

BioCryst Request Management System

Note, all requests must be submitted at least thirty (30) business days prior to the date you require a decision or a minimum of 30-days prior to your program start date. Please contact Grants@BioCryst.com if you have a proposal that requires an expedited review process.

When submitting a request, you will be guided through the electronic submission process through instructions and help options. Please make sure that you complete each required field designated by an asterisk (*). Should we need additional information, we will notify you via an email sent to the address you provided upon registration.

We will review all requests. Please note that submission of a request does not indicate that we have agreed to provide support. Support decisions are made only after BioCryst has reviewed your complete request. You will be notified of the decision via an email sent to the address you provided upon registration. All decisions are final.

Request Types:

Medical Education

Support for clinical, technical, and scientific education programs or activities focused on certain therapeutic areas, including grants to support funding for educational conferences, seminars, meetings, other live events, and presentations in other formats such as Internet-based presentations and publications.

Examples of educational requests include, but are not limited to:

Accredited Continuing Education: Educational programs for healthcare providers such as physicians, nurses, and/or pharmacists that provide continuing education credits.

Non-Accredited Professional Educational Activities: Educational programs for healthcare providers such as physicians, nurses, and pharmacists that do not provide continuing education credits.

BioCryst does not provide unrestricted educational grants, as its grant funds are intended to be used for the purpose defined within the original request.

Patient Advocacy – Charitable Contributions

BioCryst is committed to providing financial support for innovative, high quality health care initiatives conducted by non-profit organizations. The following types of funding requests will be reviewed and evaluated for approval by BioCryst:

- Financial support requested by national, state, regional, or local non-profit or charitable organizations designed to provide:

(i) broad public benefit relating to healthcare issues, advances in medical care and/or improvement in patient outcomes; or

(ii) awareness and understanding to patients, caregivers and healthcare providers of the impact of legislation, policy and regulations on diagnosis, access to treatments and patient care.

- Community Engagement Events or Activities (e.g., walks, galas, etc) conducted by national, state and regional patient focused, non-profit healthcare organizations, charitable organizations, or professional societies when such funds will be used thereafter to advance medical care and/or improve patient outcomes. All funding support must be used in its entirety in support of the proposed activity or activities.
- Patient Education: Printed/online educational materials produced for people living with a particular disease or condition

The determination as to whether BioCryst will support a request is in the Company's sole discretion, based on a number of objective criteria including whether funding is available.

Charitable Contributions

Donations are tax-deductible contributions to support 501(c)3 and 501(c)6 non-profit organizations. The current areas of focus for BioCryst are to promote health-related programs outside of BioCryst therapeutic areas for 501(c)3 organizations, certain charitable events in support of community health and health education, wellness, scholarships or supporting the education of pharmacy students and to support programmatic activities and scholarships of 501(c)3 organizations, including hospital foundations

Sponsorships

Promotional Sponsorships (which may include Displays & Exhibits)

Activities / arrangements with organizations or institutions related to HCC that include sponsorships, display fees, and the like, in connection with advertising or the sale of BioCryst products.

Charitable Event Sponsorships

Activities / arrangements with charitable event organizers, where support may include sponsorships, exhibits / booths, participation.

Request Completion Instructions:

Medical Education

Please keep in mind as you complete your request, the system will automatically timeout after 45 minutes of inactivity. A reminder message will appear a short time before the automatic timeout occurs. You will be asked if you would like to continue on the page. Select “OK” and immediately click anywhere within the request system in order to remain active. If you do not select “OK” or if you do not click anywhere within the request System within 1 minute, **any unsaved information that you have entered will be lost.**

General Information

You will begin by entering basic information related to the request. Fields designated by an asterisk (*) must be completed in order to continue to the next screen.

- The start and end date of your activity or event may be the same day if it only takes place on one day (i.e., it is not a multi-day event). For enduring materials, enter the length of time for which the materials are expected to be used (e.g., January 1, 2018 to January 1, 2019).
- If your request is for one activity at one location (i.e., single symposium), enter one (1) delivery format.
- If your request encompasses multiple activities (e.g., 10 different cities) please enter 10 separate delivery formats.
- You will be asked to define the delivery format of your educational activity (e.g., live meeting, print pieces, CD-ROM, etc.). If you are interested in submitting requests for more than one delivery type, you need to submit a separate request for each delivery type.
- You will be asked to provide information regarding your target audience and number of participants anticipated.
- You will be asked to provide a summary of the educational needs assessment for this activity, learning objectives, and description of the activity. The description of the activity may include topics, agenda, potential speakers, or activity focus (e.g., development of a patient education booklet).
- You will be asked to indicate if the program will be accredited (e.g., Continuing Medical Education (CME) or Continuing Education (CE) credit).

