ViiV Healthcare Grants and Congress Sponsorships

Grants and Congress Sponsorship Portal Guidance

Contents

1. Purpose 1

2. Submission Process 1

2.1. Account Creation 1

2.2. Creating a Submission 3

2.2.1. Submission Type 3

2.2.2. Profile and Attestation 3

2.2.3. NEW FEATURE: Inviting Collaborators 3

2.2.4. IME Submission Process 4

2.2.5. NME Grant Submission Process 5

2.2.6. Congress Sponsorship Submission Process 5

2.2.7. General Submission Layout 6

2.3. Accessing Submitted Grants/Sponsorships 7

2.3.1. My Requests 7

2.3.2. View vs Editable Submissions 7

3. Outcomes Reporting 7

3.1. Reconciliation Requirements 7

4. FAQs 7

4.1. Submission Details Page 7

1. Purpose

To guide users through an overview of the ViiV Healthcare Grant and Donations and Event Sponsorship portal. The guidance will discuss account creation and submission and management of requests. For further guidance on review cycles, payments, and reconciliation, please visit the Reference Documents and FAQ tabs of the portal. To access the Reference Documents page please login to the portal.

2. Submission Process

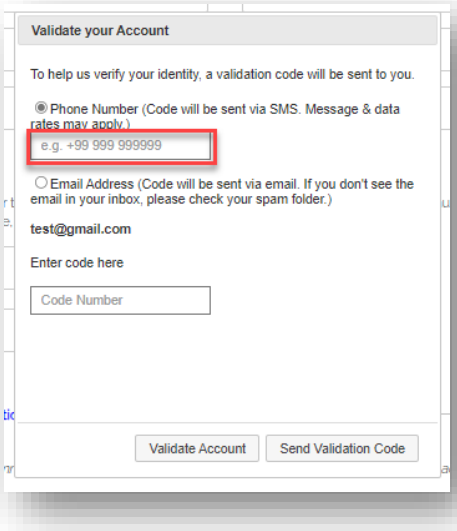
2.1. Account Creation

To submit a grant or congress sponsorship application, all users must first create an account for the Grants and Congress Sponsorship Portal. To create an account, please use the below steps.

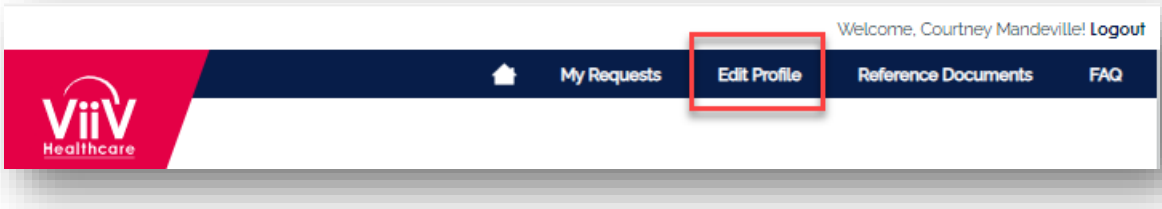
1. Using the “Create Profile” feature, navigate to the profile creation page.



2. Once on the Create New Account Page, fill in the information for user, work address, password, and conflict of interest.
    - NOTE: you will be prompted to add additional profile information (i.e., address and institution) upon initiating a grant or sponsorship request.
    - You will be required to validate the profile creation using a code sent via text message or email. Please note the format required for phone numbers if you choose the text message option.



3. To update a profile once logged in, navigate to the “Edit Profile” option.



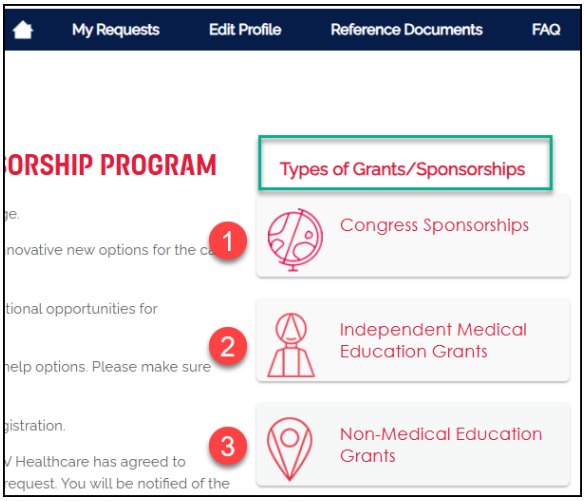
4. If you are returning to the webpage after creating your profile, use the “Already have an account?” feature to login.



