



# Grants & Donations Portal

*Guide for Requestors*

*September 2025*

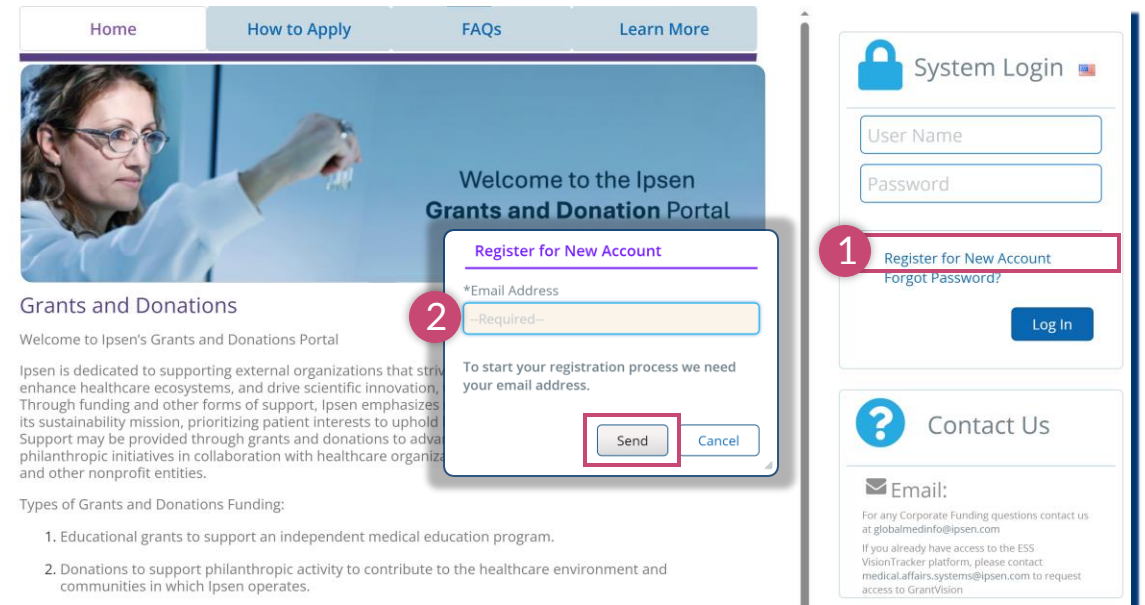
# Register on the Portal - 1/3

 **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**.



The screenshot displays the Ipsen Grants and Donations Portal interface. At the top, there are navigation tabs: Home, How to Apply, FAQs, and Learn More. The main content area features a large image of a woman in a lab coat, with the text "Welcome to the Ipsen Grants and Donation Portal" overlaid. Below this, a "Register for New Account" pop-up window is open, showing a form with a label "\*Email Address" and a placeholder "--Required--". A red circle with the number "2" highlights the "Send" button in the pop-up. To the right of the main content, there is a "System Login" section with fields for "User Name" and "Password", and a "Log In" button. A red circle with the number "1" highlights the "Register for New Account" link in the System Login section. Below the login section is a "Contact Us" section with an email address field and a "Send" button.

# Register on the Portal - 2/3

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

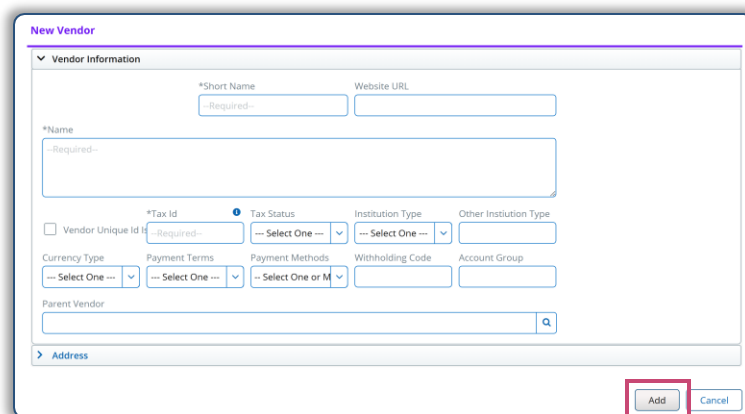
 *Mandatory fields are marked with an \*.*

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.



