



Educational Grant and Outcomes Database User Guide

June 2016

☐ [Getting Started](#)

- System Tips and Useful Hints p.3
- Where to Find Us p.4
- Logging in as a Registered User p.5
- Registering as a First-Time Visitor p.6

☐ [Navigation](#)

- Home Page p.7
- Educational Grants Page p.8

☐ [Completing a Grant Application](#)

- Creating a New Educational Grant Request p.10
- Preparing and Getting Started. p.11
- Completing General Program Information p.12
- Completing Program Event and General Outcomes Info. p.13
- Saving the Grant Application p.14
- Choosing Files and Uploading Documents p.15
- Submitting the Grant Application p.16
- Checking for Grant Application Status p.17
- Grant Status Definitions p.18

☐ [My Tasks Actions](#)

- Viewing the RFI Request p.20
- Responding to the RFI p.21
- Viewing and Signing the LOA p.22
- Submitting a Change of Scope p.23
- Providing Status Updates p.24
- Canceling a Grant Request p.25

☐ [Outcomes Reconciliation](#)

- Initiating Outcomes Evaluation p.27
- Completing Overall Outcomes Assessment p.28
- Editing the Outcomes Study Design p.29
- Completing General Outcomes Information p.30
- Completing Outcomes Assessment Tabs p.31
- Uploading Required Outcomes Documents p.32
- Viewing Uploaded Outcomes Documents p.33
- Submitting the Outcomes Evaluation p.34

☐ [Budget Reconciliation](#)

- Completing the Budget Reconciliation p.36

System Tips and Useful Hints



Lock will appear in non-editable fields



Pencil will appear in fields that can be edited

*

Indicates Required field on Registration



Redline on edit page indicates field is required



Hover on ? To view help text

testt

Spell Check:
Misspellings are identified
with a red underline

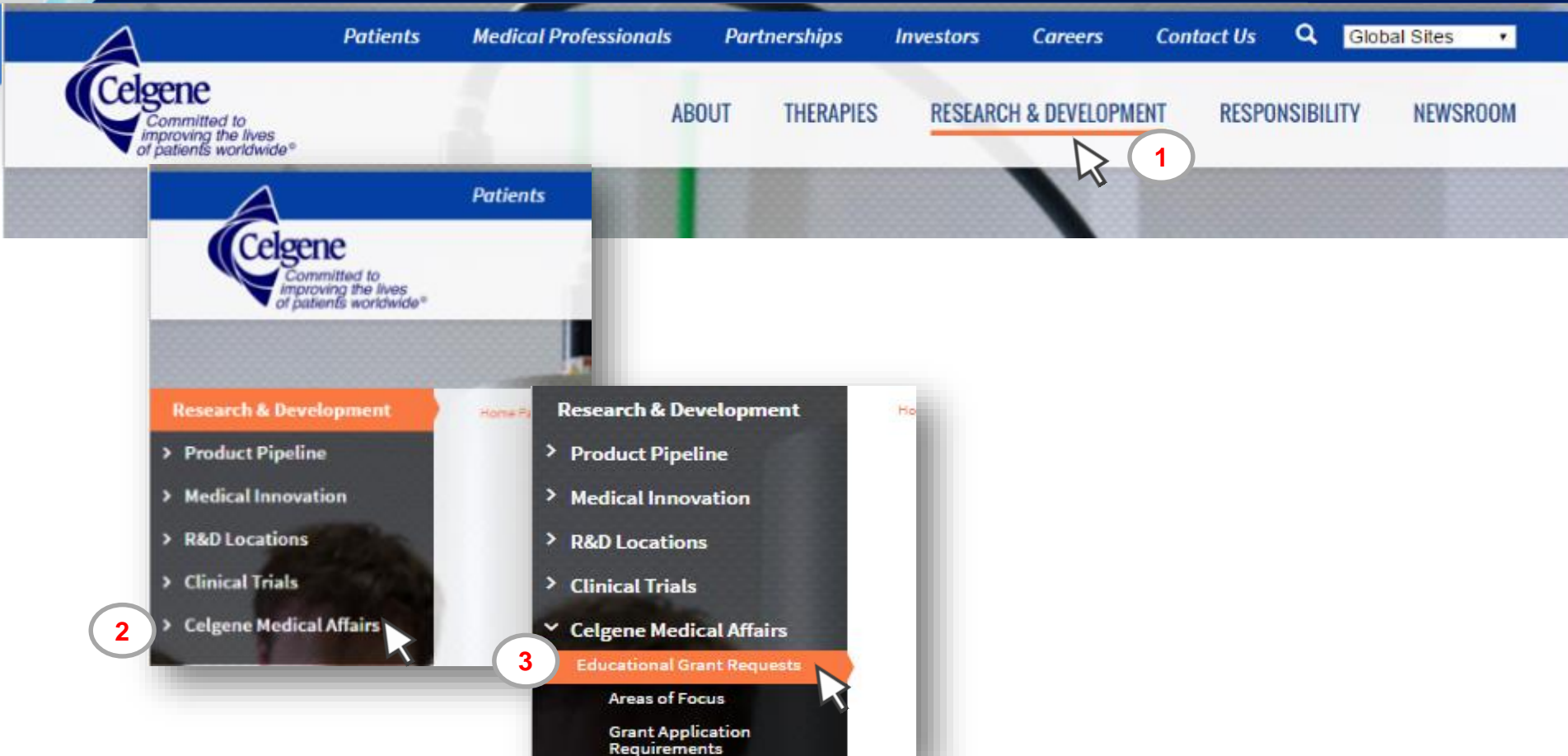
- User Name is your Email Address
- First time entry you will be asked to reset your Password
- You must hit Save to Save a record, as there is no AutoSave feature.
- System will time out in 2 hours
- To zoom in or out use: Control +, or Control -

Grant Requester ▾

My Settings

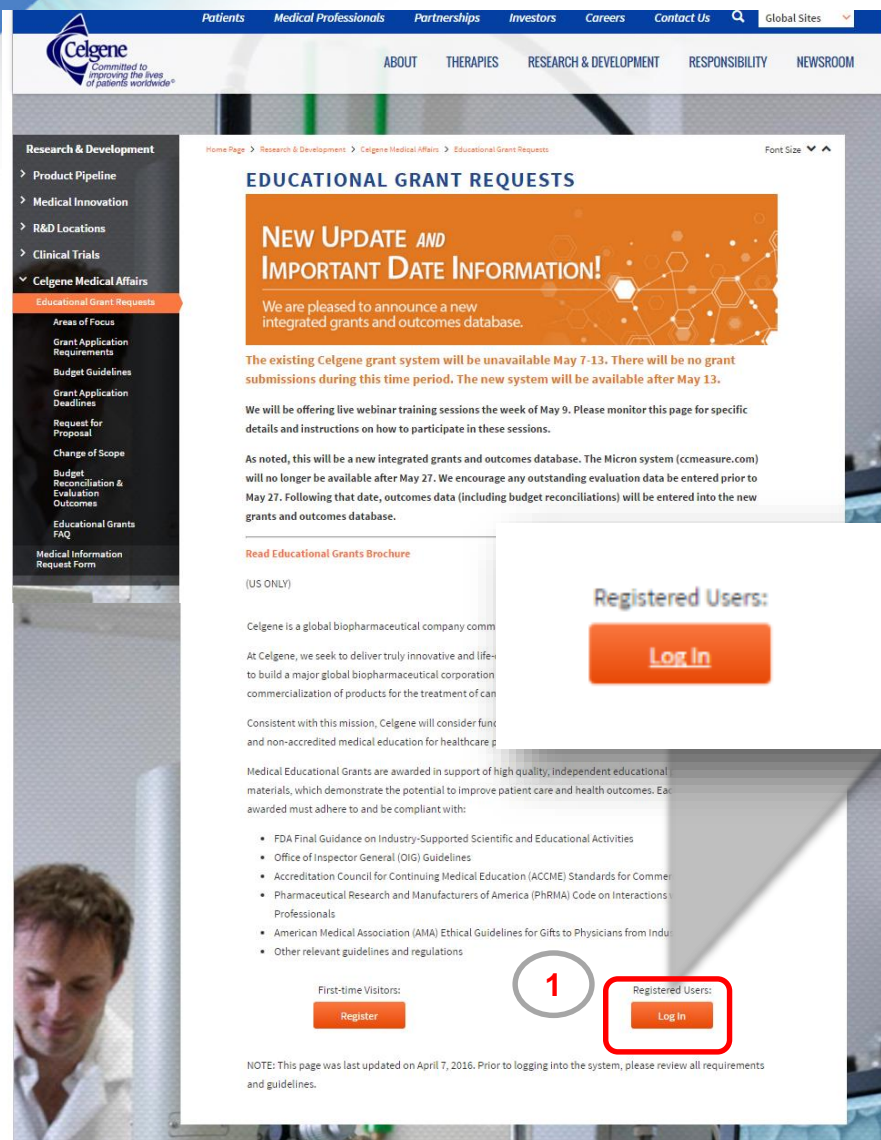
Logout

- To Logout: click the down arrow near your name and select Logout



1. Go to www.celgene.com and click on Research & Development
2. Click Celgene Medical Affairs
3. Click Educational Grants Requests

Registered User: Logging in for the first time



Research & Development

- Product Pipeline
- Medical Innovation
- R&D Locations
- Clinical Trials
- Celgene Medical Affairs
- Educational Grant Requests**
- Areas of Focus
- Grant Application Requirements
- Budget Guidelines
- Grant Application Deadlines
- Request for Proposal
- Change of Scope
- Budget Reconciliation & Evaluation Outcomes
- Educational Grants FAQ
- Medical Information Request Form

EDUCATIONAL GRANT REQUESTS

NEW UPDATE AND IMPORTANT DATE INFORMATION!

We are pleased to announce a new integrated grants and outcomes database.

The existing Celgene grant system will be unavailable May 7-13. There will be no grant submissions during this time period. The new system will be available after May 13.

We will be offering live webinar training sessions the week of May 9. Please monitor this page for specific details and instructions on how to participate in these sessions.

As noted, this will be a new integrated grants and outcomes database. The Micron system (ccmeasure.com) will no longer be available after May 27. We encourage any outstanding evaluation data be entered prior to May 27. Following that date, outcomes data (including budget reconciliations) will be entered into the new grants and outcomes database.

[Read Educational Grants Brochure](#)

(US ONLY)

Celgene is a global biopharmaceutical company committed to improving the lives of patients worldwide. At Celgene, we seek to deliver truly innovative and life-changing therapies to build a major global biopharmaceutical corporation commercialization of products for the treatment of cancer. Consistent with this mission, Celgene will consider funding and non-accredited medical education for healthcare professionals.

Medical Educational Grants are awarded in support of high quality, independent educational materials, which demonstrate the potential to improve patient care and health outcomes. Educational materials awarded must adhere to and be compliant with:

- FDA Final Guidance on Industry-Supported Scientific and Educational Activities
- Office of Inspector General (OIG) Guidelines
- Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support
- Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Healthcare Professionals
- American Medical Association (AMA) Ethical Guidelines for Gifts to Physicians from Industry
- Other relevant guidelines and regulations

First-time Visitors: [Register](#)

Registered Users: [Log In](#)

NOTE: This page was last updated on April 7, 2016. Prior to logging into the system, please review all requirements and guidelines.

- Registered Users will click Log In
Note: If this is the first time logging in as a Registered User, you will be prompted to change your password.
- If you forgot your password, click 'Forgot Your Password' at bottom of Log In screen.
 - Enter your Username
 - Click 'Continue'.



Log In to Celgene

Username:

Password:

[Forgot Your Password?](#)

© 2016 Celgene. All rights reserved.

