

ATTACHMENT A

REQUIRED PROPOSAL/PROTOCOL ELEMENTS & SUBMISSION MATERIALS

Requestor should communicate required Proposal/Protocol elements and submission materials to Researcher to use as a guideline for submission of research request to Zimmer

REQUIRED SUBMISSION MATERIALS

Formal Cover Letter from Investigator (on Institution Letterhead) Requesting Funding and/or In-Kind Materials for Research

Proposal/Protocol with Budget (see required elements outlined below)

Curriculum Vitae of Investigators (Including Principal Investigator and all Co-Investigators listed in Proposal)

Investigator Affiliated Hospital Listing that lists every hospital where the Principal Investigator has an affiliation.

Information to be included: Hospital Name, Hospital Address, Hospital Phone Number, Hospital Fax Number

W-9 Tax Form (U.S. organizations only), or, if applicable, country appropriate documentation

Proof of 501(c) 3 status (U.S. non-profit organizations only) or, if applicable, country appropriate documentation

Documentation of Signatory Rights of Carrying/Superior Body & Signee (Non-U.S. organizations only, where applicable)

REQUIRED PROPOSAL/PROTOCOL ELEMENTS

Project Title

Date Submitted

Abstract/Brief Summary

Principal Investigator and Co-Investigators (in applicable)

Affiliations & Qualifications

Contract Office

Name and contact information of institution's contract officer

Hypothesis

Background

Relevance to clinical outcomes, patient benefit, industry knowledge, and/or basic science

Experimental Methods

Protocol / Test Techniques/Materials and Methods

Data Collection Intervals and/or Follow-up Periods

Statistical Analysis Process

Institution Approvals (for example IRB review if necessary)

Clear Statement of work to be done

Needed Materials (if applicable)

Product, samples, data, and/or CAD models needed from Zimmer to complete project.

Required Deliverables

All payments from Zimmer will be withheld until such reports (e.g., interim, annual, final) are provided.

Specifically identify all reports, publications and/or presentations to be delivered to Zimmer.

Specifically identify any additional Deliverable that is expected from project (e.g., data, CAD files, etc.)

- ✓ Researchers must provide interim reports in three-month intervals explaining the progress of the research.
 - ✓ Substantive annual reports are required for multiple year projects.
 - ✓ The substantive final report should be, if appropriate, prepared in a format appropriate for publication & review by peers. If not to be published in a peer-reviewed publication, use format in Attachment B.3.
- All researchers should acknowledge in their Proposals that they will fulfill these reporting requirements.

Budget (budget template available electronically)

Total Budget (and in what currency if not US \$)

Labor Hours and Rate or Yearly Salary and Percentage Effort for all Personnel

Fringe Benefits Costs for Personnel

Consumable Materials Cost

Sub Contract Costs (if necessary)

Capital Equipment (usage fees only; Zimmer funding cannot be used to purchase capital equipment)

Other Charges (clearly explained and justified)

Institution Overhead Percentage and charge

Other funding requested from other parties for this project

Travel required to complete the project. Travel expense incurred in the completion of the project must be documented and documentation must be provided to Zimmer at the conclusion of the project.