Celgene Funding FAQs for Donations, Sponsorships, Memberships and Exhibits

GENERAL APPLICATION AND SUBMISSION INFORMATION

How do I submit my proposal for Corporate Funding?
We encourage requestors to submit all applications for Donations, Sponsorships, Memberships, and Exhibits funding to Celgene via our (online portal), the exclusive mechanism for submission of requests. However, if you are seeking a medical education grant or funding for other scientific events, fellowships or Young Investigator Awards (which are exclusively evaluated by Celgene Medical Affairs), please complete the Educational Grants Request. Once your online application has been submitted for any type of funding from Celgene through these online portals, you will receive an acknowledgement at the e-mail address listed on your application.

May I send the application directly to a Celgene representative or another contact at Celgene?
We encourage requestors to submit all applications for Donations, Sponsorships, Memberships, and Exhibits funding to Celgene via the (online portal). The portal is the exclusive mechanism for request submissions. With respect to applications for Sponsorships, Memberships and Exhibits funding, you may alternatively choose to direct your request to a Celgene representative, who will submit your application through the portal.

If I want to mail a copy of my request for review, to whom do I address it?
Please do not mail any requests. Letters of request that are mailed to Celgene will generally NOT be considered for review; we encourage all applicants for Donations, Sponsorships, Memberships, and Exhibits funding to utilize the application portal).

I have a global program that takes place outside the US. Can the budget be submitted in currencies other than the U.S. Dollar?
Yes, you may submit the budget in a local currency.

Where can I find out about the status of my request after submission?
After logging into the system, the status of your request can be found on the Welcome / Applicant page of the (application portal).

Who may I contact for questions related to the funding requests process?
For general questions with respect to the funding requests process, please email celgenefunding@celgene.com.

How can I ensure my submission was received? When and how will I learn if my request has been granted?
Applicants will receive an email notification that their request has been received **immediately** upon successful and complete submission through www.celgenefunding.com. Unfortunately, not all requests are able to be granted, but Celgene carefully considers funding requests in each case. Applicants will be notified via email within 10 business days following the committee's decision. All funding decisions are made at the sole discretion of Celgene Corporation.

I am registered on the Celgene Medical Education Grants portal. Do I need to create a new profile in the Celgene Funding portal?
Log-in credentials must be created for each portal. If you are going to submit requests for Donations, Sponsorships, Memberships, or Exhibits funding, you would need to establish a new profile. Within the United States, the Medical Education Grants request process is unchanged.

I have submitted applications to both the Celgene Funding and Medical Education Grants portals. Will the status of my submissions be viewable in either portal?
No. The applicant will need to log in to each portal separately to view his/her submissions in each respective portal.

Who can I contact if I have any questions about my application?
Please contact Celgene at celgenefunding@celgene.com with any questions about your application.

Who can I contact if I am experiencing technical difficulties?
Please contact the support team for any difficulties you may be experiencing with your application.

DONATIONS

Who is eligible for patient and professional advocacy donations through this process?
An organization must:
- Be based in the United States
  - All other countries should apply for support at the local Celgene Office. European patient organizations that provide services in more than one European country can apply thru the Celgene EMEA Regional Office
- Be classified as a 501(c)3, 501(c) 4 or 501(c)6 or similar organization with documented tax exempt status, headquartered in U.S., and seeking support for U.S. programs
- Provide support and/or education to patients in the U.S.
- Conduct research or support initiatives within the Celgene priority disease areas
- Seek support from a variety of sources
- Request support for a specific program or designated purpose
- Be compliant with applicable federal and state laws, as well as the Pharmaceutical Research and Manufacturers of America (PhRMA) Code and Celgene policies

What types of programs are eligible for funding?
The Advocacy Relations Advisory Council (ARAC) and Charitable Review Committee will consider requests for donations for activities and initiatives from independent patient and professional organizations. Requests must be consistent with Celgene's mission and focus areas. Celgene will only consider and fund requests that have a designated purpose, which must be sufficiently outlined within the application. This can include patient education, event sponsorships, third-party programs, or more general project support.

