal Organization Name:** A text input field with a red border and "Required" label, with a "0 of 100" character count.
- Requestor Name:** A text input field with a "0 of 100" character count.
- Requestor Title:** A text input field with a "0 of 100" character count.
- Website:** A text input field with a "0 of 100" character count.
- Tax Id:** A text input field with a "0 of 50" character count.
- Tax Status:** A dropdown menu with a "0 of 100" character count.
- Street Address:** A text input field with a "0 of 100" character count.
- City:** A text input field with a "0 of 50" character count.
- State:** A dropdown menu.
- Postal Code:** A text input field with a "0 of 100" character count.
- Please select the Country:** A dropdown menu with "United States of America" selected, with a "0 of 50" character count.
- Email:** A text input field containing "kamchenry@gmail.com".
- Phone:** A text input field with a "0 of 15" character count.
- Please select the category of third-party that best describes the requesting organization:** A dropdown menu.
- Please select the region that best represents the location of the organization or third party submitting the request:** A dropdown menu.

Below the form, there is a section titled "How we use information" with a link to "Privacy Policy" and a checkbox for consent. At the bottom left, there is a green "SAVE" button.

3. For returning users, enter your email address and password then select "Login" to create a new request or view draft or submitted requests.

Step 2: Submitting a Request

1. Navigate to the “Request Forms” tab to create a new request.

Title	Actions
Charitable Donation Request Form	Create New Request
Exhibit Request Form	Create New Request
Fellowship Grant Request Form	Create New Request
Educational Grant Request Form	Create New Request
Research Grant Request Form	Create New Request

Reminder: BIOTRONIK employees may only submit Exhibit Request Forms. All other requests must come directly from a representative of the relevant third-party organization.

2. Enter the name of your Institution / Organization.
3. Select whether you are a BIOTRONIK employee or not. BIOTRONIK employees may only submit Exhibit Request Forms.

Institution Name *

Are you a BIOTRONIK employee? *

Yes

No

4. Enter details about the event/program for which you are requesting funding. This will include the date of the event/program, the amount of funding being requested and the event location.

Event Information

Date of Request *

2025-01-06

Event Date

Amount of Funding Requested (\$) *

Event Location *

5. BIOTRONIK will need to know whether the request is being made by or on behalf of a physician for grants and donations. If so, any payments related to the donation may be reportable under Open Payments Program.

Requesting Physician

Is this request made by, or on behalf of, a requesting physician? *

Yes

No

Please note that grant and recipient information may be subject to reporting in accordance with the Physician Payments Sunshine Act. For questions, please contact sunshine@biotronik.com.

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6. To expedite payment if approved, enter Payment Details including either electronic payment information or check payment information.

Payment Information

If the organization has received payment from BIOTRONIK for this grant or any other grant, exhibit, or monetary charitable donation previously, the organization is likely already set up as a vendor in our system which will expedite payment if awarded.

Has the organization received a payment from BIOTRONIK in the past? *

Yes

No

Unknown

7. Upload required documentation including a Request Letter, Agenda/Program Brochure, and W-9.

Required Documentation

Request Letter *

File Name	Size
Drop files to attach, or browse	

Budget or description of how the funds will be applied/used

File Name	Size
Drop files to attach, or browse	

Agenda or Program Brochure *

File Name	Size
Drop files to attach, or browse	

W-9 *

File Name	Size
Drop files to attach, or browse	

8. To complete later, you may save your request form as a draft. If you are ready to submit your request form, select Submit Request.

[Save as Draft](#) [Submit Request](#)

Specific Requirements

Charitable Donation Request

1. To be eligible for a charitable donation, the requesting organization must be a registered tax-exempt 501c3 organization. Charitable donation requests from for-profit organizations will not be reviewed.
9. Requests from organizations related to CRM or VI disease states, conditions, and/or treatments will be given priority. Requests for charitable donations to organizations outside the health care industry (e.g., youth programs, schools, fine arts programs, etc.) are typically outside of scope but may be eligible for consideration.
10. Charitable donations may not be used to support political organizations, lobbying groups, recreation organizations, religious organizations, or capital projects (e.g., building a hospital wing).
11. Approved charitable donations will be provided pursuant to, and payments consistent with, a fully executed written Letter of Agreement (LOA) with the funding recipient.

