



MEDISPEND

GRANTS MANAGEMENT SOLUTION APPLICANT GUIDE

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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.



If you have a question that has not been answered on our website, get in touch.

[Request a Demo](#)

Legend Biotech is a global, commercial-stage biotechnology company headquartered in Somerset, New Jersey. Our other locations include facilities in Piscataway, New Jersey; Nanjing, China; Dublin, Ireland; and Ghent, Belgium. For contacts in China, please visit this page: <https://legendbiotech.cn/contact-us>.

This website is not intended to provide medical advice or record information about an adverse event or product complaint. If you wish to **report a side effect or product complaint** for CARVYKT[®] (ciltacabtagene autoleucel), please visit [this link](#).

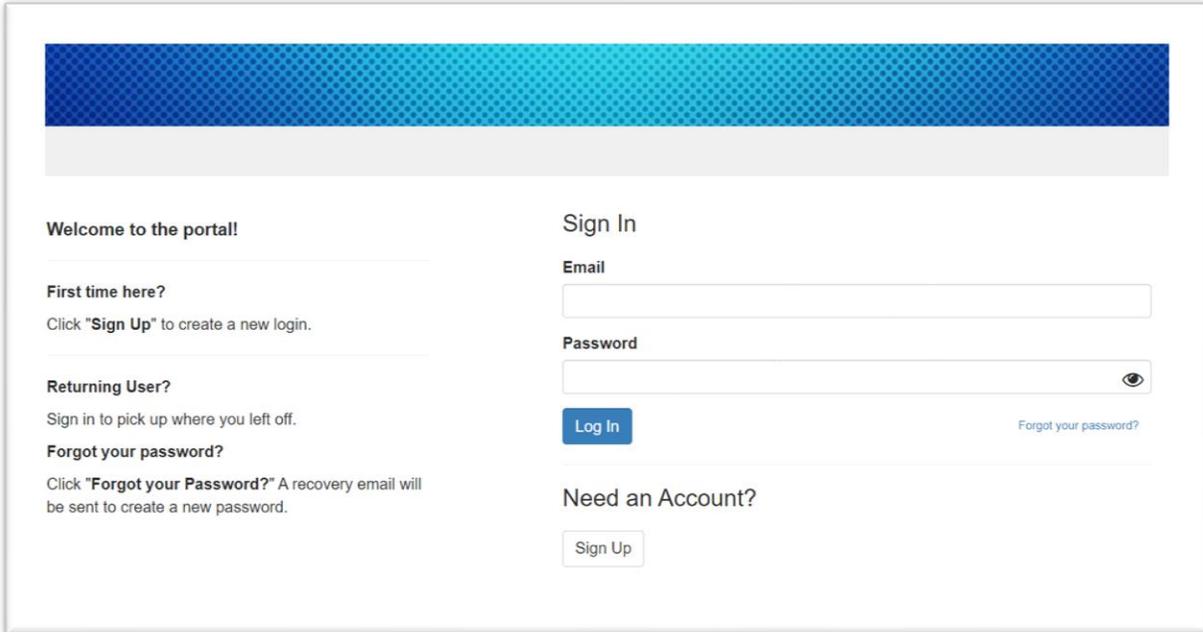
To submit **Medical Education Grant Requests**, please visit: [Legend Biotech Grant Requests](#)

To submit **Medical Sponsorship Requests**, please visit: [Legend Biotech Sponsorship Requests](#)

