IPSEN

Grants & Donations Portal

Guide for Requestors

September 2025

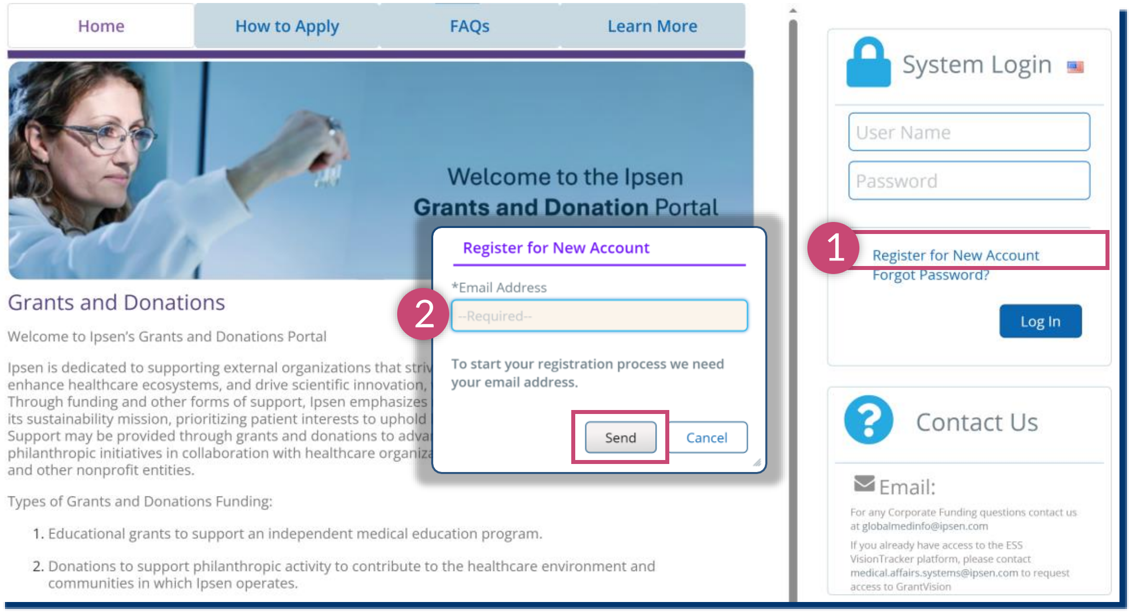
Register on the Portal - 1/3

Registration for a new account on the Grants & Donations portal is required only once.
Once registered, you can directly enter your User Name (email address) and Password in the right panel to login.

Grants & Donations Portal:

1. On the right-hand side of the screen, click the ***Register for New Account*** link.
   - The ***Register for New Account*** pop-up window opens.

2. Enter your email address and click ***Send***.



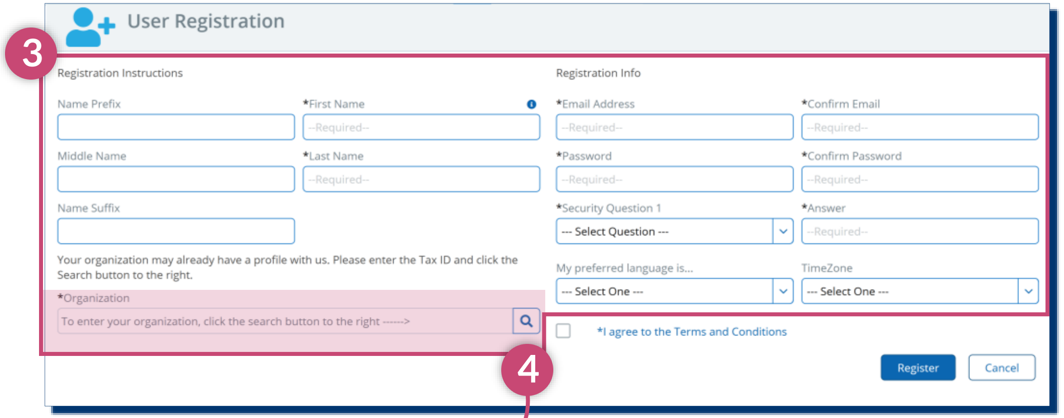
Register on the Portal - 2/3

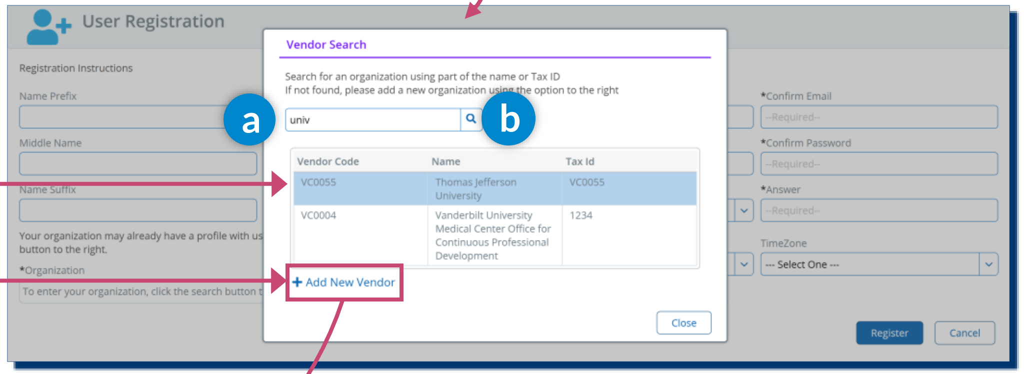
3. Complete the requested information in the **User Registration** screen.
   *Mandatory fields are marked with an *.*

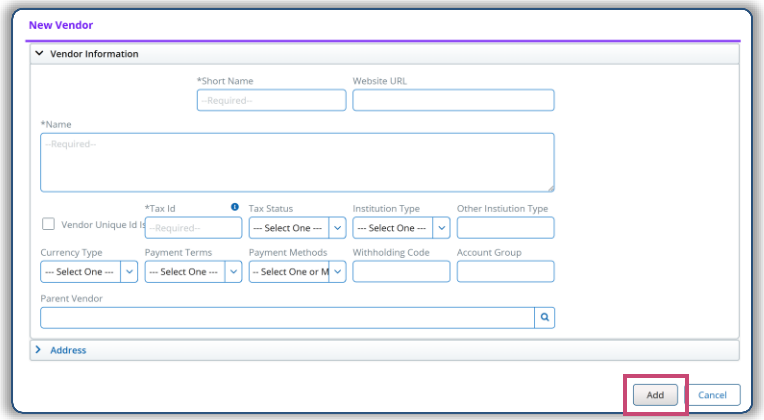
4. ***Organization***: click the icon to select your organization or add it if needed.
   a. Look for your organization by entering part of the name or Tax ID.
   b. Click .

