



## Vertex Grants and Giving Opportunities: Common Questions and Funding Information

Along with the information outlined on the Grants and giving page of the Vertex website and on the landing page of the Vertex Request Management System. If you still have unanswered questions after reviewing this document, please contact the Vertex Grants and Giving Team at [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

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## 1. General Funding Questions

### *What is the difference between a grant, sponsorship, corporate membership, and investigator sponsored study?*

- Vertex defines a **grant** as funds that we provide in support of an initiative in one or more of Vertex's therapeutic areas or areas in which we focus our research. Vertex does not receive anything in return for its funds, although transparent disclosure of support we award is required.

Vertex awards grant support for independent medical education, patient advocacy and education, and scientific advancement. Examples include:

- Independent medical education activities to educate healthcare providers and may or may not offer continuing education credits.
- Patient advocacy and education activities that are developed to improve the quality of life for patients. These activities may be for patients and/or caregivers.
- Scientific advancement activities promote awareness and education for the scientific community.
- Travel grants to support organizations to attend relevant educational conferences. (For additional information on travel grants, please review Section 3.)

To apply for a grant, please visit our [Request Management System](#).

- Vertex awards **sponsorships** in support of an organization's independent event, meeting, or activity, such as regional, national, or global congresses, runs/walks, or other initiatives where Vertex receives meaningful recognition and "tangible benefits." Sponsorship opportunities should be made available to other potential sponsors, and the value of the benefits should be proportionate to the sponsorship amount. Examples of "tangible benefits" to help you determine whether your funding request is a sponsorship or a grant include: an exhibit booth, an advertisement in a program book, complimentary registrations, or other corporate marketing opportunities.

To apply for a sponsorship, please visit our [Request Management System](#).



- A **Corporate Membership** is where Vertex provides support to a group, organization, trade association, or other entity that supports the goals of the entity in exchange for tangible benefits, such as an opportunity for Vertex to actively participate with the organization's leadership or other corporate members, networking events, attending the organization's meetings, and participating in committees or special interest groups.

To apply for a Corporate Membership, please visit our [Request Management System](#).

- An **Investigator Sponsored Study** is where Vertex provides funding to an institution in support of independent, investigator-sponsored research designed to advance scientific knowledge of disease states, patient populations and medical treatments in therapeutic areas in which we focus our research. These studies align with our clinical and scientific areas of interest. Vertex does not receive anything in return for its funds, although transparent disclosure of the support we award is required.

To apply for an Investigator Sponsored Study, please visit our [Request Management System](#)

***Can Vertex meet with an organization to discuss grant applications and provide feedback on individual grant requests?***

No, Vertex does not discuss grant requests or participate in capability calls to discuss grant areas of interest with potential grant submitters to ensure the grant submission process is fair, and all organizations receive the same information. Vertex does not provide feedback on individual applications.

***What is a tangible benefit?***

A tangible benefit is an opportunity that provides a defined value to Vertex, generally in the form of company marketing opportunities, such as an exhibit booth or table, registrations to an event, brand recognition, advertisement, or other corporate opportunities.

***Is there a limit to how much funding Vertex can provide to one organization?***

Vertex does not have specific limits to the amount of funding that an organization can request. In general, Vertex will not award more than 30% of an organization's total annual operating budget within a calendar year to safeguard the organization's independence.

***Is there a funding cap for individual proposals?***

Vertex does not have a limit to what an organization could request, but the request should represent fair market value for the initiative. In addition to the requested amount for the specific initiative, Vertex will consider the total funding given to an organization in relation to the organization's annual operating budget within a calendar year.

***Is there a limit to the number of requests an organization may submit in a year?***

Vertex does not limit the number of requests an organization can submit in a year, unless explicitly stated in the criteria of a specific external funding program, e.g., Circle of Care. Organizations may submit multiple requests at the same time; however, Vertex expects that each application is distinct and non-duplicative. To enable a thorough and efficient evaluation of the merits of all funding requests that Vertex receives, it is important that applications be submitted thoughtfully. For example, if a request has



multiple funding options that impact the activity format and delivery, we expect that information to be highlighted in one single request, rather than duplicated across multiple requests for similar activities, with the main difference being the requested amount.

