GRANTS MANAGEMENT SOLUTION APPLICANT GUIDE

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Contents

Grants Management Solution Applicant Guide

With the **Grants Management Solution**, external applicants can register, request, and track Continuing Medical Education (CME) and Medical Sponsorship funding requests.

This guide will provide an overview of accessing and managing your CME and Medical Sponsorship requests.

Access the Grants Management Solution

Access to the **Grants Management Solution** will begin from the Legend Biotech website. A website link will be available to Applicants to navigate from the organization's website to the **Grants Management Solution** portal.

The **Grants Management Solution** portal will be the access point to all applicable types of requests.

If you have a question that has not been answered on our website, get in touch.

Legend Biotech is a global, commercial-stage biotechnology company headquartered in Somerset, New Jersey. Our other locations include facilities in Piscataway, New Jersey; Nanjing, China; Dublin, Ireland; and Ghent, Belgium. For contacts in China, please visit this page: https://legendbiotech.cn/contact-us.

This website is not intended to provide medical advice or record information about an adverse event or product complaint. If you wish **to report a side effect or product complaint** for CARVYKTI® (ciltacabtagene autoleucel), please visit this link.
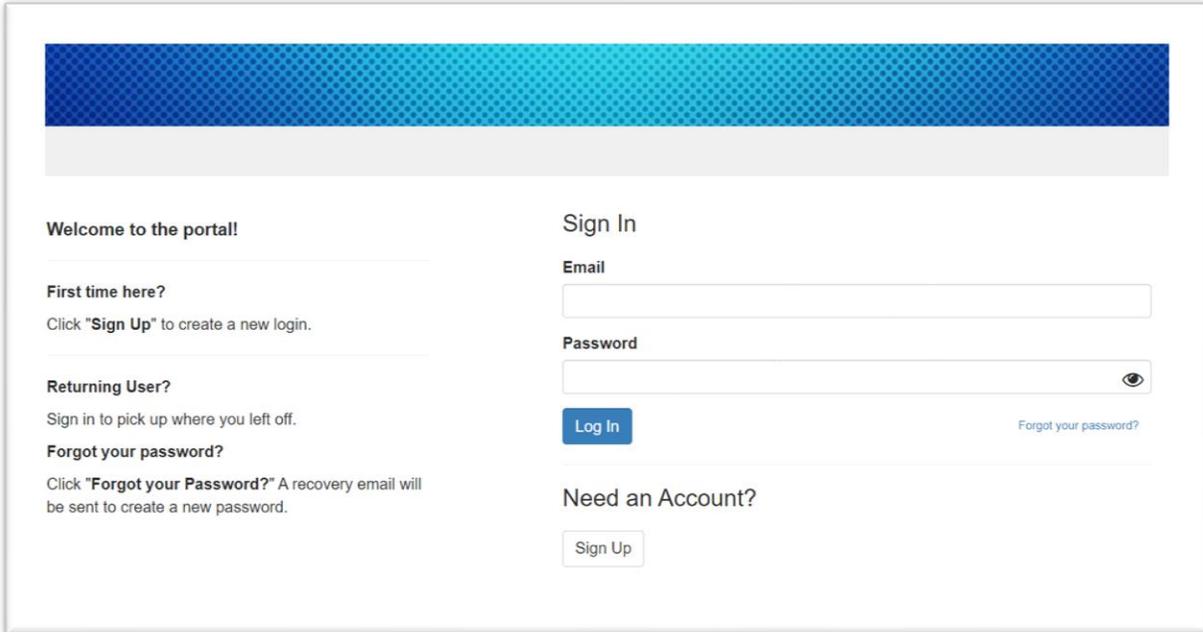
To submit **Medical Education Grant Requests**, please visit: Legend Biotech Grant Requests