Budget

In the Budget section of your request, you will be asked to provide details regarding the income (e.g., registration fees) and expenses related to the activity for which your request is being submitted.

- Fill in only those fields that apply to your request.
- Items that do not fall into a specifically listed category in the budget section should be included in the “other” section of the budget, and a description should be entered in the “comments” field. If necessary, a more detailed budget may be uploaded in the “Supporting Documents” section of the request.

Supporting Documents

You may submit additional documentation you think would be helpful in making a decision on your request. Please limit the documentation to items relevant to the activity addressed in your request.

Submit

In the last step of the request process, you will have the opportunity to review your request before submitting it. You will also be required to acknowledge and agree to the terms and conditions of the Healthcare Compliance Request Management System.

Agreements for Educational Grants

Should BioCryst approve your request for an educational grant, a Letter of Agreement (LOA) will be sent to you via email and an authorized representative for all parties will be required to sign the LOA.

Reconciliation

Recipients of educational grants must indicate to whether or not the activity took place as planned.

Records and Audit Rights for Educational Grants

Recipients of educational grants must maintain all records relating to the educational activity for a period of two years after the end date of the activity. Upon request, the recipient must also allow auditors access to all records, including expense records, related to the educational activity at a mutually acceptable time and location, for a period of at least two years after the end date of the activity. A representative will contact you if an audit is requested.

Patient Advocacy – Charitable Contributions

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General Information

You will begin by entering information related to the request. Fields designated by an asterisk (*) must be completed in order to continue to the next screen. The start and end date of your request may be the same day if it only takes place on one day. You will be asked to provide a summary of the purpose of your event and a description of any significant indirect/non-financial support requested.

Supporting Documents

You may submit additional documentation you think would be helpful in making a decision on your request. Please limit the documentation to items relevant to the activity addressed in your request.

In the last step of the request process, you will have the opportunity to review your request before submitting it. You will also be required to acknowledge and agree to the terms and conditions of the BioCryst Healthcare Compliance Request Management System.

Submit

In the last step of the request process, you will have the opportunity to review your request before submitting it. You will also be required to acknowledge and agree to the terms and conditions of the Healthcare Compliance Request Management System.

Records and Audit Rights for Advocacy Contributions

All recipients of advocacy contributions must maintain all records relating to the contribution for a period of two years after the end date of the activity. Upon request, the recipients must also allow BioCryst auditors access to all records, including expense records, related to the contribution at a mutually acceptable time and location, for a period of at least two years after the end date of the activity. A BioCryst representative will contact you if BioCryst requests an audit.

Charitable Contributions

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Throughout the system you will find "What's This" icons and "Help" and "Contact" links are posted at the top of each page to assist you with completing your request.

General Information

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- The start and end date of your request may be the same day if it only takes place on one day.
- You will be asked to provide a summary of the purpose of your event and a description of any significant indirect/non-financial support requested.

Supporting Documents

You may submit additional documentation you think would be helpful in making a decision on your request. Please limit the documentation to items relevant to the activity addressed in your request.

Submit

In the last step of the request process, you will have the opportunity to review your request before submitting it. You will also be required to acknowledge and agree to the terms and conditions of the BioCryst request system.

Records and Audit Rights for Charitable Contributions

All recipients of charitable contributions must maintain all records relating to the contribution for a period of two years after the end date of the activity. Upon BioCryst's request, the recipients must also allow BioCryst auditors access to all records, including expense records, related to the contribution at a

mutually acceptable time and location, for a period of at least two years after the end date of the activity. A BioCryst representative will contact you if BioCryst requests an audit.

Sponsorships

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General Information

You will begin by entering information related to the request. Fields designated by an asterisk (*) must be completed in order to continue to the next screen.

- The start and end date of your event may be the same day if it only takes place on one day.
- Benefit start and end dates may be the same as the event start and stop dates.
- You will be asked to provide information regarding your target audience and number of attendees anticipated.

Supporting Documents

You may submit additional documentation you think would be helpful in making a decision on your request. Please limit the documentation to items relevant to the activity addressed in your request.

Submit

In the last step of the request process, you will have the opportunity to review your request before submitting it. You will also be required to acknowledge and agree to the terms and conditions of the BioCryst request system.

Records and Audit Rights for Sponsorships

All Displayed Recipients of sponsorships must maintain all records relating to the sponsorship for a period of two years after the end date of the activity. Upon BioCryst's request, the Displayed Recipients must also allow BioCryst auditors access to all records, including expense records, related to the sponsorship at a mutually acceptable time and location, for a period of at least two years after the end date of the activity. A BioCryst representative will contact you if BioCryst requests an audit.