Legend Biotech website

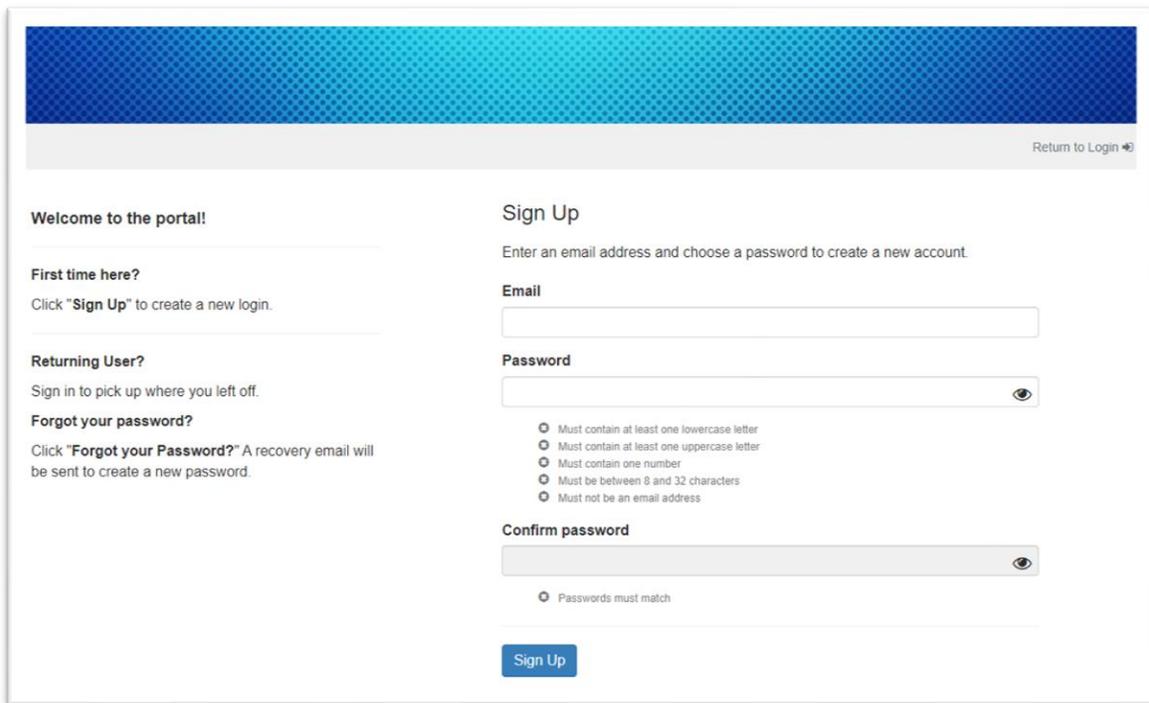
Register with the Grants Management Solution

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.



The screenshot shows the login interface. On the left, under "Welcome to the portal!", there are three sections: "First time here?" with a "Sign Up" button, "Returning User?" with a "Log In" button, and "Forgot your password?" with a "Forgot your Password?" link. On the right, the "Sign In" form includes fields for "Email" and "Password" (with a visibility toggle), a "Log In" button, and a "Forgot your password?" link. Below the form is a "Need an Account?" section with a "Sign Up" button.

