

GRANT REQUESTS FAQ

Please see below for some FAQs related to Medical Affairs grants.

For more information please visit:

<https://www.celgene.com/research-development/celgene-medical-affairs/medical-affairs-grants/>

Frequently Asked Questions

Q: Who can submit a grant request to Celgene?

A: Any hospital, medical education company, professional association or other entity seeking support for educational or scientific events.

Q: What if I have forgotten my Username and/or Password?

A: Please go to the grant portal (www.celgene.com/research-development/celgene-medical-affairs/educational-grant-requests/.) and click on the Registered User icon in the top right portion of the page. You will be taken to a screen that provides an option to change your password or reset if forgotten. Your username is your email address. If you are still experiencing difficulty please email us at educationalgrants@celgene.com.

Q: How do I receive assistance if I have a question or need help?

A: Please refer to the Help Resources on our grant website or in the grant portal. There is a User's Guide, FAQ document and an archived webex to assist you. If you require further assistance email us at educationalgrants@celgene.com. This mailbox is monitored regularly and we aim to reply to emails within 2-3 business days.

Q: Can grant requests be submitted any time of the year?

A: Yes, grant requests can be submitted at any time. Please note our policy that a request **must be submitted at least 60 days prior to the start date of the program or Congress**. It is recommended to check the Celgene grant site frequently for important postings and dates regarding requests for proposals.

Q: How will I know if my grant application has been received?

A: Once an application has been submitted, you will receive an automated email from Celgene stating that your application has been 'Acknowledged'. Please check your Spam folder if you have not received the email. You can also monitor the status of your grant application by logging into the grant database and from your Home page see all grants listed and their status.

Q: How is a Requestor notified of the Grant Committee's decision?

A: Approximately 60 days following your grant submission, Celgene Corporation will notify you of the Committee's decision. If a request has been approved, a notification is sent via email with instructions for processing the Letter of Agreement. If a request is declined, a decline letter is sent via email. The Requestor can also login into the database at any time to monitor the status of a request.

Q: Can a Requestor resubmit a grant request that has been declined?

A: Once a grant request has been declined, it cannot be resubmitted.

Q: What is required if my grant has a change of scope?

A: All change of scopes must be entered into the grant database. Log into the system, from your Home page, select the Educational Grant tab, in the View dropdown, select Status: Approved and click GO. Select your grant request, click to open and at the top of the page you will see a button that says 'Change of Scope'. Click on the button and follow the prompts as directed. If a COS is needed, it should be submitted *prior* to the program start date that you provided on your application. A COS is required for changes to the program format, changes to learning objectives or any change to deliverables outlined in the original grant request. **Note: Please do not send Change of Scope requests via the educational grants email. Only COS requests sent via the grant application system will be processed.**

Q: What if my program start or end date changes for either a live or enduring activity?

A: If you have a change in program start or end date, please notify the grant manager directly or email educationalgrants@celgene.com. The new program dates will be entered into the system by Celgene. Your program start and end dates are the trigger for your outcomes and budget reconciliation notifications so it is very important for the system to have accurate information.

Q: Will I be able to change the grant application after it is "acknowledged"? This would include revising any uploaded documents.

A: No, once your grant has been submitted and the status has changed to 'Acknowledged' you cannot make any edits or upload any revised documents. In the event that Celgene reaches out to request more information (RFI), then at that time you would be able to enter the grant & respond to the RFI by providing the additional information.

Q: Can I cancel a grant?

A: Yes, you can log into the system, open your grant and select the button at the top, 'Cancel Grant Application'. You will be asked to provide a reason for the cancelation. The Cancel button remains available until the program start date.

Q: Where do I go to provide my budget reconciliation?

A: Log into the system and from your Home page under the 'My Tasks' section you will see your grant displayed with a completion due date for Budget Reconciliation. By clicking onto the grant number, you will be taken to a screen that will allow you to upload your information.

Q: How do I submit outcomes/evaluation data?

A: Log into the system and from your Home page under the 'My Tasks' section you will see your grant displayed with a completion due date for Outcomes/Evaluation Reconciliation. Click onto the grant number which will take you to the application page. Select Outcomes/Evaluation Reconciliation button at the top. This will take you to the Outcomes section of the system. For more specifics related to this process, please consult the User's Guide which is located under the Instructions tab in the Outcomes/Evaluation area or under Help Resources from your home page.

Q: Can I submit my outcomes/evaluation reconciliation or my budget reconciliation before seeing it posted in the system under 'My Tasks'?

A: Yes, you can submit your reconciliation documents any time after the program end date. You would locate your grant by selecting the Educational Grants tab from your home page, go into View, select Status: Approved and click GO. From the list of grants, you would select the grant request ID, open the grant and then click on Outcomes/Evaluation or Budget Reconciliation.

Q: My program start date is less than 60 days from now. Can I still submit?

A: **Celgene does not accept applications for programs where the application is not submitted at least 60 days prior to the program start date.** This is due to the volume of current requests and review process times that must be allowed for. Please contact educationalgrants@celgene.com if you have further questions.

Q: What should I do if I'm locked out of my account or forgotten my password?

A: Send an email to PathfinderAppSupport@celgene.com. The email subject line should state, **Educational Grants Log-In Assistance**. In the text of the email, include your username. If you do not remember the username, include your contact details such as first name, last name and email address.

Q: If my account is overdue, for budget and/or outcomes reconciliations, can I still submit a grant request?

A: Yes, you may submit a grant request however you must provide information as to why any outstanding reconciliations are not yet addressed. We understand that minor delays may occur however Celgene reserves the right not to advance new grant requests if your account is not brought current. If you have questions related to

completing your budget or outcomes reconciliation, please refer to the Help Resources available on the site which include a User's Guide, FAQ document and archived WebEx.

Q: Who do I contact with questions relating to spend transparency?

A: For specific information regarding Celgene support of grants as it pertains to reporting transfers of value, please visit the website link at the beginning of this document. For specific questions regarding reporting actual transfers of value for already supported programs please contact transparency@celgene.com.

Q: Do I have to use the Final Program Summary template provided in the outcomes required documents?

A: No. If you have a standard template, you normally use that can be uploaded instead. The template provided on the site is recommended but not mandated.

Q: Do I have to use the Budget Template provided in the grant application area?

A: Yes. Celgene has revised our process and now requires that all grant applications use our budget template which can be found in the grant application.

You may also access this template by visiting the link at the beginning of this document. After accessing this link select either *independent medical education* or *scientific advancement grants* and then the Budget Guidelines section.

Q: Is there any help available to assist while in the process of submitting a grant application or when completing outcomes and/or budget reconciliations?

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