**New Vendor**

Vendor Information

\*Short Name  Website URL

\*Name

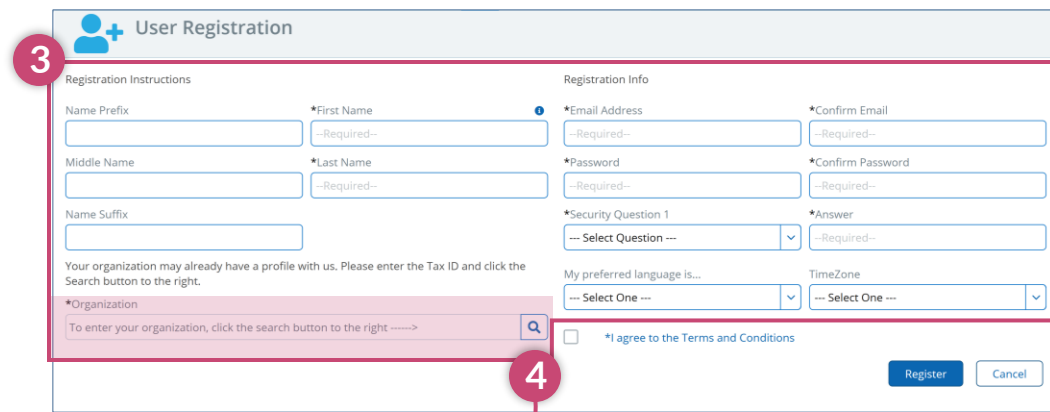
☐ Vendor Unique Id  \*Tax Id  Tax Status  Institution Type  Other Institution Type

Currency Type  Payment Terms  Payment Methods  Withholding Code  Account Group

Parent Vendor

Address

**Add** **Cancel**



**User Registration**


Registration Instructions

Name Prefix  \*First Name  \*Email Address  \*Confirm Email

Middle Name  \*Last Name  \*Password  \*Confirm Password

Name Suffix  \*Security Question 1  \*Answer

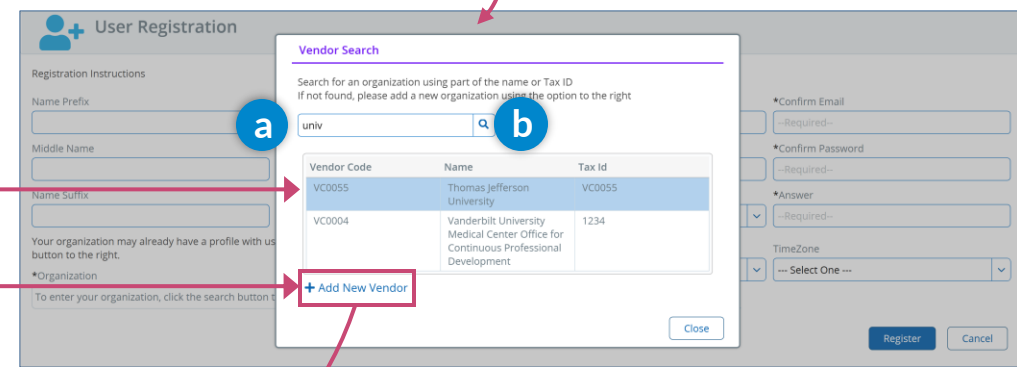
Your organization may already have a profile with us. Please enter the Tax ID and click the Search button to the right.

\*Organization  

My preferred language is...  Time Zone


☐ \*I agree to the Terms and Conditions

**Register** **Cancel**



**Vendor Search**

Search for an organization using part of the name or Tax ID. If not found, please add a new organization using the option to the right.



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

**+ Add New Vendor**

**Close**

# 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".

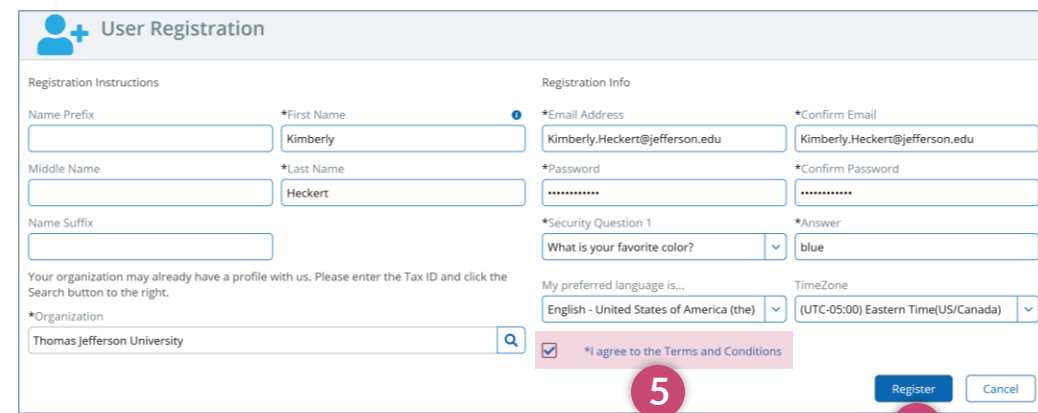
7. Click the **link** in the email and **complete your registration**.