Forgot Your Password

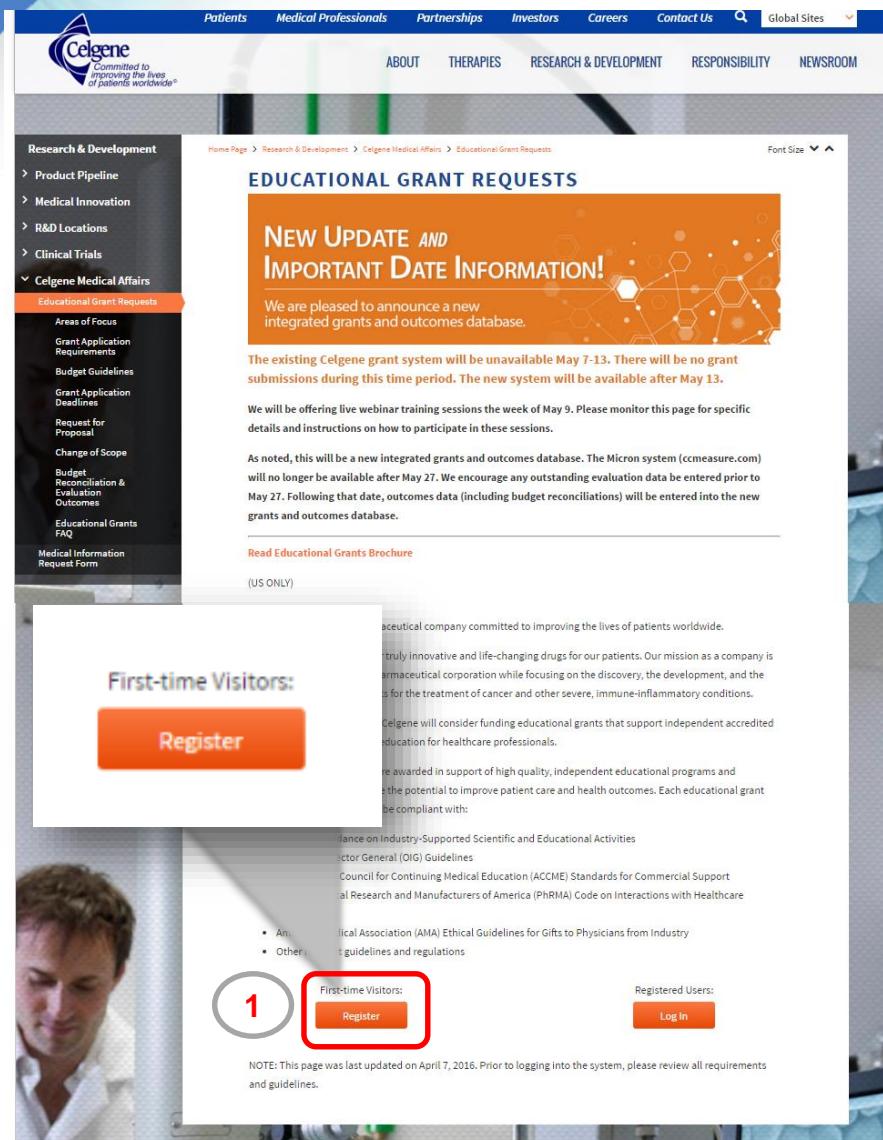
To reset your password, enter your username.

Username:

[Cancel](#) [Continue](#)

© 2016 Celgene. All rights reserved.

Registering as a First-Time Visitor



First-time Visitors:

Register

1

NOTE: This page was last updated on April 7, 2016. Prior to logging into the system, please review all requirements and guidelines.

1. First-time Visitors will click "Register" on the Ed Grants page
2. Complete the Grant Contact- Sign Up Page.
 - a) Celgene Thank you screen will appear upon successful completion of the Sign Up page.
 - b) Look for an email from (not shown) educationalgrants@celgene.com

2

Grant Contact - Sign Up Page

Requestor Account Information:

Organization Name *

Address Line 1 *

Address Line 2

City *

State/Province *

Zip/Postal Code *

Country *

Phone *

Fax

Federal Tax ID *

Requestor Provider Type *

Requestor Level of Accreditation *

Profit or Non Profit Status *

Email Address *

Contact Information:

First Name *

Last Name *

Degree

Title *

Email Address *

Mobile Phone

Sign Up

2a

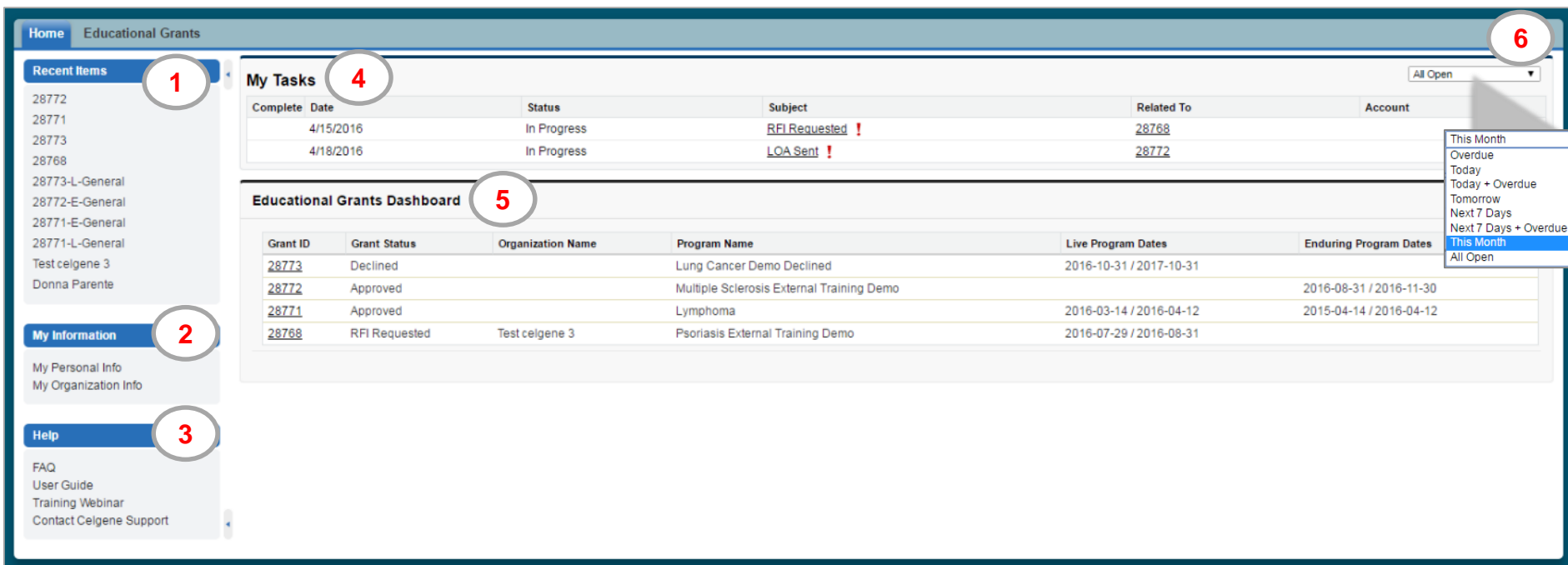
Celgene Thank you for registering. A confirmation email has been sent to you with instructions for how to activate your account.

Left Side Panel

1. **Recent Items** shows the 10 most recently viewed grants.
2. **My Information** contains information provided when registering as a First-time Visitor. Existing users should know that all of your information from the previous system has been migrated. Click into the section to edit.
3. **Help** contains useful resources relating to submitting a grant, understanding the system, or how to contact someone from the Celgene grants department.

Body of Page

4. **My Tasks** contain items that require an action on your part; this could be a request for information (RFI), an LOA to be signed, or an alert that a budget and/or outcomes reconciliation are due.
5. **Educational Grants Dashboard** lists all your grant activity.
6. **View** or filter **My Tasks** by when they are due.



The screenshot shows the 'Home' page of the 'Educational Grants' system. The left sidebar contains three main sections: 'Recent Items' (1), 'My Information' (2), and 'Help' (3). The main content area is divided into 'My Tasks' (4) and 'Educational Grants Dashboard' (5). A dropdown menu for 'My Tasks' is open, showing options like 'This Month', 'Overdue', 'Today', etc. (6).

Recent Items

28772
28771
28773
28768
28773-L-General
28772-E-General
28771-E-General
28771-L-General
Test celgene 3
Donna Parente

My Information

- My Personal Info
- My Organization Info

Help

- FAQ
- User Guide
- Training Webinar
- Contact Celgene Support

My Tasks

Complete	Date	Status	Subject	Related To	Account
	4/15/2016	In Progress	RFI Requested !	28768	
	4/18/2016	In Progress	LOA Sent !	28772	

Educational Grants Dashboard

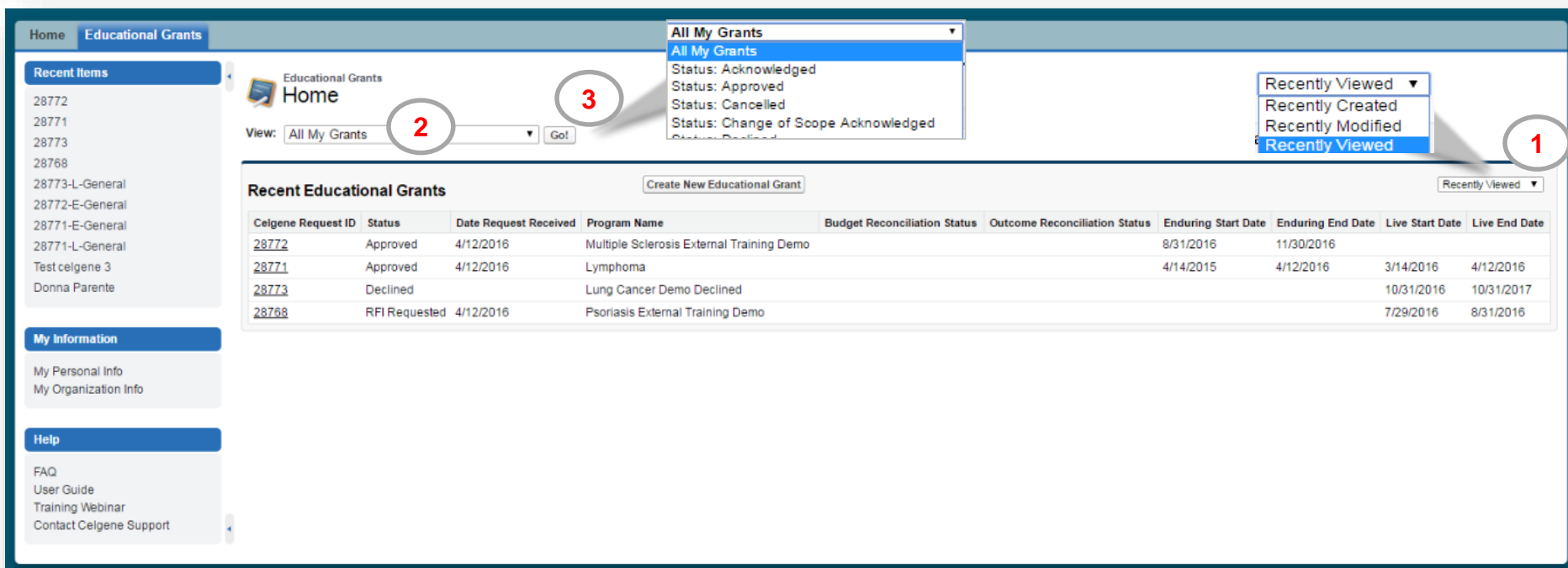
Grant ID	Grant Status	Organization Name	Program Name	Live Program Dates	Enduring Program Dates
28773	Declined		Lung Cancer Demo Declined	2016-10-31 / 2017-10-31	
28772	Approved		Multiple Sclerosis External Training Demo		2016-08-31 / 2016-11-30
28771	Approved		Lymphoma	2016-03-14 / 2016-04-12	2015-04-14 / 2016-04-12
28768	RFI Requested	Test celgene 3	Psoriasis External Training Demo	2016-07-29 / 2016-08-31	

My Tasks Filter

- This Month
- Overdue
- Today
- Today + Overdue
- Tomorrow
- Next 7 Days
- Next 7 Days + Overdue
- This Month
- All Open

Educational Grants Page Navigation

1. View by when a grant has been Created, Modified or most Recently Viewed.
2. View by grant status i.e. Acknowledged, Approved, Canceled, etc.
3. Click on 'Go' view from list; the default view is "Most Recently Viewed".



The screenshot shows the 'Educational Grants' page. On the left is a sidebar with 'Recent Items' (listing request IDs like 28772, 28771, 28773, 28768, and their general categories) and 'My Information' (personal and organization info). The main content area has a 'Home' button and a 'View:' dropdown menu (circled with a red '2') currently set to 'All My Grants'. A 'Go!' button is next to it. A tooltip (circled with a red '3') shows the dropdown options: 'All My Grants', 'Status: Acknowledged', 'Status: Approved', 'Status: Cancelled', 'Status: Change of Scope Acknowledged', and 'Status: Declined'. On the right, a 'Recently Viewed' dropdown menu (circled with a red '1') shows options: 'Recently Viewed', 'Recently Created', 'Recently Modified', and 'Recently Viewed'. Below these is a table titled 'Recent Educational Grants' with columns for Celgene Request ID, Status, Date Request Received, Program Name, Budget Reconciliation Status, Outcome Reconciliation Status, Enduring Start Date, Enduring End Date, Live Start Date, and Live End Date. The table contains four rows of data.