To learn about the specific requirements for each external funding opportunity, please go to [Section 3 for grants](#), [Section 4 for sponsorships and corporate memberships](#), and [Section 5 for investigator sponsored studies](#).

***May I submit a request for activities that have already taken place or for expenses that have already been paid?***

No, Vertex cannot support activities that have already started and or expenses that have already been incurred.

***Do all requests have to be submitted in English?***

Yes, all requests, including supporting documentation, must be submitted in English. If you need assistance with translating a request, please contact the Grants Team at [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

***Is there a standard template I need to complete to submit?***

All funding requests must be submitted through the Vertex Request Management System, and there are no requirements related to formatting or length. Please be sure to complete all required fields within the request submission to assist with the review process. If you have any questions about the system or how to register, please contact the Vertex Grants Team for assistance at [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

For grants, we have a budget template that you can use, but it is not required. The budget template is in the “Reference Documents” section of the Request Management Landing page.

***What is the difference between “Organization’s Total Annual Budget” and “Total Project/Program Budget”?***

“Organization’s Total Annual Budget” refers to the organization’s overall annual operating expenses. “Total Project/Program Budget” refers to the total cost of putting on the project as described in the request (conference, meeting, initiative, etc.).

***Who should be listed as the “Legal Signatory”?***

The Legal Signatory is the person authorized to sign the letter of agreement on behalf of the organization receiving funds.

The Legal Signatory may or may not be the contact for the organization or the submitter of the request. Vertex will not contact this individual without notifying the requestor.

## **2. Decision Process**

***How will I know when my request has completed the review process and received a decision?***

The individual who submitted the request will be notified of the decision via email from the Request Management System. A request should not be considered approved until you receive the formal email notification.



***I received notification from the Request Management System that Vertex approved my request. Can I consider this a commitment and move forward with the supported event/project/program?***

While the Vertex Request Management System has communicated that your request will be supported, this approval is conditional until a Letter of Agreement has been signed by all parties (Vertex, Requestor, and Third-Party Accreditor [if applicable]). Vertex reserves the right to withdraw funding if the Letter of Agreement is not signed prior to the program/event start date.

***Why did Vertex approve my request for an amount that is lower than I requested?***

While Vertex understands the need to support the efforts of requesting organizations, due to the high volume of requests received, not all requests will be supported at the full amount requested.

***Why was my grant or sponsorship request declined?***

Vertex understands the need to support education and initiatives for healthcare professionals, patients, the scientific community, and the public. Vertex receives numerous funding requests and evaluates each one on its merits against objective criteria. The list below outlines reasons why Vertex might decline a request.

- Request is primarily for activities or initiatives Vertex cannot support through External Funding, including but not limited to:
  - patient care;
  - activities that are entertainment or recreational in nature;
  - activities that do not have a substantive focus on education, scientific advancement, or raising awareness for the scientific community, HCPs, patients/caregivers, or general public;
  - events, projects, programs, or initiatives that are focused on Vertex products, and/or are used to directly influence or advance Vertex's commercial or marketing interests;
  - advocacy or lobbying activities directed towards specific legislation.
- Request is primarily for expenses Vertex cannot support.
- Request did not meet the required timelines/deadlines.
- Request is not aligned to Vertex's funding objectives.
- Request is duplicative of other funded activities or already declined request and has not substantively changed from said declined request.
- Budget constraints.
- Request exceeds the amount Vertex can provide to any one organization in a calendar year.
- Request does not comply with applicable local law, industry best practices and codes, and/or Vertex policies and procedures.
- Request is in a venue located in a resort or in a venue or location considered lavish.

Vertex **does not** generally **fund** events that are hosted at venues primarily known for entertainment and/or recreation, such as beaches, spas, ski resorts, golf courses, bowling alleys, casinos, or music concerts, or events that focus on the consumption of alcohol or are held at venues where the consumption of alcohol is the primary purpose, such as breweries, distilleries, or wineries.