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.

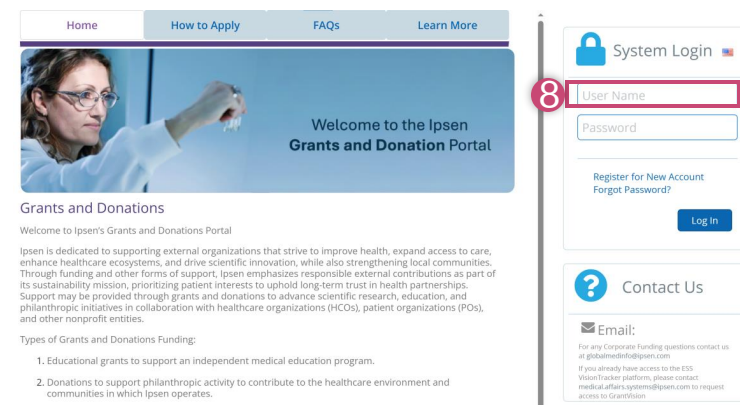


To be granted access to a specific request or to grant access to another team member:

- 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](mailto:medical.affairs.systems@ipsen.com).



The image shows a 'User Registration' form. It includes fields for Name Prefix, First Name (Kimberly), Middle Name, Last Name (Heckert), Name Suffix, Email Address (Kimberly.Heckert@jefferson.edu), Confirm Email, Password, Confirm Password, Security Question 1 (What is your favorite color?), Answer (blue), My preferred language is... (English - United States of America (the)), Time Zone (UTC-05:00 Eastern Time(US/Canada)), and Organization (Thomas Jefferson University). There is a checkbox for 'I agree to the Terms and Conditions' which is checked. The 'Register' button is highlighted with a red circle and the number 6, and the 'Cancel' button is also visible. A red circle with the number 5 is placed over the 'I agree to the Terms and Conditions' checkbox.

