



Grants & Donations Portal

Guide for Requestors

September 2025

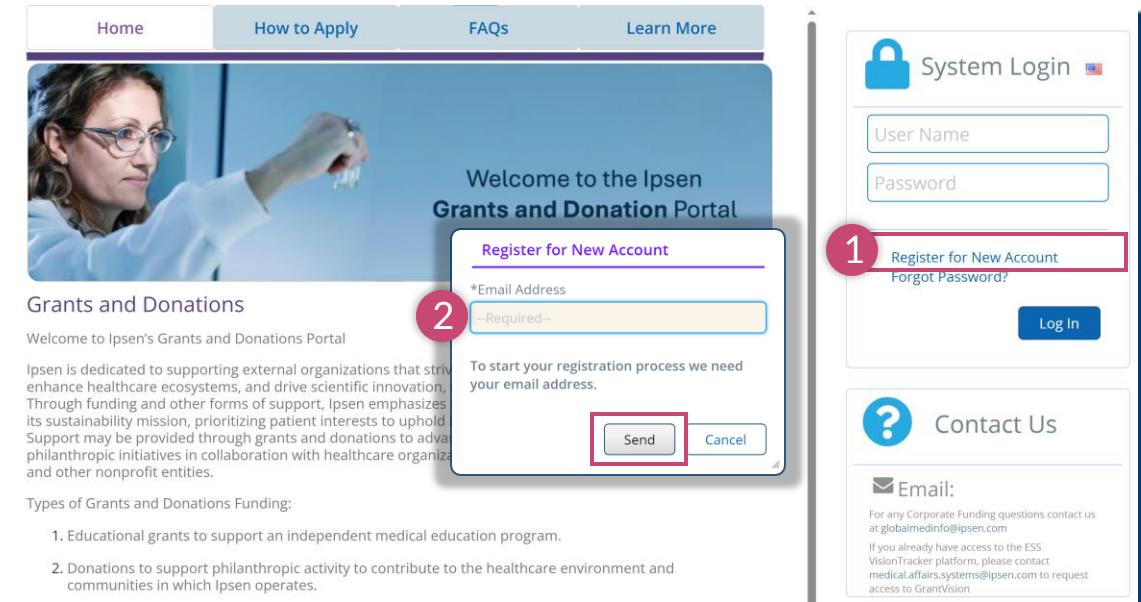
Register on the Portal - 1/3

 **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

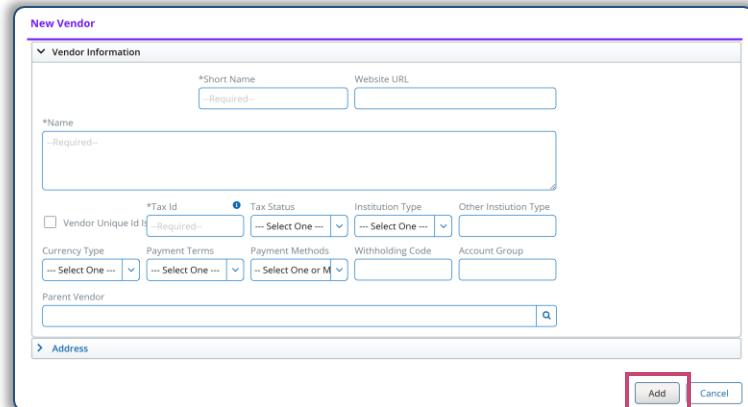
3. Complete the requested information in the **User Registration** screen.

Mandatory fields are marked with an *.

4. **Organization:** click the  icon to select your organization or add it if needed.

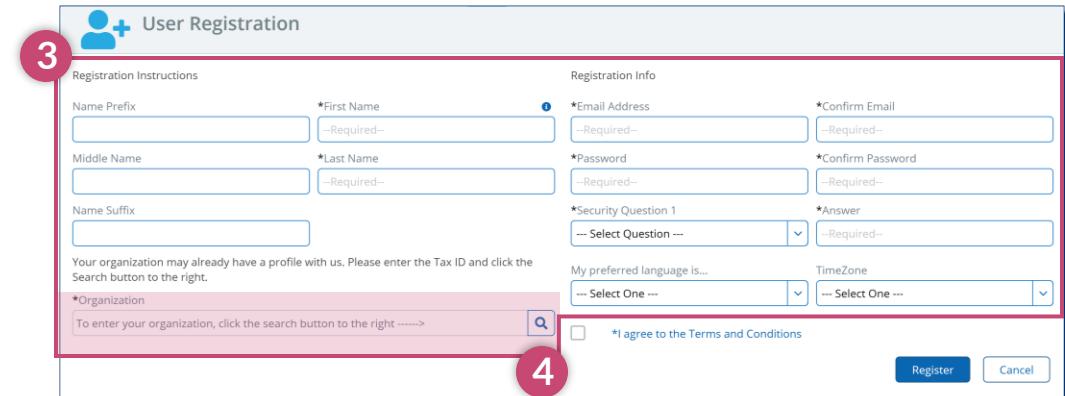
- Look for your organization by entering part of the name or Tax ID.
- Click .

- 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.