   → If found, click the organization row to select it.

   → If not found, click + Add New Vendor
   complete at least all requested fields and click **Add** at the bottom right.







Register on the Portal - 3/3

5. Tick the box indicating that you ***agree to the Terms and Conditions***.

6. Click the ***Register*** button.

   ▶ You will **receive an email** from iEnvision Pharma.

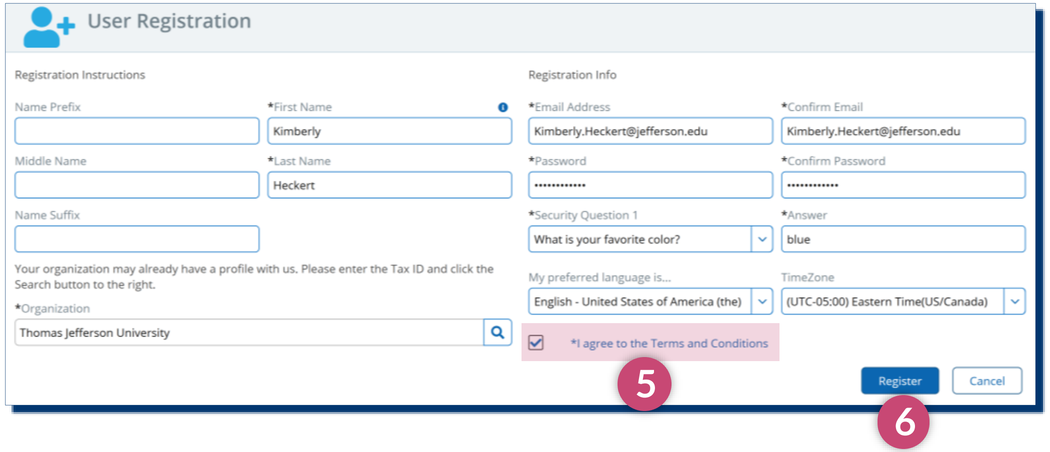
   If you do not receive the email, check your spam or junk folder. Otherwise, contact your IT support team to ensure that your firewall is not blocking emails from "Envision Pharma".

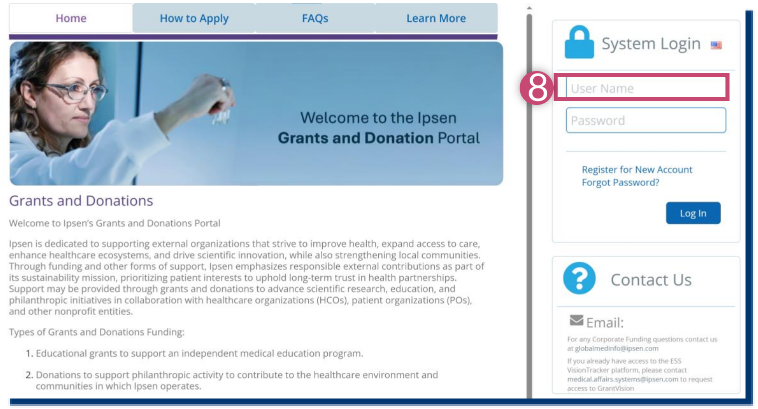
7. Click the **link** in the email and **complete your registration**.

8. Once your account is activated, you can enter your User Name (email address) and Password in the right panel to login and be able to submit a grant or donation request.

   To be granted access to a specific request or to grant access to another team member:

   - Make sure the person is already registered on the Grants & Donations portal.
   - Then, contact your usual Ipsen contact or send a request to *medical.affairs.systems@ipsen.com*.



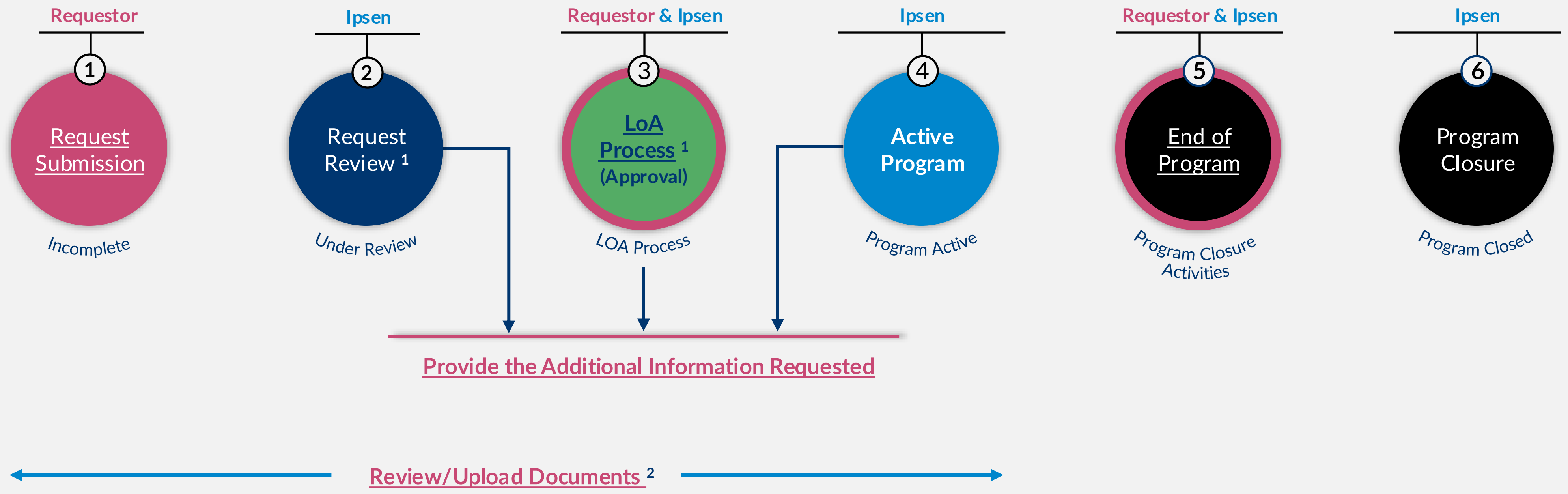


Grants & Donations

Workflow Steps

*Click to navigate to the sections you are involved in (highlighted in **pink**)*

Note: The request status evolves. Under each step of the workflow is noted the corresponding status.