2.2. Creating a Submission

2.2.1. Submission Type

a) The first step in submitting your request is identifying the submission type: Congress Sponsorships, Independent Medication Education Grants or Non-Medical Education Grants. For information on each type of grant, please navigate to the appropriate page.



2.2.2. Profile and Attestation

a) For every new submission you will be required to review and confirm/update your profile information as necessary, including the verification date.
   - Note: all required fields (*) must be completed to confirm your profile information before proceeding.

b) Before submitting a request, you must first read through and agree to the attestation statements.

c) The "Title of your Submission" will be used by the system as the title during the lifetime of the study.
   - Note: this title can be updated upon request.

2.2.3. NEW FEATURE: Inviting Collaborators

a) The initial request submitter should utilize the "Invite" button to invite collaborators as desired. Collaborators can be invited to "View", "Edit" or "Submit" the request. To add a collaborator, enter their information and use the "+" sign as indicated below.
   - **View:** contact has read-only access to the request.
   - **Edit**: contact can edit and "SAVE" the request.
   - **Submit:** contact can edit, "SAVE" and ultimately "SUBMIT" the final application to ViiV for review.

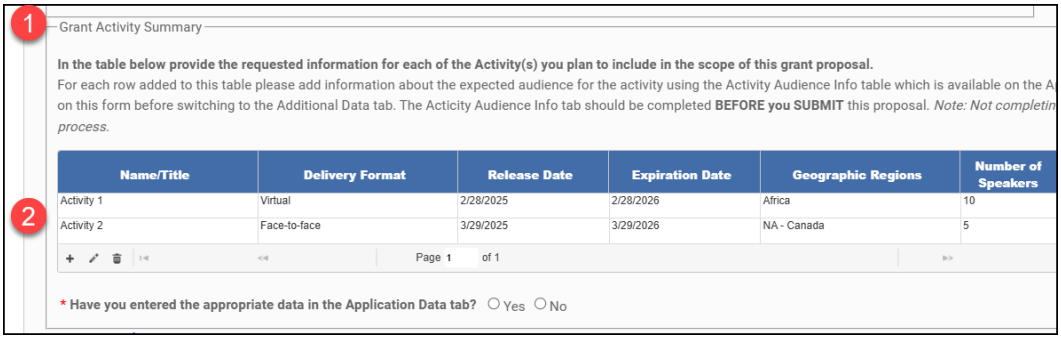
b) **NOTE:** Any team member with "Edit" or "Submit" level access can invite additional collaborators.

c) **NOTE:** ViiV collaborators should not be added to grant or sponsorship requests.