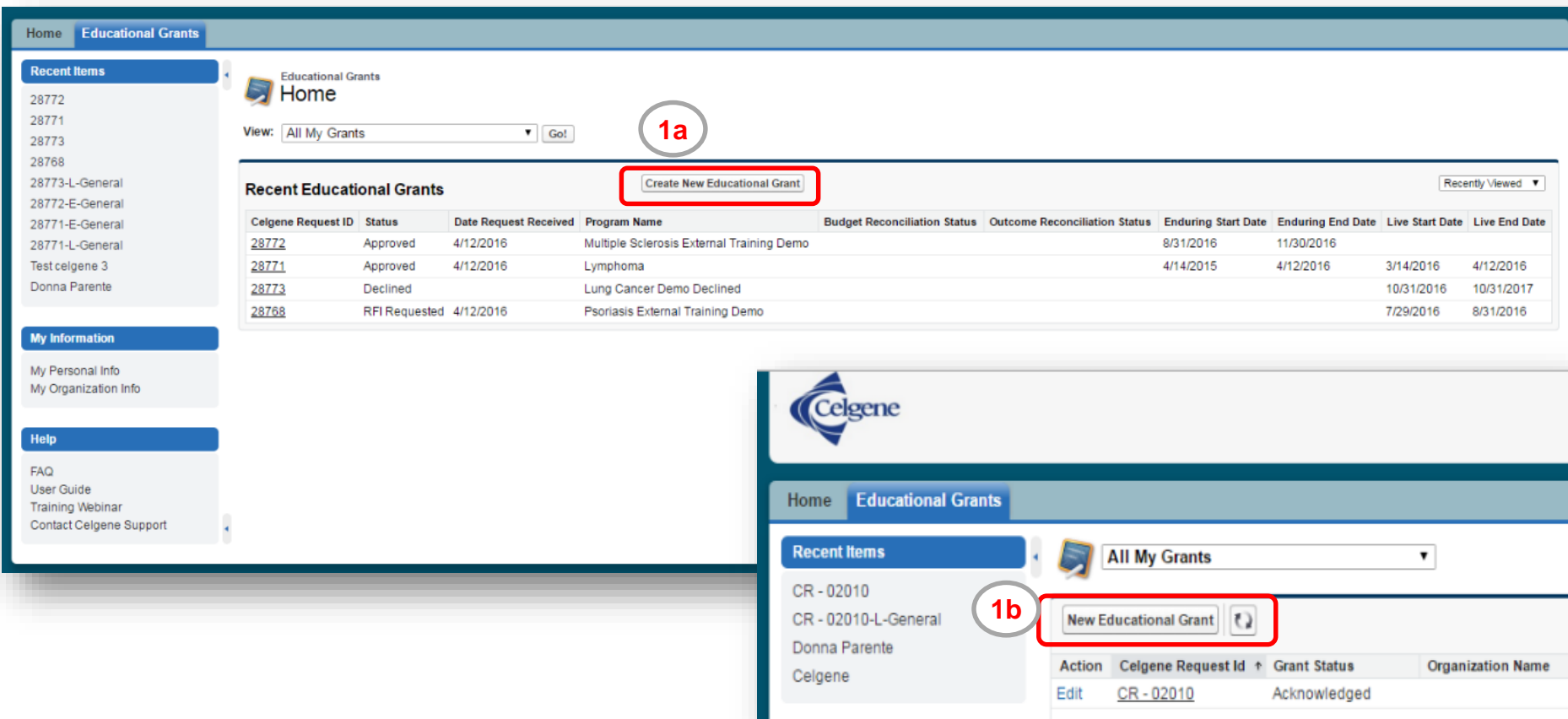
Celgene Request ID	Status	Date Request Received	Program Name	Budget Reconciliation Status	Outcome Reconciliation Status	Enduring Start Date	Enduring End Date	Live Start Date	Live End Date
28772	Approved	4/12/2016	Multiple Sclerosis External Training Demo			8/31/2016	11/30/2016		
28771	Approved	4/12/2016	Lymphoma			4/14/2015	4/12/2016	3/14/2016	4/12/2016
28773	Declined		Lung Cancer Demo Declined					10/31/2016	10/31/2017
28768	RFI Requested	4/12/2016	Psoriasis External Training Demo					7/29/2016	8/31/2016



Completing a Grant Application

Creating a New Educational Grant Request

1. From the Educational Grants tab, create a new grant request by:
 - a) Clicking icon to the right of 'Recent Educational Grants' section,
 - b) Or, selecting 'All My Grants' from the view area, clicking 'Go', then clicking 'New Educational Grant'.



The screenshot displays the Celgene Educational Grants web application. The interface includes a top navigation bar with 'Home' and 'Educational Grants' tabs. A left sidebar contains sections for 'Recent Items', 'My Information', and 'Help'. The main content area shows the 'Recent Educational Grants' section with a table of grant requests. A red circle labeled '1a' highlights the 'Create New Educational Grant' button above the table. Below the table, a red circle labeled '1b' highlights the 'New Educational Grant' button in the 'All My Grants' view.

Recent Educational Grants Table:

Celgene Request ID	Status	Date Request Received	Program Name	Budget Reconciliation Status	Outcome Reconciliation Status	Enduring Start Date	Enduring End Date	Live Start Date	Live End Date
28772	Approved	4/12/2016	Multiple Sclerosis External Training Demo			8/31/2016	11/30/2016		
28771	Approved	4/12/2016	Lymphoma			4/14/2015	4/12/2016	3/14/2016	4/12/2016
28773	Declined		Lung Cancer Demo Declined					10/31/2016	10/31/2017
28768	RFI Requested	4/12/2016	Psoriasis External Training Demo					7/29/2016	8/31/2016


All My Grants View:

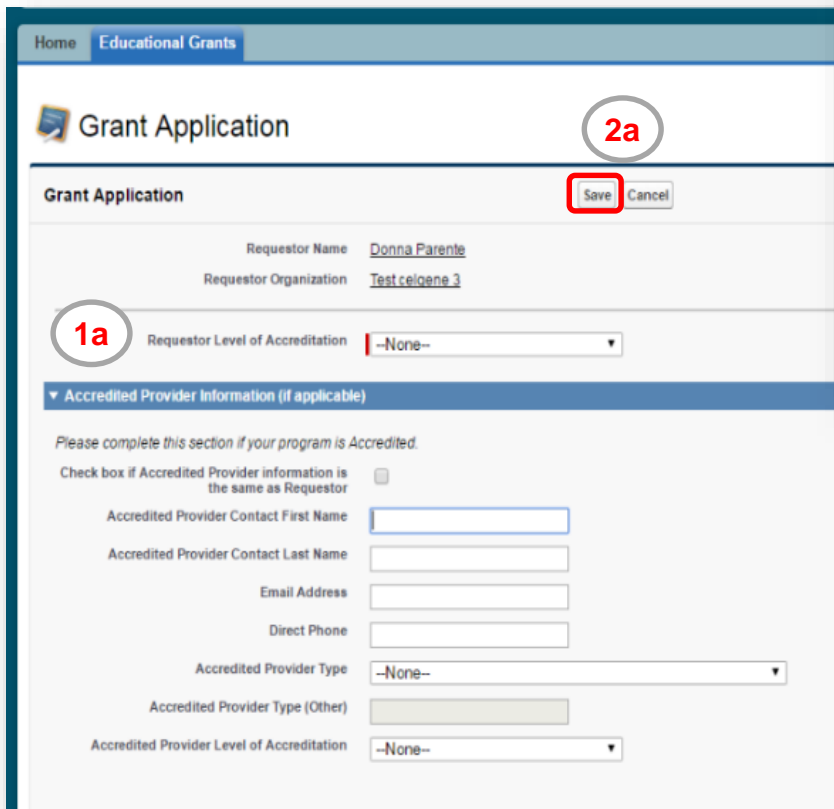
Action	Celgene Request Id	Grant Status	Organization Name
Edit	CR - 02010	Acknowledged	

Preparing and Getting Started

Before getting started, have the following items available:

- Agenda
- Budget
- Detailed Program Summary
- Learning Objectives
- Program Outcomes
- 501(c)(3) Status Letter
- W9 Form

1. Complete all required and applicable fields.
 - a) Fields with a red line  on the left are required fields
 - b) Not all sections are required to be completed. For example Joint Provider/Partner is grayed out because the top box is not checked.
2. Click 'Save'
 - a) Save as you go. Remember there is no auto-save feature.



Home Educational Grants

Grant Application

2a

Save **Cancel**

Requestor Name Donna Parente

Requestor Organization Test celgene 3

1a Requestor Level of Accreditation --None--

Accredited Provider Information (if applicable)

Please complete this section if your program is Accredited.

Check box if Accredited Provider information is the same as Requestor ☐

Accredited Provider Contact First Name

Accredited Provider Contact Last Name

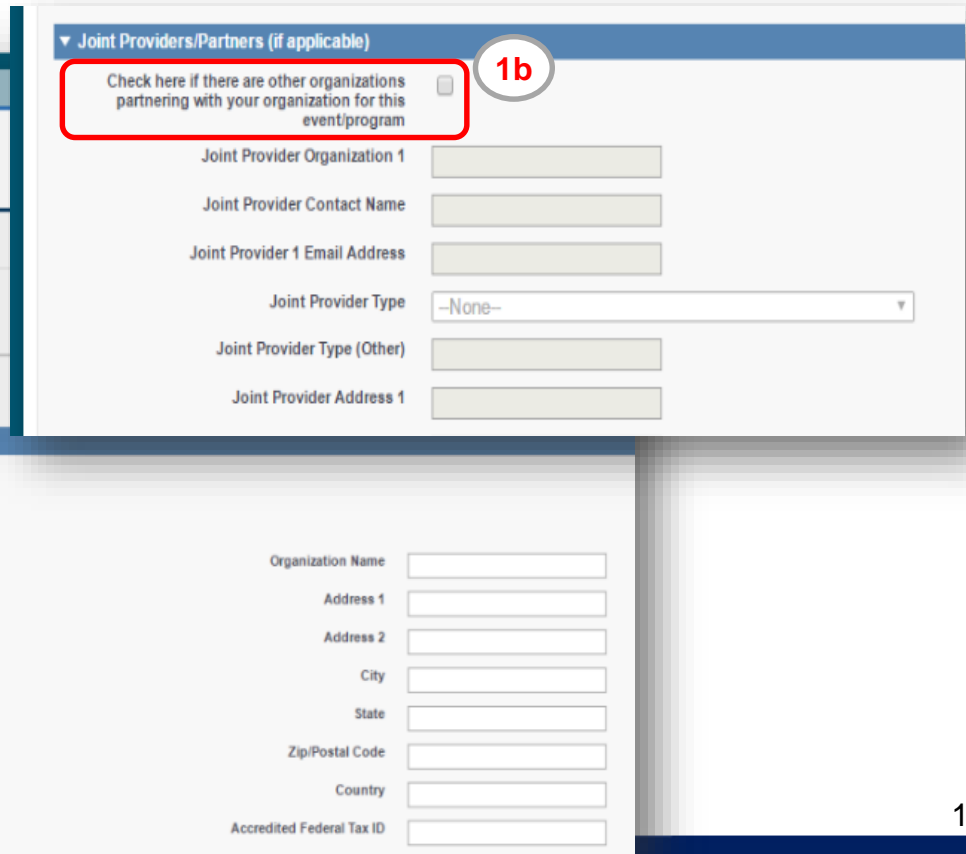
Email Address

Direct Phone

Accredited Provider Type --None--

Accredited Provider Type (Other)

Accredited Provider Level of Accreditation --None--



Joint Providers/Partners (if applicable)

1b

Check here if there are other organizations partnering with your organization for this event/program ☐

Joint Provider Organization 1

Joint Provider Contact Name

Joint Provider 1 Email Address

Joint Provider Type --None--

Joint Provider Type (Other)

Joint Provider Address 1

Organization Name

Address 1

Address 2

City


State

Zip/Postal Code

Country


Accredited Federal Tax ID

Completing General Program Information

1. Complete all required and applicable General Program Information fields.
 - a) Click the yellow bubbles  for assistance.
 - b) Where multiple choices can be selected, select from 'Available' list and click the right arrow to place in the 'Chosen' box, or double click the selection. To remove, click the back arrow.

General Program/Event Information

Program Name

Program Description 

Learning Objectives

Comments

A brief statement describing the proposed activity. Please limit to 3-5 sentences.

1a

Program Format

Will this program be single-supported or multi-supported ?

Therapeutic Area

Therapeutic Area: Other

-None--

-None--

Available

Pancreatic


Psoriasis


Psoriatic Arthritis

1b

Chosen

Budget Information

Amount Requested 

Total Program Amount 

Make check payable to

Completing Program Event and General Outcomes Information

- Complete all Live and/or Enduring Event Information sections.
 - Information will be required based on the 'Program Format' selected in the 'General Program Information' section.
 - When a Physician is selected from 'Target Audience,' the 'Physicians Specialties' is required and can be selected from the drop down.
- Check each of the outcomes assessments that are planned for your program or activity from the General Outcomes Information section.
 - Refer to the help bubbles for a brief description of each outcome study assessment.