1 ***Additional information might be requested** at 'Request Review', 'LoA (Letter of Agreement) Process' and 'Active Program' steps.*

2 ***The requestor may review/upload documents** when submitting the request or whenever requested by Ipsen to provide additional information.*

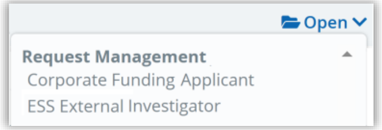
Request Submission

Login and Start the Request Submission (Application Type)

Request Submission

1. Log in to the Grants & Donations portal:
   Enter your User Name (email address) and Password in the right panel to login.

   If you are also a user of the ESS (Externally Sponsored Research/Studies) portal, you can use the ***Open*** *menu to toggle between the two portals:*



2. Click the Start New button.

3. Select the appropriate **Application Type**:

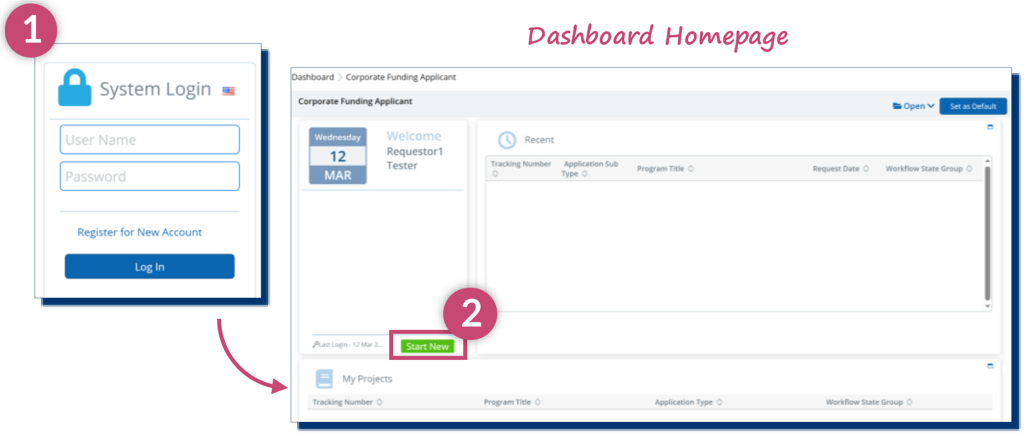
   Both application types are **non-promotional activities** that Ipsen undertakes to contribute to the healthcare environment and communities in which it operates.

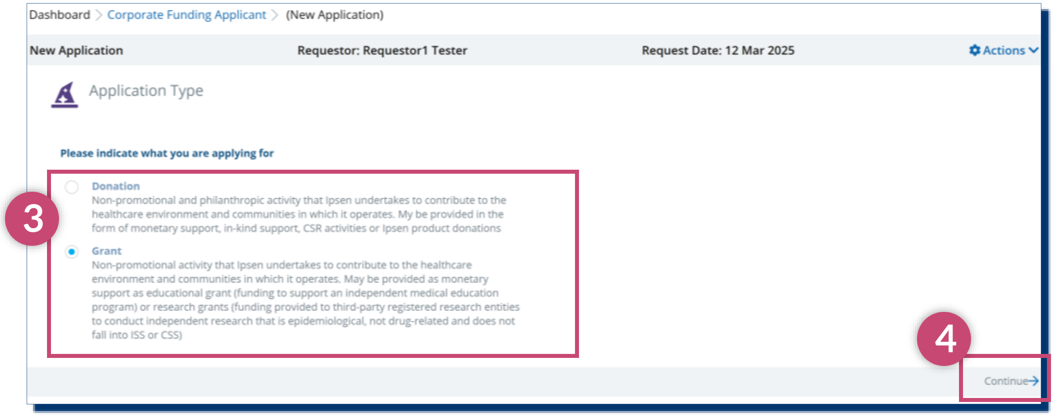
   - ***Donation***: Monetary support, in-kind support, CSR activities or product donation to support **philanthropic activity**.
   - ***Grant***: Monetary support awarded as an **educational grant (**to support an independent medical education program) **or a research grant** (to support independent research that is epidemiological, not drug-related and does not fall into ISS or CSS).

   The workflow is similar for both the donation and grant applications.

4. Click ***Continue*** at the bottom right of the screen.

   ▶ The Ipsen's Acknowledgement statement opens.





Complete the **Acknowledgment** and **Attestation** nodes

Request Submission

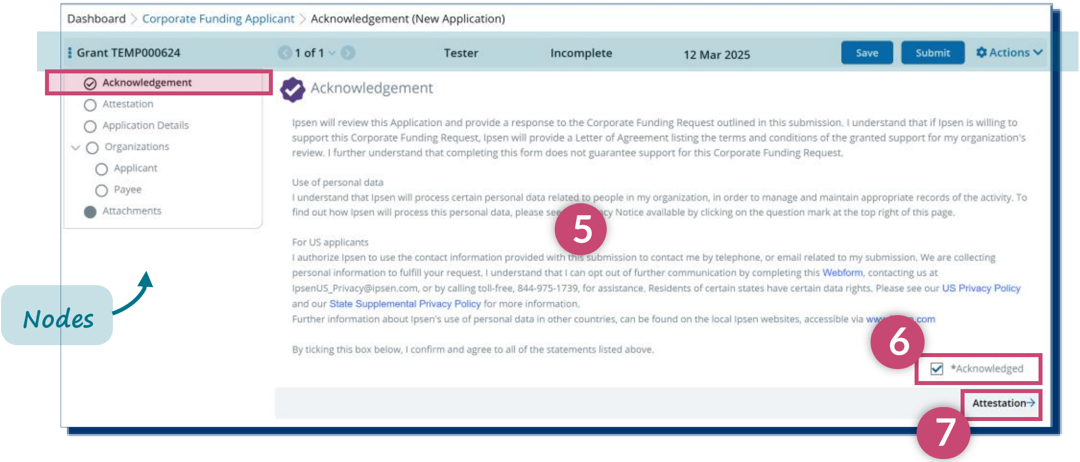
SCREEN OVERVIEW

- **Context bar** (at the top): displays, in particular, the ***Tracking number***, the ***Current Status***, and the ***Actions*** menu
- **Nodes** (sections in the left panel)
  - ***Empty circle:*** The node contains required fields that have not yet been completed
  - ***Checkmark in circle:*** All required fields have been completed
  - ***Shaded circle:*** The node does not contain required fields