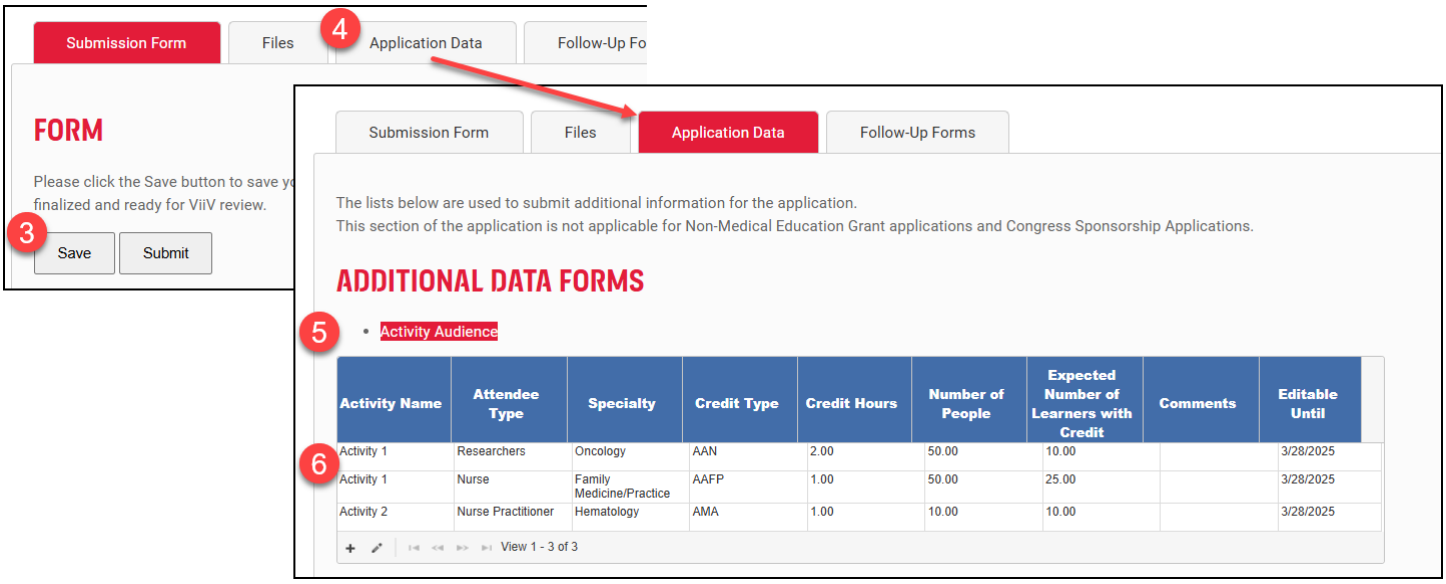


2.2.4. IME Submission Process

- Submission of an IME grant request requires the completion of 3 keys tabs in the portal.
  NOTE: Do not "SUBMIT" the grant request until you've completed all steps as detailed below.
  1. "**Submission Form"** – Submitter will complete the entire IME Grant Application via the submission form utilizing the "SAVE" button to save interim details.
     i. **NEW**: the Submission Form includes a section titled "Grant Activity Summary" **(1)** where the submitter will include all planned activities **(2)** in the grant request. In addition to the Grant Activity Summary table, submitters will need to provide detailed context regarding the audience for <u>each</u> activity via the "Application Data" tab (see more below).
     ii. **IMPORTANT**: be sure to "**SAVE**" the details you've entered for your Grant Application before moving to the "Application Data" tab. Do not "SUBMIT" the request until you've completed all steps.



  2. "**Application Data" (Activity Audience)** – after the submitter "**SAVES**" their Grant Application **(3)**, they should move to the "Application Data" tab **(4)** to complete the "Activity Audience" table **(5)**. The submitter should add 1 line for every Audience Type included in *each* activity **(6)**.



3. "**Files"** – Submitter should upload all required, applicable documents to the "Files" tab (e.g., detailed budget, tax forms, banking details etc.).
4. "**SUBMIT**" - Once the submitter has completed the "Submission Form", the "Application Data" tab, and has uploaded the relevant files to the "Files" tab, they should "**SUBMIT**" the grant request.