1a

Live Program/Event information

Live Start Date

Live End Date

Request Type (Live)

Accreditation Body (Live)

Accreditation Body (other) (Live)

CME Credits (Live)

Expected Budget Recon. Date

Number of Live Activities

Live Program Location

General Outcomes Information will be required for all grants. The General Outcomes Information includes: - Participation numbers for the target audience - Number of CME/CE Certificates issued (if applicable) - Questions relating to commercial bias - Relevancy of the content of the program to participate - Barriers information. - Frequently asked questions that may have been collected in your evaluation forms.

Please indicate which additional outcomes study components are planned for this program (Live): ☐ Planned

Knowledge Assessment <input type="text"/>	<input type="checkbox"/>
Intent to Change <input type="text"/>	<input type="checkbox"/>
Practice Pattern Assessment <input type="text"/>	<input type="checkbox"/>
Chart Audit Assessment <input type="text"/>	<input type="checkbox"/>
Patient Assessment <input type="text"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>

2a

Target Audience

Physician Assistants

Registered Nurses

Nurse Practitioners

Physicians 15

Physician Assistants

Registered Nurses

Nurse Practitioners

Pharmacists

Allied Healthcare Professionals

Patients/Caregivers

Research Scientists

Total No. of expected Live Attendees

1b

Physicians:

Select Specialty

- Please Select --
- Please Select --
- Dermatology
- Gastroenterology
- Hematology
- Hematology/Oncology
- Internal Medicine
- Medical Oncology
- Neurology
- Rheumatology
- Surgery Oncology
- Other

Physician #

Saving the Grant Application

1. After completing the Live and/or Enduring Program Information, click 'Save' to proceed.
 - a) Note: An error message will appear if all required fields have not been completed.
2. If you receive this error, click 'Cancel', complete missing information and click 'Save' to proceed.

Enduring Program/Event Information

Enduring Start Date

Enduring End Date

Request Type (Enduring)

Accreditation Body (Enduring)

Available

Chosen

Accreditation Body (other) (Enduring)

CME Credits (Enduring)

Expected Budget Recon. Date

Number of Enduring Activities

Enduring Program URL

Target Audience

Available

Chosen

Physicians

Physician Assistants

Registered Nurses

Nurse Practitioners

Pharmacists

1

2

Save

Cancel

Home

Educational Grants

Grant Application

Grant Application

1a

Save

Cancel

Error:

Therapeutic Area: You must enter a value

Requestor Name

Donna Parente

Requestor Organization

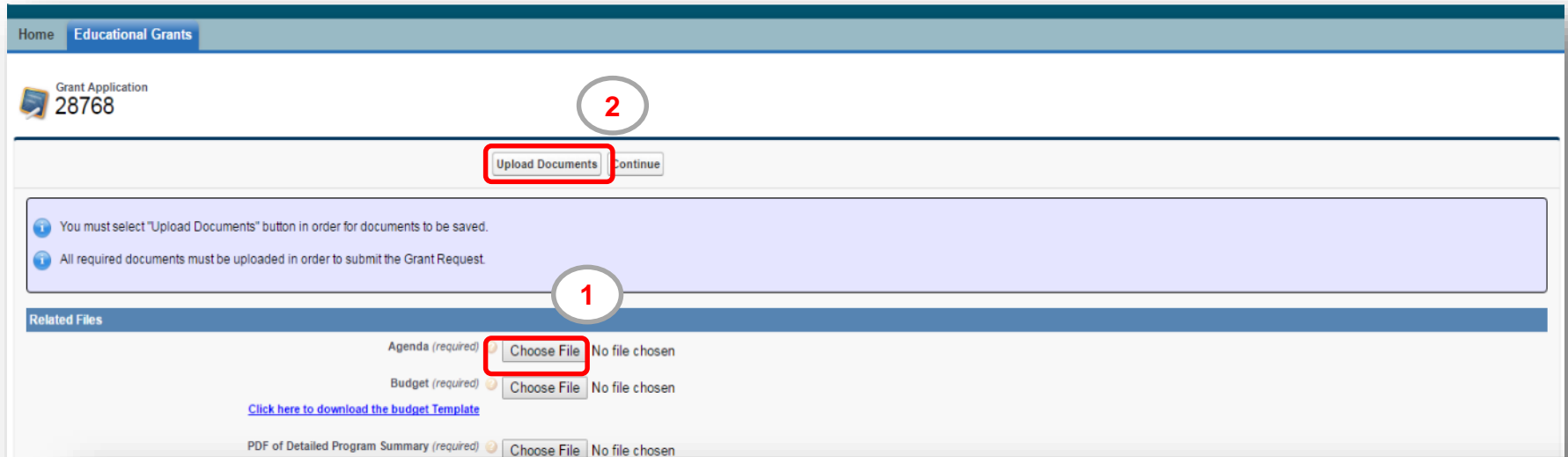
Test celgene 3

Requestor Level of Accreditation

Accreditation

Choosing Files and Uploading Documents

1. Select 'Choose File' to provide requested documents.
2. Then, select 'Upload Documents'.
3. After documents are successfully uploaded, select 'Continue'.



Home Educational Grants

Grant Application 28768

2

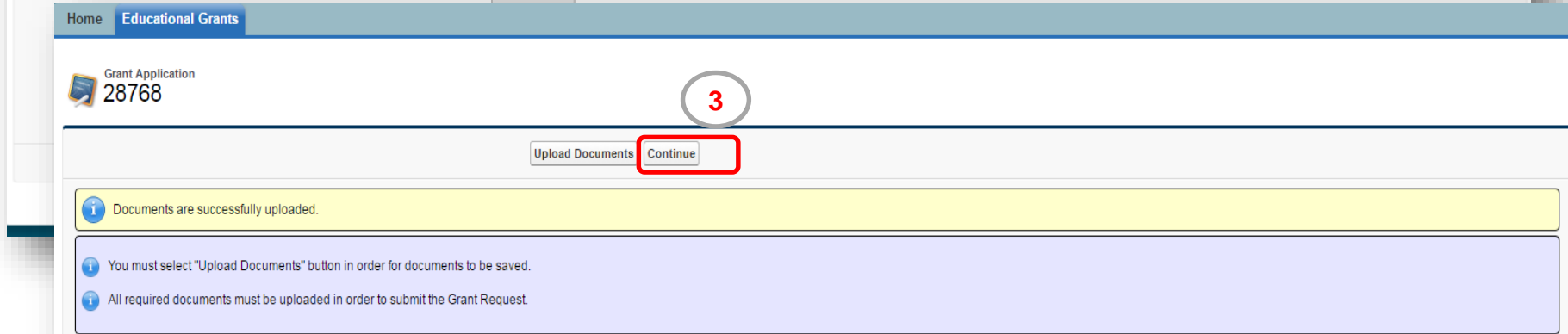
Upload Documents Continue

1

You must select "Upload Documents" button in order for documents to be saved.
All required documents must be uploaded in order to submit the Grant Request.

Related Files

Agenda (required) Choose File No file chosen
Budget (required) Choose File No file chosen
[Click here to download the budget Template](#)
PDF of Detailed Program Summary (required) Choose File No file chosen



Home Educational Grants

Grant Application 28768

3

Upload Documents Continue


Documents are successfully uploaded.

You must select "Upload Documents" button in order for documents to be saved.
All required documents must be uploaded in order to submit the Grant Request.

Submitting the Grant Application

1. Review application for completion.
 - a) Notice that Grant Status is currently 'Draft'.
2. Click 'Submit.' **Note:** Once the grant is submitted, you can no longer edit, or upload additional or revised files.
 - a) Notice that Grant Status changes to 'Acknowledged'.
 - b) To print, go to 'Notes and Attachments'.
- 3) Click the 'Home' tab to leave the application page.

3
Home
Educational Grants



Grant Application

28768

2

2b

[Notes And Attachments](#) | [Activities](#) | [Outcomes](#) | [Status Updates](#)

Grant Application - 28768

Edit
Submit
Upload Documents

Celgene Request ID	28768		
Requestor Name	Donna Parente		
Requestor Organization	Test celgene 3		
Requestor Provider Type	Academic Center	Grant Status	1a Draft
Requestor Provider Type (Other)	test	Budget Reconciliation Status	
Requestor Level of Accreditation	Accreditation	Outcome Reconciliation Status	
		Fiscal Year	

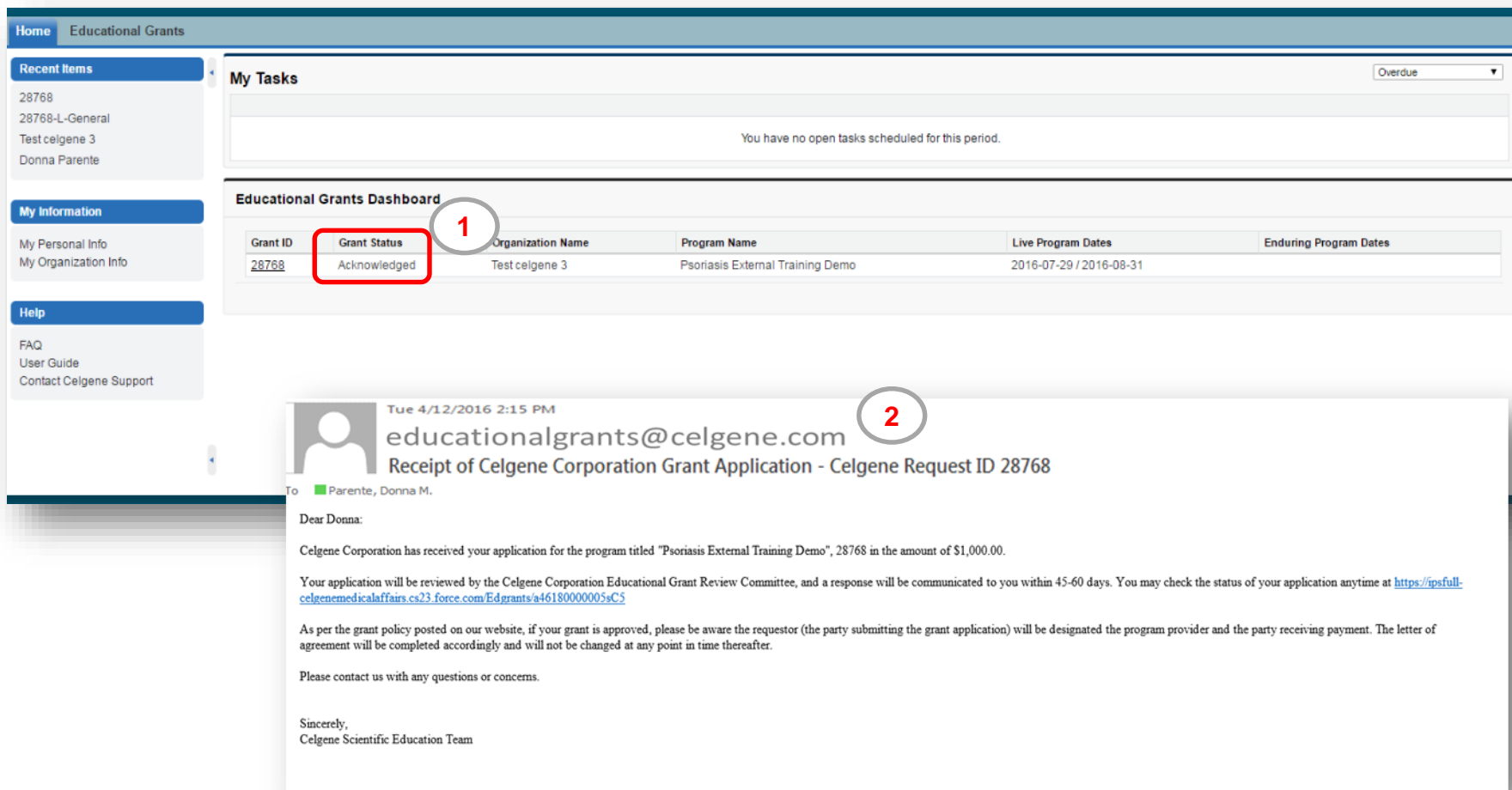
2a

		Grant Status	Acknowledged
		Budget Reconciliation Status	
		Outcome Reconciliation Status	
		Fiscal Year	

16

Checking for Grant Application Status

1. Go to the Home page, and note Grant Status is now 'Acknowledged'.
2. Look for an email notification from educationalgrants@celgene.co indicating when the grant is expected to be reviewed.