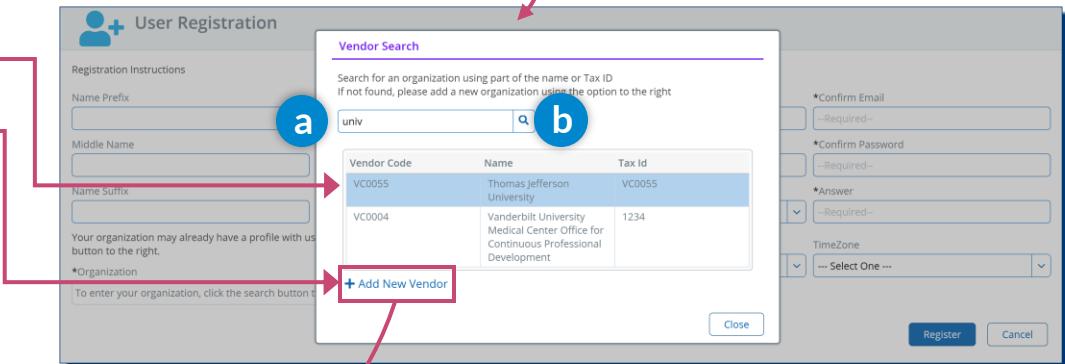


The form is titled 'New Vendor' and contains the following fields:

- Vendor Information:**
 - *Name: Text input field.
 - *Short Name: Text input field.
 - Website URL: Text input field.
 - *Tax Id: Text input field.
 - *Vendor Unique Id: Text input field.
 - *Tax Status: Radio button group with 'Tax Status' selected.
 - Institution Type: Select dropdown.
 - Other Institution Type: Select dropdown.
 - Currency Type: Select dropdown.
 - Payment Terms: Select dropdown.
 - Payment Methods: Select dropdown.
 - Withholding Code: Text input field.
 - Account Group: Text input field.
- Parent Vendor:** Text input field with a search icon.
- Address:** Text input field with a search icon.
- Buttons:** 'Add' (highlighted with a red box) and 'Cancel'.



The 'User Registration' screen shows the 'Organization' search field highlighted with a red box and a red circle with the number 3. A red arrow points from the 'Add New Vendor' button on the 'New Vendor' form to this search field.



The 'Vendor Search' results table shows two entries:

Vendor Code	Name	Tax Id
VC0055	Thomas Jefferson University	VC0055
VC0004	Vanderbilt University Medical Center Office for Continuous Professional Development	1234

Two blue circles with letters 'a' and 'b' are shown: 'a' points to the search input field containing 'univ', and 'b' points to the search icon. A red arrow points from the 'Add New Vendor' button on the 'New Vendor' form to the 'Add New Vendor' button on this screen.

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".

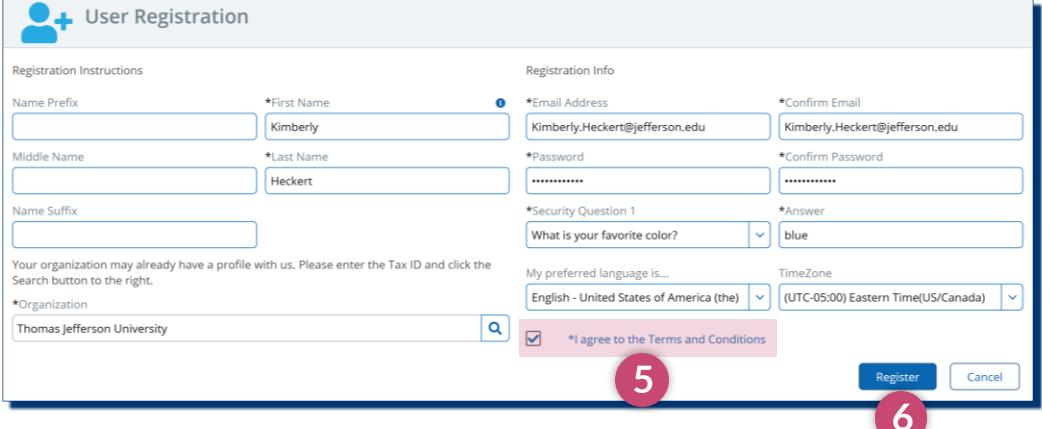
7. Click the link in the email and **complete your registration**.

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.



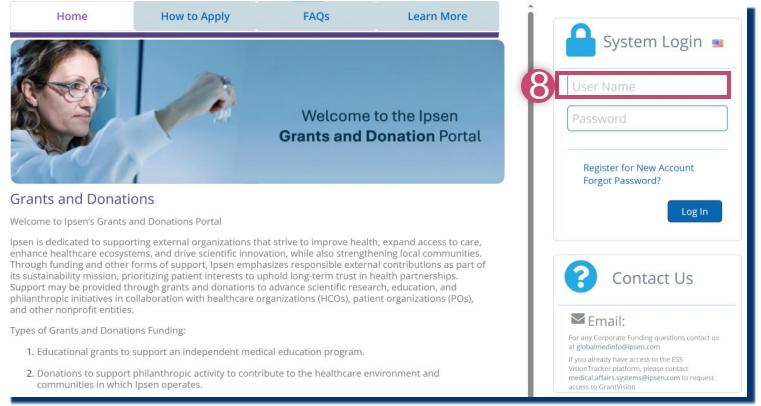
To be granted access to a specific request or to grant access to another team member:

- 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.

 User Registration

Registration Instructions

Name Prefix	*First Name	Registration Info
	Kimberly	*Email Address
Middle Name	*Last Name	*Confirm Email
	Heckert	Kimberly.Heckert@jefferson.edu
Name Suffix	*Password	*Confirm Password
	*****	*****
Your organization may already have a profile with us. Please enter the Tax ID and click the Search button to the right.		*Security Question 1
		*Answer
*Organization		What is your favorite color?
Thomas Jefferson University		blue
		My preferred language is...
		English - United States of America (the)
		TimeZone
		(UTC-05:00) Eastern Time(US/Canada)
<input checked="" type="checkbox"/> *I agree to the Terms and Conditions		5
<input type="button" value="Register"/>		6
<input type="button" value="Cancel"/>		

 System Login

Home How to Apply FAQs Learn More

Welcome to the Ipsen Grants and Donation Portal

Grants and Donations

Welcome to Ipsen's Grants and Donations Portal

Ipsen is dedicated to supporting external organizations that strive to improve health, expand access to care, enhance healthcare ecosystems, and drive scientific innovation, while also strengthening local communities. Through funding and other forms of support, Ipsen emphasizes responsible external contributions as part of its sustainability mission, prioritizing patient interests to uphold long-term trust in health partnerships. Some of these contributions include grants and donations to advance scientific research, education, and philanthropic initiatives in collaboration with healthcare organizations (HCOs), patient organizations (POs), and other nonprofit entities.

