

External Funding

*Facilitating One Way to Manage
External Funding Requests
Across The Enterprise*

AstraZeneca

External Funding – How to Apply Online

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Purpose

This purpose of this training guide is to familiarize external organizations with the process for completing and submitting an external funding application to AstraZeneca

Topics Covered

- External Funding Process Overview
- System Overview / CyberGrants
- Application Types Supported by AstraZeneca
- Accessing the External Funding Portal
- User Login
- Welcome Page
- Initiating an External Funding Application
- Application Section Descriptions
- Review and Submission of the Application
- Submitting Your Application to AstraZeneca
- What to Expect During the External Funding Application Review Process
- CyberGrants System Support/Application Support

External Funding Process Overview

AstraZeneca provides financial and other support to third parties / external organizations as part of our broad commitment to society. To this end, we invest in organizations, programs, and policies that improve patient health and access to care, drive health and science innovation, and support the communities where we live and work. Support from AstraZeneca can be made in the form of money, products, equipment, or other help such as resources, facilities, or employee time.

System Overview / CyberGrants

All funding requests submitted to AstraZeneca are managed in the CyberGrants System, which provides an end-to-end funding process tool, to include details of the external applicant's application details, the ability to submit required documentation, establish internal approval workflows, provide an integrated payment system, and reconcile funds.

Application Types Accepted by AstraZeneca Canada

AstraZeneca currently accepts the following application types. Some types are not available in every market. If you have received an invitation to apply and are unsure which type to use, please connect with your local market contact to review the definitions:

- Grants
- Sponsorships
- Community Investments & Donations

Global Application Type Descriptions

Some application types are not available everywhere, and definitions may differ by country. Please consult your AstraZeneca Contact or your local AstraZeneca country website for additional details if needed.

Grants are provisions of funding to support independent bona-fide scientific, medical, or health care-related activities to contribute to the improvement of patient care.

Examples: Medical Research, Public Policy Research, Journal Clubs, Grand Rounds, Medical Education, support to projects that will enhance patient outcomes

Sponsorships are provisions of funding or in-kind contributions to support bona-fide scientific, medical, health care-related or other activities, where AstraZeneca may be involved and/or receive benefit/recognition.

Examples: Congress, Patient Group Support, Collaborative partnerships, Collaborations with Health Services to improve health outcomes, Consensus/White Papers/Publications, Medical Education.

Community donations and investments are provisions of funding or in-kind contributions to support health care in general, local communities, or other charitable and philanthropic activities.

Examples: The AstraZeneca Young Health Programme, Donations to Red Cross Disaster Appeals, Charity Fundraiser events

Accessing the External Funding Portal

Applicants can access AstraZeneca's External Funding Portal via the link provided by the AstraZeneca contact or via our [website](#).

User Login

Existing Users

Existing users of the External Funding Portal will log in to the system using a previously established email address and password.

If you were provided an Invitation Code by an AstraZeneca representative, enter it here and click "Log In".

If you do not have an Invitation Code, enter your email address and password, and click "Log In". Then, skip to the **Welcome Page Section** this guide (page 8)



First time user? [Create your password](#)

Please Log In

Universal Sponsorship Application

E-mail Address:

Password:
[Show password](#)

Invitation Code (optional):

LOG IN

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

[Contact Us](#) | [Legal Notice and Terms of Use](#) | [Global Privacy Notice](#) | [Canada Privacy Notice](#) | [Cookie Policy](#) | Copyright © 2023 AstraZeneca

First Time Users

First time users will need to register/create an account in the External Funding Portal before being able to submit a funding application. This is a one-time registration process that requires the new user to enter specific details about their organization(s). To register for the first time, follow the steps below:

Click the “Create your password” link.



First time user? [Create your password](#)

[Please Log In](#)

After clicking the “Create your password” link, new users will be directed to the Registration Page to enter required information. All required fields are marked with a red asterisk (*).



Registration Information

* Indicates required field

* First Name:	
* Last Name:	
* Telephone #:	
* E-mail Address:	Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.
* Confirm E-mail Address:	Please enter your e-mail address, e.g. yourname@yourdomain.com.
* Password:	The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '!@#\$_-'. The password 'password' is not valid.
* Confirm Password:	The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '!@#\$_-'. The password 'password' is not valid.
Invitation Code:	Enter the invitation code if you were provided with one by the grantmaking organization.

At this point in the registration process, users may be asked for Organization Tax ID Information. Depending on the Organization Country, a specific Tax ID may be required.

US users are also required to enter the organization's Tax ID/Charitable ID in the IRS AND/OR NCES Information section (highlighted below); non-US users may leave this section blank. Once all required fields are completed, click "Submit".

The screenshot shows a registration form section titled "IRS AND/OR NCES Information". It contains three rows of input fields with instructions:

- Tax ID/Charity ID (if applicable):** Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.
- School District ID (U.S. Pre-K-12 public schools and public school districts only):** For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.
- School ID (U.S. Pre-K-12 public and private schools only):** For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for Education Statistics (NCES) School ID. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

At the bottom of the section are two buttons: "SUBMIT" and "CANCEL".

