GRANT REQUESTS FAQ

Frequently Asked Questions

Q: Who can submit a grant request to Celgene?

A: Any hospital, medical education company, professional association or other entity seeking support for educational or scientific events.

Q: What if I have forgotten my Username and/or Password?

A: Please go to the grant portal (www.celgene.com/research-development/celgene-medical-affairs/educational-grant-requests/.) and click on the Registered User icon near the bottom of the page. You will be taken to a screen that provides an option to change your password or reset if forgotten. Your username is your email address. If you are still experiencing difficulty please email us at educationalgrants@celgene.com.

Q: How do I receive assistance if I have a question or need help?

A: Please email us at educationalgrants@celgene.com or visit our website for additional help resources. This mailbox is monitored daily.

Q: Can grant requests be submitted any time of the year?

A: Yes, grant requests can be submitted at any time. Please note our policy that a request must be submitted *at least 60 days prior to the start date of the program or Congress.* It is recommended to check the Celgene grant site frequently for important postings and dates regarding requests for proposals.

Q: How will I know if my grant application has been received?

A: Once an application has been submitted, you will receive an automated email from Celgene stating that your application has been 'Acknowledged'. Please check your Spam folder if you have not received the email. You can also monitor the status of your grant application by logging into the grant database and from your Home page see all grants listed and their status.

Q: How is a Requestor notified of the Grant Committee's decision?

A: Approximately 60 days following your grant submission, Celgene Corporation will notify you of the Committee's decision. If a request has been approved, a notification is sent via email with instructions for processing the Letter of Agreement. If a request is declined, a decline letter is sent via email. The Requestor can also login into the database at anytime to monitor the status of a request.

Q: Can a Requestor resubmit a grant request that has been declined?

A: Once a grant request has been declined, it cannot be resubmitted.

Q: What is required if my grant has a change of scope?

A: All change of scopes must be entered into the grant database. Log into the system, from your Home page, select the Educational Grant tab, in the View dropdown, select Status: Approved and click GO. Select your grant request, click to open and at the top of the page you will see a button that says 'Change of Scope'. Click on the button and follow the prompts as directed. If a COS is needed, it should be submitted *prior* to the program start date that you provided on your application. A COS is required for changes to the program format, changes to learning objectives or any change to deliverables outlined in the original grant request.

Q: What if my program start or end date changes for either a live or enduring activity?

A: All program start or end dates changes should be sent via email to educationalgrants@celgene.com. The new program dates will be entered into the system by Celgene. Your program start and end dates are the trigger for your outcomes and budget reconciliation notifications so it is very important for the system to have accurate information.

Q: Will I be able to change the grant application after it is "acknowledged"? This would include revising any uploaded documents.

A: No, once your grant has been submitted and the status has changed to 'Acknowledged' you cannot make any edits or upload any revised documents. In the event that Celgene reaches out to request more information (RFI), then at that time you would be able to enter the grant & respond to the RFI by providing the additional information.

Q: Can I cancel a grant?

A: Yes, you can log into the system, open your grant and select the button at the top, 'Cancel Grant Application'. You will be asked to provide a reason for the cancelation. The Cancel button remains available until the program start date.

Q: Where do I go to provide my budget reconciliation?

A: Log into the system and from your Home page under the 'My Tasks' section you will see your grant displayed with a completion due date for Budget Reconciliation. By clicking onto the grant number you will be taken to a screen that will allow you to upload your information.

Q: How do I submit outcomes/evaluation data?

A: Log into the system and from your Home page under the 'My Tasks' section you will see your grant displayed with a completion due date for Outcomes/Evaluation Reconciliation. Click onto the grant number which will take you to the application page. Select Outcomes/Evaluation Reconciliation button at the top. This will take you to the Outcomes section of the system. Any questions related to this process should be sent via email to educationalgrants@celgene.com.

Q: Can I submit my outcomes/evaluation reconciliation or my budget reconciliation before seeing it posted in the system under 'My Tasks'?

A: Yes, you can submit your reconciliation documents anytime after the program end date. You would locate your grant by selecting the Educational Grants tab from your home page, go into View, select Status: Approved and click GO. From the list of grants you would select the grant request ID, open the grant and then click on Outcomes/Evaluation or Budget Reconciliation.

Q: My program start date is less than 60 days from now. Can I still submit?

A: In this situation, you should immediately send an email to educationalgrants@celgene.com with the following information in the subject line: Grant Request – Program start date is mm/dd/year. This is a special circumstance and requires approval from the Grant Review Committee to allow an exception to the policy.

Q: What should I do if I'm locked out of my account?

A: Send an email to educationalgrants@celgene.com.

Q: If my account is overdue, for budget and/or outcomes reconciliations, can I still submit a grant request?

A: Yes, you can still submit a grant request; however, your request will not be reviewed until your account is brought current. If you have questions, please email educationalgrants@celgene.com.

Q: Who do I contact with questions relating to spend transparency?

A: Please contact: transparency@celgene.com.

Q: Do I have to use the Final Program Summary template provided in the outcomes required documents?

A: No. If you have a standard template you normally use that can be uploaded instead. The template provided on the site is recommended but not mandated.

Q: Will the grant ID numbers be the same from the old system?

A: Yes.