Types of Grants and Donations Funding:

1. Educational grants to support an independent medical education program.
2. Donations to support philanthropic activity to contribute to the healthcare environment and communities in which Ipsen operates.

User Name: 8

Password:

Register for New Account

Forgot Password?

Log In

Contact Us

Email:

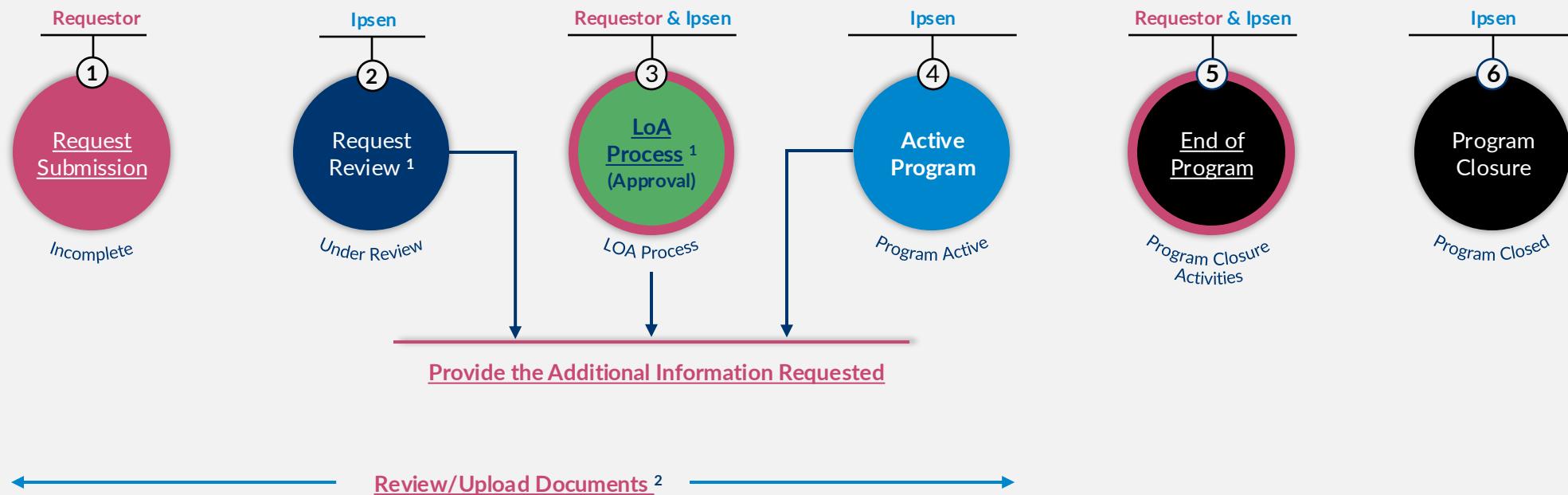
For any Corporate Funding questions contact us at globalmedinfo@ipsen.com
If you have active access to the ESS, ViroTracer please contact medical.affairs.systems@ipsen.com to request access to Grantsision

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)

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.

Dashboard Homepage

1. System Login

2. Start New

3. Application Type

4. Continue

Complete the Acknowledgment and Attestation nodes

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

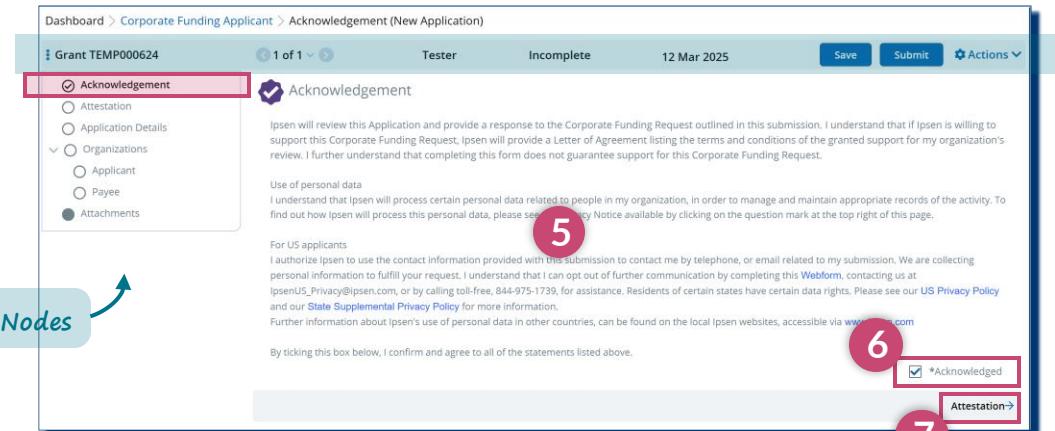


The name of the **open node** appears in **bold**.



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.



Dashboard > Corporate Funding Applicant > Acknowledgement (New Application)

Grant TEMP000624 1 of 1 Tester Incomplete 12 Mar 2025 Save Submit Actions

Acknowledgement (checkmark)

Attestation

Application Details

Organizations

Applicant

Payee

Attachments

Acknowledgement (checkmark)

Ipse will review this Application and provide a response to the Corporate Funding Request outlined in this submission. I understand that if Ipsen is willing to support this Corporate Funding Request, Ipsen will provide a Letter of Agreement listing the terms and conditions of the granted support for my organization's review. I further understand that completing this form does not guarantee support for this Corporate Funding Request.

Use of personal data

I understand that Ipsen will process certain personal data related to people in my organization, in order to manage and maintain appropriate records of the activity. To find out how Ipsen will process this personal data, please see our Privacy Notice available by clicking on the question mark at the top right of this page.

For US applicants

I authorize Ipsen to use the contact information provided with this submission to contact me by telephone, or email related to my submission. We are collecting personal information to fulfill your request. I understand that I can opt out of further communication by completing this Webform, contacting us at ipsenUS_Privacy@ipsen.com, or by calling toll-free, 844-975-1739, for assistance. Residents of certain states have certain data rights. Please see our US Privacy Policy and our State Supplemental Privacy Policy for more information.