The screenshot shows the Celgene Educational Grants dashboard. On the left, there are navigation tabs: Home, Educational Grants, Recent Items, My Information, and Help. The 'Educational Grants' tab is active. The 'My Tasks' section shows 'You have no open tasks scheduled for this period.' The 'Educational Grants Dashboard' section contains a table with the following data:

Grant ID	Grant Status	Organization Name	Program Name	Live Program Dates	Enduring Program Dates
28768	Acknowledged	Test celgene 3	Psoriasis External Training Demo	2016-07-29 / 2016-08-31	

The 'Grant Status' cell is circled in red with a red '1' next to it. Below the dashboard, an email notification is shown. The email is from educationalgrants@celgene.com and is titled 'Receipt of Celgene Corporation Grant Application - Celgene Request ID 28768'. The email content is as follows:

Tue 4/12/2016 2:15 PM
 educationalgrants@celgene.com
 Receipt of Celgene Corporation Grant Application - Celgene Request ID 28768

To: Parente, Donna M.

Dear Donna:

Celgene Corporation has received your application for the program titled "Psoriasis External Training Demo", 28768 in the amount of \$1,000.00.

Your application will be reviewed by the Celgene Corporation Educational Grant Review Committee, and a response will be communicated to you within 45-60 days. You may check the status of your application anytime at <https://ipsfull-celgenemedicalaffairs.cs23.force.com/Edgrants/a46180000005sCS>

As per the grant policy posted on our website, if your grant is approved, please be aware the requestor (the party submitting the grant application) will be designated the program provider and the party receiving payment. The letter of agreement will be completed accordingly and will not be changed at any point in time thereafter.

Please contact us with any questions or concerns.

Sincerely,
 Celgene Scientific Education Team

The email header and the 'Grant Status' cell in the dashboard are circled in red with a red '2' next to them.

Status	Definition
Draft	Requestor has started grant application but has not yet submitted
Acknowledged	Requestor has completed and submitted grant application
Approved	Grant has been approved by Celgene
Declined	Grant has been declined by Celgene
Canceled	Requestor or GC canceled grant
Hold: Account Overdue	Requestor Organization is not current on submitting evaluation data and/or budget reconciliation
Change of Scope Acknowledged	Requestor completed a submitted a Change of Scope
Change of Scope Approved	Change of Scope has been approved by Celgene
Change of Scope Declined	Change of Scope has been declined by Celgene
RFI Requested	Celgene has requested additional information before the grant is reviewed
RFI Received	Requestor has responded to RFI



My Tasks Actions

Viewing the RFI Request

1. Look for a notification email with subject line stating, TIME SENSITIVE, RFI, and the grant ID number. The text of the email outlines how to respond to this request.
2. At your Home page, see the 'My Tasks' section requiring action from you for RFI Requested.
 - a) The RFI must be submitted by the Complete Date (2 business days from when notification email is received).
3. Click the grant ID link in the 'Related To' column to complete the RFI Requested.

Email Content

Email Subject TIME SENSITIVE: Request for Additional Information – Celgene Request ID 28768

Comments Dear Donna Parente:

The Celgene Corporation Educational Grant Review Committee would like additional information for your program titled "Psoriasis External Training Demo", 28768.

TESTING FOR DONNA

Please upload the requested information to the online grant application by logging into your Celgene Corporation account at <https://psfull-celgenemedicalaffairs.cs23.force.com/Edgrants/a46180000005sC5AAJ>. Click "Respond to RFI" and provide the requested information. Once uploaded, click the "Save" button. This will ensure all committee members have access to this important information.

Please respond by 4/15/2016. We thank you for your attention to this request.

Sincerely,
Celgene Scientific Education Team

Home Educational Grants

Recent Items

- 28771
- 28773
- 28773-L-General
- 28772
- 28772-E-General
- 28771-E-General
- 28771-L-General
- Test celgene 3
- Donna Parente
- 28768

My Information

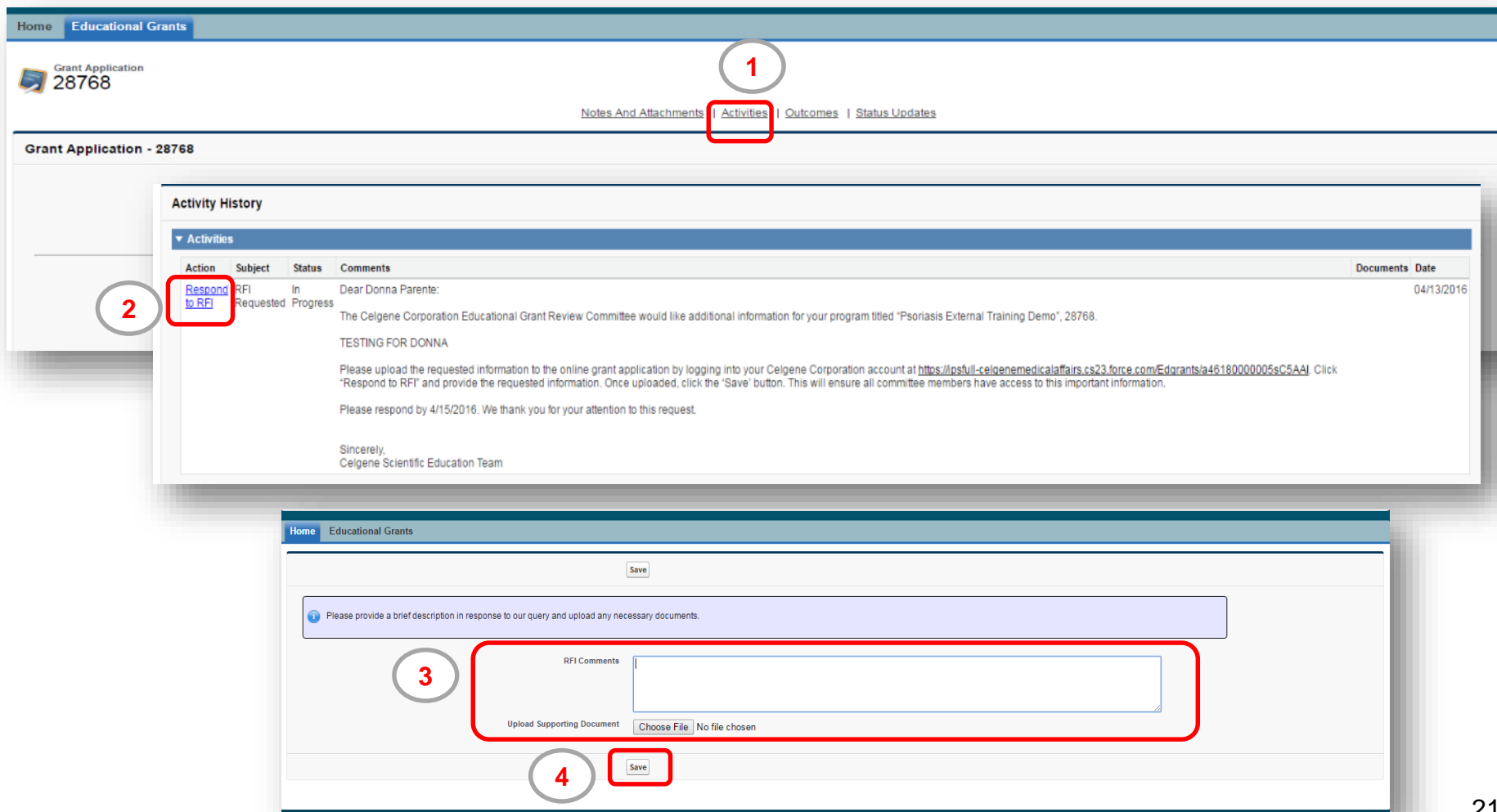
My Tasks

Complete	Date	Status	Subject	Related To	Account
	4/15/2016	In Progress	RFI Requested !	28768	
	4/18/2016	In Progress	LOA Sent !	28772	

Educational Grants Dashboard

Grant ID	Grant Status	Organization Name	Program Name	Live Program Dates	Enduring Program Dates
28773	Declined		Lung Cancer Demo Declined	2016-10-31 / 2017-10-31	
28772	Approved		Multiple Sclerosis External Training Demo		2016-08-31 / 2016-11-30
28771	Approved		Lymphoma	2016-03-14 / 2016-04-12	2015-04-14 / 2016-04-12
28768	RFI Requested	Test celgene 3	Psoriasis External Training Demo	2016-07-29 / 2016-08-31	

1. Once arriving at the Grant Application page, Click on 'Activities'.
2. Click 'Respond to RFI'.
3. Provide the requested information & select 'Choose File' to attach any necessary documents. Please Note: You can upload only 1 document while responding to this RFI, so please insure all requested information is contained in one document before you upload the document.
4. Click 'Save'.



Home Educational Grants

Grant Application 28768

Notes And Attachments **Activities** Outcomes Status Updates

Grant Application - 28768

Activity History

Action	Subject	Status	Comments	Documents	Date
Respond to RFI	RFI Requested	In Progress	<p>Dear Donna Parente:</p> <p>The Celgene Corporation Educational Grant Review Committee would like additional information for your program titled "Psoriasis External Training Demo", 28768.</p> <p>TESTING FOR DONNA</p> <p>Please upload the requested information to the online grant application by logging into your Celgene Corporation account at https://psfull-celgenemedicalaffairs.cs23.force.com/Edgrants/a46180000005sC5AAI. Click "Respond to RFI" and provide the requested information. Once uploaded, click the "Save" button. This will ensure all committee members have access to this important information.</p> <p>Please respond by 4/15/2016. We thank you for your attention to this request.</p> <p>Sincerely, Celgene Scientific Education Team</p>		04/13/2016

Save

Please provide a brief description in response to our query and upload any necessary documents.

RFI Comments

Upload Supporting Document Choose File No file chosen

Save

Viewing and Signing the LOA

1. At your Home page, see the 'My Tasks' section requiring your response for the 'LOA Sent'.
2. Click the grant ID link in the 'Related To' column to open the LOA page.
3. Click 'Activities' to move down to 'Activity History' section where LOA documents can be viewed and downloaded.
4. Download Excel file used for US Spend Transparency reporting.
5. Download the Letter of Agreement and have all applicable parties sign.
6. Once signed, Select 'Upload Signed LOA Document' to submit for Celgene signature.

Home Educational Grants

Recent Items

- 28771
- 28773
- 28773-L-General
- 28772

My Tasks All Open

Complete	Date	Status	Subject	Related To	Account
	4/15/2016	In Progress	RFI Requested !	28768	
	4/18/2016	In Progress	LOA Sent !	28772	

Home Educational Grants

Grant Application 28772

Notes And Attachments **Activities** | Outcomes | Status Updates

Grant Application - 28772

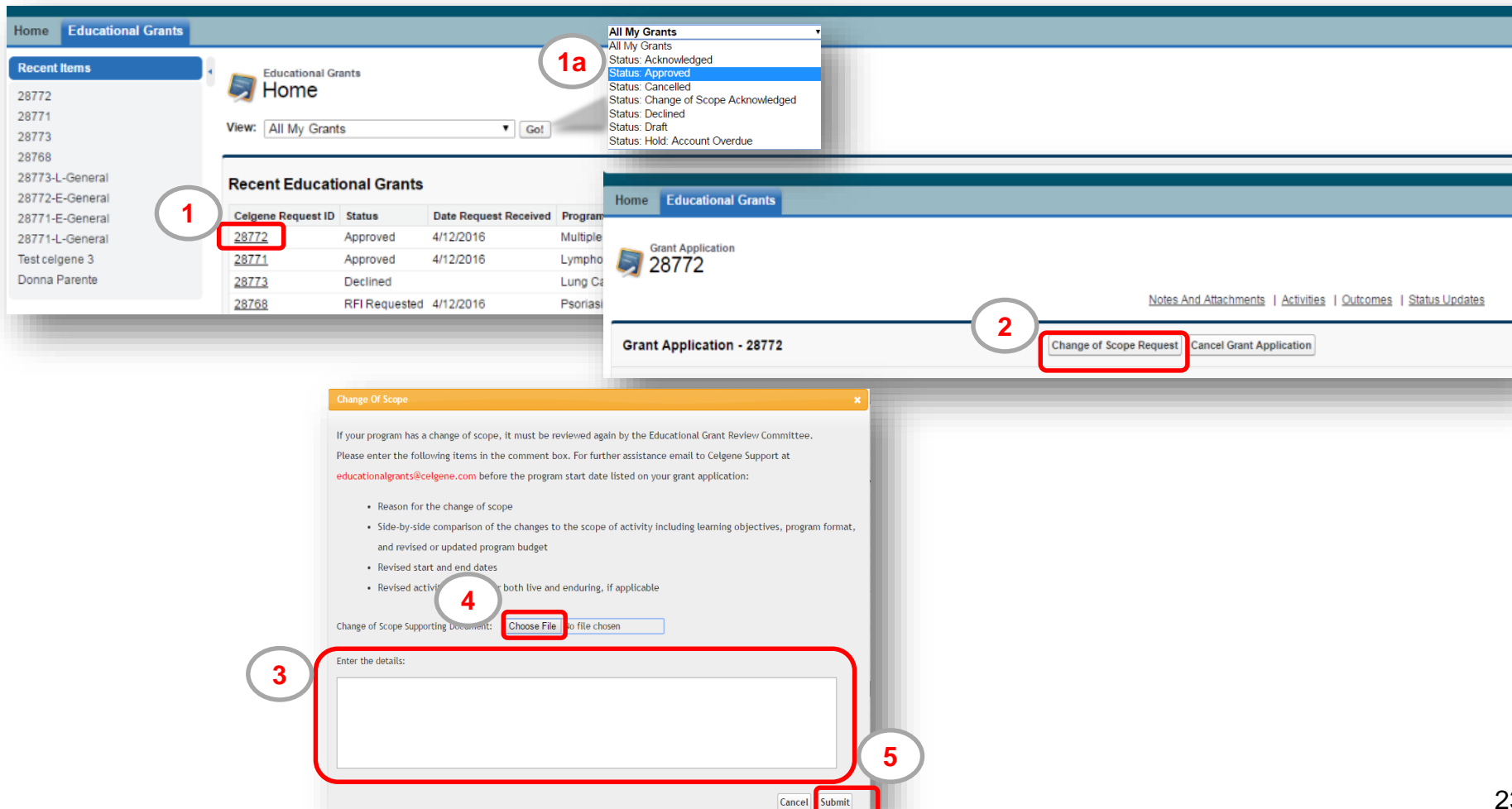
Activity History Upload Signed LOA Document