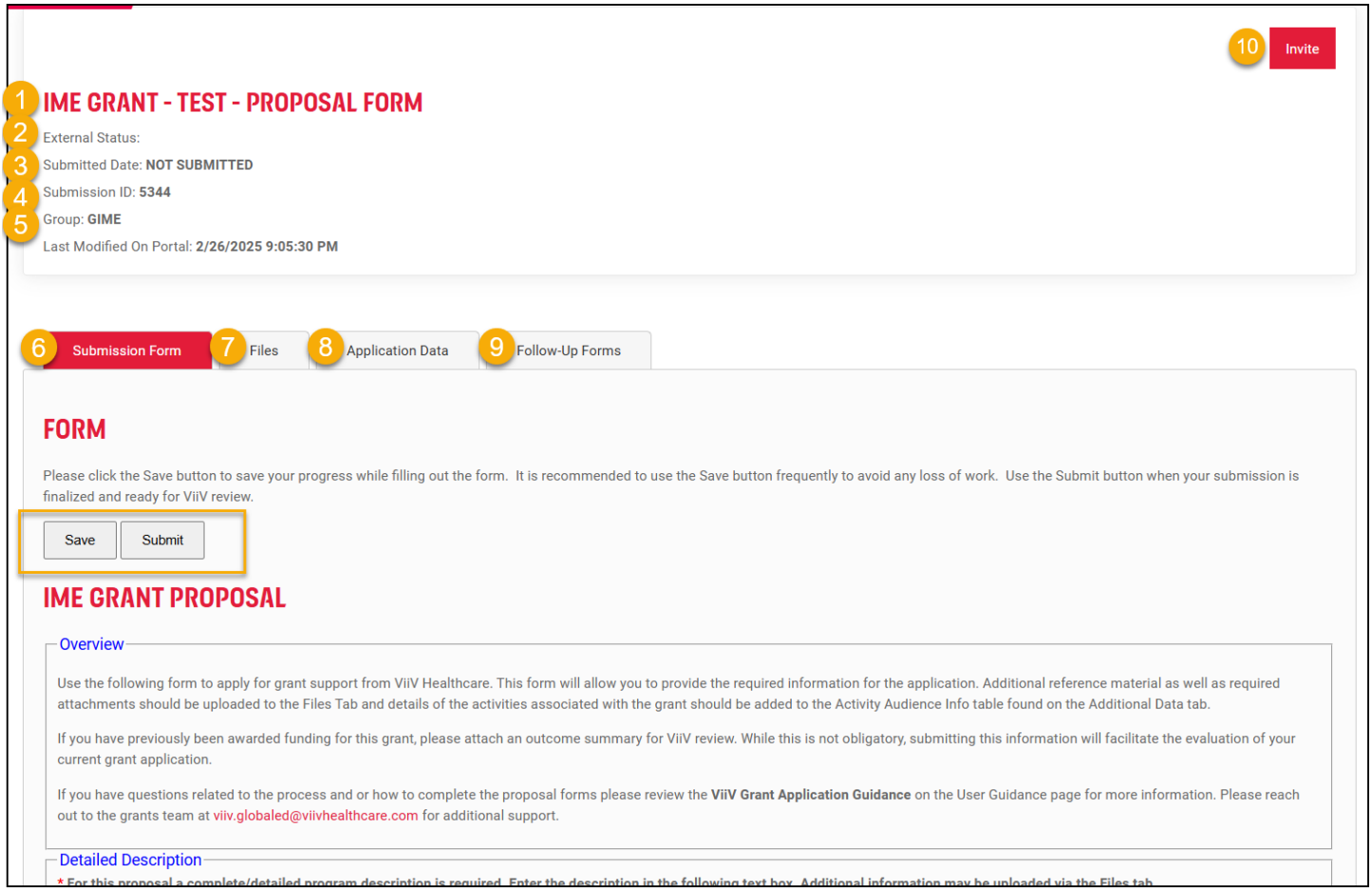
2.2.5. NME Grant Submission Process

- The NME submission process is identical to the process for IME grants, **except** the "Application Data" (Activity Audience) tab is **not required** for NME Grants. All NME Grant application information will be collected via the "Submission Form" and "Files" tabs.

2.2.6. Congress Sponsorship Submission Process

- The Congress Sponsorship submission process is identical to the process for IME grants, **except** the "Application Data" (Activity Audience) tab is **not required** for Congress Sponsorships. All Congress Sponsorship application information will be collected via the "Submission Form" and "Files" tabs.

2.2.7. General Submission Layout



1. **Title of the Grant:** as entered by requestors.
2. **External Status:** Status Set by ViiV Internal Team.
3. **Submission Date:** Date you click "Submit".
    - **NOTE:** You should click the "Save" button regularly throughout the application process. You must click the "Submit" button for ViiV to receive your application.
4. **Submission ID:** Unique, portal-generated ID for your application
5. **Group**:
    - GIME: Independent Medication Education Grant
    - GNME: Non-Medical Education Grant
    - GCON: Congress Sponsorship
6. **Submission Form**:
    - Grants: Application Form
    - Congress Sponsorship: Application Form
7. **Files:** Upload relevant files including program description, detailed budget, tax details and non-profit status.
8. **Application Data:**
    - Grants: location of the "Activity Audience" table (see "IME/NME Submission Process" above)
    - Congress Sponsorship: N/A
9. **Follow Up Forms:**
    - Grants: only for additional information ViiV may require (e.g., reconciliation).
    - Congress Sponsorship: only for additional information ViiV may require.
10. **Invite**: see details for how to invite collaborators above in "Inviting Collaborators".