Please note that if your grant request was declined you may not resubmit the same request again, unless substantive changes have been made to the project you are asking Vertex to support. If you have questions regarding a resubmission, please reach out to the Vertex Grants team.



***Why was my grant or sponsorship request approved with restrictions on how the funds could be used?***

There are certain expenses that Vertex grant and sponsorship funds cannot cover. If a request is approved that includes expenses Vertex funds could not cover, the approval email and supporting agreement will document the carve-outs. If the funds cannot be carved-out, the request will be declined. In some instances, dependent on the application, Vertex may approve at a lower amount than requested due to the carve-out of these budget line items. Below are some common expenses that Vertex cannot support, which may vary by region.

- Travel and travel related expenses such as lodging/rooming/accommodations (with the exception of Travel Grants, please see section 3).
- General operating expenses or infrastructure costs, such as general office supplies, rent, computer/copy equipment, general personnel expenses, and overhead charges.
- Meals and speaker gifts.
- Medical devices used in patient care.

***Vertex has approved my request before, so why was it declined this year?***

Vertex receives a high volume of annual submissions. Each request is evaluated on its individual merit relative to objective criteria, as well as available funding. In addition, Vertex continually updates its funding processes, and as such, some previously supported requests may no longer be approved. Should we make funding process changes, all relevant external materials will be updated, including this guidance document.

***What should I do if my supported event/activity/project changes after it was approved?***

If the supported request content or structure changes from what was submitted in the original request, including, but not limited to, a date change, scope change, or budget change, the organization must immediately inform the Vertex Grants Team at [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

### **3. Grant Questions**

***Does Vertex provide unrestricted grants?***

Vertex does not provide “unrestricted grants,” which are funds that are not directed to a specific initiative or initiatives or are for general operating expenses. Grant requests must be allocated to support a designated initiative, and that is the only purpose for which the grant funds may be used. Vertex will not have control over the content of initiatives supported through a restricted grant.

***What is the submission process?***

Vertex has a rolling submission process so a new request may be submitted at any time. All grant requests should be submitted at least 60 days prior to the event start date, or at least 45 days prior to when a decision is needed. Vertex recommends you submit all requests as early as possible.

If a request requires additional information, it will be returned to the organization. Once a request is returned to the organization for updating, it must be resubmitted within 30 days. Requests that are not resubmitted within 30 days will be closed, and the organization can resubmit when they are ready to move forward.



### ***What criteria does Vertex use to assess grant requests?***

Vertex reviews all requests for the following:

- Alignment to areas of interest
- Project or program format
- Identification of need
- Learning objectives (if an Independent Medical Education (“IME”) request)
- Target participants
- Funding amount requested (requests with multiple potential supporters preferred)
- Proposed outcomes (for IME) or impact assessment (for non-IME)
- Reasonableness of budget
- Funding history with the organization, including performance of previously funded activities and total amount awarded within a 12-month timeframe

### ***Does Vertex accept multi-year grant requests?***

Vertex will accept requests for multi-year initiatives; however, the estimated start and end dates must be clearly defined. Please note that funding for multi-year initiatives may be provided as milestone payments requiring an interim report and budget update.

### ***Who can answer any questions I have about the grants process?***

Please contact the [Grants and Giving Team](#) with grant-specific questions to protect the independence of the grant review process and maintain approvability of the grant. The Grants Team oversees the review process and are best able to answer any questions you may have, including status of a request and which funding opportunity best aligns with your request.

### ***Does Vertex fund travel grant requests?***

While Vertex is not typically able to provide grant funds to cover travel costs, Vertex will consider travel grant requests from accredited organizations, professional societies, patient organizations, and other similarly qualified organizations to attend relevant educational conferences. Travel grant requests must be for travel grant award programs with formally defined selection criteria for both the submission and selection process for potential recipients. Travel grant requests must include a detailed budget that outlines how the travel grant funds will be used. Travel grant requests should not identify potential recipients, and cannot include any expenses that are not directly tied to the educational conference.