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LOAs must be signed prior to the event for which funding is requested. No payment will be issued until an LOA is signed by both parties.

Exhibit Request

1. Requests for exhibit fees or promotional sponsorships may be submitted by BIOTRONIK employees or third-party requestors.
2. The cost of the exhibit or promotional sponsorship should be in line with fair market value based on the benefits offered to BIOTRONIK and the scale of the event.
3. Exhibit booth opportunities must be open to multiple companies.
4. Exhibits requests will only be considered if there is at least one BIOTRONIK representative available to attend the event.

Fellowship Grant Request

1. Fellowship grant requests will be reviewed once per year. To be considered, fellowship grant requests must be submitted by April 15. Requests submitted after the deadline will not be considered.
2. Requests for fellowship support must be submitted by an institution's Fellowship Program Director or their representative. BIOTRONIK employees may not complete the application on behalf of a Fellowship Program Director or institution.
3. BIOTRONIK may not provide funding to an individual fellow or select the fellows that will receive support. These decisions will be made by the institution that provides the education and training.
4. Funds are intended to be used for salary and educational support of fellows and are not intended for overhead or indirect expenses.
5. Approved fellowship grants will be provided pursuant to, and payments consistent with, 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.

Educational Grant Request

1. BIOTRONIK may not provide funding to an individual HCP or pay directly for an individual HCP's registration, fees, travel, or lodging expenses to attend a third-party conference. Approved funding is provided directly to the third-party organizer to offset general expenses, such as audio/visual, management expenses, marketing, and room rental.
2. BIOTRONIK may not control or direct the content, faculty selection, educational methods, selection of attendees or materials for the third-party educational conference. The third-party organization maintains full responsibility for all aspects of the program.
3. Approved educational grants will be provided pursuant to, and payments consistent with, a fully executed written Letter of Agreement (LOA) with the funding recipient.

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LOAs must be signed prior to the event for which funding is requested. No payment will be issued until an LOA is signed by both parties.

Research Grant Request

1. Research grants will be provided pursuant to, and payments consistent with, a fully executed Research Agreement with the funding recipient.
2. The recipient of the research grant should retain independent control of the research.
3. It is recommended that research grant applications meet the following criteria, however, applications outside these parameters may receive consideration:
 - a. Coordinating center is a well-known research institution
 - b. Principal Investigator has at least 5+ years research experience
 - c. Study relates to BIOTRONIK product portfolio and strives to further the field of Cardiac Rhythm Management or Vascular Intervention and improve patient care
 - d. Complete, clear, and well-constructed study protocol that adheres to Good Clinical Practices and is based on established ethical guidelines

Step 3: Review and Notification of Approval or Denial

1. All requests must be reviewed by BIOTRONIK's Financial Grant Committee. The Committee reviews requests monthly. Please allow for a minimum of 6 weeks to receive a decision notification.
2. 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.
3. To ensure timely payment, respond promptly to requests for information and/or signature.

Step 4: Payment

1. Educational grants, fellowship grants, research grants, and charitable donations must have a fully executed agreement prior to processing payment.
2. 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), BIOTRONIK will confirm the address on file for vendors set up to receive checks or confirm the last four digits of the account number for vendors set up to receive direct deposit.
3. Requestors may be asked to complete a New Vendor Account Setup Form and provide a bank verification letter or voided check for the account.

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4. For organizations that have not yet been set up as a vendor with BIOTRONIK or need to update payment information, BIOTRONIK will request a completed New Vendor Account Setup Form and bank verification letter or voided check for the account. A member of BIOTRONIK's Finance team may contact you by phone to confirm details.

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