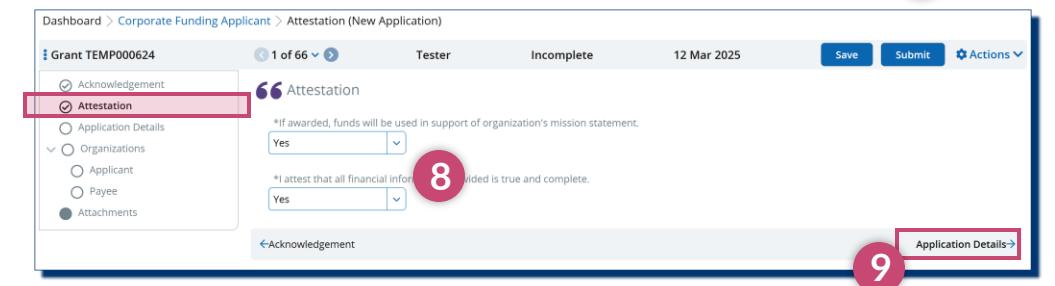
Further information about Ipsen's use of personal data in other countries, can be found on the local Ipsen websites, accessible via www.ipsen.com.

By ticking this box below, I confirm and agree to all of the statements listed above.

5

6

7



Dashboard > Corporate Funding Applicant > Attestation (New Application)

Grant TEMP000624 1 of 66 Tester Incomplete 12 Mar 2025 Save Submit Actions

Attestation (checkmark)

If awarded, funds will be used in support of organization's mission statement.

Yes

I attest that all financial information provided is true and complete.

Yes

8

9

Complete the Application Details node

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.

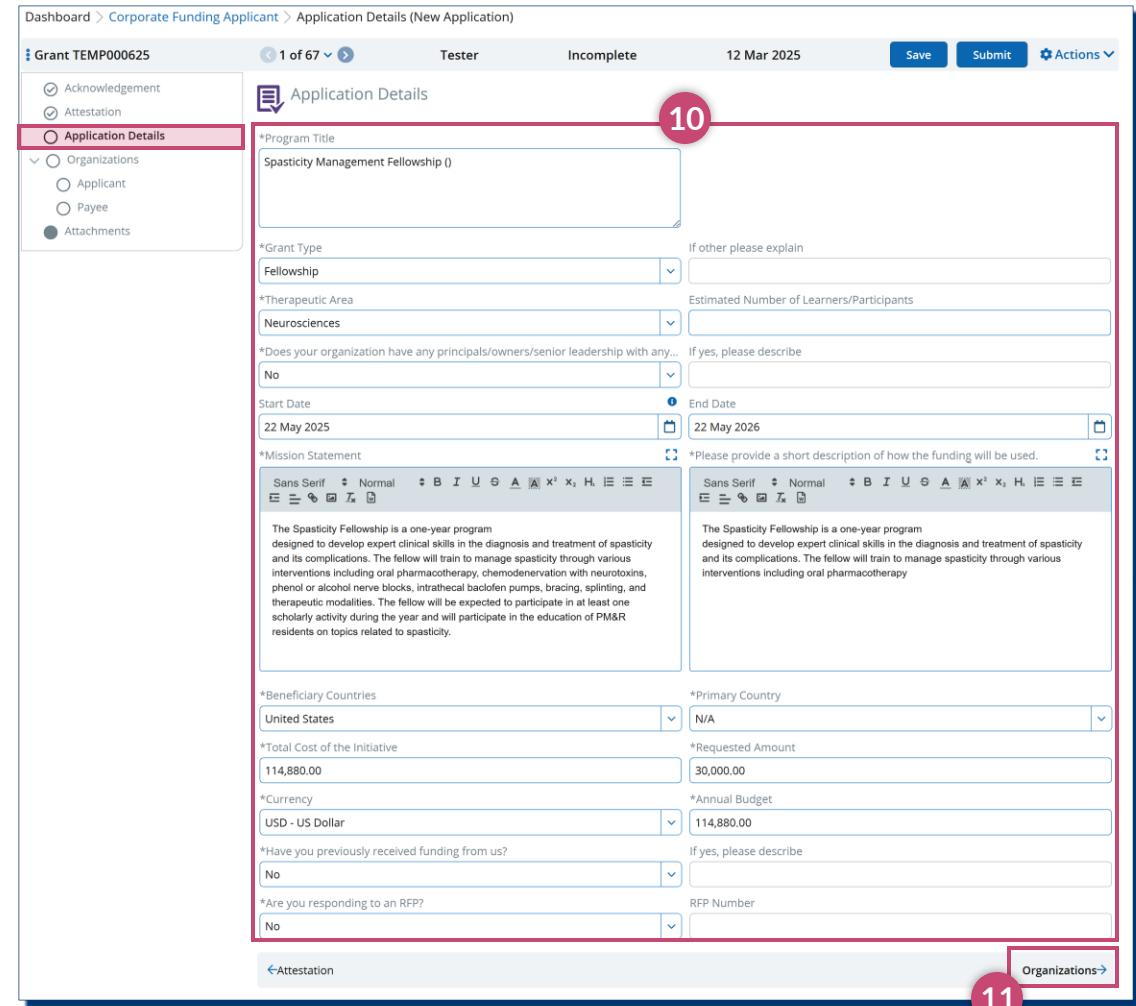
 In the **Beneficiary Countries** field, if your country is not listed, please select "Other". Your request will be reviewed by our global team.

 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.