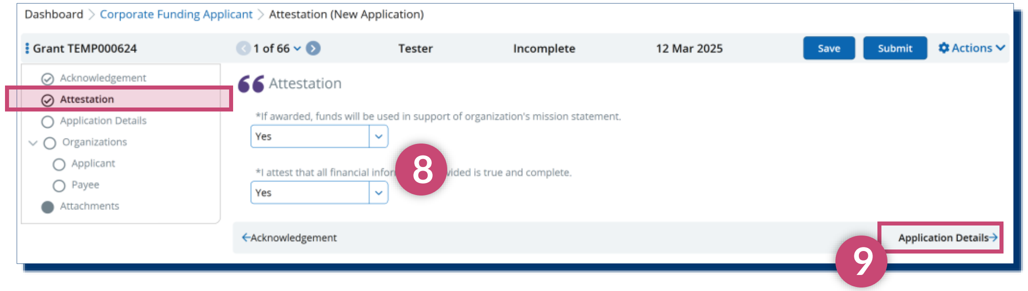
*The name of the **open node** appears in **bold**.*

*As you move from node to node, the system automatically saves (also possible manually at any time via the **Save** button or the **Actions** menu).*

5. Read all statements carefully.
6. Tick the ***Acknowledged*** box at the bottom right of the screen to indicate you agree to all terms and conditions.
7. Click **Attestation →** to open the **Attestation** node.



8. Answer the question(s) asked by selecting the appropriate option from the dropdown menu.
9. Click **Application Details →** to open the **Application Details** node.



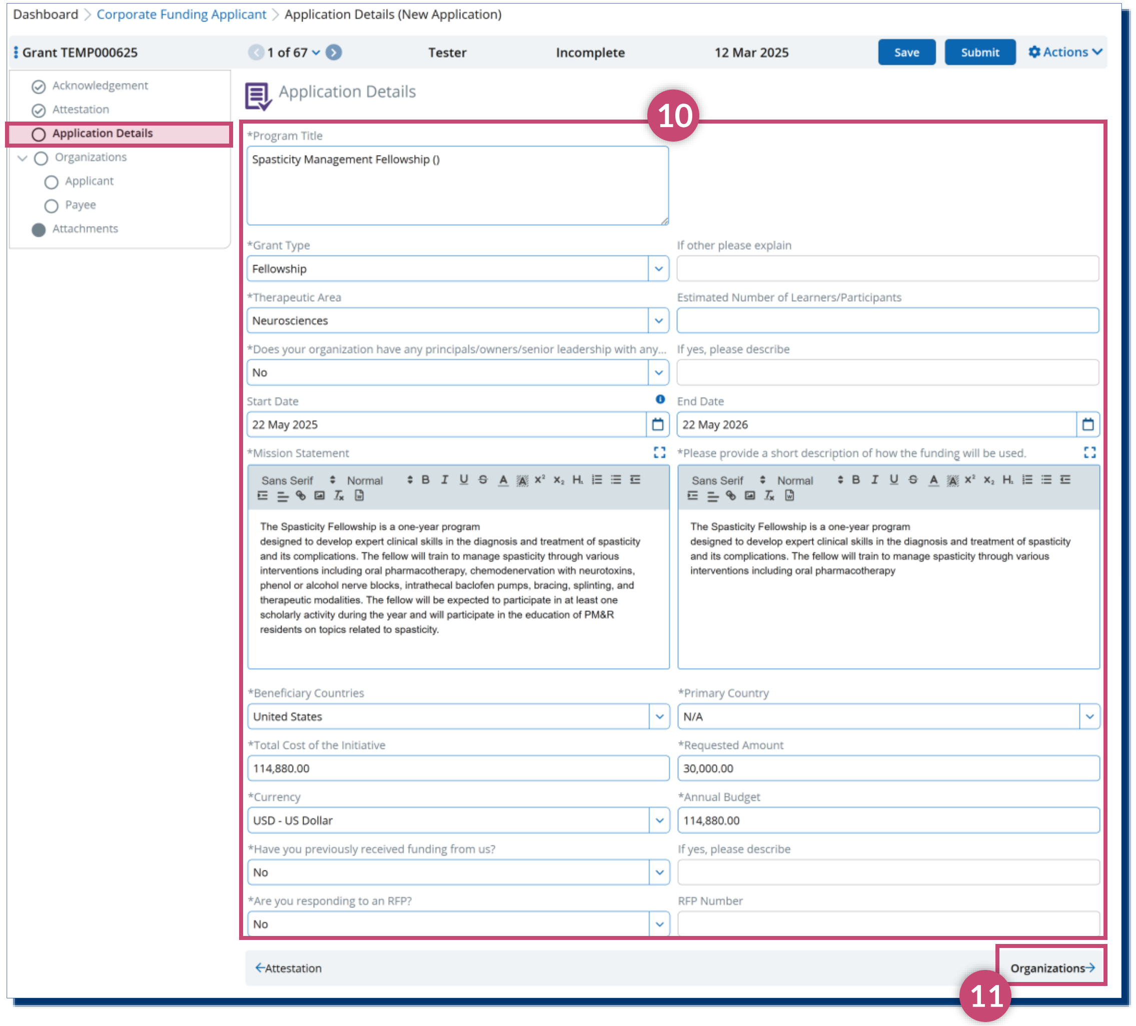
Complete the **Application Details** node

Request Submission

10. Complete the requested information.

Mandatory fields are marked with an asterisk (*).

