

Dear Healthcare Provider:

Ikaria (formerly INO Therapeutics LLC) is committed to supporting educational activities that promote improvements in healthcare and are independent of the control of commercial interests. Support for these activities is possible through educational grants.

Ikaria has developed a grant review process that is administered through our Medical Affairs Department. The review process is designed to ensure that the program or activity serves a clearly defined health, educational or scientific purpose and results in educational output and/or directly benefits patient care.

In order for Ikaria to review a request for educational grant support, applicants must submit the following four documents directly to the Medical Affairs Department or to your local Ikaria representative:

1. **A request letter on the accreditor's or institution's letterhead**, addressed to an Ikaria employee. (Generic letters are not acceptable.) The letter should include:
 - Name and mission/background of the requesting organization
 - Educational need or public interest to be addressed
 - Statement that the request is for an educational grant
 - Total amount of the grant request
 - Name and description of the program or activity
 - Proposed date(s) and location(s) for the program
 - Target audience for the program and projected number of participants
 - Identification of the CME provider, if applicable
 - Identification of any third-party logistics or education providers who will be involved in the delivery of the program, if applicable
 - Name and address of the organization to whom the check is to be paid
 - Federal Tax ID Number.
2. A **proposed agenda** for the program or activity, including each speaker's name, affiliation, and title of the presentation.
3. A **proposed budget** for the program or activity. [**Note:** If no formal budget exists, the requester must explain how the funds will be used (e.g., speaker honoraria, travel, meals, other meeting expenses) and include an estimate of cost.] The budget should include:
 - Pass-through expenses (e.g., speaker and coordinator travel, meals, hotel, mailings, etc.) and the number of people who will receive reimbursement for those expenses
 - Speaker fees-costs per person or organization
 - CME accreditation costs and fees (or a statement that these are being waived, if applicable)
 - Service provider fees (e.g., a meeting planner) and specific activities.

4. **CME written agreement (often referred to as a Letter of Agreement or LOA):**
- Outlines the terms and conditions under which Ikaria will support the educational activity
 - Usually available from the institution's Office of Continuing Medical Education, or can be provided upon request by Ikaria Medical Affairs Department
 - If a Letter of Agreement (LOA) is not immediately available, Ikaria will send one if the grant is approved.

Please send the above information to the address listed below, or electronically to grantrequest@ikaria.com. The documentation must be received at least 4-6 weeks prior to the date of the program.

Sincerely,

Jennifer Stevens
Department of Medical Affairs
Grant Administrator
Ikaria
6 Route 173
Clinton, NJ 08809

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