The screenshot shows the 'Application Details' node in the Grants & Donations Portal. The left sidebar shows 'Grant TEMP000625' with sections for 'Acknowledgement', 'Attestation', and 'Application Details' (which is selected and highlighted with a red box and the number 10). The main content area shows the 'Application Details' form for a 'Spasticity Management Fellowship'. The form includes fields for 'Grant Type' (Fellowship), 'Therapeutic Area' (Neurosciences), 'Mission Statement' (a detailed text about the fellowship program), 'Beneficiary Countries' (United States), 'Primary Country' (N/A), 'Total Cost of the Initiative' (114,880.00), 'Requested Amount' (30,000.00), 'Currency' (USD - US Dollar), 'Annual Budget' (114,880.00), 'Have you previously received funding from us?' (No), 'Are you responding to an RFP?' (No), and 'Attestation'. The 'Organizations' node in the left sidebar is also highlighted with a red box and the number 11.

Complete the Organizations node - Requestor section

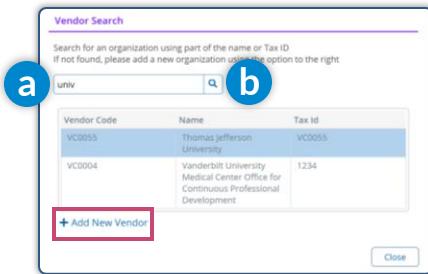
In the Organizations node, you need to complete both **Requestor** and **Payee** sections.

Requestor information

12. Click  and choose from the Profile or Payee.

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

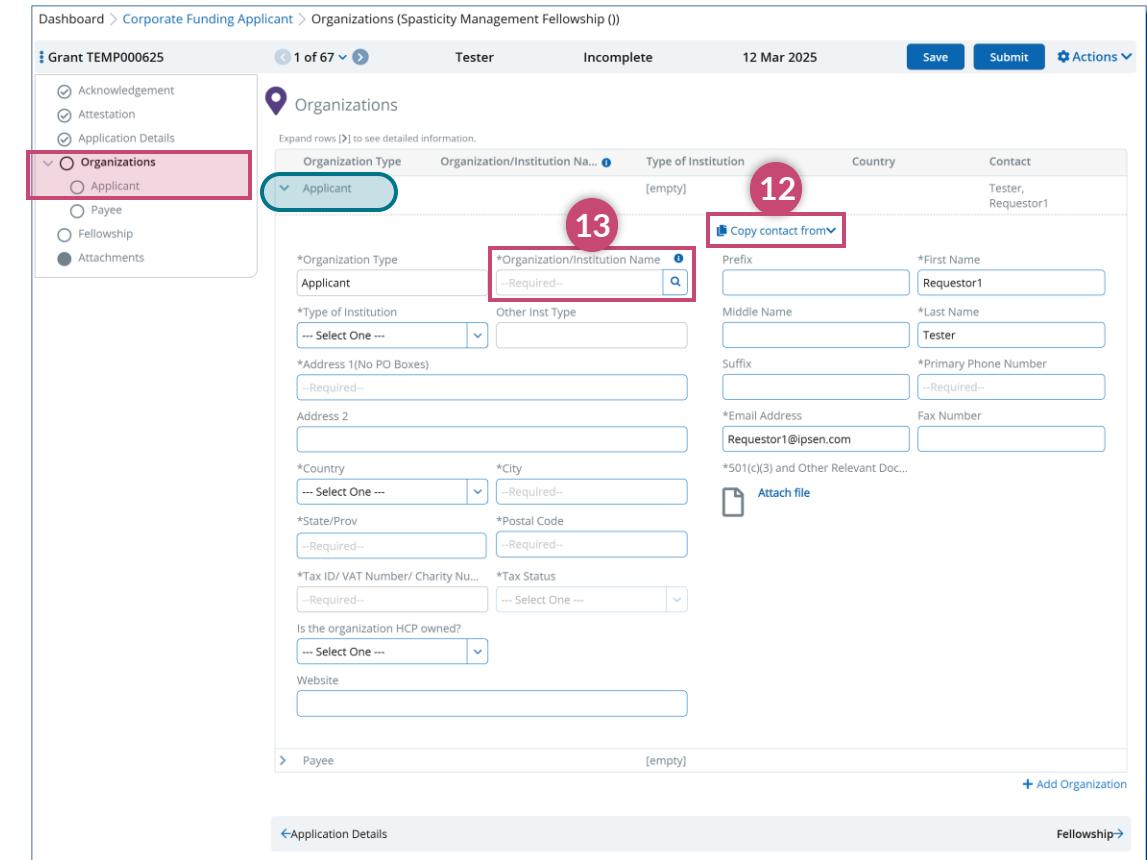
13. Fill in the **Organization/Institution Name** : click the  icon to select your organization or add it if needed.



The dialog box shows a search interface for finding an organization. It includes a search bar with the text 'univ' (labeled 'a'), a magnifying glass icon (labeled 'b'), and a list of results. The results table has columns: Vendor Code, Name, and Tax Id. Two entries are visible: 'VC0055' (Thomas Jefferson University) and 'VC0004' (Vanderbilt University Medical Center Office for Continuous Professional Development). A red box highlights the '+ Add New Vendor' button at the bottom left.

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



The screenshot shows the 'Organizations' section of the application. The left sidebar has a 'Grant TEMP000625' section with checkboxes for 'Acknowledgement', 'Attestation', 'Application Details', and 'Organizations'. The 'Organizations' checkbox is checked and highlighted with a pink box. The main area shows a table with columns: Organization Type, Organization/Institution Name, Type of Institution, Country, and Contact. The first row is selected and highlighted with a pink box. The 'Organization Type' dropdown is set to 'Applicant'. The 'Organization/Institution Name' field is empty and has a red box around it, labeled '13'. The 'Type of Institution' dropdown is set to '... Select One ...'. The 'Country' and 'Contact' fields are also empty. On the right side, there are various input fields for 'Requestor1': Prefix, Middle Name, Suffix, Primary Phone Number, Email Address, Fax Number, and '501(c)(3) and Other Relevant Doc...'. A red box highlights the 'Copy contact from' button at the top right of the Requestor section, labeled '12'. A red box also highlights the 'Organization/Institution Name' field, labeled '13'.