- If it is a grant request, the ***Grant Type*** *you select determines an additional node that will appear in the left panel, which you will need to complete.*
- In the ***Beneficiary Countries*** field, if your country is not listed, please select "Other ". Your request will be reviewed by our global team.
- *Selecting specific values in certain fields may make other fields, which are not required by default, mandatory. In such cases, an asterisk (*) will appear to indicate the mandatory fields.*
- *Scroll down and ensure the node is fully filled out.*
- *Depending on your screen resolution, some field names may not display fully. ▶Hover over to view the full name.*



11. Click **Organizations →** to open the **Organizations** node.

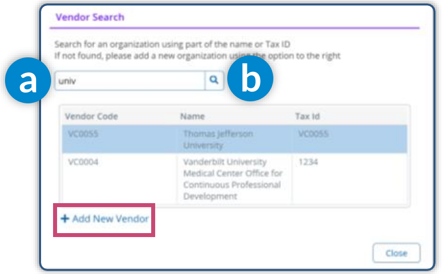
Complete the **Organizations** node - *Requestor section*

Request Submission

In the **Organizations** node, you need to complete both ***Requestor*** and ***Payee*** sections.

Requestor information

12. Click Copy contact from and choose from the Profile or Payee.
    - Some fields (First Name, Last Name, etc.) are automatically populated with the information already entered.
13. Fill in the ***Organization/Institution Name*** : click the icon to select your organization or add it if needed.

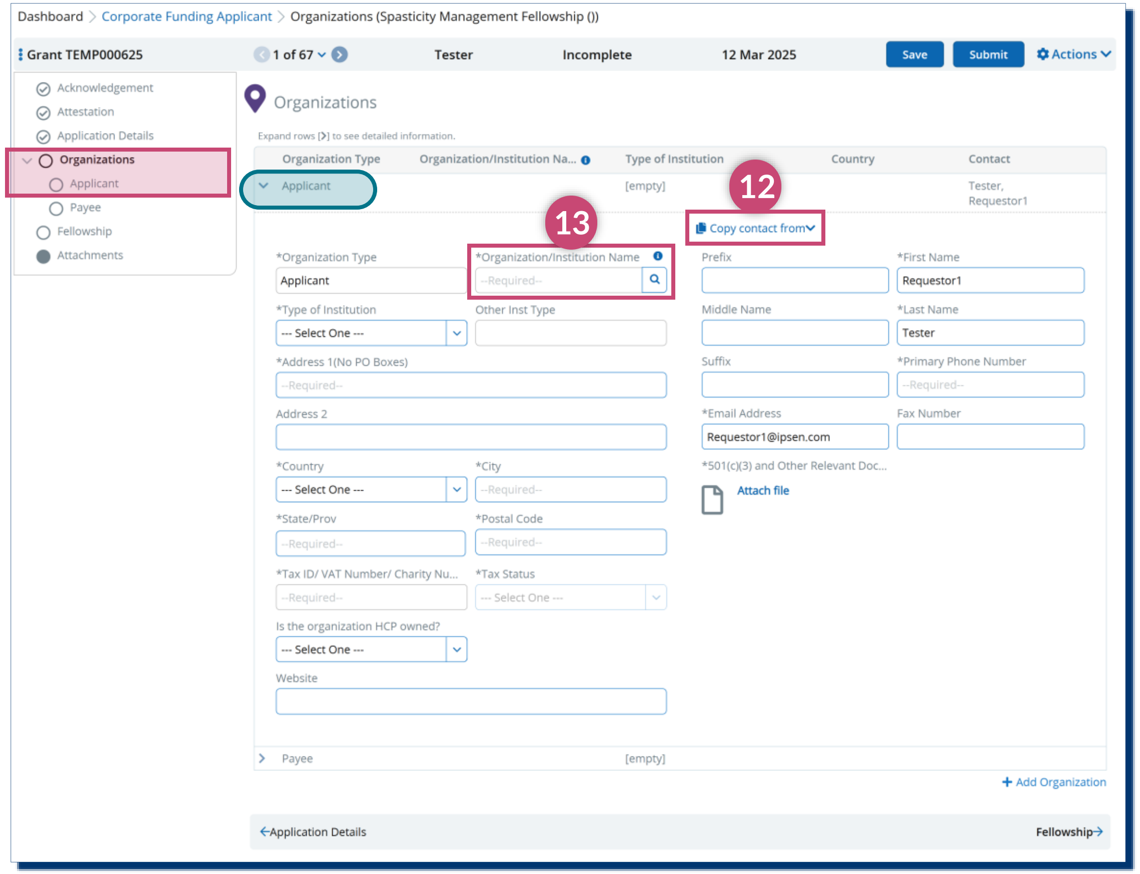


   a. Look for your organization by entering part of the name or Tax ID.

   b. Click .

   - If found, click the organization row to select it.
   - If not found, click + Add New Vendor complete at least all requested fields and click **Add** at the bottom right.

Make sure all Requestor fields are accurate, whether automatically populated or not.



Complete the **Organizations** node - *Payee section*

Request Submission

Payee information

14. Scroll down to the **Payee** section (or click the **Payee** node on the right side).

15. Click Copy contact from and choose from the Profile or Requestor.

   - Some fields (First Name, Last Name, etc.) are automatically populated with the information already entered.

