

MERCK IN PUERTO RICO / MSD IN THE CARIBBEAN¹
 GRANTS, CHARITABLE CONTRIBUTIONS AND EQUIPMENT DONATIONS PROGRAM
 2013 APPLICATION GUIDELINES
Updated December 2012

I. Program Overview

The objective of the *Grants, Charitable Contributions and Equipment Donations Program* is to contribute to the preservation and improvement of human life in Puerto Rico and the English-speaking Caribbean countries by supporting educational, scientific, advocacy, philanthropic and healthcare programs designed to enhance patient outcomes.

Organizations may request support for programs as follows:

Grants	Educational or scientific programs to maintain, develop or enhance the knowledge of healthcare professionals which contribute to the enhancement of patient care. Educational, service, or advocacy programs to support patient literacy and health.
Charitable Contributions	Philanthropic health, social services, and education programs to improve the quality of life of people in communities in which Merck/MSD has a presence.
Equipment Donations	Equipment of a medical or scientific nature (or a monetary donation for the purposes of purchasing such equipment) that contributes to better patient outcomes. <i>[This type of support is not available to Puerto Rico applicants.]</i>

II. Eligibility

Requests for funding are accepted only through Merck's email system at merckgrantrequest@merck.com.

- Eligible applicants must be non-profit organizations duly organized and recognized as such according to the laws of their country of origin.
- Total funding in a given year is based on available resources.
- For educational programs directed at healthcare professionals, Merck's total funding of the activity (including grants, exhibitor space and satellite symposia) cannot be greater than 50% of the total budget of the program.
- For educational programs directed at healthcare professionals for which continued education ("CE") credit is offered, Merck's funding is only available to the extent that credit is offered by an accredited CE provider that meets ACCME ("American Council for continued Medical Education") or similar standards.
- Applications will be considered for support for a maximum of one year. Multi-year grant requests are not eligible for support.
- Organizations receiving support may be eligible to apply for funding in subsequent years.

¹ Merck is known as MSD outside of Puerto Rico, the United States and Canada.

III. Other Eligibility Notes

The following programs/organizations are not eligible for support:

- Programs directly influencing or advancing Merck's business or marketing interests;
- Individuals
- For-profit organizations
- Political organizations, campaigns, and activities
- Fraternal/labor/veteran's organizations and activities
- Publicly owned institutions or organizations
- Religious organizations or groups whose activities are primarily sectarian in purpose
- Organizations that discriminate on the basis of race, gender, sexual orientation, marital status, religion, age, national origin, veteran's status, or disability
- Capital campaigns and endowments
- Basic or clinical research projects, including clinical trials or other pharmaceutical studies
- Payment of staff salaries not aligned with a specific project or program
- Organizations that directly purchase Merck/MSD products

IV. Applications

Applications for the *2013 Grants, Charitable Contributions and Equipment Donations Program* will be accepted on the following dates only:

- December 17, 2012 to January 21, 2013: Applications for programs occurring during the first quarter of 2013. Requests will be accepted only through vanessa.lugo@merck.com. This application window is provided as an exception because 2013 is a transition year into these new guidelines.
- February 1-28, 2013: Applications for programs occurring during the second, third and fourth quarters of 2013. Requests will be accepted only through Merck's email system at merckgrantrequest@merck.com.
- July 1-31, 2013: Applications for programs occurring during the third and fourth quarters of 2013. Requests will be accepted only through Merck's email system at merckgrantrequest@merck.com.

Each application must include the following in order to be considered:

- Program Proposal (as explained below)
- Official certification by the appropriate governmental entity of the applicable county certifying that the organization has non-profit status and is duly organized and recognized as such according to the laws of the country. Puerto Rico applicants requesting a charitable contribution must provide the 501(c)(3) certification from the U.S. Internal Revenue Service.

- List of Board of Directors/Board of Trustees. Applicants from English-speaking Caribbean countries must complete the form included at the end of this document called *Request for Information Regarding Funding*.
- Program line-item budget
- If the organization has not received funding from Merck in the past, include an IRS W-9 Form (United States and Puerto Rico organizations) or an IRS W-8 Form (non-Puerto Rico organizations)

V. Program Proposal

The proposal should not exceed five pages (not including required documentation) and should clearly and succinctly provide the information listed below. The proposal must be signed by the member of the requesting organization who will be responsible for grant stewardship and holds authority to sign on behalf of the organization.

A. General Information

- Legal name of the requesting organization as it should appear on payment
- Program Title
- Amount of Request
- Name, title, telephone and e-mail address of the member of the requesting organization who will serve as project leader and contact person to Merck / MSD in the application process
- Name, title, address, telephone and e-mail address of the member of the requesting organization who will be responsible for grant stewardship and holds authority to sign on behalf of the organization

B. Program Description

- Purpose of the program, including objectives and population to be served
- Background and significance of the problem/issue to be addressed
- Program Plan that describes how the proposed activities will address the specific problem/issue identified and meet the specified objectives
- Program implementation time table
- Educational/scientific agenda, if applicable
- The cost of an exhibition space (booth), if applicable. (Please note that the *Grants, Charitable Contributions and Equipment Donations Program* does not cover the cost of booth space. However, the cost of the booth space is considered when calculating the total amount of Merck/MSD funding versus the total budget of the program.)
- The cost of a satellite symposium, if applicable. (Please note that the *Grants, Charitable Contributions and Equipment Donations Program* does not cover the cost of satellite symposia. However, the cost of the satellite symposia is considered when calculating the total amount of Merck/MSD funding versus the total budget of the program.)

C. Program Line Item Budget and Justification

- Detailed program budget and justification that describes the cost components and associated activities
- Other external sources of funding for the project, if any, including financial and/or other forms of support (e.g., “in-kind” support)

D. Evaluation Plan and Dissemination of Results

- Specific, measurable outcomes to be achieved (impact)
- Plan and methodology to monitor and evaluate the impact or outcomes of the project
- Description of how the program will be publicized (if applicable)

VI. **Review and Payment**

All proposals will be reviewed and evaluated based on alignment with these guidelines, completeness and individual merit. Due to the volume of submissions, we cannot provide specific feedback on applications. Upon completion of review, all applicants will be notified of a determination. Review and decision-making process may take up to 10 weeks. Any applicant selected to receive financial support will be required to execute an agreement with Merck/MSD.

Payments to selected applicants will be issued after all required documentation has been completed according to the following schedule

- For applications received during the January application window, payment will be issued by April 30.
- For the applications received during the February application window, payment will be issued by May 31.
- For the applications received during the July application window, payment will be issued by October 31.

VII. **Transparency**

Merck/MSD has made a commitment to disclose publicly its grants or contributions to third party organizations. In accordance with this commitment, Merck/MSD will report information about recipients of grants, charitable contributions and equipment donations, such as the name and location of the grantee, a brief description of the program and the amount of the financial award. Merck/MSD updates this information periodically and posts this information on www.merck.com.

Any information provided during the application process will be used to make funding decisions and to comply with the reporting requirements indicated above. The information will be retained by or on behalf of Merck/MSD for the term of any agreement that you enter into with Merck/MSD or as otherwise required by law. Any questions about Merck/MSD privacy policies, including questions regarding any personal information collected, may be addressed at any time to the Merck Privacy Office, Merck & Co., Inc., WS3B-85, One Merck Drive, Whitehouse Station, NJ, USA. For more information, please see the Merck/MSD privacy commitment at <http://www.merck.com/policy/commitment/home.html>