In some instances, a new user's organization may have been previously entered into the system by another user. If this occurs, the system will notify the user that an existing organization has been detected. The user may select the appropriate organization by clicking the blue hyperlink showing the organization's name.

The screenshot shows a message titled "Existing Organization Detected". It states: "There are similar organization(s) already in our database. If your organization is listed below, please click on the appropriate link to associate yourself with that organization. If your organization is not listed below, please submit a [support request](#) and our support team will assist you with creating your account."

Below the message is a section titled "Select your organization" with a list of organizations. One organization is listed: "Basile Fleet (. Woodbridge VA 22191)". The name "Basile Fleet" is a blue hyperlink. Below the organization name is the text "Tax ID/Charity ID (if applicable):99-9999999".

At the bottom of the message is a button labeled "TRY REGISTERING AGAIN".

At the very bottom of the page is a link labeled "Need Support?".

If an organization has not been previously entered by another user, the system will automatically move forward with the registration process by sending an activation message to the email address used to create the account.

Help us activate your email address

An activation email has been sent to **externalfundingtestii@gmail.com**. Please open the email and click on the link inside to proceed.

No activation email in your inbox? First, check your spam, junk, or trash folders for a message from donotreply@cybergrants.com. You can also [click here to send a new activation email](#) if necessary.

Security is very important to us and activating your email address will add an extra layer of protection to your account. Thank you for your understanding and for helping us keep your information safe!

To complete the registration process, the user will need to activate the email address by clicking the activation link provided. Once the email account is confirmed, the user will be redirected back to the External Funding Portal to log in.

Please activate your email address to access AstraZeneca Pharmaceuticals portals

Inbox x



donotreply@cybergrants.com

3:47 PM (33 minutes ago)



to TestExternalFunding

External Funding,

We received a request to activate your email - TestExternalFunding@gmail.com - so that it can be used to access AstraZeneca Pharmaceuticals portals. If this is correct, please confirm by clicking the link below:

https://sandbox.cybergrants.com/pls/cybergrants-sb/ao_reg.verify?x_qm_id=3012&x_proposal_type_id=52598&x_language_code=en-US&x_gs_user_id=72E2ACEE7BB5D9BEACCA9DA7A44CFDE0BE8B726792F761E9E36E8B8776E4C15F&x_token=8938CF1BAB97714A7B8DD84495718A0E

Having trouble with the links in this email? Copy and paste this link into your browser to activate your email.

Please note that this activation code will expire 24 hours from the receipt of this message.

Having difficulty activating your email? Please click the "Need Support" link at the bottom of the login page to submit a help request to our contact center team. Be sure to include this message and a description of the problem to your support request if possible.

Welcome Page

After successfully logging in to the External Funding Portal, the user is taken directly to the Welcome page.

AstraZeneca

EDIT PROFILELOGOUT

Welcome, Aliciya Jamal!

The organization you are currently associated with is **Aliciya Test Org**.

If you work with multiple organizations, you can [add a new organization to your account](#).

The Sponsorship application consists of several sections, each of which must be completed for your proposal to be considered.

1. Contact information pertaining to your organization.

2. Basic information pertaining to your organization.

3. The proposal your organization is submitting for approval.

Once submitted, all completed are immediately sent to AstraZeneca.

We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to AstraZeneca, click the "View" link next to the appropriate Project Title.

Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

Please note, AstraZeneca may not accept requests for all funding types in certain countries. For additional details, please refer to your local AstraZeneca website.

Welcome Page

Organization Information

Contact Information

Other Party Organization Information

Program Information

Attachments & Executed LOA

Reports Requiring Action

Action	Project Title	Request Id	Report Type	Report Due Date
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Unsubmitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	COPD Update 2023	04/14/2023	Universal Sponsorship	1,500.00 CAD
Continue	Project Title	06/19/2023	Universal Sponsorship	\$0.00
Continue	test	06/19/2023	Universal Education Grant	2,342.00 ILS
Continue	test	06/19/2023	Community Investment	\$0.00

Submitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	Respiratory Conference	04/14/2023	Universal Sponsorship	3,000.00 CAD	Request ID 11905560 in review
View	School	04/20/2023	Community Investment	3,000.00 CAD	Request ID 12034148 in review

» START A NEW SPONSORSHIP APPLICATION «

The Welcome page is where all external funding requests are managed. This page provides the user with the ability to:

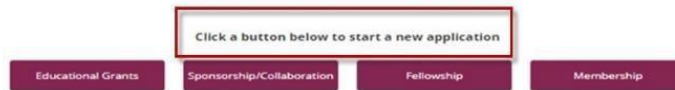
- Create a new funding request
- View all the organization's funding applications (both submitted and unsubmitted)
- See all the organizations the respective user is associated with
- Add a new organization to the account
- Switch between organizations
- Edit profile information
- Complete required actions
- Access Application Support

- In certain US application views, user may also access various “Host Documents” (i.e., templates) to upload supporting documents (e.g., Budget Schedule, Proposal, Letter of Request)

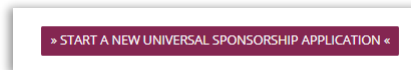
Initiate a New Funding Request/Application

To create a new funding request, click the appropriate application type on the Welcome page. Depending on your organization country, there may be more than one option available on your welcome page:

Example 1 (multiple options):



Example 2 (one option):



Once the application type is selected, the applicant will be required to enter various details about their organization, as well as other required details about the external funding request.