LOA Documents

Action	Name	Activity Type	Comments	Activity Date
View	Spend Transparency Reportable documents.xlsx	LOA	LOA Spend Transparency Reportable Document	04/13/2016
View	Educational Grant.pdf	LOA	LOA without Signature	04/13/2016

Submitting a Change of Scope

1. Select the grant ID for which the change of scope is needed.
 - a) If the grant does not appear on the 'Recent Educational Grants' area, Go to the 'View' menu and select 'Status: Approved' and click 'Go'.
2. Click 'Change of Scope Request' button.
3. Enter the details of your COS as outlined.
4. 'Choose File' and attach your document.
5. Click on 'Submit'.



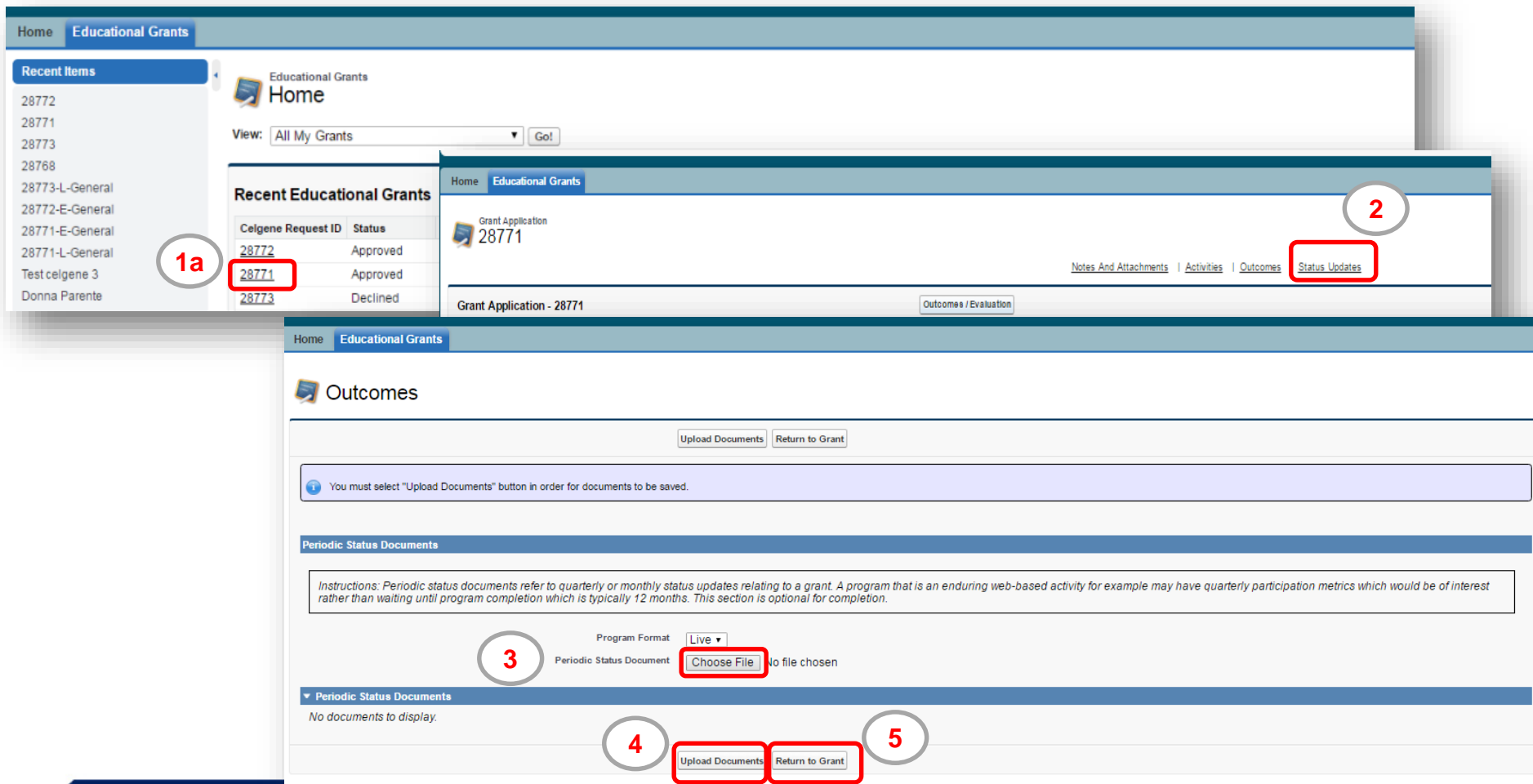
The screenshot illustrates the steps to submit a Change of Scope Request (COS) in the Celgene Educational Grants system. The interface is divided into several sections:

- Home / Educational Grants:** The top navigation bar.
- Recent Items:** A list of recent grants on the left sidebar, including 28772, 28771, 28773, 28768, 28773-L-General, 28772-E-General, 28771-E-General, 28771-L-General, Test celgene 3, and Donna Parente.
- Recent Educational Grants:** A table showing the status of recent grants. The first row (ID 28772) is highlighted with a red box and labeled '1'.
- View Menu:** A dropdown menu labeled '1a' showing various status options. 'Status: Approved' is selected.
- Grant Application - 28772:** A detailed view of the selected grant. It includes a 'Change of Scope Request' button, which is highlighted with a red box and labeled '2'.
- Change Of Scope Modal:** A pop-up window for submitting the COS. It contains instructions, a list of required information (Reason for change, Side-by-side comparison, Revised start/end dates, Revised activities), a 'Choose File' button (labeled '4'), and a large text area for details (labeled '3'). The 'Submit' button is highlighted with a red box and labeled '5'.

Providing Status Updates

1. In the event you have an enduring activity or a series of activities being held over an extended period, please provide interim status/outcomes data.
 - a) To submit this information, go to 'Educational Grants' tab and select your grant.

2. Click on 'Status Updates' at the top of the page.
3. Click on 'Choose File'.
4. Click 'Upload Documents'.
5. Then 'Return to Grant'.

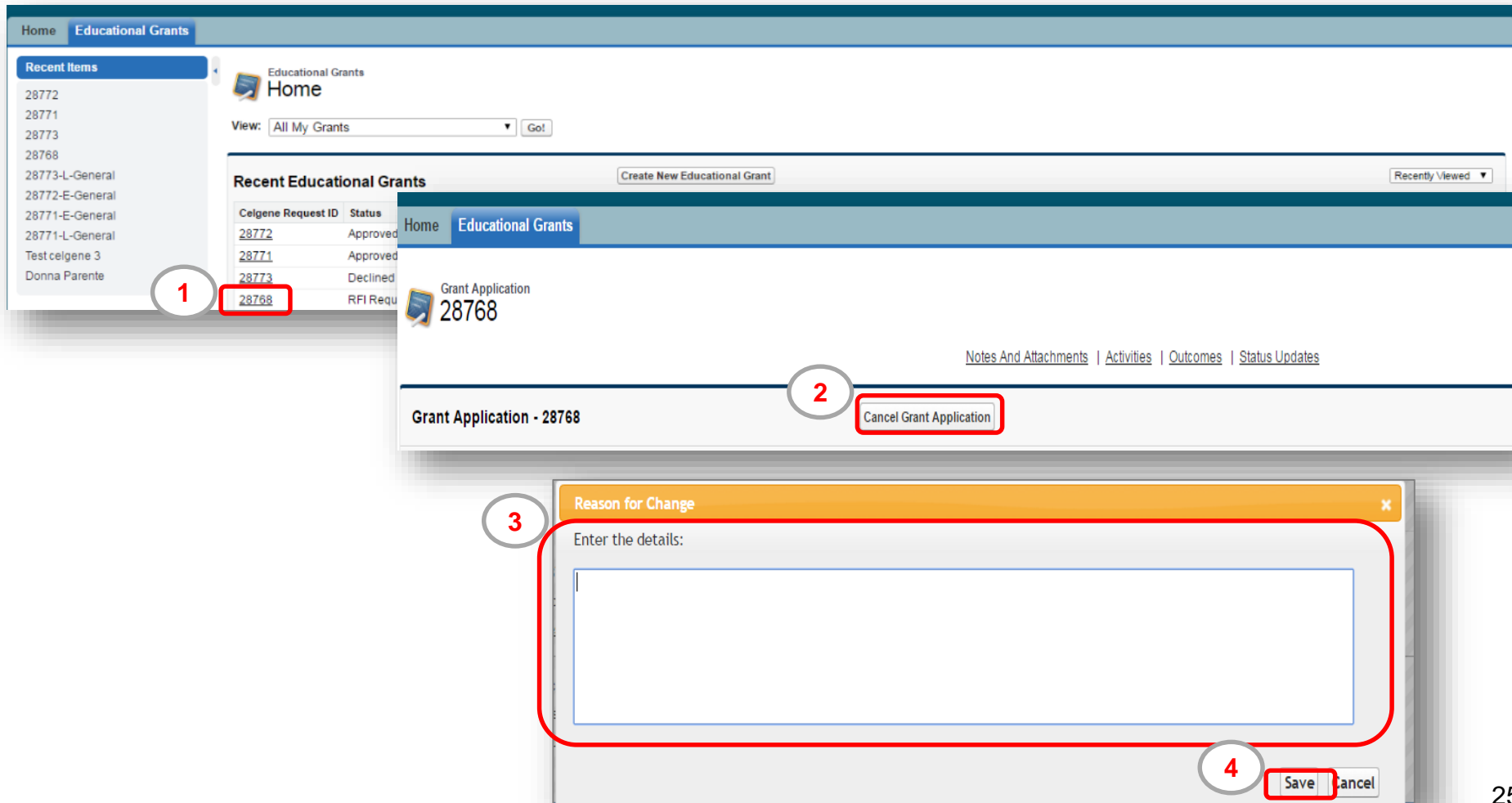


The screenshot illustrates the steps for providing status updates in the Celgene Educational Grants system. The interface is divided into several sections:

- Home / Educational Grants:** The top navigation bar. A sidebar on the left lists recent items, with '28771' highlighted by a red box and labeled '1a'.
- Recent Educational Grants:** A table showing the status of various grants. The row for '28771' is highlighted with a red box.
- Grant Application - 28771:** The main content area for a specific grant. A red box highlights the 'Status Updates' link in the top right corner, labeled '2'.
- Outcomes:** The section for submitting status updates. It includes a message: 'You must select "Upload Documents" button in order for documents to be saved.'
- Periodic Status Documents:** A section for submitting periodic status documents. It includes instructions: 'Instructions: Periodic status documents refer to quarterly or monthly status updates relating to a grant. A program that is an enduring web-based activity for example may have quarterly participation metrics which would be of interest rather than waiting until program completion which is typically 12 months. This section is optional for completion.'
- Program Format:** A dropdown menu set to 'Live'.
- Periodic Status Document:** A section with a 'Choose File' button (labeled '3') and a 'No file chosen' message.
- Upload Documents:** A button at the bottom of the page (labeled '4').
- Return to Grant:** A button at the bottom of the page (labeled '5').

