

Frequently Asked Questions:

1) What therapeutic areas and disease states does Incyte support?

For current information and updates on the disease states and therapeutic areas of interest to Incyte, please review our Products and Development Pipeline on our website: www.incyte.com

2) Does previous support of a program by Incyte guarantee future support?

No. Each grant request is evaluated on its individual merit relative to other requests. Please do not consider any grant request approved until you have received written documentation from the Incyte Request Management System (RMS).

3) An Incyte employee told me that my grant request would be approved, but I received an electronic message from the Incyte request management system that my request has been declined. Why did this occur?

All grant requests are evaluated by Incyte's Grant Review Committee (GRC). This review ensures the educational grant is for legitimate medical educational purposes and is consistent with Incyte's medical education goals and is in compliance with the AACME Standards for Commercial Support: Standards to Ensure Independence in CME Activities. Disposition from those GRC reviews will be communicated in writing via Incyte's Request Management System.

4) One of my colleagues has submitted a request. Can I get the status of that request?

Only the requestor or the designated alternate contact has authorization to request status updates. The status of a grant request must be checked via the Request Management System.

5) May I submit a request for an activity that has already occurred?

No, Incyte does not fund activities that have already occurred. Incyte recommends that you submit your grant request at least 60 calendar days prior to the date that you require a decision.

6) Will Incyte consider requests from organizations that are not accredited?

Yes, Incyte will consider grant requests for both accredited and non-accredited programs. Consistent with its compliance program, the PhRMA Code and Office of Inspector General (OIG) Compliance Program Guidance for Pharmaceutical

Manufacturers, and the AACME Standards for Commercial Support: Standards to Ensure Independence in CME Activities.

7) Does Incyte have guidance regarding HCP education expenses?

Yes, educational grant funds may not be used:

- For reimbursement to non-faculty attendees for travel, lodging, honoraria, personal expenses, or compensation for time spent attending the educational activity.
- To defray a recipient's ordinary or customary operating expenses or to fund activities that are conducted essentially for a recipient's operational purposes (e.g., overhead costs, equipment, salaries, benefits, journal subscriptions, business meetings.).
- To fund a patient education activity, including a patient education program

8) Does Incyte have any spending guidelines with respect to meal costs?

Yes, requestors are required to comply with the following spending guidelines for meals:

- Breakfast: \$50 per person (including tax, tip and gratuity)
- Lunch: \$50 per person (including tax, tip and gratuity)
- Dinner \$125 per person (including tax, tip and gratuity)
- Snack: \$25 per person (including tax, tip and gratuity). If more than one snack / coffee break is included in a CME event, then each break is allotted \$25 per person. If the snack / break involves continuous beverage service, the beverage service is considered a separate snack event.
- In the event the budget includes meals that exceed the above spending guidelines, Incyte's Grant Review Committee (GRC) may decide to reduce the requested amount to meet the above guidelines or decline the overall request.

9) Does Incyte have guidelines with regards to venue selection for live CME activities?

Yes, proposed venues for live CME activities must be disclosed prior to Incyte's review of the grant request. Incyte's Grants Review Committee (GRC) will assess the venue and ancillary activities during the grant review process. Venues must be conducive to learning and appropriate for the audience. Only modest, mid-level hotels will be considered (resorts / spas are unacceptable). If a venue has not been secured at the time of grant request submission, or if there is a change in venue following Grant Review Committee approval, requestors need to inform Incyte as soon as a final venue is confirmed. If the venue is not in accordance with Incyte's policy, funding support may be rescinded.

10) Which expenses will require Sunshine Act reporting?

If your approved grant includes meals funded by Incyte, you will need to contact your Incyte business contact for further instructions. Thereafter, Incyte Compliance may reach out to provide further guidance and necessary training on submitting transparency spend to Incyte.

11) Is my organization allowed to submit unrestricted educational requests?

Incyte does not support "unrestricted requests." Requested funds must be utilized as intended in the submitted request.

12) What is an RFI (or "request for additional information") and how much time do I have for completion?

A "Request For additional Information" is made when more information is needed to consider your request. The request will be sent via e-mail. Incyte will follow-up on the original request via e-mail after 5 business days. If Incyte has not received all necessary information within 10 business days of the follow-up request, the request may be declined.

13) What are the most common reasons for an RFI to be generated?

- a) The following are some of the most common reasons for requests for additional information, they may include, but are not limited to the following:
 - i) W-9 not signed or dated or not current.
 - ii) Budget entered in the Request Management System (RMS) Portal does not correspond to uploaded budget attachment document; budget not detailed and specific enough regarding honoraria payments; amount of budget requested for a service / item is outside of guidelines.
 - iii) Roles and responsibilities of Chair and Faculty are too broad.
 - iv) Accreditation certification either out of date or not uploaded.

14) Can I complete part of the online request and come back to it later?

If you are unable to complete your request in one sitting, you may choose the "save and continue later" option. At any time before the submission of a request, you will have the opportunity to come back and make changes.

15) How long will it take Incyte to review my request?

Review times vary from request to request; however, the general guidance is up to 60 days. You can assist with minimizing the review time by providing complete and accurate documentation to the Incyte Request Management System in a timely manner.

16)What is reconciliation?

At the conclusion of the funded activity, recipients are required to submit reconciliation information detailing audience participation, use of funds, and other information to verify the supported request was used as intended. Reconciliation reports should be submitted within 45 days of program completion or as defined in the Letter of Agreement. Any grant recipient who fails to provide a timely reconciliation may be ineligible for future Educational Grants. Please contact Incyte at 1-302-498-5658 or via email at Med_Affairs_Grants@Incyte.com if additional time is needed for reconciliation.

17)When should I submit a request?

Incyte recommends that you submit your request at least 60 calendar days prior to the date that you require a decision.

18)What if my program dates or program scope have changed for my approved request?

Grant Recipients are required to notify Incyte in writing of any planned changes to an approved Program including but not limited to: changes to the activity dates and venue, general topics, delivery format, and budget, at least thirty (30) days prior to implementing such changes. Upon receiving written notification, Incyte will determine whether the program changes will require re-evaluation by Incyte's Grant Review Committee.