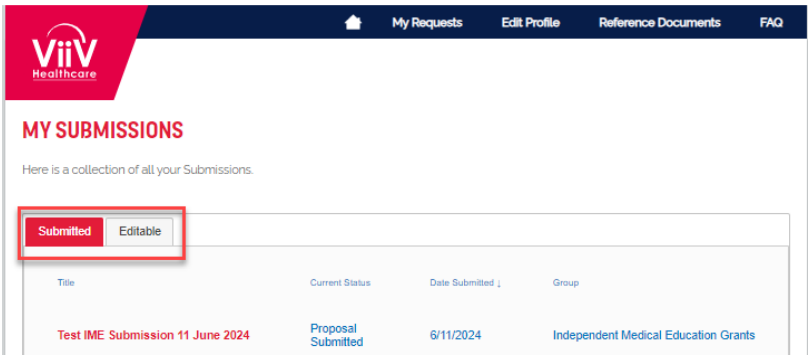
2.3. Accessing Submitted Grants/Sponsorships

2.3.1. My Requests

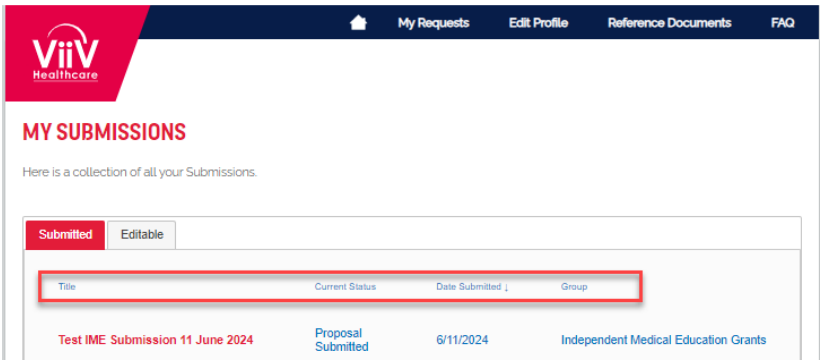
- Navigate to the “My Requests” tab on the home page.

2.3.2. View vs Editable Submissions

- Grants/Sponsorships in the Submitted tab, are view only. Grants/Sponsorships in the “Editable” status are open to edits.



- Submission specific information can be found in the table. ViiV Grants and Sponsorship team will update the Current Statues information as the grant moves through the process.



3. Outcomes Reporting

3.1. Reconciliation Requirements

- Independent Medication Education and Non-Medical Education Grants
  - For approved and contracted grants, the completion of the Educational Outcomes and Budget Reconciliation forms will be required within 60 days post-grant conclusion. The reconciliation and outcomes follow-up forms will be accessible to the requestor via the portal. Upon the completion of the activity, notification will be provided that the reconciliation forms have been assigned and are available in the portal.
  - Refer to the Reference Document page to review expected details provided in Educational Outcomes and Budget Reconciliation forms. See below FAQ for specific Feedback questions.
- Congress Sponsorships
  - No reconciliation required for approved congress sponsorships.

4. FAQs

4.1. Submission Details Page

- Why does my submission say “Not Submitted”?

    - The submission date will be populated once the submission button is selected. Please click the submission button once your application is complete.
- Where do I upload my **Files**?
    - The files tab in the grant or sponsorship application. See image in “General Submission Layout” section of the ViiV Grants Portal Guide.
- When will I hear back about my application?
    - To see the review cycle dates, please navigate to the reference documents tab. Check the external status field in the application for current status updates.
- What information is required in the Education Outcomes reconciliation?
    - Confirmation of Activity Details and Location and ratings on the Feedback survey below.

Feedback Area	Rating (0-5)
The content was presented clearly	
The content was useful for my practice	
This educational activity was well planned and presented	
This educational activity was free of commercial bias for or against any product	

Impact	Rating (0-5)
I intend to modify/change my clinical practice based on this educational activity	
My office and practice systems can accommodate these changes	
My patients can accommodate these changes	
Patient access to the treatments provided will be a barrier to implementing these changes	
On average, I utilized the patient treatment strategies described in this educational activity prior to my participation	

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