The user can leave the portal at any time before submitting a funding application. Once logged out, the application will be saved until the user returns to the portal to complete it.

To leave the portal, click the "Save and Proceed" button on any page of the application, and click "Logout".

A screenshot of the AstraZeneca application form. The AstraZeneca logo is at the top left. A "LOGOUT" button is highlighted with a red box in the top right. Below the logo is a navigation bar with links: "Welcome Page", "Organization Information", "Contact Information", "Other Party Organization Information", "Program Information", and "Attachments & Executed LOA". The "Organization Information" link is active. Below the navigation bar is the "Organization Information" section. It starts with a note: "NOTE: If funded, the payment will be made to the Primary Organization entered below. Any changes to the below may effect applications already in process. If you require payment to a different organization, that organization must submit the application. Please click need support below with any questions." Below the note are several fields: "Primary Organization Name" (Alicya Test Org), "Organization Entity Type" (Non-Profit Organization), "Legal Status" (Is the organization a registered charity or non profit organization? Yes), "GST/HST Number" (12345667), "QST Number", "Organization Country" (Canada), "Organization Address" (222 Main St), "Organization Address (2)", "Organization City" (Toronto), "Organization Province / County" (Ontario), "Organization Zip/Postal Code" (M2N1Y7), "Organization Telephone" (4166641972), "Organization E-mail Address" (aliciya@gmail.com), and "Organization Website Address" (aliciya@gmail.com). Below these fields is a section for "Legal Documentation Required" with a note: "Please provide one of the following: certificate of corporate status, a certificate of limited partnership, an annual public filing of your organization, a trust agreement, a partnership or limited partnership agreement, articles of association, articles of incorporation." Below this is a section for "Legal Organization Documentation" with a note: "(e.g. WS, WS, Article of Incorporation, Business Registration Form, etc.)". Below this is an "UPLOAD FILE" button. Below the upload button are two links: "Success Consent Step by Step Instructions vF - FR.pdf (1.85 MB) uploaded by Alicya Jamal on 02/24/2023 [Delete File]" and "A2 Commission Report - 06000112 - Warren Jack PDF (94.98 K) uploaded by Alicya Jamal on 05/16/2023 [Delete File]". At the bottom of the form is a "SAVE AND PROCEED" button highlighted with a red box.

Upon logging back into the portal, the user will once again be automatically directed to the Welcome page where all pending applications will be listed under the “Unsubmitted Applications” section. To re-open the application, click “Continue”

Unsubmitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	COPD Update 2023 	04/14/2023	Universal Sponsorship	1,500.00 CAD
Continue	Project Title 	06/19/2023	Universal Sponsorship	\$0.00
Continue	test 	06/19/2023	Universal Education Grant	2,342.00 ILS
Continue	test 	06/19/2023	Community Investment	\$0.00
Continue	Project Title 	07/19/2023	Universal Sponsorship	\$0.00

Submitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
Display activity for year: 2023 2022					
View	Respiratory Conference	04/14/2023	Universal Sponsorship	3,000.00 CAD	Request ID 11905560 in review

Application Sections

During the application process, the user will be directed through several sections of the application in order to provide information needed for consideration of a funding request.

The application may include the following sections:

- External Funding Request
- Organization Information
- Contact Information
- Other Party Organization Information
- Program Strategy
- Program Logistics
- Attachments & Executed LOA/FSA

Each section of the application contains required fields that must be completed before the application can be submitted. Required fields are typically marked with a red asterisk (*). Depending on local requirements, other fields may be required before submission.

If a required field is left blank, system quality controls will identify the missing detail(s), and the applicant will be provided with a message advising of the information needed to move forward. The user will not have the option to submit the application until all required information is provided.

Organization Information

* indicates required field

Your work has been saved, however, you must address the following item(s) before you can submit your application:
['Organization Address'](#) is required.

NOTE: If funded, the payment will be made to the Primary Organization entered below. Any changes to the below may effect applications already in process. If you require payment to a different organization, that organization must submit the application. Please click need support below with any questions.

* Primary Organization Name	Aliciya Test Org
* Organization Entity Type	Non-Profit Organization
Legal Status	Is the organization a registered charity or non profit organization? Yes
GST/HST Number	123455667
QST Number	
* Organization Country	In what country is your organization registered? Canada
* Organization Address	

Note, the funding application does not need to be completed in any particular order. Section titles, located at the top of each page, allow the user to move quickly between sections by clicking directly on the section name.