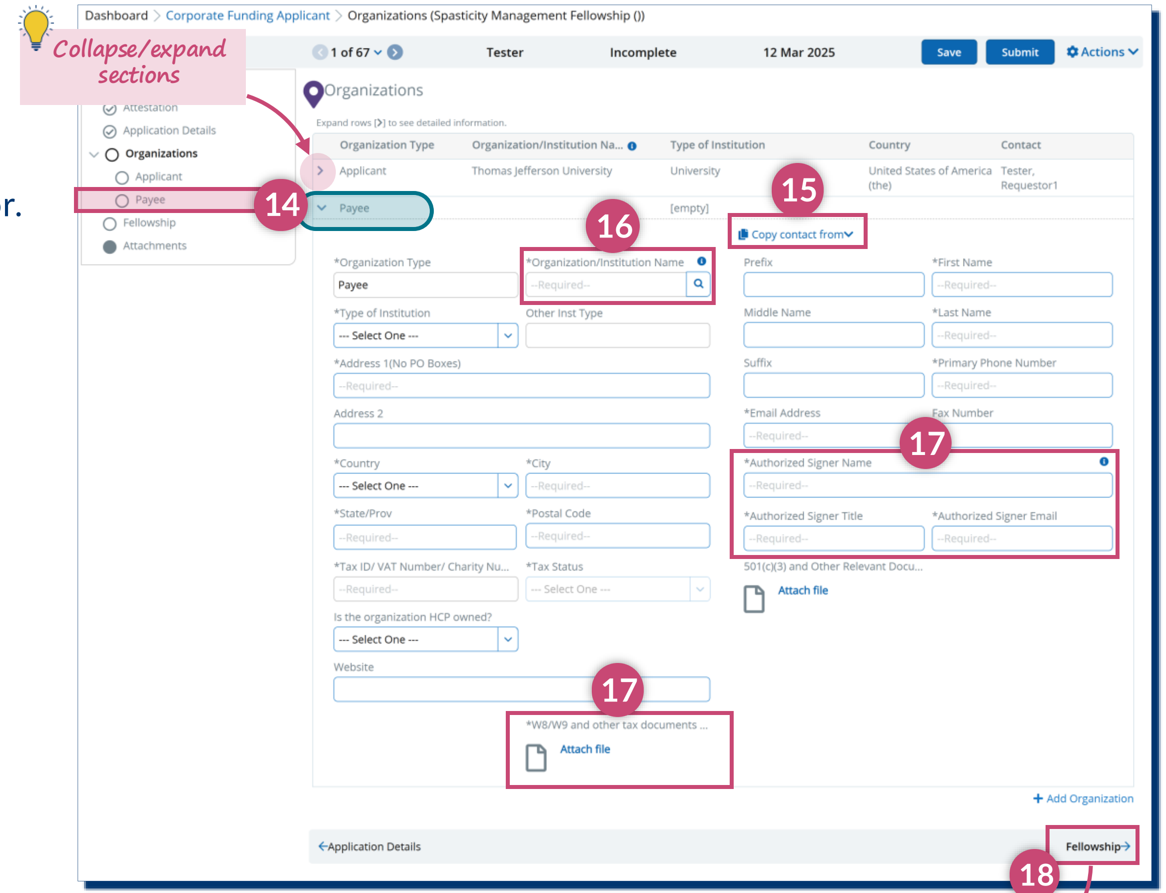
   Or manually complete the Payee information.

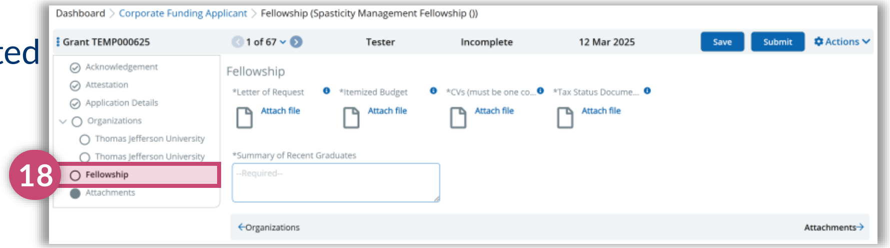
16. Fill in the ***Organization/Institution Name*** : click the icon to select your organization or add it if needed.
   See previous step (Complete the Organizations node - Requestor section)

17. Complete at least all mandatory fields (in particular ***Authorized Signer Name***, ***Title*** and ***Email***) and attach required files such as W8/W9 (click **Attach file**).

Make sure all Requestor fields are accurate, whether automatically populated or not.

18. **If this is a Grant request** (if not, proceed to the next step):
   Open (from the link at the bottom right of the screen or from the table of contents on the left) and complete the additional node related to the selected ***Grant Type*** (Award Program, CME (accredited), Fellowship, HCP Medical Education (non-accredited), Patient Education, Other).





Review the **Attachments** node and **Submit** the Request

Request Submission

19. Open the **Attachments** node which gather all files that have been uploaded in the other nodes.
    - Review the attached files.
    - If relevant, upload additional files.

    *See **Upload of Documents**.*

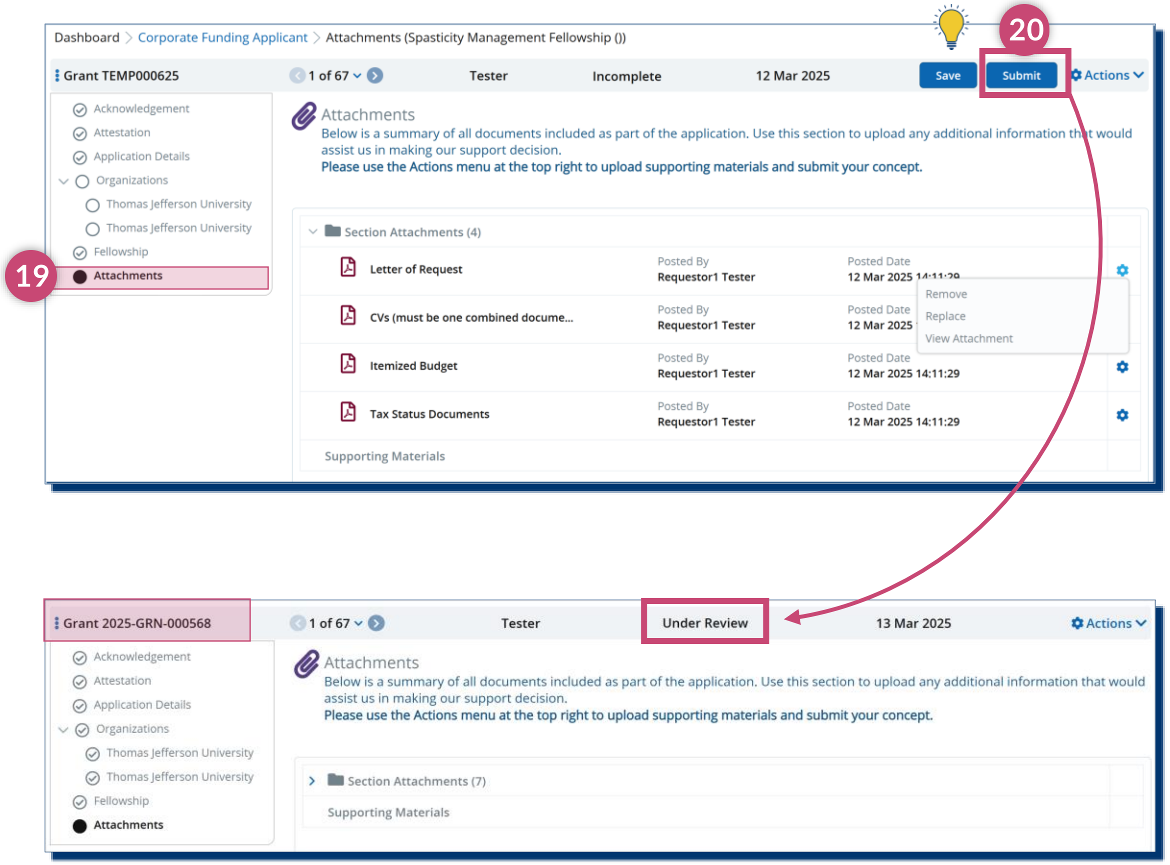
If you want to complete your request later, click Save to keep the data.