GMS login screen



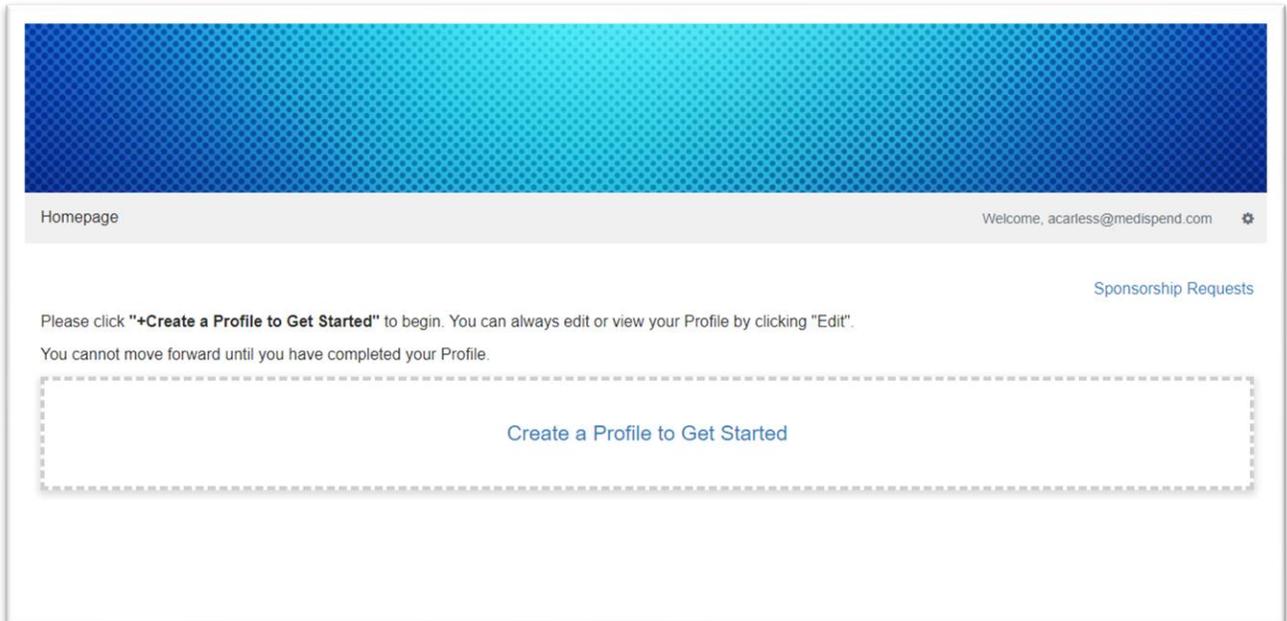
The screenshot shows the sign-up interface. On the left, it mirrors the "Welcome to the portal!" section from the login screen. On the right, the "Sign Up" form includes an "Email" field, a "Password" field with a visibility toggle and a list of requirements: "Must contain at least one lowercase letter", "Must contain at least one uppercase letter", "Must contain one number", "Must be between 8 and 32 characters", and "Must not be an email address". Below these is a "Confirm password" field with a visibility toggle and a "Passwords must match" message. A "Sign Up" button is at the bottom.

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.