Application Section Descriptions

Organization Information

This section requests specific information about the organization requesting the funding (i.e., the Primary Organization).

Note, if a funding request is approved, payment will be made to the organization listed in this section; therefore, this section should contain the name of the requesting/primary organization.

Important: The name of the principal organization must match the name of the banking details you attach. We cannot pay a different organization than the principal organization.

[Welcome Page](#)[Organization Information](#)[Contact Information](#)[Other Party Organization Information](#)[Program Information](#)[Attachments & Executed LOA](#)

Organization Information

NOTE: If funded, the payment will be made to the Primary Organization entered below. Any changes to the below may effect applications already in process. If you require payment to a different organization, that organization must submit the application. Please click need support below with any questions.

* Primary Organization Name

* Organization Entity Type

Legal Status

GST/HST Number

QST Number

* Organization Country

* Organization Address

Contact Information

For each application submitted to AstraZeneca, the organization will need to select a contact person to receive correspondence on behalf of their organization. The organization's contact(s) can be the person initiating the request and/or another individual. The contact entered is who the LOA/FSA will be issued to.

For US Organizations:

To associate the respective contact(s) with the application, click the check box next to the name(s) of the individual(s). A new contact can also be created in this section by clicking the "Create New" button. If a contact name needs to be deleted, click the blue hyperlink showing the individual's name to be given the option to delete.

Welcome Page
Organization Information
Contact Information
Other Party Organization Information
Program Information
Attachments & Executed LOA

Contact Information

* indicates required field

NOTE: Please enter/select the information for the contact person who will be responsible for signing the Letter of Agreement in the event this request is approved/funded

* Contact First Name

* Contact Last Name

Contact Title in the Organization

Contact Phone Number

* Contact Email

SAVE AND PROCEED

Other Party Organization Information

This section requests the information of any other organizations involved in the program. If an additional organization is not involved in the program, select “No”, then save and proceed to the next section.

If an additional organization is involved in the program, the user will need to provide the other organization’s details as due diligence will need to be completed on this other party.

Welcome Page
Organization Information
Contact Information
Other Party Organization Information
Program Information
Attachments & Executed LOA

Other Party Organization Information

* indicates required field

Other Party Organization Note: **If a third-party will be involved in the program, please select “Yes” and enter the third-party’s details below.**

Will an additional Organization/Education Provider be involved in this event?

Organization/Education Provider Organization Name

Organization/Education Provider Contact First Name

Organization/Education Provider Contact Last Name

Organization/Education Provider Address Country

Organization/Education Provider Address

Organization/Education Provider Address (2)

Organization/Education Provider Org City

Organization/Education Provider Org Zip/Postal Code

Organization/Education Provider Phone Number

Organization/Education Provider Email

Organization/Education Provider Website

Program Information

The Program Information sections may be combined in one “Program Information” tab in certain application types.

The Strategy (Therapeutic Area) provides a program’s primary area of focus, as well as the associated therapeutic area (TA), the activity format, target audience, and certified medical education (CME) details (if applicable). All fields within this section of the application are required to be completed by the applicant.

The Program Information section is used to capture your AstraZeneca Contact and other important program details such as the project title, program start/end dates, amount requested, and other details of the request such as currency type, program benefits, etc.

Welcome Page

Organization Information

Contact Information

Other Party Organization Information

Program Information

Attachments & Executed LOA

Program Information

* indicates required field

Important Note

The description you enter in the “Program Description” field will be populated in the Letter of Agreement under the Use of Financial Support clause. Please ensure that the description accurately reflects how you intend to use the funds provided by AstraZeneca.

AstraZeneca Contact

Provide your AZ contact name, area or department or “N/A” if not available.

* Program Title

Do not use any special characters (&, #, @, (,) etc.) in the Project Title

* Program Description

(2000 character maximum)

* Choose Currency

* Amount Requested from AstraZeneca (Exclusive of Tax)

Please only enter numbers in the below field. Do not include commas or special characters (ex. \$, €, etc.)

Amount of Tax

Total all applicable taxes (GST, VAT, PST, HST, QST etc.)

Decision Date for Support

MM/DD/YYYY

* Program Start Date

MM/DD/YYYY

* Program End Date

MM/DD/YYYY

* Event Format

☐ Live (ex. Face to Face, In Person)
☐ Web/Virtual (ex. Online Broadcast, etc.)
☐ No Event
☐ Other

Strategy (Therapeutic Area)

Hold “Ctrl” key for multiple selections

Cardiology
----Amyloid transthyretin cardiomyopathy (ATTR-CM)
----Coagulation Therapy
----Heart Failure - SGLT2 Inhibition
Infections and Vaccines

* All information I have provided in the above section is accurate and I acknowledge AstraZeneca will post it externally in support of its transparency efforts.