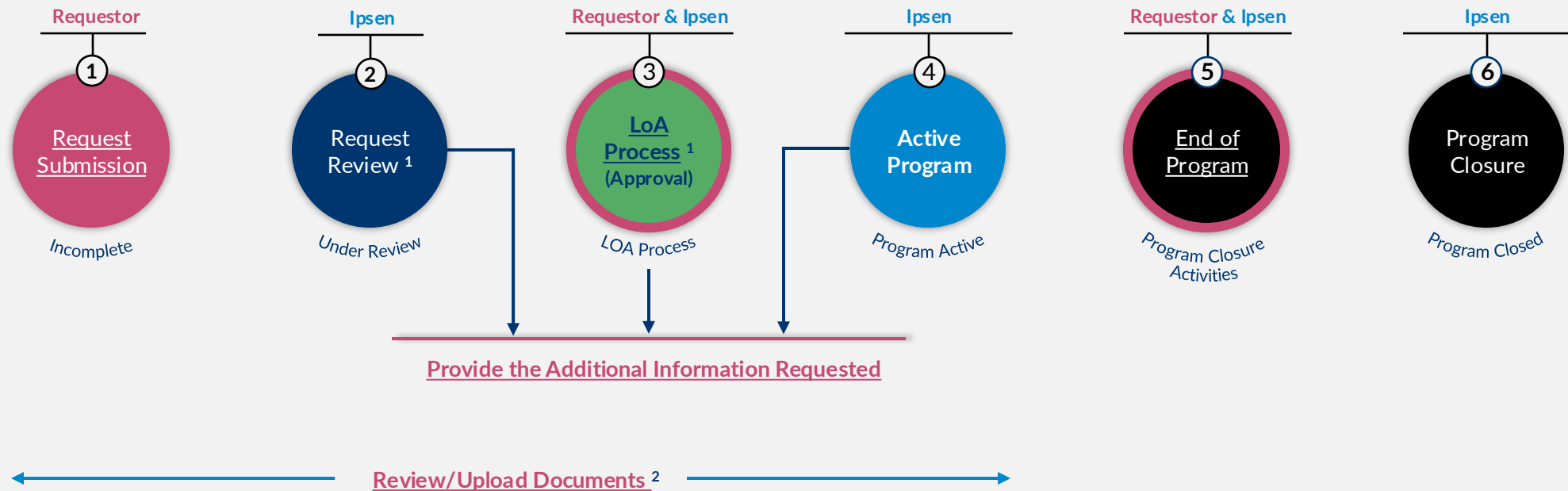


The image shows the 'System Login' page. It has a navigation bar with 'Home', 'How to Apply', 'FAQs', and 'Learn More'. The main content area has a 'Welcome to the Ipsen Grants and Donation Portal' message. Below this, there is a 'Grants and Donations' section with a description of Ipsen's mission and a list of 'Types of Grants and Donations Funding'. On the right side, there is a 'System Login' panel with fields for 'User Name' and 'Password', a 'Log In' button, and a 'Contact Us' section with an email address. A red circle with the number 8 is placed over the 'User Name' field.

# 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.



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

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

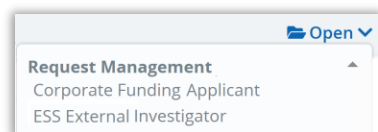
# Request Submission

# 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**:

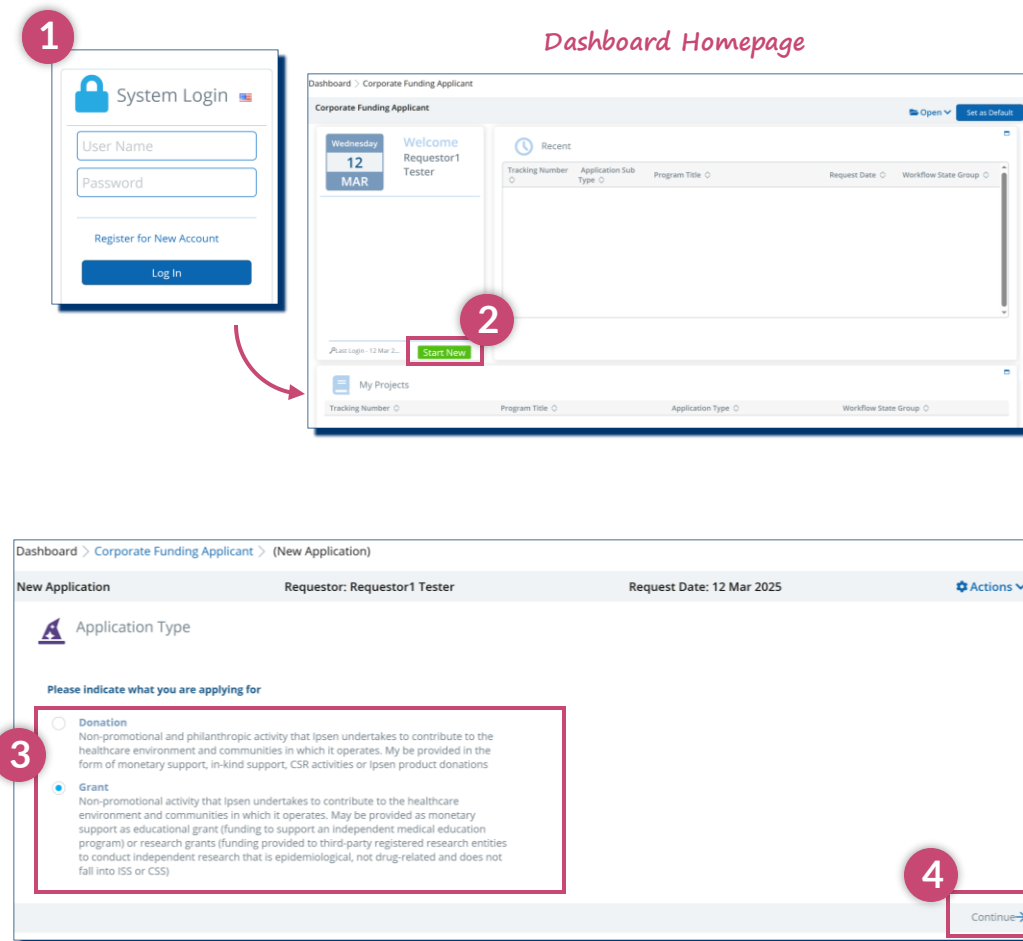
Both application types are **non-promotional activities** that Ipsen undertakes to contribute to the healthcare environment and communities in which it operates.