Vertex will not consider travel grant requests to cover paid and volunteer staff travel to attend an educational conference.

### ***I’m submitting an IME grant request. What documents are required?***

The following attachments must be provided, at a minimum:

1. Letter of Request - letter outlining a brief overview of the funding request, including the requested funding amount from Vertex
2. Document that includes a needs assessment, highlighting how it was conducted, learning objectives, and the evaluation plan
3. Agenda/Activity Overview
  - Please outline an overview of the activity, outlining the timeline and planned content for the program. Please include how much time will be spent on each educational topic. If your program has a formal agenda, please include a copy of that agenda.



4. Project/Activity Budget
  - Please provide a project budget, outlining the specific costs to put on the program. This should include unit rates and a description of each line item. If you need a project budget template, please contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).
5. W8/W9
  - If you are a US organization, submit a W9, and if you are an ex-US organization, you must submit a W8. If you need a copy of the form or assistance with completing it, please contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).
  - W-8 forms are Internal Revenue Service (IRS) forms that foreign businesses must file to verify their country of residence for tax purposes, certifying that they qualify for a lower rate of tax withholding.
6. Accreditation Certificate (if activity is accredited)
7. Honorarium and Reimbursement Policy
  - This policy should outline how your organization compensates planners, speakers, and/or authors of an educational activity and reimburses any expenses the planners, speakers, and/or authors incur traveling to the educational activity. If your organization does not have a policy, please upload a document that indicates that no policy exists.
8. Industry Attendance Guidelines (required for IME grant requests only)
  - This document should outline the rules that industry employees must follow if attending the educational activity. If your organization does not have industry attendance guidelines, please upload a document that indicates no guidelines exist.

If you have any questions about any of the required attachments, contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

***I'm submitting a non-IME grant request. What documents are required?***

The following attachments must be provided, at a minimum:

1. Letter of Request - letter outlining a brief overview of the funding request, including the requested funding amount from Vertex
2. Agenda/Activity Overview
  - Please outline an overview of the activity, outlining the timeline and planned content for the program. Please include how much time will be spent on each educational topic. If your program has a formal agenda, please include a copy of that agenda.
3. Project/Activity Budget
  - Please provide a project budget, outlining the specific costs to put on the program. This should include unit rates and a description of each line item. If you need a project budget template, please contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).
4. W8/W9
  - If you are a US organization, submit a W9, and if you are an ex-US organization, you must submit a W8. If you need a copy of the form or assistance with completing it, please contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).
  - W-8 forms are Internal Revenue Service (IRS) forms that foreign businesses must file to verify their country of residence for tax purposes, certifying that they qualify for a lower rate of tax withholding.
5. Board of Directors

If you have any questions about any of the required attachments, contact [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).





Please note all attachments must be submitted with an English translation.

***What do we need to include in our grant budget?***

Budgets must be limited to a reasonable estimate of the cost of the funded activities. A budget template should include:

- Full program/project cost.
- Proportion of the program/project requested to be funded by Vertex.
- Program/project details broken down by major categories (e.g. costs associated with program/project development, program/project delivery, venue charges, enduring material costs) and per-person costs for any transfers of value to attendees, faculty and staff (e.g., honoraria). Please ensure this breakdown includes the units and unit rates for each cost.

A budget template is available as needed, but it is not required for any grant requests. If you would like a copy of the budget template, please visit the Reference Documents section of the of the Vertex Request Management System Landing Page or email [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com).

***What is required for an IME grant reconciliation?***

Upon completion of the initiative, as outlined in the Letter of Agreement, the organization shall provide the following information:

- Confirmation the activity ended on time
- Confirmation activity took place as outlined in original request
- Total number of learners and learners by specialty type
- Geographic Breakdown of Learners
- Total Number of Evaluations
- Total Number of Learner Credit Claimed
- Final format of the activity
- Whether outcomes levels were met
- List of learning objects met
- List of additional funders, if applicable
- Confirmation that funds were used as outlined in the Grant Agreement
- Whether there were any direct or indirect transfers of value to HCOs and/or HCPs
- Final Activity budget showing use of the funds against the Budget on a line by line basis. A copy of Vertex's reconciliation budget template can be found on the Grants and Giving page. It is not required that you use the template and can be used for reference purposes.
- Final agenda
- Final Activity Materials
- Detailed Outcomes Report
- Evidence of Disclosure of Company Funding