☐ I verify.

* Submission of your application is providing consent for us to contact you regarding this application.

☐ I verify.

Attachments & Executed LOA

The Attachments & Executed LOA section is where all required documentation should be uploaded by the organization. Organizations may use their own templates, or the templates provided in the portal.

Note: Naming conventions cannot contain any special characters (e.g., #, @, , *); otherwise, document uploads will fail and submission of the funding application may be delayed.

Welcome Page	Organization Information	Contact Information	Other Party Organization Information	Program Information	Attachments & Executed LOA
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Attachments & Executed LOA

* indicates required field

Budget Schedule / Cost Breakdown [Click here to download a sample template](#)

Note: This is a sample. It is not required to use this exact template.

UPLOAD FILE

* Formal Letter of Request on Company Letterhead

UPLOAD FILE

Fully Executed LOA / FSA Will be uploaded if request is approved and a contract is required/has been fully executed by all parties.

SAVE AND PROCEED

To upload attachments, click the “Upload File” button next to each field marked with a red asterisk (*). In some markets, additional documentation is required (for example, budget schedule) that is not marked with a red asterisk. If this documentation is required, you will get a detailed error message when you click Save and Proceed.

In the File Upload window:

1. Click “Choose File” to select the desired document.
2. Click “Upload File”
3. Click “Close Window”

File Upload * indicates required field

Click the button to locate the file on your computer that you would like to upload. Click Upload File to upload the selected file.

Request Proposal

Choose File No file chosen

Upload File Close Window

Once a file is uploaded successfully, a blue hyperlink with the file name will appear in the applicable field. Once all required attachments have been uploaded, click “Save and Proceed”.

Attachments & Executed LOA * indicates required field

* Request Proposal **UPLOAD FILE**

- 2020 AstraZeneca program support proposal.docx (144.27 K), uploaded by External Funding on 07/21/2020 (Delete File)

* Budget Schedule Click here to download the [Budget Schedule](#) . Note: This is a sample template. It is not required to use this exact template. **UPLOAD FILE**

- Urgent Covid FAN Budget 7.6.xlsx (18.15 K), uploaded by External Funding on 07/21/2020 (Delete File)

* Formal Letter of Request on Company Letterhead **UPLOAD FILE**

- 2020 AstraZeneca program support proposal.docx (144.27 K), uploaded by External Funding on 07/21/2020 (Delete File)

Brochure or Agenda (draft or final if available) **UPLOAD FILE**

Additional Attachments **UPLOAD FILE**

Fully Executed LOA Will be uploaded if request is approved and a contract has been fully executed by all parties.

SAVE AND PROCEED

Review and Submission of the Application

Review and Submit



Review Your Application

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to AstraZeneca and you will then be unable to perform further editing.

Organization Information

* Primary Organization Name Aliciya Test Org
* Organization Entity Type Non-Profit Organization

Legal Status Yes
GST/HST Number 123455667

After reaching the last section of the funding application and clicking "Save and Proceed", the user will be directed to the Review page, which is a one-page, read-only view of all the information provided within the application.

If any required fields are missing information, the system will automatically generate an error message for the user. This message will identify any missing information along with the section that needs to be updated.

To clear the error(s), click the blue hyperlink above the error(s), which will automatically direct the user back to the section(s) that requires attention.

A screenshot of the 'Review Your Application' page showing an 'Incomplete Application' error. At the top is a navigation bar with tabs: Welcome Page, External Funding Request, Primary Organization Information, Requester Contact Information, Other Organization Information, Program Strategy, Program Logistics, and Attachments & Executed LOA. Below the navigation bar, a red-bordered box contains the text 'Incomplete Application'. Below this, a red message states: 'You have not filled in the following required fields. Click on the section name to return to that section and then provide valid responses to the following questions. These fields must be completed in order to submit your application'. A red asterisk indicates required fields. A blue arrow points from the 'Requester Contact Information' tab to a red-bordered box containing a list of required fields: 'Primary Organization Information' (with a sub-item 'Tax ID'), 'Requester Contact Information' (with a sub-item 'You must associate at least one individual with this application.'), 'Other Organization Information' (with a sub-item 'Is an additional organization required to sign the LOA?'), 'Program Strategy' (with sub-items 'Strategy (Primary Area of Focus)', 'Strategy (Therapeutic Area)', and 'Program/Activity Format'), and 'Target Audience for Program'.

Once all necessary information has been provided, the user will be automatically returned to the Review page to again click “Submit”.