What items are NOT considered for donation funding?
- For-profit individuals or groups
- Fees for commercial exhibits, advertising and other commercial opportunities (consider the funding request path for exhibits and sponsorships)

- Debt reduction
- Advertising journals, booklets
- Political activities (IRS 527)
- Capital expenditures
- Programs that are designed primarily for healthcare provider education. Such programs can apply for funding through the Medical Education Grants process. Accredited or non-accredited healthcare provider (physicians, nurses, physician assistants, nurse practitioners) can complete the [Educational Grant Application](#).
- Organizations (or individuals or groups) with a written policy of discrimination based upon race, national or ethnic origin, religion, gender identity, age, sexual orientation, disability, military service, marital status, or any other legally-protected status.

My program is starting in 2 weeks. Can I still submit an application beforehand?
No. Applications must be submitted 60 days prior to the start date of your program/event. The 60-day lead time ensures adequate time for application review and processing.

What documentation will I need to provide during the application process for a donation?
The Celgene Funding portal will collect information relevant to the application process, including:
- Contact information for applicant
- Description of the educational or other need identified, program topics and parameters, agendas, each as applicable
- Program partner contact information (if applicable)
- Documentation of non-profit status 501(c)3, 501(c) 4 or 501(c)6 or similar organization with documented tax exempt status
- Budget detail (see below)

What type of budget information do I need to provide?
Budgets must be limited to a reasonable estimate of the cost of the funded activities. A budget template should include:
- Full program cost
- Proportion of the program to be funded by Celgene
- Program details broken down by major categories (e.g. costs associated with program development, delivery, venue charges, enduring material costs) and per-person costs for any transfers of value to attendees, faculty and staff (e.g., honoraria, airfare, hotel accommodations, food and beverage costs).

A budget template is available, but is not required to be used for all requests.

Will any portion of my program budget be subject to the sunshine provisions of the United States Affordable Care Act and other financial transparency reporting requirements for physicians and healthcare professionals (collectively, "Transparency Obligations")?
Yes, possibly. Patient and Professional Advocacy donations can be subject to "Sunshine Act" reporting. Elements of the program that provide funding or other resources (including honoraria, travel costs, meals) to physicians and certain other healthcare professionals may need to be documented and reported to Celgene.

How often are applications reviewed?

Applications are reviewed monthly by the Advocacy Relations Advisory Committee (ARAC) and Charitable Review Committee.

SPONSORSHIPS, EXHIBITS and CORPORATE MEMBERSHIPS

What information is required for Sponsorships?
The Celgene Funding Portal will collect, among other items, specific information as part of the application process, including:
- The nature of the event/program to be funded, including a general description of the proposed attendees and number of attendees expected, and the healthcare, scientific or other educational topics to be discussed;

Note:
- For sponsorship requests over $2,000, general budget documentation is required; for example: how the proposed sponsorship funds will be used (e.g. venue fees, faculty and support, hospitality and food);
- For sponsorship requests exceeding $5,000, more detailed budget information is required. The detailed budget provided as part of a request at this level should typically be sufficiently itemized to allow Celgene to understand how anticipated expenses were projected (for example, from a time and rate perspective with respect to services rendered by the requestor or obtained from third parties, and on a per-person basis for any food, travel and accommodation costs or similar pass-through expenses).

Use of Celgene budget templates is encouraged, but not required.

What information is required for Exhibits?
The Celgene Funding Portal will collect specific information as part of the application process, including:
- The nature of the event/program where the exhibit opportunity is to be made available, including a general description of the proposed attendees and number of attendees expected, and the healthcare or other topics to be discussed;
- Documentation of the tangible benefits offered to Celgene in connection with the exhibit opportunity and confirmation that the benefits are offered to other manufacturers.

What are some of the restrictions on Sponsorships and Exhibits?
- Celgene will not provide sponsorship or exhibit funding for events that have occurred in the past.
- Celgene expects that requests for sponsorship and exhibit funding will be solicited from multiple sources.
- Celgene will not provide funding for support of entertainment, social events, or any other types of expenses prohibited under state gift ban laws or the PhRMA Code of Ethics for Interactions with Health Care Professionals.