To submit **Medical Sponsorship Requests**, please visit: Legend Biotech Sponsorship Requests
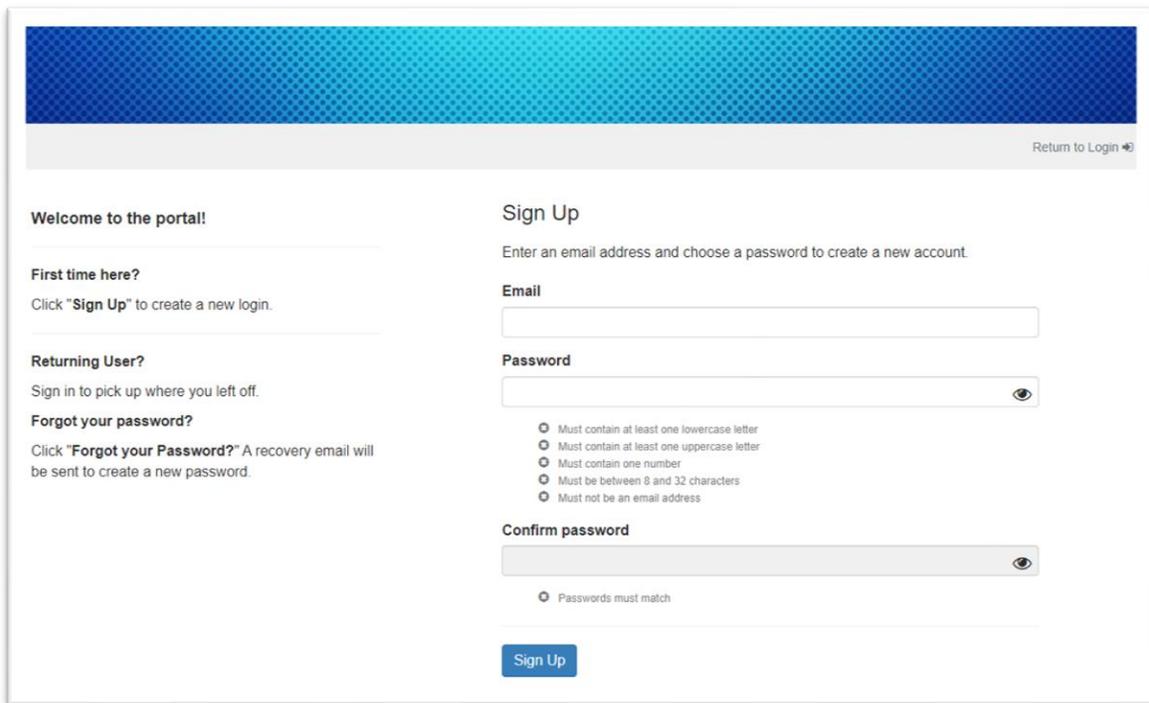
Legend Biotech website

Register with the Grants Management Solution

Applicants will be taken to the Login screen which will provide instructions on the left-hand side. If the user is already registered, they may simply log in via their email and password. Password reset is already built in. If the user requires to register, they will click the **Sign In** button and complete the sign in form.

GMS login screen

GMS Sign up screen

New Applicant Profile Setup

Once the Applicant has registered for the first time, they will be requested to complete their user profile and will be able to access the **Dashboard**.

