External Application Process
This guide will walk you through the process of submitting an application/request for support from Actelion Pharmaceuticals:

- Eligibility/Routing Quiz
- Registration and Login
- Application/Request Process

You, as a grantseekers will start from Actelion’s corporate philanthropy page and will eventually be directed to begin by completing a brief questionnaire (a.k.a. eligibility quiz).

**Note: All screenshots shown in this user guide are subject to change and may not exactly reflect Actelion’s live site.

Routing Quiz
The quiz consists of a series of questions that either directs you to the next question or a message indicating ineligibility.

After completing the questions, you will either be directed to a login page for the specific program application, or a page that indicates that you are not eligible for the program.
Registration

If you have never registered on this platform with Actelion Pharmaceuticals, you will need to create an account before accessing the application. Basic user information is required:

Every program has its own eligibility requirements. If you are not eligible for a program when attempting to register, an error message will display listing the possible reason(s):
If you attempt to register with Actelion Pharmaceuticals on behalf of this organization because their Tax ID could not be verified.

Check with the organization in question to verify their Tax ID number. If the Tax ID number is correct and the organization has any questions concerning their Tax ID status or the specific 501(c)(3) subsection under which their organization is classified, they should contact the United States Internal Revenue Service (IRS) at their Cincinnati Call Center: 1-877-829-5500. The purpose of this call should be to:

- Confirm their organization’s tax exempt status
- Ensure that they will be listed on the next ELECTRONIC release of the Internal Revenue Service (IRS) Business Master File.

The organization will remain ineligible to register until we can verify their tax-exempt status ELECTRONICALLY.

Possible reasons for this ineligibility include:

- The organization has received its tax-exempt status too recently to be in the U.S. Internal Revenue Service (IRS) database. We update our database monthly and encourage you to check back with us then.
- The organization is otherwise listed incorrectly or missing in the U.S. Internal Revenue Service (IRS) database.
- You may direct the organization to peruse the exempt organization information available through the Statistics of Income (SOI) bulletin board.

Please contact support if you have any questions.

If you attempt to register with a tax ID number that is recognized and valid, but not eligible for this program, they will get a similar error message; one that indicates that the number was recognized but is not one of the subsections that qualifies for funding.

If your organization already exists in the system and you enter the exact same Legal Name, zip code, and tax ID of that existing organization account, you will be prompted to either add yourself to the existing record or to create a new one.
In most cases, you should add yourself to the existing record to avoid duplicate accounts. There are a couple of reasons why you would create a new record if one already exists:

- It is a different branch or chapter of the existing organization (e.g. American Red Cross has two locations in San Francisco)
- It is a different department for the same institution (e.g. Oncology Dept. vs. Neurology Dept.)

After successfully registering, you will automatically be logged in to your account.

**Logging in to your Account**

If you need to save your work and come back to it at a later time, you should always log out and log back in when you are ready. To log in to your account, visit the [www.cybergrants.com/actelion/grants](http://www.cybergrants.com/actelion/grants) to access the appropriate program site.

Once you reach the Login Page for the program, log into your existing account with the email address and password you chose during registration:
Welcome Page
Your Welcome Page is where you will find basic information about the program, links to update your user profile, FAQs, and your current and prior request history, including post-grant requirements:

Any requests with a Continue button can be edited. Any requests with a View button are either already submitted and, therefore, cannot be edited, or the responsibility of another user registered to your organization. While not common, there are some instances of multiple people being registered to the same organization account. You cannot edit/submit a request that was started by another user, nor can they edit/submit requests that you started. You do, however, have the ability to see each other’s requests.
Starting/Continuing Requests
If your organization is eligible and the grant cycle is currently open, you will have a “Start New Application” button at the bottom of the page. Click this button to begin a new request. If you have already started a new application, click the Continue button next to the existing request.

Organization Information
Some of the information that was gathered during the registration process will pre-populate into the Organization Information section. This information is static; if the information is changed in your current application, it will change on previously submitted requests. Essentially, this will always have the most current information as it pertains to your organization.

Contact Information Section
If there are existing contacts associated with this organization record, they will be listed here whenever you start a new application. While it is listed, it is not automatically selected. If the existing contact should be associated, simply select the box to associate them with this request and click the “Save and Proceed” button. If this contact is not associated with this request or you have additional contact(s) to list, click the “Create New” button. The new contact listing will expand and the required fields must be completed. Do not delete/overwrite any existing contacts; if they are not associated with the request, you do not need to select them.
Address information will pre-populate with whatever currently exists in the organization record. **DO NOT** delete any contacts unless you are positive they are not associated with any of the requests listed your entire organization.
After saving the new contact, it will be added to the Contact Information section list. At least one contact MUST be associated with any request:

[Contact Information form]

Select at least one contact to be associated with this request. Click on existing contacts to edit their current information. Click the Create New button to add new contacts. Do not delete/overwrite any contacts; if they are not associated with this request, you do not need to select them.

- **Salutation**: Mr.
- **First Name**: Joe
- **Last Name**: Smith
- **Title**: Treasurer
- **Address**: 123 Main
- **City**: Boston
- **State**: Massachusetts
- **Zip**: 01007
- **E-mail Address**: joesmith@test.com
- **Telephone**: 999-888-7777
- **Fax**:

[Save and Proceed] [Create New]
Request fields

The questions asked in Requests Sections are specific to the actual request and must be completed each time a new application is started. Nothing will be pre-populated and the user must complete all required fields.

If you do not know the answer to something and have to come back to it later, you can click on the other sections on the Timeline to jump ahead or jump back. You can also leave the application completely by clicking the Welcome Page tab, but you should save your work before doing so.