Complete the Organizations node - Payee section

Request Submission

Payee information

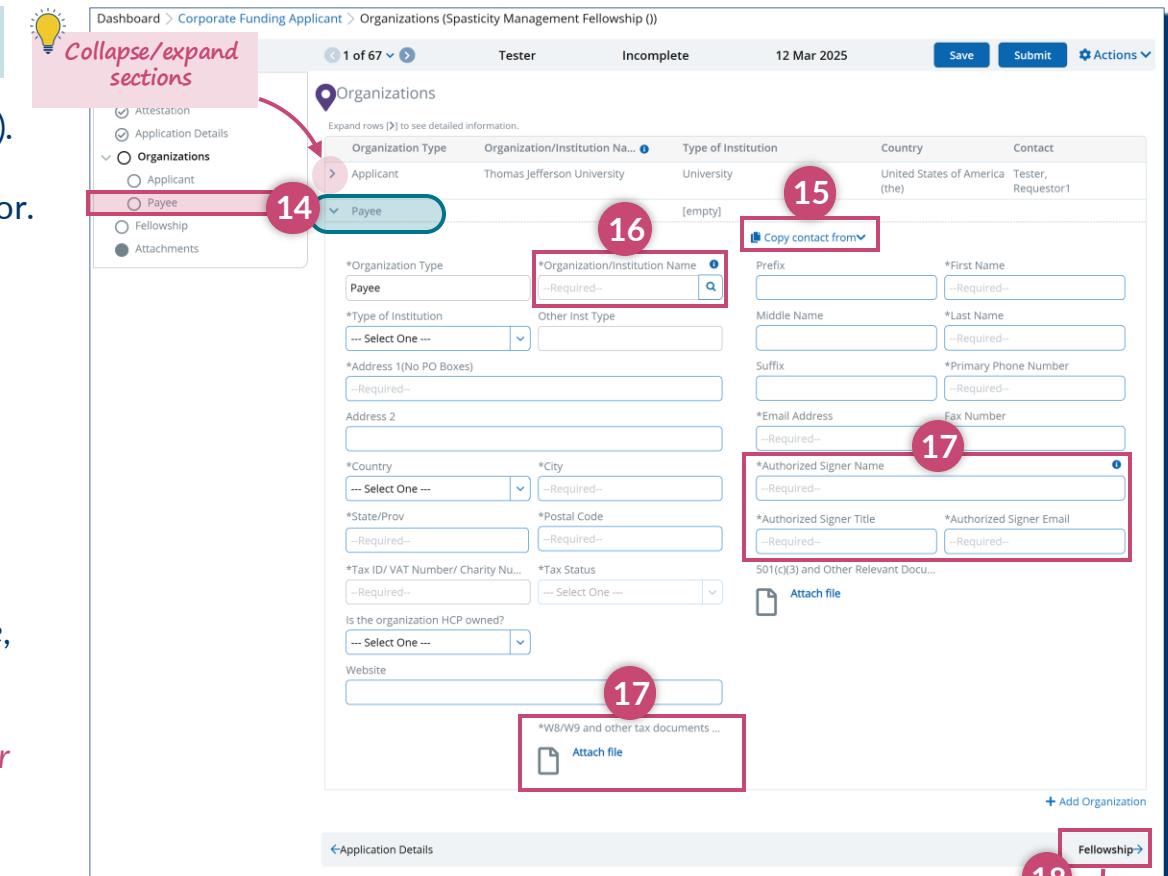
14. Scroll down to the **Payee** section (or click the **Payee** node on the right side).
15. Click  **Copy contact from** and choose from the Profile or Requestor.
 - ▶ Some fields (First Name, Last Name, etc.) are automatically populated with the information already entered.

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).



Dashboard > Corporate Funding Applicant > Organizations (Spasticity Management Fellowship ())

1 of 67 Tester Incomplete 12 Mar 2025 Save Submit Actions

Organizations

Organization Type Organization/Institution Name Type of Institution Country Contact

Applicant Thomas Jefferson University University United States of America Tester, Requestor1

Payee

*Organization Type Payee *Organization/Institution Name 

*Type of Institution ... Select One ... Other Inst Type

*Address 1 (No PO Boxes) 

Address 2

*Country ... Select One ... 

*City 

*State/Prov 

*Postal Code 

*Tax ID/ VAT Number/ Charity Nu... 

*Tax Status ... Select One ... 

Is the organization HCP owned? ... Select One ... 

Website

Application Details

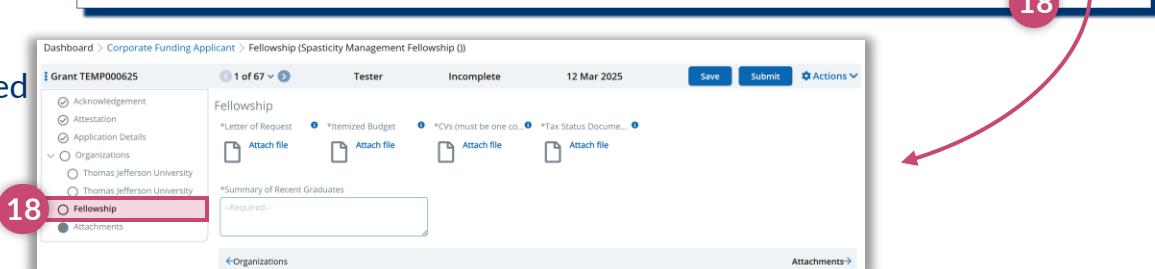
*WB/W9 and other tax documents ... 

Attach file

501(c)(3) and Other Relevant Docu...

Attach file

+ Add Organization



Dashboard > Corporate Funding Applicant > Fellowship (Spasticity Management Fellowship ())

1 of 67 Tester Incomplete 12 Mar 2025 Save Submit Actions

Fellowship

*Letter of Request 

*Itemized Budget 

*CVs (must be one co... 

*Tax Status Docu... 

Summary of Recent Graduates 

Attachments

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



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.