20. When you are ready to submit your request, click Submit or select ***Actions > Submit***, then confirm that you want to submit.

    If some mandatory fields have not been completed, a **Submission Errors** popup window will appear, listing the missing fields. To help you locate them, a icon will be displayed next to the relevant nodes and fields.

    If the submission was successful:
    - The request status will change from **Incomplete** to **Under Review**.
    - You will receive a Confirmation Receipt email notification.

Upon submission, you will no longer be able to edit your request unless you are requested by Ipsen to provide additional information.



Review/Upload of Documents

Review/Upload Documents via the *Attachments* Node

Request Submission | **LoA Process** | Active Program

The **Attachments** node gathers all files that have been uploaded (either in other nodes or in this **Attachments** node).

You may upload documents when submitting your request or whenever you receive a notification from Ipsen requesting additional information.

1. Display the ***Attachments*** node.

   *The **Section Attachments** folder contains files uploaded in other nodes.*
   *The **Supporting Materials** folder contains files uploaded in the Attachments node.*

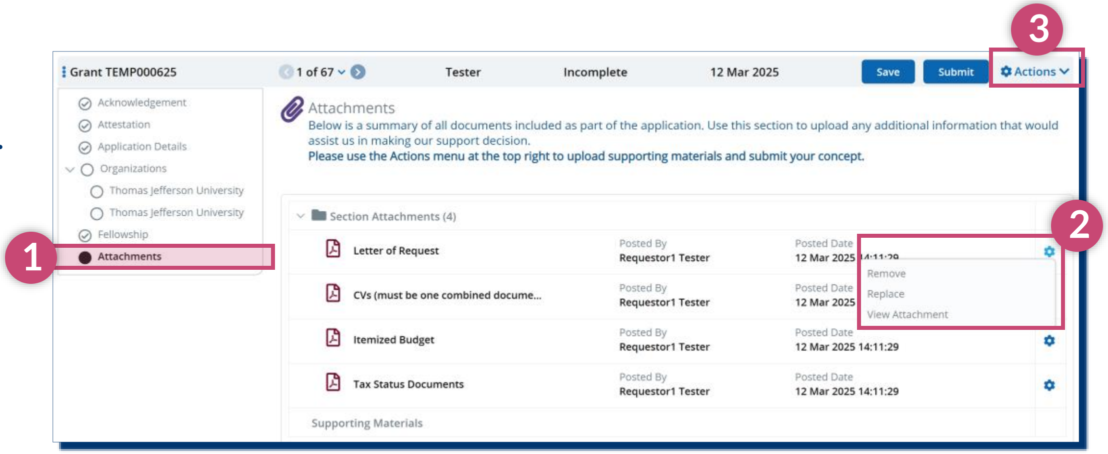
Review the files already attached:

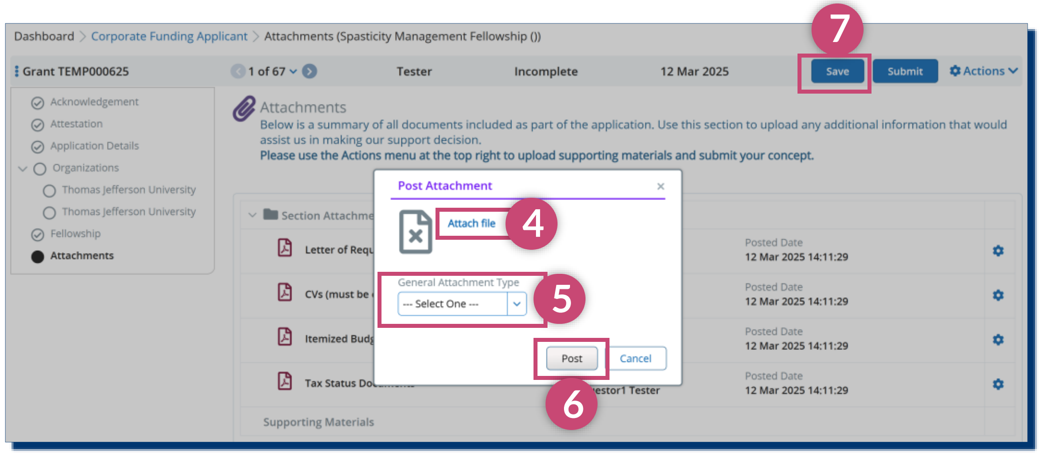
2. From the icon on the right-hand side of each attachment, you can ***Remove***, ***Replace***, or ***View*** each attachment.

To upload a new file:

3. Select ***Actions > New Supporting Material***.
   - The ***Post Attachment*** pop-up window opens.
4. Click **Attach File** and select the appropriate file.
5. Select the **Attachment Type**.
6. Click the ***Post*** button.
7. Click **Save** .

   Don't forget to **save** (even if you have already posted your file) to ensure that your file will be attached correctly.





Additional Information Request

Provide the Additional Information Requested

Request Review | LoA Process | Active Program | End of Program

At any time in the workflow, you may receive a notification from Ipsen requesting additional information.

- In this case, the request status becomes **Additional Info Requested**.

1. From the email notification you received, click the **embedded link** to log into the portal and be able to access the Ipsen request details.

   From the Grants & Donations portal, you can also access the request details via the ***Additional Information Requested*** link at the left of the ***Welcome Dashboard***.

   - An ***Additional Information Questions*** pops up window opens.