- **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.

The image shows two screenshots of the Grants & Donations Portal interface. The top screenshot is the 'Acknowledgement (New Application)' page. It features a context bar at the top with the grant number 'Grant TEMP000624', status 'Incomplete', and date '12 Mar 2025'. A left sidebar lists nodes: Acknowledgement (selected), Attestation, Application Details, Organizations, Applicant, Payee, and Attachments. The main content area contains the Acknowledgement text, a 'Use of personal data' section, and a 'For US applicants' section. At the bottom right, there is a checkbox labeled '\*Acknowledged' and a button labeled 'Attestation →'. The bottom screenshot is the 'Attestation (New Application)' page. It has a similar context bar. The left sidebar shows 'Attestation' as the selected node. The main content area contains two dropdown menus for questions: '\*If awarded, funds will be used in support of organization's mission statement.' and '\*I attest that all financial information provided is true and complete.' At the bottom right, there is a button labeled 'Application Details →'. A blue arrow labeled 'Nodes' points from the sidebar to the main content area in both screenshots.



# 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.

Dashboard > Corporate Funding Applicant > Application Details (New Application)

Grant TEMP000625 1 of 67 Tester Incomplete 12 Mar 2025 Save Submit Actions

Application Details

\*Program Title  
Spasticity Management Fellowship ()

\*Grant Type  
Fellowship

\*Therapeutic Area  
Neurosciences

\*Does your organization have any principals/owners/senior leadership with any...  
No

Start Date  
22 May 2025

End Date  
22 May 2026

\*Mission Statement  
The Spasticity Fellowship is a one-year program designed to develop expert clinical skills in the diagnosis and treatment of spasticity and its complications. The fellow will train to manage spasticity through various interventions including oral pharmacotherapy, chemodenervation with neurotoxins, phenol or alcohol nerve blocks, intrathecal baclofen pumps, bracing, splinting, and therapeutic modalities. The fellow will be expected to participate in at least one scholarly activity during the year and will participate in the education of PM&R residents on topics related to spasticity.

\*Please provide a short description of how the funding will be used.  
The Spasticity Fellowship is a one-year program designed to develop expert clinical skills in the diagnosis and treatment of spasticity and its complications. The fellow will train to manage spasticity through various interventions including oral pharmacotherapy

\*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

RFP Number



←Attestation Organizations→

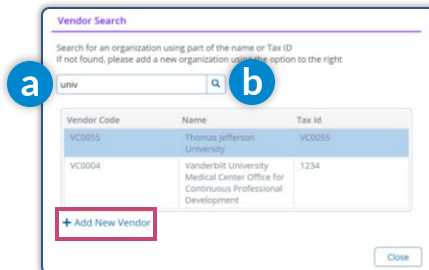
# Complete the Organizations node - Requestor section