Attachments & Executed LOA

★ Request Proposal

★ Budget Schedule

★ Formal Letter of Request on Company Letterhead

Brochure or Agenda (draft or final if available)

Additional Attachments

Fully Executed LOA

CyberGrants Apply Online Guide AstraZeneca Updating td.docx (4.8 MB), uploaded by External Funding on 07/08/2020

BUDGET Monograph.xlsx (18.97 K), uploaded by External Funding on 07/08/2020

Types of Funding.docx (4.67 MB), uploaded by External Funding on 07/08/2020

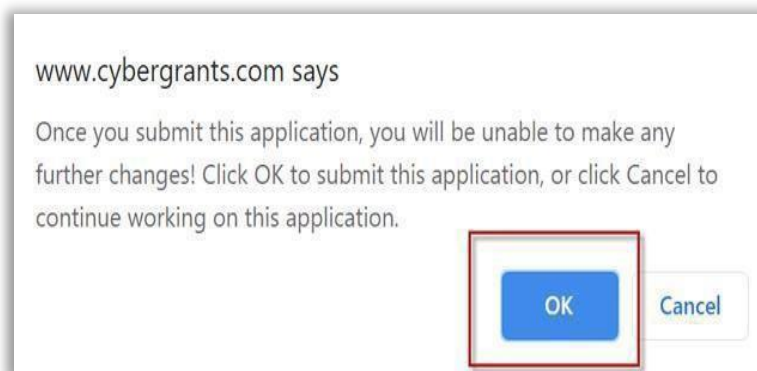
SUBMIT

SAVE ONLY

[Need Support?](#)

After clicking “Submit”, the user will receive a message at the top of the page indicating that no additional changes can be made to the application.

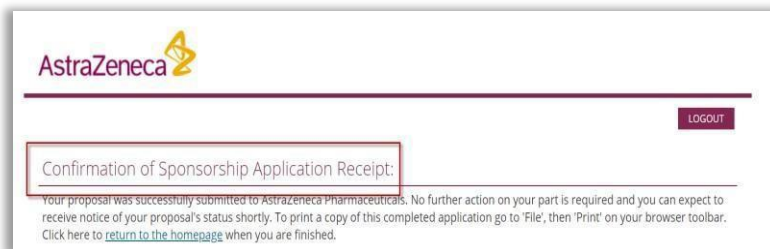
Click “OK” to move forward with submission. Click “Cancel” to make additional updates.



The application will be sent to AstraZeneca for review and no additional changes can be made.

Returning to the Welcome Page

You may return to the welcome page after submitting the application. To do this, click the **return to the homepage** link on the confirmation page.



Checking your Request Status

The status column will provide the applicant with a Request ID, as well as the status of the application as it moves through the appropriate review/approval workflows.

After returning to the Homepage/Welcome page, the request will have been automatically moved to the Submitted Applications portlet with a status of “Submitted.”

Submitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
Display activity for year: 2023 2022					
View	Respiratory Conference	04/14/2023	Universal Sponsorship	3,000.00 CAD	Request ID 11905560 in review

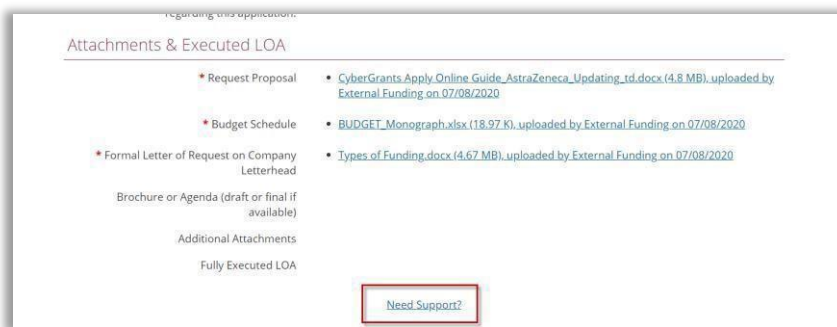
Application Review

We carefully consider each application based on available funding resources, the scope of the project being funded, impact to patient health, and alignment with our key strategic areas.

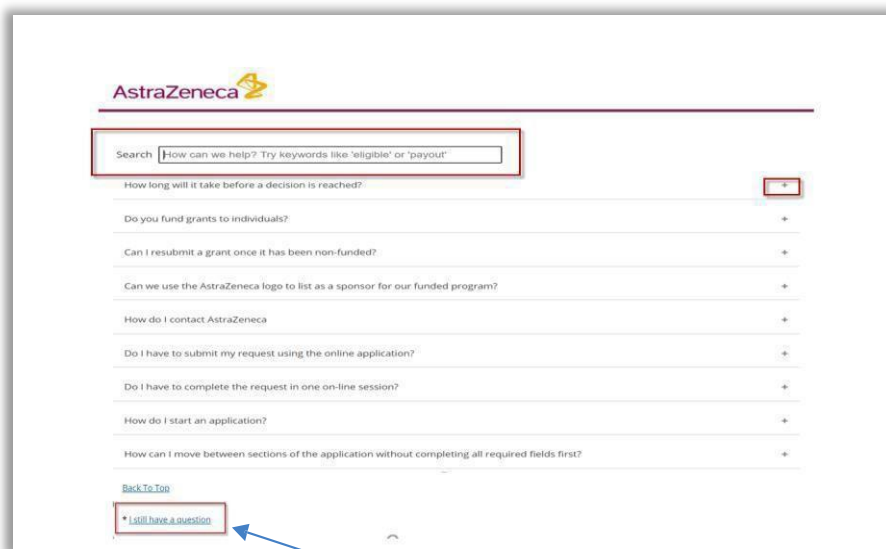
Organizations will be notified of funding decisions via [email](#). In some instances, additional information may be requested to assist in the decision-making process. In these instances, AstraZeneca may reach out by email or directly to the organization's contact.