Canceling a Grant Request

1. If you have a situation that requires you to cancel a grant request, (and it is before the program start date), go to the 'Educational Grants' tab, select your grant.
2. Select 'Cancel Grant Application'.
3. Provide a reason for the cancellation in this box.
4. Click 'Save'.



The screenshot illustrates the process of canceling a grant application in the Celgene Educational Grants system. It is divided into four numbered steps:

- Step 1:** The user is on the 'Educational Grants' tab. In the 'Recent Educational Grants' table, the grant with ID 28768 is selected. The table lists the following grants:

Celgene Request ID	Status
28772	Approved
28771	Approved
28773	Declined
28768	RFI Request
- Step 2:** The user navigates to the 'Grant Application - 28768' page. The 'Cancel Grant Application' button is highlighted.
- Step 3:** A 'Reason for Change' dialog box appears, prompting the user to 'Enter the details:' in a text area.
- Step 4:** The user clicks the 'Save' button to confirm the cancellation.



Outcomes Reconciliation

Initiating Outcomes Evaluation from My Tasks

1. From your home page in the 'My Tasks' area, see the 'Outcomes Evaluation Due' task.
2. To take action, click the Grant ID for this task in the 'Related To' column.
Note: the 'Outcomes Evaluation Due' link is a reference document, no action can be taken from this link.
3. Click on the 'Outcomes/Evaluation' button.

Home Educational Grants

Recent Items

- 28771
- 28773
- 28773-L-General
- 28772

My Tasks

All Open

Complete	Date	Status	Subject	Related To	Account
	4/15/2016	In Progress	Outcomes/Evaluation Due - Live	28771	
	4/18/2016	In Progress	LOA Sent !	28772	

Home Educational Grants

Grant Application
28771

Notes And Attachments | Activities | Outcomes | Status Updates

Grant Application - 28771

[Outcomes / Evaluation](#) [Upload Budget Reconciliation](#)

Celgene Request ID	28771	Grant Status	Approved
Requestor Name	Donna Parente	Budget Reconciliation Status	
Requestor Organization	Test celgene 3	Outcome Reconciliation Status	
Requestor Provider Type	Academic Center	Fiscal Year	
Requestor Provider Type (Other)	test		
Requestor Level of Accreditation	Non-Accreditation		

Completing Overall Outcomes Assessment

1. Select 'Live Outcomes' or 'Enduring Outcomes'.
 - a) Notice that the information provided on your application has been auto-populated to the 'Planned' and 'Actual' columns.
2. Click on study assessment help bubbles to see a brief description of the assessments.
3. If outcomes study assessments are different from what was planned,
 - a) Check or uncheck the appropriate 'Actual' boxes.
 - b) Provide a brief 'Reason for Change'.
4. Once complete, click 'Next'.

[Home](#)
[Educational Grants](#)

Overall Outcomes Assessment

1
4

Next
Return to Grant Application

Live Outcomes
Enduring Outcomes

Outcome Reconciliation Due Date 7/11/2016

	Planned	Actual	Reason for Change
Knowledge Assessment ? 2 Pre- and post-test knowledge information	<input type="checkbox"/>	<input type="checkbox"/>	
Intent to change ?	<input type="checkbox"/> 1a	<input type="checkbox"/>	
Practice Pattern Assessment ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chart Audit Assessment ?	<input type="checkbox"/>	<input type="checkbox"/>	
Patient Assessment ?			
Other ?			


Outcome Reconciliation Due Date 7/11/2016

	Planned	Actual	Reason for Change
Knowledge Assessment ?	<input type="checkbox"/>	<input type="checkbox"/>	
Intent to change ?	<input type="checkbox"/> 3a	<input type="checkbox"/>	3b
Practice Pattern Assessment ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chart Audit Assessment ?	<input type="checkbox"/>	<input type="checkbox"/>	

Editing the Outcomes Study Design

1. Click Edit Live Outcomes / Edit Enduring Outcomes (as applicable) to enter your information into the 'Outcomes Study Design'.
2. Notice for each assessment that has 'Actual' box checked in the 'Outcomes Study Design' section, there will be a corresponding tab at the top.

Home
Educational Grants


Outcomes

Grant: 28771

1

Edit Enduring Outcomes
Upload Enduring Documents
Complete Enduring Outcomes Reconciliation
Return to Grant Application

2

Program Format
Enduring

General Outcomes Information
Knowledge Assessment
Intent to Change
Practice Pattern Assessment
Chart Audit Assessment
Patient Assessment
Other
Documents
Instructions

Outcome Reconciliation Due Date 8/10/2016
Status Incomplete

▼ Outcomes Study Designs (Summary)

	Planned	Actual	Reason for Change
Knowledge Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Intent to Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Practice Pattern Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chart Audit Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Patient Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Completing General Outcomes Information

1. Complete the 'Actual' information for the Target Audience.
 - a) Notice Target Audience information from the application has been carried over and is prepopulated.
 - b) Refer to help bubbles for assistance in completing the form.
2. Complete all remaining portions of the form following the instructions provided.

▼ Outcomes and Evaluation

1a

Target Audience

Specialty	Expected	Actual
Physicians	0	0
Add		
Physician Assistants	0	<input type="text" value="0"/>
Registered Nurses	0	<input type="text" value="0"/>
Nurse Practitioners	0	<input type="text" value="0"/>
Pharmacists	0	<input type="text" value="0"/>
Allied Healthcare Professionals	0	<input type="text" value="0"/>
Patients/Caregivers	20	<input type="text" value="0"/>
Research Scientists		<input type="text" value="0"/>
Total Reach:		0

Number of CME/CE certificates issued

What is the percentage of attendees based in the United States?

Average years in practice of primary target audience: **1b**

Average number of patients seen per week:

▼ Outcomes Measures

Instructions: The following are general statements that capture the essence of participant experience with the program. Please include the number of responses that were captured for each item, the scale type used to measure each item and those that are responding positively to the measure. If a measure item was not captured, please skip the item.

	Number of Responses	Scale Type	Positive Score	Number of Responders with Positive Score	Percentage of Positive Score
Was the content free of commercial bias?	<input style="width: 60px;" type="text"/>	--None-- ▼	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Was the content relevant to practice?	<input style="width: 60px;" type="text"/>	--None-- ▼	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
What is the impact on this activity on my practice?	<input style="width: 60px;" type="text"/>	--None-- ▼	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Would you recommend this program to your colleagues?	<input style="width: 60px;" type="text"/>	--None-- ▼	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>

▼ Barriers to high quality care in percent of activity participants who indicate any of the barrier types below

Instructions: The following experience measures are general statements that capture the essence of the responses. Please provide a percentage (0-100%) for the following:

System Related Barriers

Practice Related Barriers

Patient Related Barriers

▼ Provide a list of the most frequently asked questions that participants in the program have reported (up to 5 questions)

Instructions: If you collected Q&A, please provide a list of the most frequently asked questions that participants in the program have reported (up to 5 questions). You may group questions that are related, i.e. How do you manage toxicities related to treatment ABC? How do you manage/treat recurrent disease? Maintenance related questions, etc.

Question 1

Completing Outcomes Assessment Tabs

1. After completing the General Outcomes Information, click the next tab appearing at the top.
2. Complete the remaining tabs that appear at the top.
3. For help with calculating standard deviation please refer to the internet and search Standard Deviation Calculators.
4. Click 'Save Outcomes' at the top.

Outcomes

Grant: 28771

Edit Enduring Outcomes Upload Enduring Documents Complete Enduring Outcomes Reconciliation Return to Grant Application

Program Format Enduring

General Outcomes Information **Knowledge Assessment** Intent to Change Practice Pattern Assessment Chart Audit Assessment Patient Assessment Other Documents Instructions

Outcome Reconciliation Due Date 8/10/2016
Status Incomplete

Knowledge Assessment

Save Enduring Outcomes Cancel

General Outcomes Information **Knowledge Assessment** Intent to Change Practice Pattern Assessment Chart Audit Assessment Patient Assessment Other Instructions

Was a knowledge test included in this program? ..None..

Please enter the number of pre-test responses

What was the average pre-test score?

Please enter the standard deviation for the pre-test responses

Please enter the number of post-test responses

What was the average post-test score?

Please enter the standard deviation for the post-test responses

Effect Size

Was a post/control (participant/non-participant) knowledge test included in this program? ..None..

Please enter the number of post participant test responses

What was the average post participant test score?

Please enter the standard deviation for the post participant test responses

Please enter the number of control (non-participant) test responses

What was the average control (non-participant) test score?

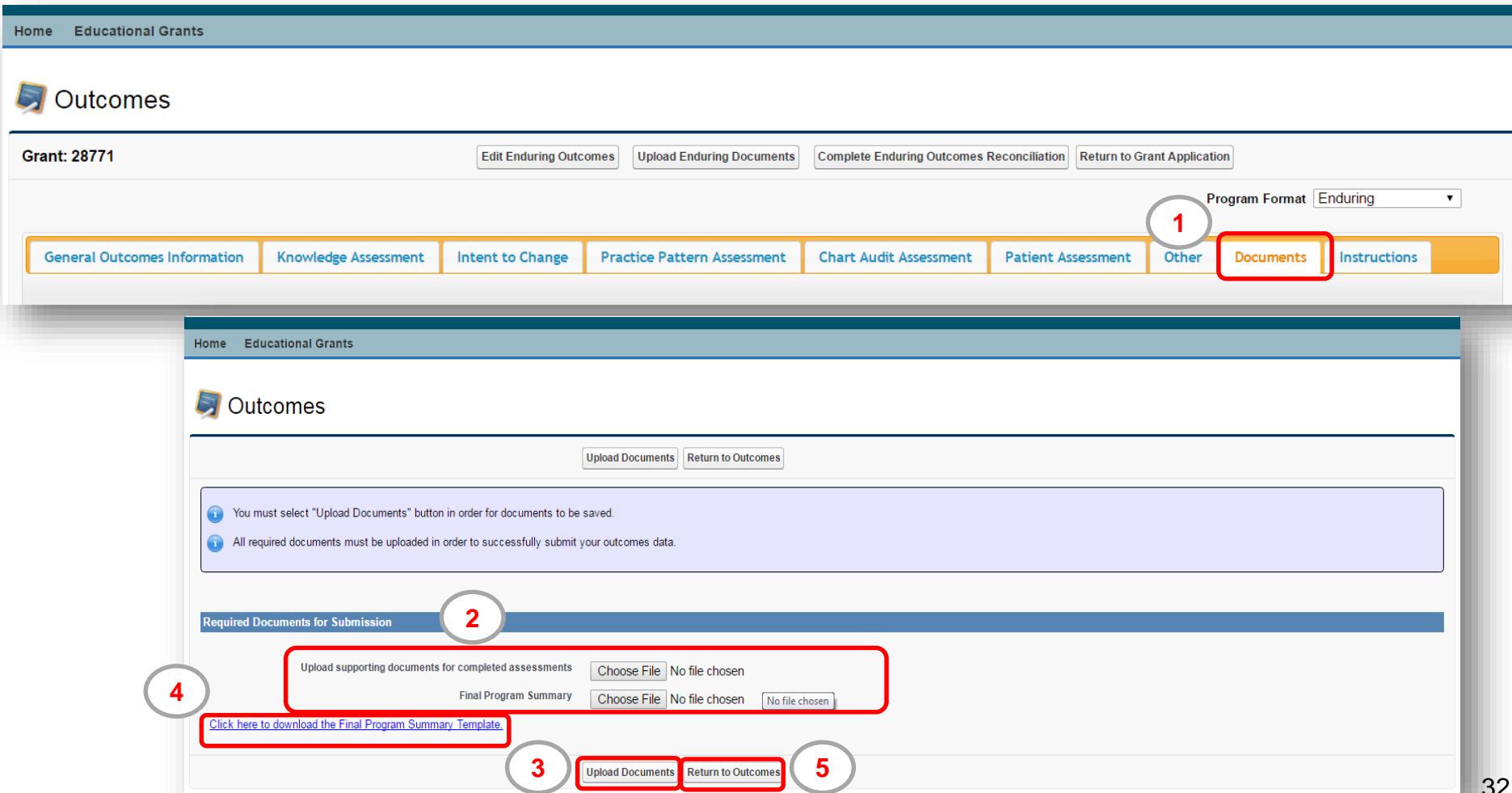
Please enter the standard deviation for the control (non-participant) responses

Effect Size

Please enter the standard deviation for the pre-test responses

Uploading Required Outcomes Documents

1. After completing the outcomes assessments you performed, select the 'Documents' tab.
2. Under 'Required Documents for Submission', select 'Choose File' to add your documents.
3. Then select 'Upload Documents'.
4. Click 'Final Program Summary Template' for your reference.
5. Click on 'Return to Outcomes'.