The system will not let an applicant proceed to create a new request unless they have completed their profile.
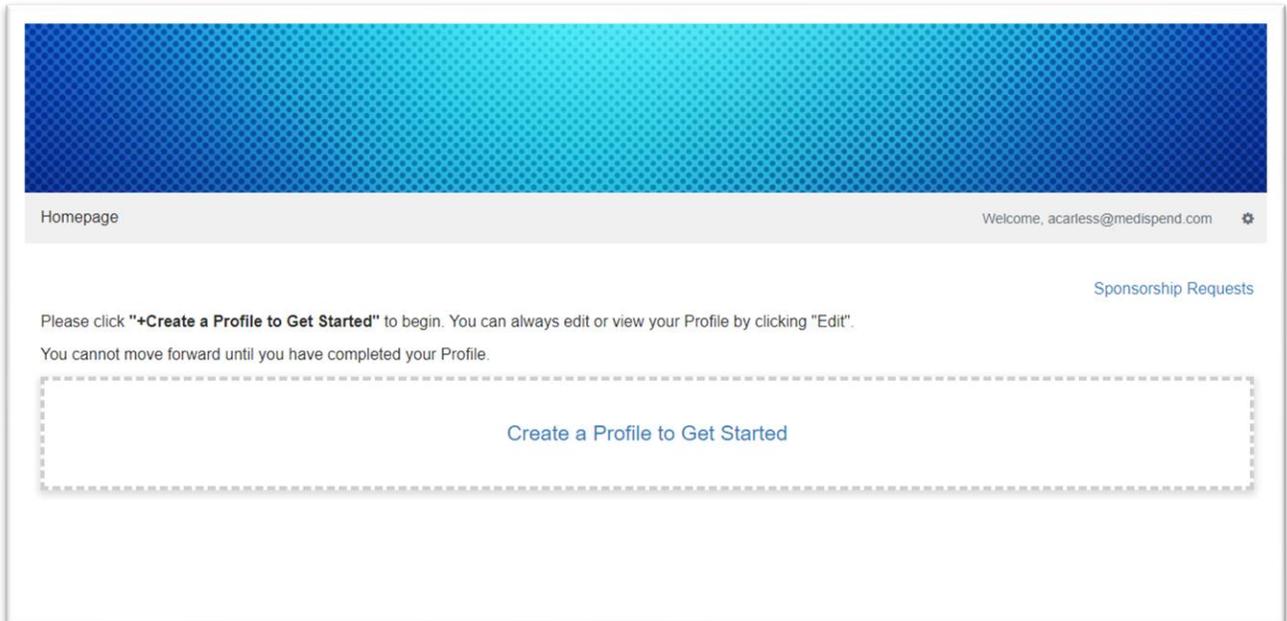

Create a Profile option

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Applicant Dashboard and Request Tracking

The applicant dashboard will allow an applicant to do the following:

- Global Icon (upper-right corner) – switch Language of portal (if applicable).
- Gear icon (upper-right corner) – access a general help page and logout of system.
- **Profile Edit** – update profile information.
- **Add Another** button – create a new request.
- View and track previously submitted requests:
    - Statuses will be displayed for each request.
    - Requests that are returned to Applicant for more information will indicate in the status bar.
    - If a request is approved, but close out documentation is required after the event, the status will remain in the **pending close out** status until final documentation is provided.
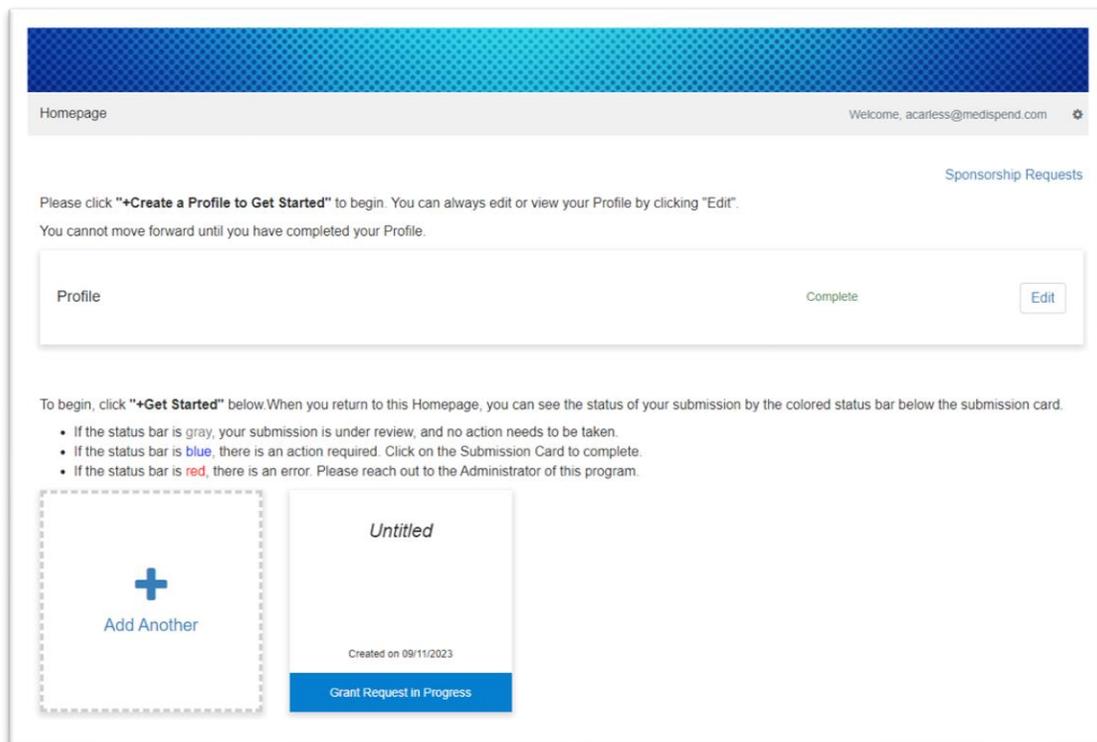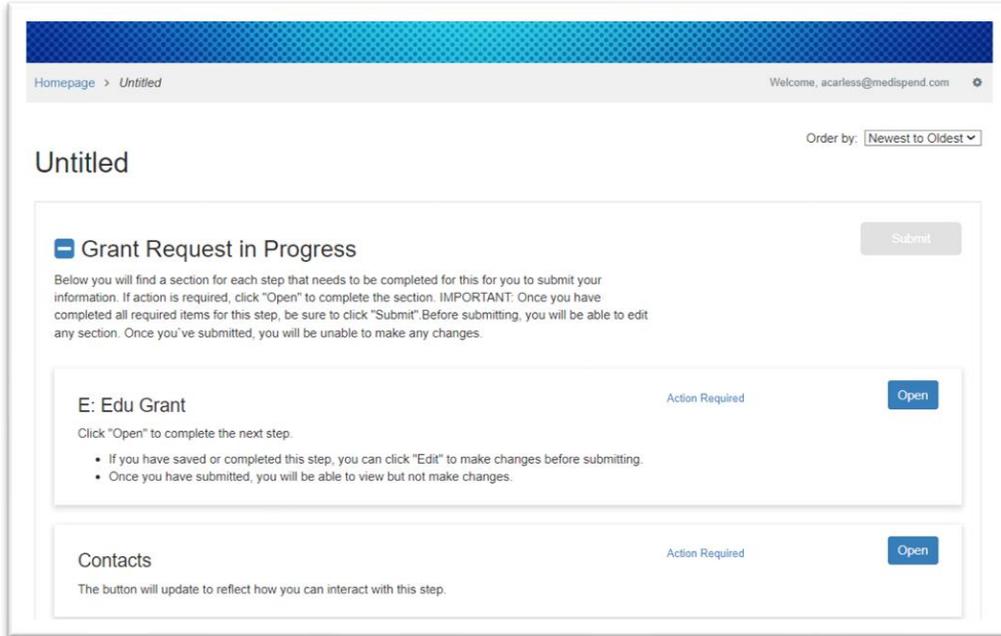

Education Grant Request Dashboard

Create a New Request

Applicants can start a new request by clicking the **Open** button. This will open a new request form. Forms will vary based on the type of request.

Applicants can save draft requests and submit later. Once they have completed all required sections, the green **Submit** button will be available. Upon submitting the request the review process will begin.

New Grant request page

Notifications

The following email notifications will be provided to the applicant:

- Submission confirmation
- Request for additional information (if applicable)
- Application status (Proceed/Decline)
- Submission close

Support

If additional support is needed, please email sponsorship.requests@legendbiotech.com or grant.requests@legendbiotech.com.