Application Support

If additional assistance is needed at any time during the External Funding application process, click the “Need Support?” link at the bottom of the application. This link will appear throughout every section of the application.

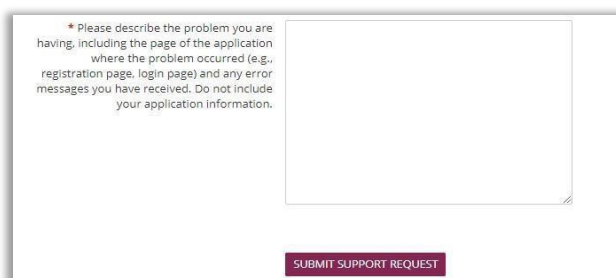


After clicking the Need Support? link, the applicant can search for specific issues through use of the Search box or select from the list of frequently asked questions provided by the system.



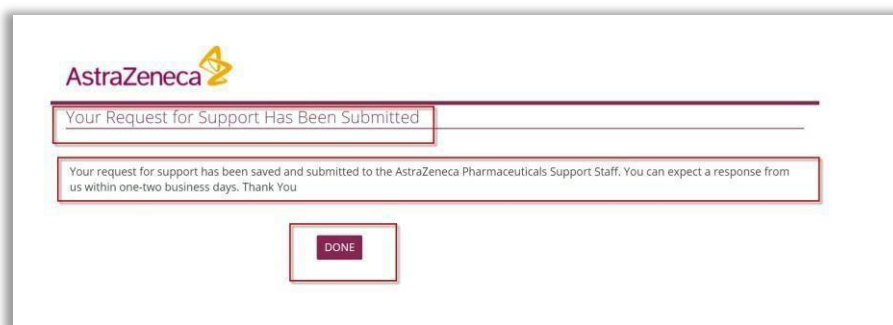
If help is still needed, click the “I still have a question” link to complete a Support Request.

Enter all required information (*) within the support request screen. Enter comments to indicate the nature of the issue(s) and click Submit Support Request.



The screenshot shows a web form for submitting a support request. On the left, there is a text area with a placeholder instruction: "* Please describe the problem you are having, including the page of the application where the problem occurred (e.g., registration page, login page) and any error messages you have received. Do not include your application information." To the right of the text area is a large, empty rectangular box for additional details. At the bottom center of the form is a purple button labeled "SUBMIT SUPPORT REQUEST".

Once the Support Request has been submitted, a response should be received via email within two business days from CyberGrants.



The screenshot shows a confirmation page with the AstraZeneca logo at the top left. Below the logo, a purple box contains the text "Your Request for Support Has Been Submitted". Underneath this, a larger white box with a purple border contains the message: "Your request for support has been saved and submitted to the AstraZeneca Pharmaceuticals Support Staff. You can expect a response from us within one-two business days. Thank You". At the bottom center of the page is a purple button labeled "DONE".

If additional assistance is needed after submitting a Support Request, contact the External Funding mailbox at externalfunding@astrazeneca.com and a member of the External Funding team will respond to you directly.

Approved Applications

If the application is approved, the organization will receive a notification confirming approval. The notice will require the organization to complete the "Payment Impact Report" and where applicable provide approval of the Letter of Agreement/ Financial Services Agreement (typically electronically).

Payment Impact Report

The "Payment Impact Report" requires organizations to provide their banking/payment details to ensure proper payment. The notification will include a link to the "Payment Impact Report", or the applicant can view under the "Reports Requiring Action" section on the Homepage (see below).

Reports Requiring Action

Action	Project Title	Request Id	Report Type	Report Due Date
Due	XYZ	10068202	Payment Impact Report	02/20/2021

Unsubmitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	Aleksandra 🗑	09/27/2021	Medical Education	25.00 HRK

Submitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	XYZ	01/14/2021	Medical Education	50,000.00 GBP	Grant ID 10068202 in review

The organization can click on the “Due” and complete the “Payment Impact Report.” Depending on Bank Country, different fields may be required.

Select “Edit”

Payment Information

* indicates required field

* Bank Country

SAVE AND PROCEED EDIT

Welcome Page

Payment Information

Organization Information

Payment Information

* indicates required field

* Bank Country

Bank Name

Bank Account Type

Bank Routing Number If this is not a United States bank account, please enter your bank identifier equivalent. Ex. Bank and Branch Code, Bank Code, BLZ Code, Clearing Number, Sort Code, BIC Code, etc

Bank Account Number

Account/Beneficiary Account Name

Bank Documentation Please provide evidence of your bank account. Ex. letter from bank, voided check, etc.