Note:
- Events for which the primary purpose is education of healthcare professionals on narrow healthcare topics are typically eligible for support through Medical Education Grants and should not be submitted for sponsorship funding.
- Annual meetings and general therapeutic area subject matter meetings may be considered for sponsorship funding so long as significant tangible benefits are offered to multiple potential sponsors.

What information is required for Corporate Memberships?

The Celgene Funding Portal will collect specific information as part of the application process, including:

- The primary purpose of the organization, including a general description of its mission, activities, etc.;
- Documentation of the tangible benefits offered to Celgene and confirmation that the corporate membership benefits are offered to other manufacturers;
- Available levels of corporate membership and associated tangible benefits, if applicable; and
- A list of the organization's current or prior year's corporate members and/or a website URL where such information is made publicly available;

The CyberGrants Portal includes relevant criteria required to support a Corporate Membership request. A corporate membership request will not be funded by Celgene without a completed application, required supporting documentation, and approval through the CyberGrants Portal (or successor review system).

What are some of the restrictions on Corporate Memberships?

Celgene will not provide corporate membership funding in support of entertainment, social events, or any other types of expenses prohibited under state gift ban laws or the PhRMA Code of Ethics for Interactions with Health Care Professionals.

Celgene expects that corporate membership support will be sought by a requestor from multiple entities.

Celgene will not provide corporate membership funding If sufficient information has been provided to confirm the purpose of the corporate membership (e.g., agendas, meetings, etc.), including benefits associated with membership (e.g., tickets to meetings, marketing/advertising, etc.).

ONLINE APPLICATION SYSTEM (CYBERGRANTS)

Are there specific system requirements for using the Celgene Funding portal?

Minimum System Requirements:

- Please note that both User IDs & Passwords are case-sensitive.
- You must have both cookies & JavaScript enabled to log in.

Minimum supported web browsers:

- Microsoft Internet Explorer 9.0 or higher
- Microsoft Edge (Current Version)
- Mozilla Firefox (Current Version)
- Apple Safari (Current Version)
- Google Chrome (Current Version)

How do I change my password?

If you know your current password, please log in and go to your profile. *Edit Profile* is located on the upper right of the screen. Click on that link to change your password.

If I have forgotten my password, how do I change it?
On the login screen, click the "*Forgot my password*" link. You will be asked to provide your email address and then click *submit*. Instructions for resetting your password will be emailed to you. If you do not receive an email within 20 minutes of your request, please click "Need Support" for assistance.

What if I search for an organization and cannot find it?
If you cannot find the organization you are looking for, you may add it by creating a new organization.

Do I have to save every page as I complete the application?
No, once you move to a new section of the application, all the information you previously entered is automatically saved. When you opt to do this, you will be asked to provide your e-mail address and create a password for future access to your application.

Can I get a copy of the application form?
When you are in the actual application, you can print a copy by clicking **Print** from your browser to ensure there is a paper copy of the application. The entire process is online.

How will Celgene communicate with me about the status of my funding proposal?
After you submit your application, you will receive an e-mail confirmation. After an initial review, you may be contacted to provide additional information. All communication occurs via e-mail. After review, you will receive a letter notifying you if your request was approved (subject to the execution of a Funding Agreement) or not approved.

Why didn't I receive an e-mail notification from Celgene?
It is possible that the e-mail was mistakenly filtered by your organization's or provider's SPAM filter. Also, any correspondence that is sent out is directed to the e-mail address of the contact person that was provided in the application. If you were not listed as the contact person, you will not be receiving any correspondence from Celgene regarding the application.

Where can I find out about the status of my request after submission?
The status of your request can be found on your Welcome / Applicant Account page once you log in to the system.

I received notification that my request was approved, but I have not received a check. When should I expect payment and whom should I contact if I have not received it?
If your request was approved, you should receive payment within 30-45 days after the full execution of the Letter of Agreement. If you have not received payment after this time, please contact us at celgenefunding@celgene.com.

I am getting an error on my page; who do I contact?
A" Need Support?" link appears at every page of the application that says That link provides a form that allows you to describe your technical issue or ask your question. Click on the "Submit Support Request" button and a reply will be sent to you within 24 hours.