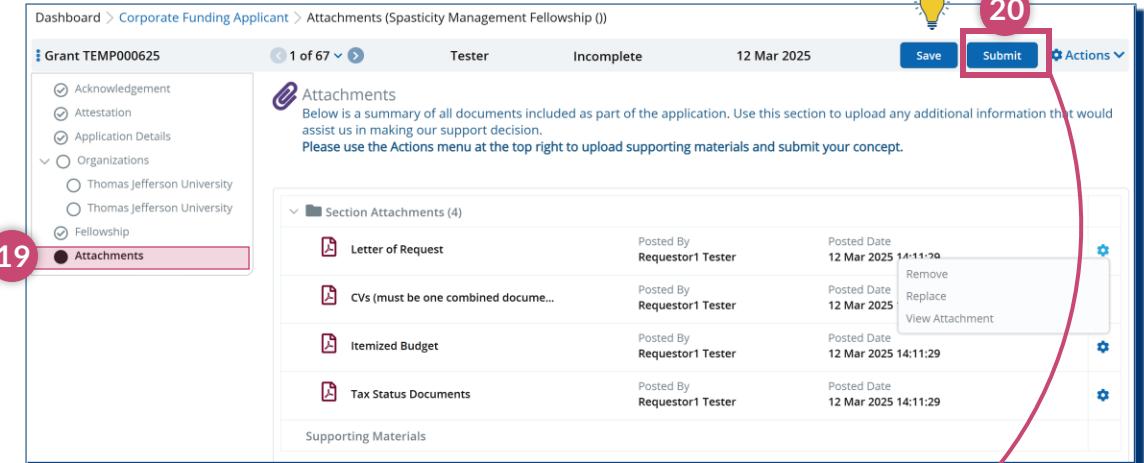
20. When you are ready to submit your request, click **Submit** or select  **Actions > Submit**, then confirm that you want to submit.

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.



Grant TEMP000625

1 of 67 Tester Incomplete 12 Mar 2025

Attachments

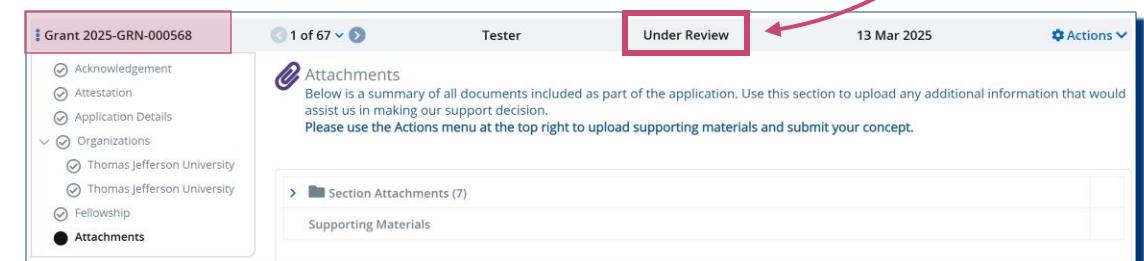
Below is a summary of all documents included as part of the application. Use this section to upload any additional information that would assist us in making our support decision.

Please use the Actions menu at the top right to upload supporting materials and submit your concept.

Section Attachments (4)

Attachment	Posted By	Posted Date	Actions
Letter of Request	Requestor1 Tester	12 Mar 2025 14:11:20	Remove
CVs (must be one combined docu...	Requestor1 Tester	12 Mar 2025	Replace
Itemized Budget	Requestor1 Tester	12 Mar 2025 14:11:29	View Attachment

Supporting Materials



Grant 2025-GRN-000568

1 of 67 Tester Under Review 13 Mar 2025

Attachments

Below is a summary of all documents included as part of the application. Use this section to upload any additional information that would assist us in making our support decision.

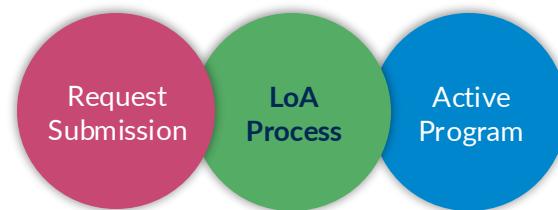
Please use the Actions menu at the top right to upload supporting materials and submit your concept.

Section Attachments (7)

Supporting Materials

Review/Upload of Documents

Review/Upload Documents via the **Attachments** Node



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:

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

To upload a new file:

- Select  **Actions > New Supporting Material**.

► The **Post Attachment** pop-up window opens.

- Click **Attach File** and select the appropriate file.
- Select the **Attachment Type**.
- Click the **Post** button.
- Click **Save**.

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

Grant TEMP000625

1 of 67 Tester Incomplete 12 Mar 2025 Save Submit Actions

Attachments

Below is a summary of all documents included as part of the application. Use this section to upload any additional information that would assist us in making our support decision.

Please use the Actions menu at the top right to upload supporting materials and submit your concept.

Section Attachments (4)

File	Posted By	Posted Date
Letter of Request	Requestor1 Tester	12 Mar 2025 14:11:29
CVs (must be one combined docu...	Requestor1 Tester	12 Mar 2025 14:11:29
Itemized Budget	Requestor1 Tester	12 Mar 2025 14:11:29
Tax Status Documents	Requestor1 Tester	12 Mar 2025 14:11:29

Supporting Materials

Grant TEMP000625

1 of 67 Tester Incomplete 12 Mar 2025 Save Submit Actions

Attachments

Below is a summary of all documents included as part of the application. Use this section to upload any additional information that would assist us in making our support decision.

Please use the Actions menu at the top right to upload supporting materials and submit your concept.