Required fields

You will not be able to submit your request unless all required fields have been completed. Fields that are required for everyone will be identified by a red asterisk (*). However, some fields will be populated based on a previous answer. Most of these “conditionally displayed” fields will also be required, but will not be marked as required since, technically, they are not required for everyone. Generally, if you see a field, it is likely that you need to complete it in order to submit your request. Likewise, some fields are hidden based on previous answers making them not applicable for your application.

The work will be saved unless there is invalid data (e.g. letters in a number field); the system will not produce error messages unless the “Save and Proceed” button is clicked.
It is highly suggested that you always click “Save and Proceed” before using the Timeline to navigate elsewhere.

If you need to log out and then come back to continue the application, the unsubmitted request will be on the Welcome Page under the “Requests Requiring Action” header with a “Continue” button; the date the application was started and the kind of proposal will display along with a Project Title and Requested Amount if those fields have been completed:

![Requests Requiring Action](image)

**Tool Tips**
For fields that require extra explanation, hover over the tool tips icons (?) to display additional information:

![Tool Tips](image)

**Upload Fields**
Files are uploaded in a separate window; pop-up blockers should be disabled. A new window will open when you click the “Upload File” button:
Once a file has successfully been uploaded, a confirmation message will display within the pop-up window and the file will be shown as a downloadable link. Click “Done” to return to the application page:

After the Upload window is closed, your page will refresh and your uploaded file will be visible as a link. Files will also be stamped with the date and name of the person who uploaded the file. To remove a file, click the “Delete” link.

Error messages will display if one of the following occurs:

- File is too large
- File is corrupted (“Scan Error Detected”)
• File is in an unacceptable format

Review
After you get to the last section of the request, clicking the “Save and Proceed” button will direct you to a Review Page. If any of the required fields are invalid or incomplete, an error message will display and you can click on the links to jump to the sections that need to be finished. Otherwise, you will be brought directly to the Review Page. This is a one-page read-only view of everything that has been entered. You should take the time to review everything that has been entered into the application. You are warned at the top of the page that if you choose to submit your request you will not be able to make any additional changes.

If you see anything that needs to be changed, click on the Section header to jump to it and make the necessary changes:

Once the Submit button is clicked, another final message will pop up with a last warning that once the application is submitted, no changes can be made.
Once submitted an immediate confirmation page will display:

**Confirmation of Application Receipt:**
Your proposal was successfully submitted to the Actelion Pharmaceuticals. No further action on your part is required and you can expect to receive notice of your proposal's status shortly. To print a copy of this completed application go to 'File', then 'Print' on your browser toolbar. Click here to return to the homepage when you are finished.

Additionally, an automated email event will be triggered and sent to the email address registered.

After returning to the Welcome Page, the request will have moved to the Submitted Applications portlet with a status of “Submitted.” This status will change as it moves through the approval process:
Required Reporting
All approved requests will have specific requirements:

- Letter of Agreement (LOA)
- Reconciliation Report

After logging into your account, you will see a portlet indicating Required Reporting. You will only see this portlet if you have something due from your organization.

Required reports will be automatically assigned. LOAs will be assigned one day after final approval of requests. Reconciliation Reports will be automatically assigned based on your Program Start Date. You will receive an email notification when a report is assigned. Due dates will vary.

The Request Information section will display limited information from your original request; this section is strictly for your reference and cannot be edited. Instructions may be included if applicable to your request.
The secondary section(s) will have required fields for you to complete. The fields will be different depending on the type of required reporting you are completing, but the instructions will be clear. Complete the forms and submit the required report.

**Sunshine Act Reporting**

If you have Open Payments (a.k.a. subgrantees) to report to fulfill the Sunshine Act requirements, you will have a portlet to collect those separate details. If you have no subgrantees to report, you won’t see the portlet and no additional information is required.

Click the Create New button to report a subgrantee. A modal window will open to complete the appropriate information:

- **Recipient Type**
- **Country** United States
- **Address**
- **Address Line 2**
- **Address Line 3**
- **City**
- **State**
- **Zip/Postal Code**
- **Specialty** (500 character maximum)
- **NPI or License Number**

Provide NPI Number for the individual or Organization being reported. In the event an NPI number does not exist for an individual, please provide the individual’s License Number, [NPI Provider/Organization Lookup](#).
After completing a subgrantee entry and saving, you can add a new subgrantee, clone the existing subgrantee, delete the entry or click the Done button to exit the modal window:

Continue listing as many subgrantees as you need to complete the requirement. You have the option of editing, cloning, or submitting the entry(ies) you have listed without submitting your whole Reconciliation Report. After submitting an open payment, you won’t be able to edit it again. Click the Submit Entries button to submit any new subgrantees to Actelion:

Another modal window will open for you to select the subgrantees you want to submit; if you only want to submit a subset of them, select the appropriate ones and click Submit Selected:

The Edit links next to the subgrantees will change to View links because you can no longer edit submitted subgrantees.

You can still continue to create new subgrantees as needed. This is so you can submit activity information as each activity occurs.
If, however, you have no additional subgrantees to enter, you will need to confirm that all open payments have been submitted before being able to submit the Reconciliation Report.

Submitting the entire Reconciliation Report will also submit any unsubmitted subgrantees.

**Returned Requests and Reports**

If Actelion needs additional information, you will be sent an email notification to return to your account and amend your request.

You will see a Revise link next to the item in question; comments may also be displayed. Make your changes and resubmit.

**Questions?**

Frequently Asked Questions are posted on your Welcome Page. These address questions specific to Actelion Pharmaceuticals’ giving program. If you have technical questions about the application form, click the “Technical Questions?” link at the bottom of each page.