Request  
Submission


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

## Requestor information

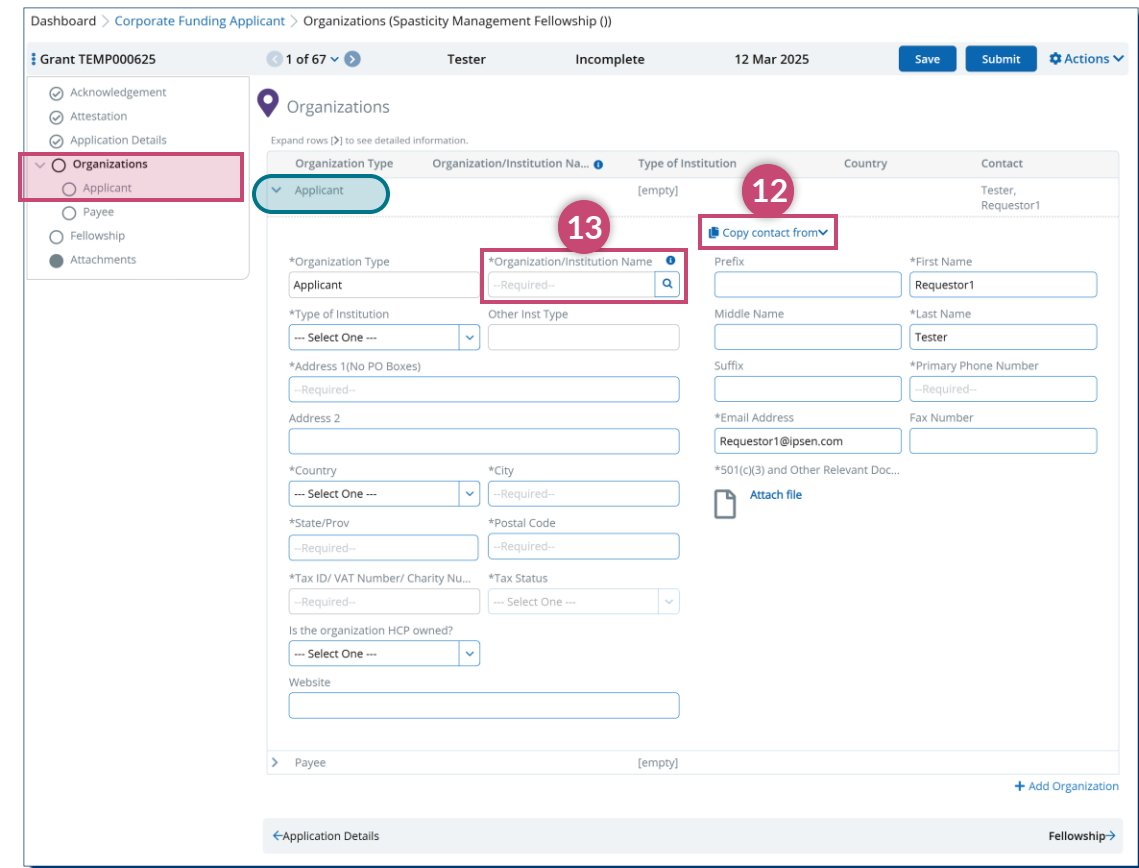
12. Click  **Copy contact from** and choose from the Profile or Payee.
  - ▶ Some fields (First Name, Last Name, etc.) are automatically populated with the information already entered.
13. Fill in the **Organization/Institution Name** : click the  icon to select your organization or add it if needed.



The Vendor Search dialog box shows a search bar with 'univ' entered. Below the search bar is a table with columns: Vendor Code, Name, and Tax ID. The table contains two rows: one for 'VC0055' (Thomas Jefferson University) and one for 'VC0004' (Vanderbilt University Medical Center Office for Continuous Professional Development). A red box highlights the '+ Add New Vendor' button at the bottom left.

- 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.**




The screenshot shows the 'Organizations' form in the 'Requestor' section. The form is titled 'Organizations (Spasticity Management Fellowship (I))'. It has a sidebar with navigation options: Acknowledgement, Attestation, Application Details, Organizations (selected), Applicant, Payee, Fellowship, and Attachments. The main form area has a table with columns: Organization Type, Organization/Institution Name, Type of Institution, Country, and Contact. The 'Applicant' row is selected. The form fields are labeled with red numbers 12 and 13. Field 12 is the 'Copy contact from' dropdown, and field 13 is the 'Organization/Institution Name' search icon. The form also includes fields for \*Organization Type, \*Type of Institution, \*Address 1 (No PO Boxes), Address 2, \*Country, \*City, \*State/Prov, \*Postal Code, \*Tax ID/ VAT Number/ Charity Nu..., \*Tax Status, Is the organization HCP owned?, Website, \*First Name, \*Last Name, \*Primary Phone Number, \*Email Address, \*501(c)(3) and Other Relevant Doc..., and an 'Attach file' button.