Dependent on the activity and as outlined in the Grant Agreement, the funded organization will receive an email notification from the Vertex Request Management System when the relevant reconciliation report is available. The email informs the organization that the report is due and how to log into the system. Organizations may access the reconciliation report once they log into the Vertex Request Management System. The final report is due 90 days after the activity ends.





#### ***What is required for Non-IME grant reconciliation?***

Upon completion of the initiative, as outlined in the Letter of Agreement, the organization shall provide the following information:

- Confirmation the activity ended on time
- Confirmation activity took place as outlined in original request
- Total number of Participants
- Whether you plan on continuing with the activity
- Sustainability plan, including any changes you might make to the activity because of the assessment, such as any areas for improvement
- Confirm that Grant funds were used as outlined in the Grant Agreement
- List of additional funders, if applicable
- Whether there were any direct or indirect transfers of value to HCOs and/or HCPs
- Final Activity budget showing use of the funds against the Budget on a line-by-line basis. A copy of Vertex's reconciliation budget template can be found on the Grants and Giving page. It is not required that you use the template and can be used for reference purposes.
- Final activity agenda or Program Overview
- Final Activity Materials
- Evidence of Disclosure of Company Funding

Dependent on the activity and as outlined in the Grant Agreement, the funded organization will receive an email notification from the Vertex Request Management System when the relevant reconciliation report is available. The email informs the organization that the report is due and how to log into the system. Organizations may access the reconciliation report once they log into the Vertex Request Management System. The final report is due 90 days after the activity ends.

## **4. Sponsorship and Corporate Membership Questions**

#### ***What is the submission process?***

Vertex has a rolling submission process so a new request may be submitted at any time. All sponsorship and corporate membership requests should be submitted at least 45 days prior to the event/membership start date, or at least 30 days prior to when a decision is needed. Vertex recommends you submit all requests as early as possible.

If a request requires additional information, it will be returned to the organization. Once a request is returned to the organization for updating, it must be resubmitted within 30 days. Requests that are not resubmitted within 30 days will be closed, and the organization can resubmit when they are ready to move forward.

#### ***Can I discuss my sponsorship and/or corporate membership with my Vertex contact?***

Yes, you may discuss your sponsorship request with your Vertex contact. Please note your Vertex contact cannot provide verbal or written approval, and all requests must be formally submitted through the [Vertex Request Management System](#) and assessed before a final decision can be communicated.



***If a for-profit conference organizer is arranging a sponsorship opportunity on behalf of a non-profit organization or society/association, who should register in the system?***

If the sponsorship agreement will be between all three parties (Vertex, the for-profit conference organizer, and the non-profit society/organization), please have the organization that will receive the funds register in the system and submit the request.

The request contains a specific section where the information regarding the partner organization can be documented.

***I'm submitting a sponsorship request. What documentation is required?***

Please include the following documentation with an English translation in your sponsorship request:

1. Letter of Request - letter outlining a brief overview of the funding request, including the requested funding amount from Vertex
2. Agenda and/or Activity Overview
3. Levels of Sponsorship/Benefits
  - The Levels of Sponsorship/Benefits should be the Tangible Benefits (defined above) that are available to all sponsors of the supported request.
4. Program Budget
  - The Program budget is the budget for the requested event, congress, program, or activity.
  - If your organization cannot share the program budget, please submit the organization's annual budget.
5. Board of Directors

Vertex has created a Sponsorship "How to" document to assist organizations that submit sponsorship requests. This document is located in the Reference Documents section of the Request Management System Landing Page, or you may email [vertex\\_grants@vrtx.com](mailto:vertex_grants@vrtx.com) for a copy.