Post Attachment

Attach file

General Attachment Type: --- Select One ---

Post Cancel

Supporting Materials

Additional Information Request



Provide the Additional Information Requested



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**

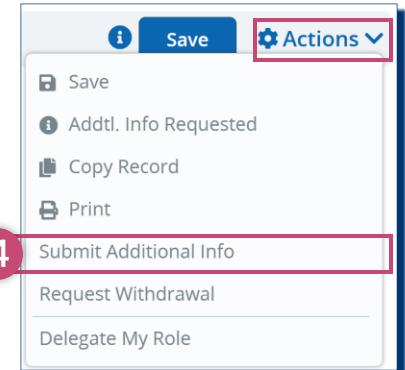
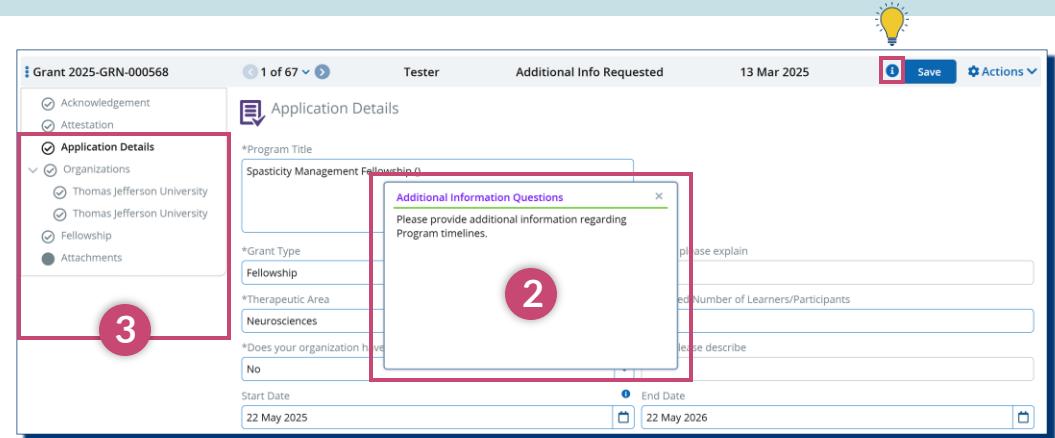
3. Complete the information requested in the applicable node(s).

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 Agreement) 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

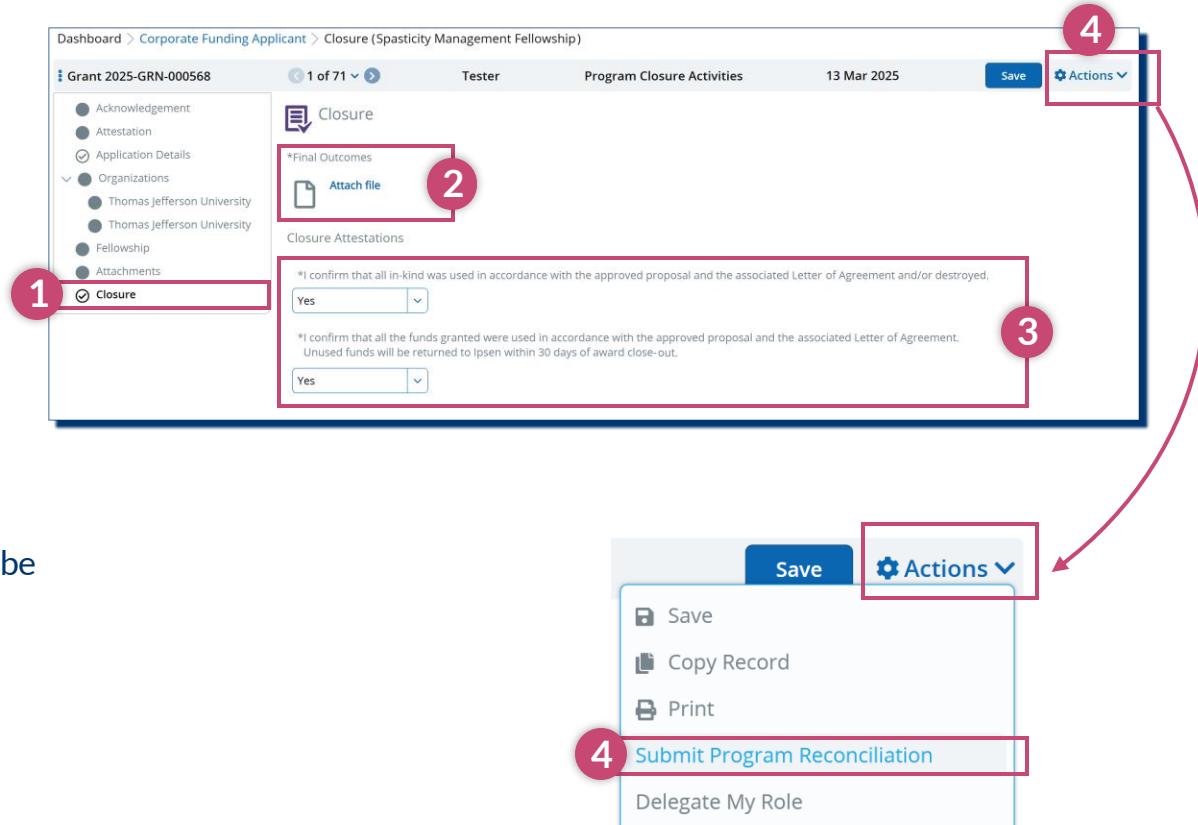
When the program ends, you will receive a notification requesting you to provide final information for Program Closure.

 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**.



Dashboard > Corporate Funding Applicant > Closure (Spasticity Management Fellowship)

Grant 2025-GRN-000568 1 of 71 Tester Program Closure Activities 13 Mar 2025 Save Actions

Closure

Final Outcomes

Attach file

Closure Attestations

*I confirm that all in-kind was used in accordance with the approved proposal and the associated Letter of Agreement and/or destroyed.
Yes

*I confirm that all the funds granted were used in accordance with the approved proposal and the associated Letter of Agreement. Unused funds will be returned to Ipsen within 30 days of award close-out.
Yes

1 2 3 4

Save Actions

Save Copy Record Print

Submit Program Reconciliation

Delegate My Role