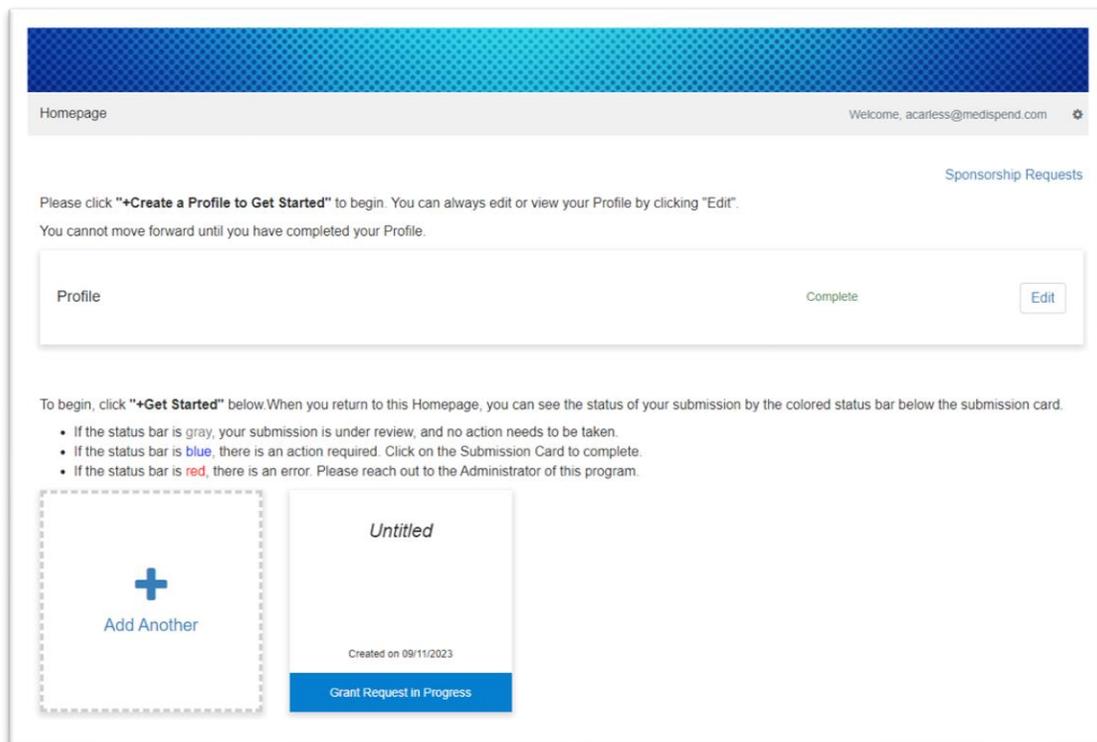


Create a Profile option

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.

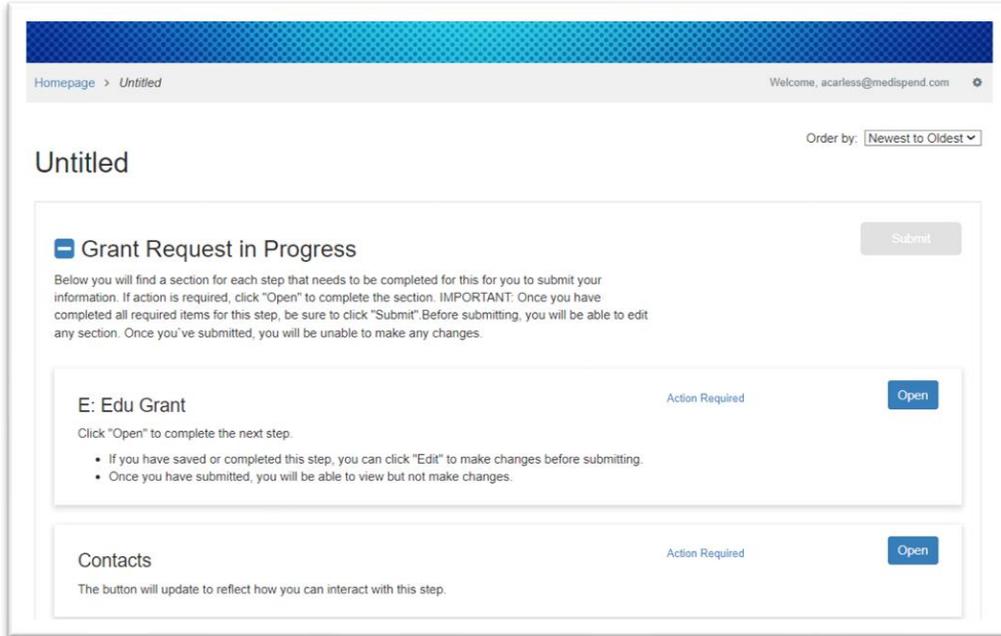


Education Grant Request Dashboard

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.



The screenshot shows a web interface for creating a new grant request. At the top, there is a navigation bar with 'Homepage > Untitled' on the left and 'Welcome, acarless@medispending.com' on the right. Below the navigation bar, the main content area is titled 'Untitled' and includes an 'Order by: Newest to Oldest' dropdown menu. The primary section is 'Grant Request in Progress', which contains a 'Submit' button and a detailed instruction: 'Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.' This section lists two items: 'E: Edu Grant' and 'Contacts'. Each item has an 'Action Required' label and an 'Open' button. The 'E: Edu Grant' item includes instructions: 'Click "Open" to complete the next step.' and a bulleted list: '• If you have saved or completed this step, you can click "Edit" to make changes before submitting.' and '• Once you have submitted, you will be able to view but not make changes.' The 'Contacts' item has the instruction: 'The button will update to reflect how you can interact with this step.'

New Grant request page

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.