2. Review the question(s) and click the X to close the pop-up window.

   At any time, you can re-open the pop-up window by clicking the icon next to the **Save** *button or by selecting* ***Actions > Addtl. Info Requested***

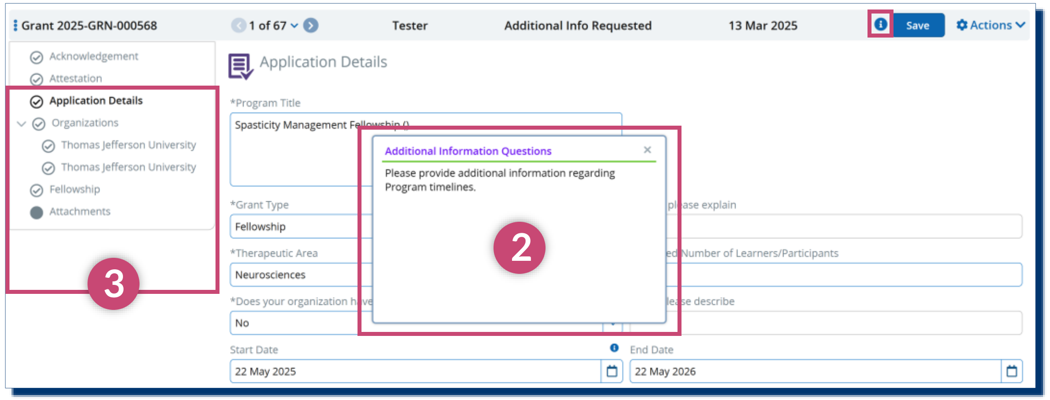
3. Complete the information requested in the **applicable node(s)**.

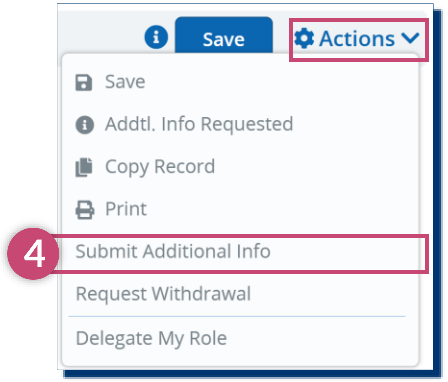
4. When your update is complete, select ***Actions > Submit Additional Info***.

   - The request status will change to **Additional Info Submitted**.

   An email notification will be sent to the Ipsen Coordinator.

   Upon submission, you will no longer be able to edit your request.





LoA (Letter of Aggreement) Process

Be Informed of Ipsen's Approval Decision

LoA Process

Whatever Ipsen's decision, you will be notified via email.

In the case of approval, you are informed that you will shortly receive the **LoA (Letter of Agreement)**, which you will need to sign electronically.

Ipsen is pleased to support your medical education program, titled Spasticity Management Fellowship with funding in the amount of USD 5,000.00 .

You will be receiving an email shortly requesting an electronic signature on the Letter of Agreement (LOA). Please carefully review the terms of the LOA. The electronic signature of the authorized signer is required to confirm acceptance of the LOA. Upon receipt, we will countersign the LOA and initiate the payment request.

Grant approvals are not connected to or conditioned upon the purchasing, prescribing, providing favorable recommendations for, or otherwise supporting Ipsen products. The funding of a grant request does not impose an obligation, expressed or implied, on the recipient to purchase, prescribe, provide favorable formulary status for, or otherwise support Ipsen products.

https://envisionpharma.com/ienv_ipsen/visiontracker/portal/openrequest.xhtml?bon=cg_educationrequest&boi=142&pgm=CORPFUND

The LoA electronic signature step is managed outside of the Grants & Donations platform, in a system called AdobeSign.

Upon receipt, Ipsen will countersign the LoA and initiate the payment request.

- The request status will then change to **Program Active** on the Grants & Donations platform.

Ipsen may potentially contact you again to request additional information. See ***Provide the Additional Information Requested***.

In any case, at the end of the program you will be required to provide some final information. See ***End of Program***.

End of Program
& Program Closure

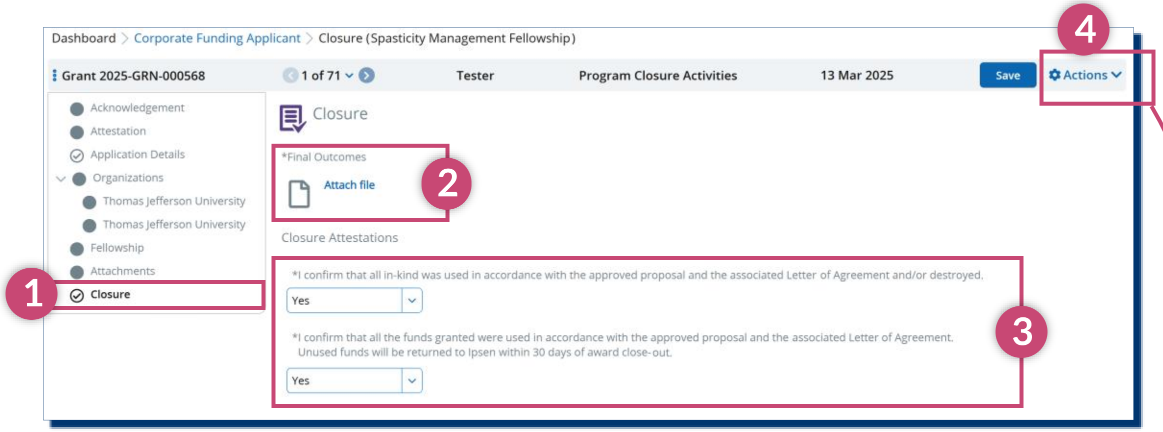
Submit Program Closure Information

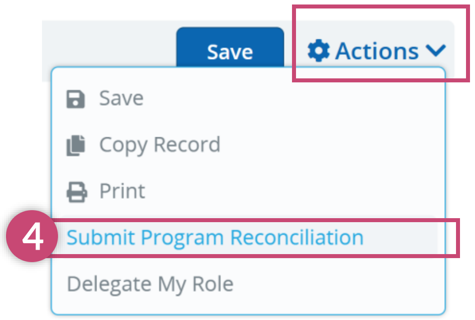
End of Program

When the program ends, you will receive a notification requesting you to provide final information for Program Closure.

The request status is now ***Program Closure Activities***.

1. Display the ***Closure*** node.
2. Click **Attach file** to attach (in a single file) all relevant documents that may serve as evidence of fund utilization (e.g., bill, manuscript, survey report).
3. Answer the questions asked (Closure Attestations) by selecting the appropriate option from the dropdown menu.
4. Select ***Actions > Submit Program Reconciliation***.





Ipsen will review the information you provided (additional information may be requested).

- You will receive a notification when your program is formally closed.
- The request status will change to **Program Closed Successfully**.