# Complete the Organizations node - Payee section

Request Submission

## Payee information

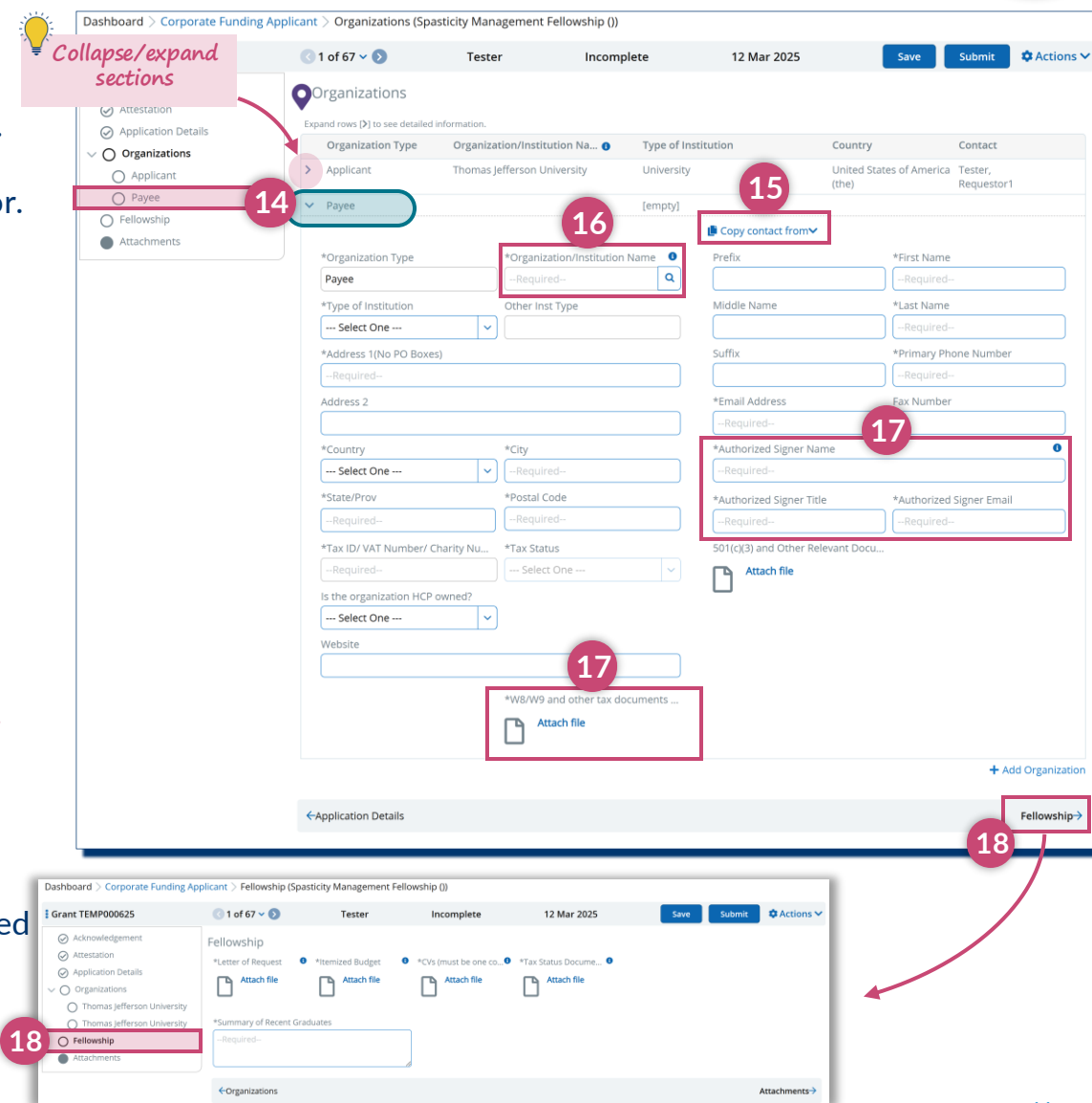
14. Scroll down to the **Payee** section (or click the **Payee** node on the right side).
15. Click  **Copy contact from** and choose from the Profile or Requestor.
  - Some fields (First Name, Last Name, etc.) are automatically populated with the information already entered.

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).



The screenshot displays the 'Organizations' form for a 'Corporate Funding Applicant' (Spasticity Management Fellowship). The form is divided into two main sections: 'Organizations' and 'Fellowship'. The 'Organizations' section is currently active, showing a table of existing organizations and a form to add a new one. The 'Fellowship' section is visible at the bottom, showing a table of existing fellowships and a form to add a new one.

Numbered callouts indicate the following steps:

- 14: Click the 'Payee' node on the right side of the form.
- 15: Click the 'Copy contact from' button and choose from the Profile or Requestor.
- 16: Fill in the 'Organization/Institution Name' field, clicking the search icon to select an organization or add a new one.
- 17: Complete at least all mandatory fields (Authorized Signer Name, Title, and Email) and attach required files such as W8/W9 (click 'Attach file').
- 18: If this is a Grant request, open the 'Fellowship' section and complete the additional node related to the selected Grant Type.