***Why do I need to provide a project budget for my sponsorship request?***

Vertex cannot permit its sponsorship funds to cover certain expenses. As part of the sponsorship review process, Vertex will review the budget to determine if there are expenses that need to be carved out if the sponsorship request is approved.

***The sponsorship initiative has ended. What do I need to do next?***

Upon completion of the initiative, as outlined in the Letter of Agreement, the organization shall provide Vertex a summary of the supported request, such as high-level information about attendee participation and evidence of Vertex benefits. The funded organization will receive an email notification from the Vertex Request Management System the day after the grant period ends. The email informs the organization that the report is due and how to log into the system. Organizations may access the reconciliation report once they log into the Vertex Request Management System.

We ask organizations to provide the following:

- Confirmation the event occurred, such as a final brochure.
- Documentation that Vertex received the benefits outlined in the request.
- A non-identifiable summary of attendee data, such as the number of participants. Estimate is acceptable.



***I'm submitting a corporate membership request. What documentation is required?***

1. Corporate Membership Brochure
  - a. The Levels of Corporate Membership Benefits should outline the Tangible Benefits (defined above) that are available to all corporate members of the supported request and the membership cost at each level.

***The corporate membership timeframe has ended. What do I need to do next?***

Upon completion of the initiative, the organization shall provide Vertex a final list of member companies and confirm that Vertex had access to the benefits outlined in the request. The funded organization will receive an email notification from the Vertex Request Management System the day after the grant period ends. The email informs the organization that the report is due and how to log into the system. Organizations may access the reconciliation report once they log into the Vertex Request Management System.

## **5. Investigator Sponsored Studies**

***Which therapeutic areas are you currently accepting requests in?***

Vertex is currently accepting Investigator Sponsored Studies requests in cystic fibrosis and in pain. Please note, Vertex is only accepting pain study proposals in the US. All pain requests submitted will not be reviewed until early 2025.

***What are your current areas of interest?***

Cystic fibrosis:

1. Evaluation of biomarkers and outcome measures of CFTR function in patients with CF on CFTR modulators
2. Disease modification with CFTR modulators including living longer
3. Impact of treatment with CFTR modulators early in disease course
4. Non-pulmonary effects of CFTR modulators
5. Impact of CFTR modulator use on patient and caregiver burden

For CF, Vertex is currently not prioritizing applications involving therapeutic drug monitoring, response-guided therapy, gene modifier studies, and drug-drug interaction studies.

Pain (US only):

1. Studies to evaluate impact on opioid prescription and utilization, including impact on hospitalization, length of stay, and/or Opioid Related Adverse Events (ORADES).
2. Suzetrigine use patterns, effectiveness, and other attributes in real-world multimodal setting
3. Special populations
4. Effect of suzetrigine in different acute pain settings/procedures
5. Natural history and real-world practice patterns and outcomes in pain

For Pain, Vertex is currently not prioritizing applications involving therapeutic drug monitoring, response-guided therapy, gene modifier studies, N-of-1 studies, drug-drug interaction studies, randomized controlled trials, studies on acute pain related to migraines, active cancer studies, or in



cancer patients actively taking or anticipated to take future chemotherapeutics, and all chronic pain conditions.

***What costs are acceptable to include in a proposed request?***

Acceptable Costs:

- Direct Costs (Institutional Overhead is applied)
- Subject-related costs that are not standard of care
- Laboratory fees
- Data management, statistical analysis and medical writing costs
- Study personnel (defined as cost/hour and hours/visit, not as Full Time Employees (FTEs))
- Reagents and study supplies
  
- Indirect Costs (Institutional Overhead is not applied)
- Institutional Review Board (IRB)/Ethics Committee (EC) review fees
- Subject reimbursement
- Animal-related costs
- Publication submission costs

Costs Not Supported:

- Ongoing or previously performed work
- Support personnel costs stated as percent effort (FTE)
- Fringe benefits
- Equipment purchases
- Travel expenses or conference fees for presentation of data
- Legal review of contract

***Does Vertex have a limit on what you will consider for overhead rates associated with Investigator Sponsored Studies?***

The general guideline is not to exceed a 30% overhead rate.