The screenshot displays the 'Outcomes' page for Grant 28771. The 'Documents' tab is selected, and the 'Required Documents for Submission' section is visible. The 'Choose File' buttons for 'Upload supporting documents for completed assessments' and 'Final Program Summary' are highlighted with red boxes and numbered 2 and 4 respectively. The 'Upload Documents' button is highlighted with a red box and numbered 3. The 'Return to Outcomes' button is highlighted with a red box and numbered 5. A red box around the 'Final Program Summary' section is numbered 4, and a red box around the 'Required Documents for Submission' header is numbered 2. A red box around the 'Documents' tab in the top navigation bar is numbered 1. A red box around the 'Click here to download the Final Program Summary Template' link is numbered 4.

Home Educational Grants

Outcomes

Grant: 28771

Edit Enduring Outcomes Upload Enduring Documents Complete Enduring Outcomes Reconciliation Return to Grant Application

Program Format Enduring

General Outcomes Information Knowledge Assessment Intent to Change Practice Pattern Assessment Chart Audit Assessment Patient Assessment Other Documents Instructions

Home Educational Grants

Outcomes

Upload Documents Return to Outcomes

You must select "Upload Documents" button in order for documents to be saved.
All required documents must be uploaded in order to successfully submit your outcomes data.

Required Documents for Submission

Upload supporting documents for completed assessments Choose File No file chosen

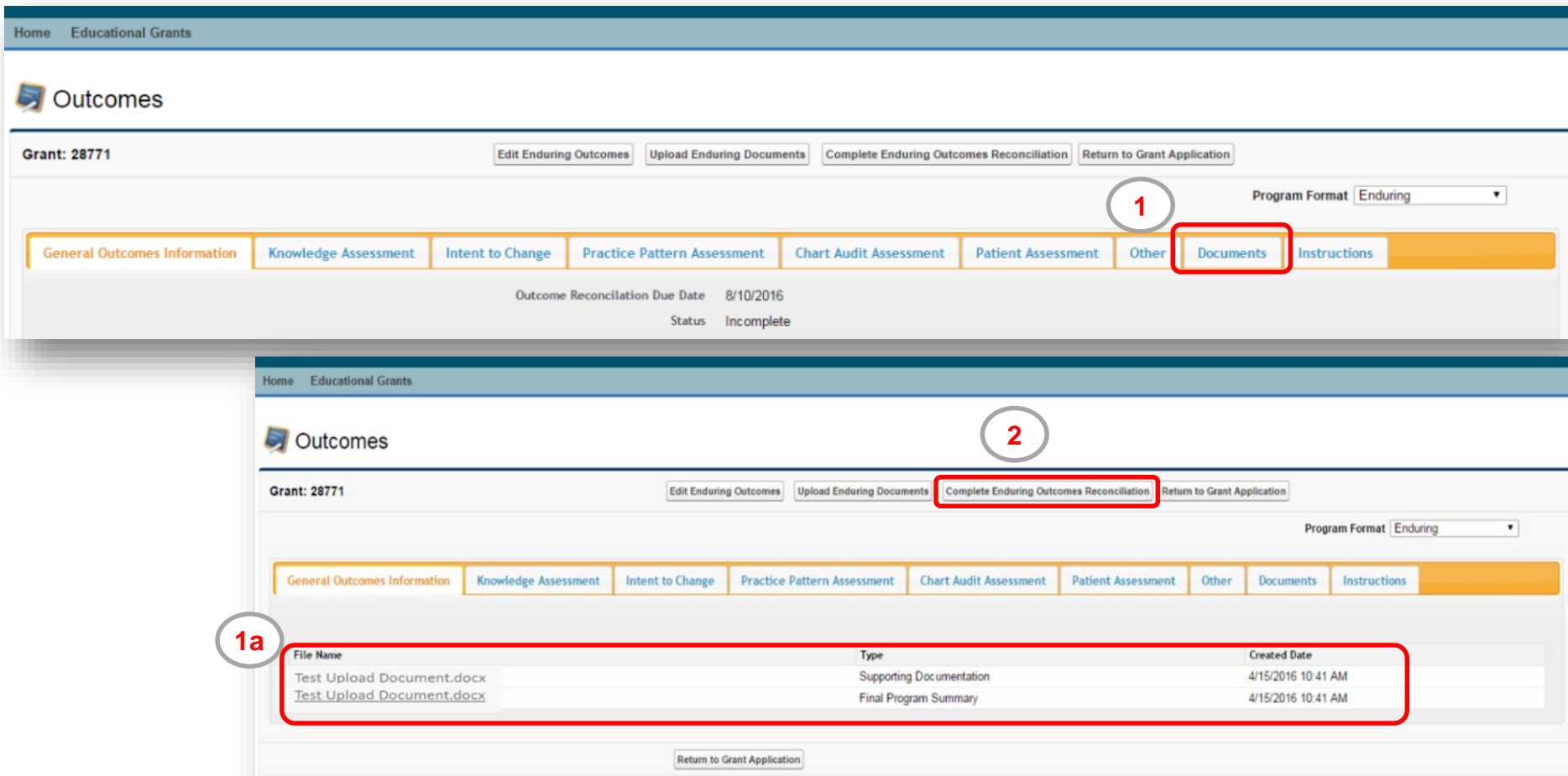
Final Program Summary Choose File No file chosen No file chosen

Click here to download the Final Program Summary Template.

Upload Documents Return to Outcomes

Viewing Uploaded Outcomes Documents

1. When returning to Outcomes, click on the 'Documents' tab to see the uploaded documents.
 - a) See the uploaded documents that you provided.
2. Click on 'Complete Outcomes Reconciliation'.

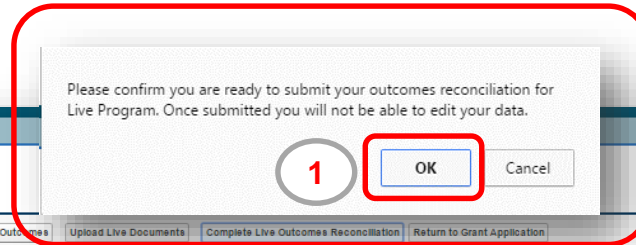


The screenshot shows the Celgene Outcomes web application interface. The top navigation bar includes 'Home' and 'Educational Grants'. The main header displays 'Outcomes' and 'Grant: 28771'. Below this, there are several buttons: 'Edit Enduring Outcomes', 'Upload Enduring Documents', 'Complete Enduring Outcomes Reconciliation', and 'Return to Grant Application'. A red circle with the number '1' highlights the 'Documents' tab in the navigation bar. Below the tabs, the 'Outcome Reconciliation Due Date' is 8/10/2016 and the 'Status' is Incomplete. A second screenshot shows the 'Complete Enduring Outcomes Reconciliation' button highlighted with a red circle and the number '2'. Below this, the 'Documents' tab is selected, and a table of uploaded documents is displayed. A red box labeled '1a' highlights the table content.

File Name	Type	Created Date
Test Upload Document.docx	Supporting Documentation	4/15/2016 10:41 AM
Test Upload Document.docx	Final Program Summary	4/15/2016 10:41 AM

Submitting the Outcomes Evaluation

1. Pop-up message confirming you are ready to submit your data will appear, Click 'Okay' and you are finished.



Home Educational Grants

Outcomes

Grant: 28771

[Edit Live Outcomes](#)
[Upload Live Documents](#)
[Complete Live Outcomes Reconciliation](#)
[Return to Grant Application](#)

Program Format: Live

[General Outcomes Information](#)
[Practice Pattern Assessment](#)
[Documents](#)
[Instructions](#)

Outcome Reconciliation Due Date: 8/10/2016
Status: Incomplete

▼ Outcomes Study Designs (Summary)

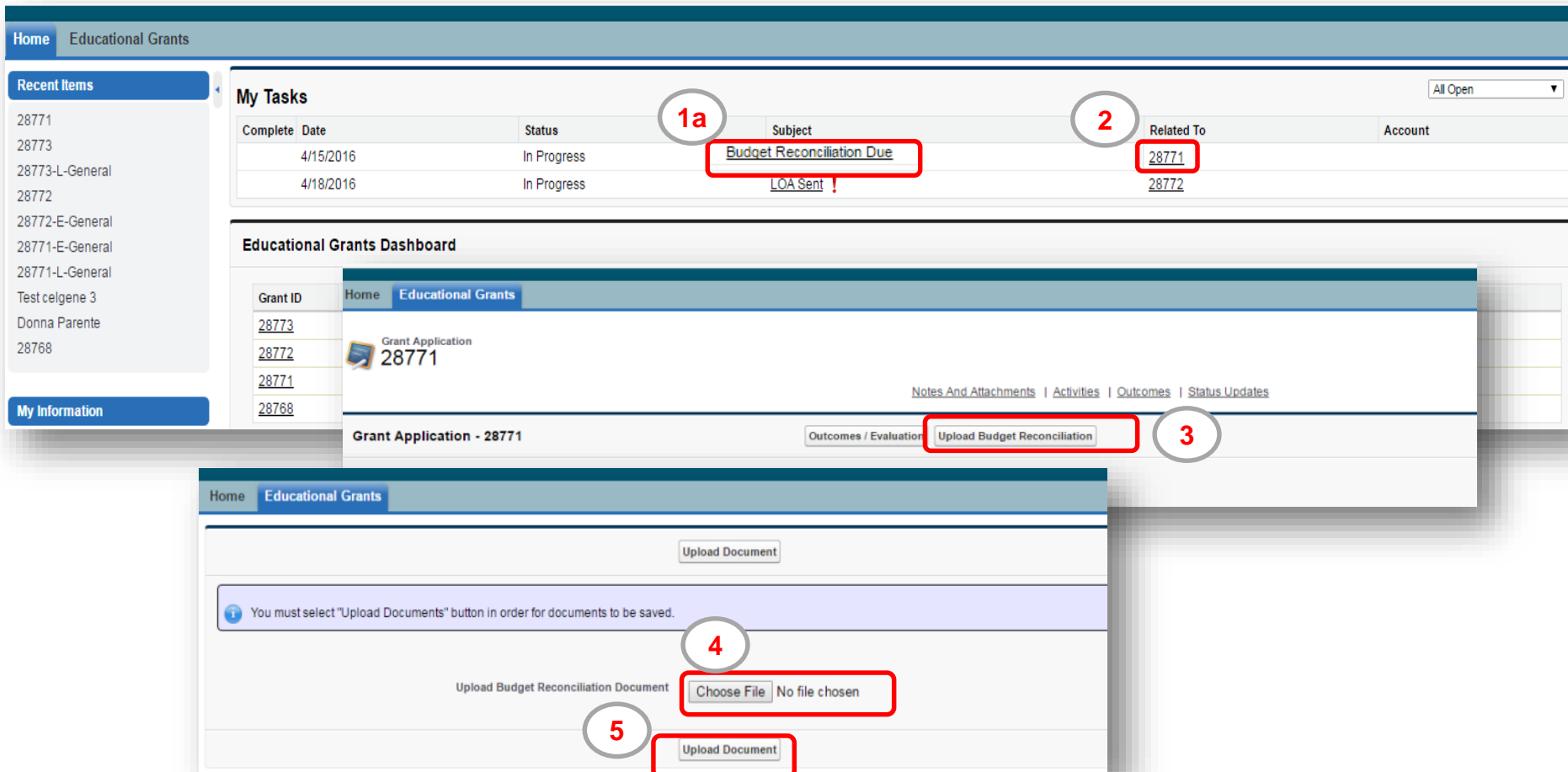
	Planned	Actual	Reason for Change
Knowledge Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Intent to Change	<input type="checkbox"/>	<input type="checkbox"/>	
Practice Pattern Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chart Audit Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Patient Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	



Budget Reconciliation

Completing the Budget Reconciliation

1. A Budget Reconciliation notification appears in your 'My Tasks' section 14 days prior to the due date.
 - a) See Budget Reconciliation in the 'My Tasks' section.
2. Click on the item that is due
3. Click the 'Upload Budget Reconciliation' tab.
4. Click 'Choose File'.
5. Click 'Upload Document'.



The screenshot illustrates the process of completing a budget reconciliation in the Celgene Educational Grants system. It is divided into two main sections: the 'My Tasks' overview and the detailed 'Grant Application' view for Grant ID 28771.

My Tasks Section:

- 1a:** A table lists tasks. The first row shows a task due on 4/15/2016 with the status 'In Progress' and the subject 'Budget Reconciliation Due'.
- 2:** The 'Related To' column for the first row shows the grant ID '28771'.

Educational Grants Dashboard:

- 3:** In the 'Grant Application - 28771' view, the 'Outcomes / Evaluation' tab is selected, and the 'Upload Budget Reconciliation' button is highlighted.

Upload Document Modal:

- 4:** The 'Choose File' button is highlighted, which opens a file selection dialog.
- 5:** The 'Upload Document' button is highlighted, which completes the upload process.