# 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.

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

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)	Posted By	Posted Date	
Letter of Request	Requestor1 Tester	12 Mar 2025 14:11:29	Remove Replace View Attachment
CVs (must be one combined docume...	Requestor1 Tester	12 Mar 2025	
Itemized Budget	Requestor1 Tester	12 Mar 2025 14:11:29	
Tax Status Documents	Requestor1 Tester	12 Mar 2025 14:11:29	

Supporting Materials

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

Grant 2025-GRN-000568 1 of 67 Tester Under Review 13 Mar 2025 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 (7)	Posted By	Posted Date	
Letter of Request	Requestor1 Tester	12 Mar 2025 14:11:29	Remove Replace View Attachment
CVs (must be one combined docume...	Requestor1 Tester	12 Mar 2025	
Itemized Budget	Requestor1 Tester	12 Mar 2025 14:11:29	
Tax Status Documents	Requestor1 Tester	12 Mar 2025 14:11:29	

Supporting Materials

# 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.

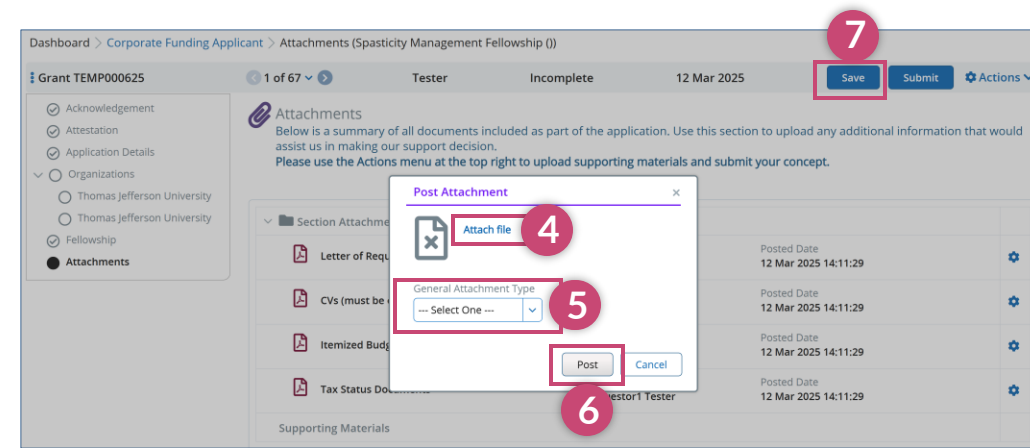
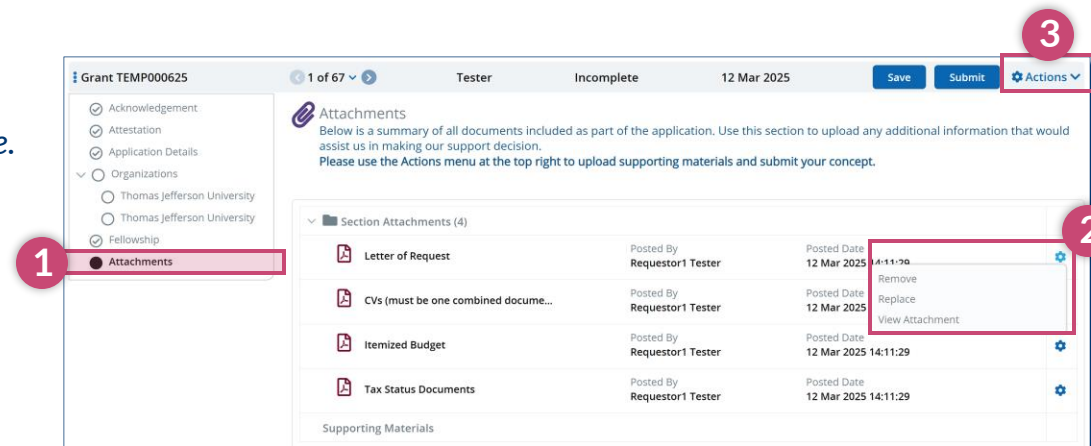
5. Select the **Attachment Type**.

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



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.

Grant 2025-GRN-000568 | 1 of 67 | Tester | Additional Info Requested | 13 Mar 2025 | Save | Actions

**Application Details**

- Acknowledgement
- Attestation
- Application Details**
- Organizations
  - Thomas Jefferson University
  - Thomas Jefferson University
- Fellowship
- Attachments

**Additional Information Questions**

Please provide additional information regarding Program timelines.

Save | Addtl. Info Requested | Copy Record | Print | **Submit Additional Info** | Request Withdrawal | Delegate My Role



# LoA (Letter of Agreement) Process



# Be Informed of Ipsen's Approval Decision



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](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**.

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

Save Actions

Save

Copy Record

Print

Submit Program Reconciliation

Delegate My Role