UPLOAD FILE

SAVE AND PROCEED

[Need Support?](#)

Once all fields are entered and the evidence of “Bank Documentation” is uploaded, click “Save and Proceed” to submit.

Utilize the Account/Beneficiary Account Name for specific beneficiary details (e.g., Institution and Department Name)

Letter of Agreement

Also called the Financial Services Agreement (FSA).

Prior to payment, where applicable, the Letter of Agreement (LOA) must also be signed in order for the request to progress to Payment. The organization will receive a notification from Adobe Sign or DocuSign that the Letter of Agreement is pending approval. Click the link to access and sign the LOA. Once signed by all parties, the fully executed LOA will be attached to the submitted application. To see the document the external applicant should click on “View” button on the Welcome Page and scroll down to the “Attachments & Executed LOA” section of the application.

Submitted Applications

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	XYZ	01/14/2021	Medical Education	50,000.00 GBP	Grant ID 10068202 in review

Attachments & Executed LOA

- * Grant Proposal
 - [US_Proposal_Summary.docx \(45.06 K\)](#), uploaded by Ola Rzewuska on 01/14/2021
- * Budget Schedule
 - [Budget_Schedule.xlsx \(48.22 K\)](#), uploaded by Ola Rzewuska on 01/14/2021
- * Formal Letter of Request on Company Letterhead
 - [US_Proposal_Summary.docx \(45.06 K\)](#), uploaded by Ola Rzewuska on 01/14/2021
- Brochure or Agenda (draft or final if available)

Additional Attachments

- Fully Executed LOA
 - [Request #10068202 - LOA Fully Executed.pdf \(25.09 K\)](#), uploaded by Michal Kulak on 10/14/2021

[Need Support?](#)

Once the “Payment Impact Report” and where applicable the Letter of Agreement is fully executed, the payment can be scheduled by AstraZeneca as directed/agreed by both parties in the LOA.

Reconciliation Report

In accordance with the LOA/FSA/Terms and Conditions, organizations may be required to provide evidence that the funds were used in accordance with the LOA as well as AstraZeneca expectations. As a result, forty-five (45) days after the scheduled program end date, the organization will receive a notification advising them of the requirement to complete and submit documentation related to the funded program. The process for completion of this task is similar to the “Payment Impact Report.”

The notification will include a link to the “Reconciliation Report”, or the applicant can view under the “Reports Requiring Action” section on the Homepage. The organization can click on the “Due” and complete the “Reconciliation Impact Report.”

EDIT PROFILE

LOGOUT

Welcome, Kristen McKee!

The organization you are currently associated with is Vendor Org Test Account.

If you work with multiple organizations, [click here to add a new organization to your account](#).

The Medical Education Application consists of several sections, each of which must be completed for your proposal to be considered.

1. Contact Information
2. Organization Information
3. Request Information

Once completed, all applications submitted are immediately sent to AstraZeneca Pharmaceuticals LP.

We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to AstraZeneca Pharmaceuticals LP, click the "View" link next to the appropriate Project Title.

Each page will have a timeline like to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

Hosted Documents

REQUIRED DOCUMENTS FOR GRANT APPLICATION

- Letter of Request on Company Letterhead
- [Budget Schedule](#)
- Grant Proposal

RECONCILIATION TEMPLATES

Choose the template(s) that is most appropriate to your particular program.

- Budget Reconciliation - [Please refer to budget submitted with application.]
- [Reconciliation Template](#)
- [Post Activity Live Assessment Template](#)
- [Basic Worksheet Tool for Outcomes](#)
- [Appendix to Basic Worksheet Tool](#)
- Attach additional supporting documentation if available.

DOCUMENTS FOR OPEN PAYMENT REPORTING

- [Open Payments Template](#)
- [Instructions for Spreadsheet](#)

Reports Requiring Action

Action Project Title	Report Type	Report Due Date
Due Vendor Test - First Time	Reconciliation Report	01/11/2019

Reconciliation Requirements will differ by market. Once all fields are entered and the evidence is uploaded, click “Save and Proceed” to submit.



LOGOUT

Welcome Page

Grant Information

Reconciliation Information

Reconciliation Information

* indicates required field

As a part of this reconciliation process, please include the following:

Actual Start Date

MM/DD/YYYY

Actual End Date

MM/DD/YYYY

Total Number of Attendees/Participants

* Actual Expenditure Amount (in local currency)

* Program Reconciliation

Evidence that the activity took place as indicated in your grant request.

UPLOAD FILE

SAVE AND PROCEED

At this point in the process, the report is removed from the applicant's Homepage and no additional action is required from the applicant.

Summary

Once the above is completed the request will progress to payment (where applicable) and the funds will be issued.

Thank you in advance for submitting an External Funding request/application with AstraZeneca. We value your dedication and partnership.