Grants Management Solution Applicant Guide

With the Grants Management Solution, external applicants can register, request, and track Continuing Medical Education (CME) and Medical Sponsorship funding requests.

This guide will provide an overview of accessing and managing your CME and Medical Sponsorship requests.

Access the Grants Management Solution

Access to the Grants Management Solution will begin from the Legend Biotech website. A website link will be available to Applicants to navigate from the organization’s website to the Grants Management Solution portal.

The Grants Management Solution portal will be the access point to all applicable types of requests.
Register with the Grants Management Solution

Applicants will be taken to the Login screen which will provide instructions on the left-hand side. If the user is already registered, they may simply log in via their email and password. Password reset is already built in. If the user requires to register, they will click the Sign In button and complete the sign in form.

GMS login screen

GMS Sign up screen
New Applicant Profile Setup

Once the Applicant has registered for the first time, they will be requested to complete their user profile and will be able to access the Dashboard.

The system will not let an applicant proceed to create a new request unless they have completed their profile.

Create a Profile option
**Applicant Dashboard and Request Tracking**

The applicant dashboard will allow an applicant to do the following:

- **Global Icon** (upper-right corner) – switch Language of portal (if applicable).
- **Gear icon** (upper-right corner) – access a general help page and logout of system.
- **Profile Edit** – update profile information.
- **Add Another** button – create a new request.
- View and track previously submitted requests:
  - Statuses will be displayed for each request.
  - Requests that are returned to Applicant for more information will indicate in the status bar.
  - If a request is approved, but close out documentation is required after the event, the status will remain in the **pending close out** status until final documentation is provided.

![Education Grant Request Dashboard](image-url)
Create a New Request

Applicants can start a new request by clicking the Open button. This will open a new request form. Forms will vary based on the type of request.

Applicants can save draft requests and submit later. Once they have completed all required sections, the green Submit button will be available. Upon submitting the request the review process will begin.

Notifications

The following email notifications will be provided to the applicant:

- Submission confirmation
- Request for additional information (if applicable)
- Application status (Proceed/Decline)
- Submission close

Support

If additional support is needed, please email sponsorship.requests@legendbiotech.com or grant.requests@legendbiotech.com.