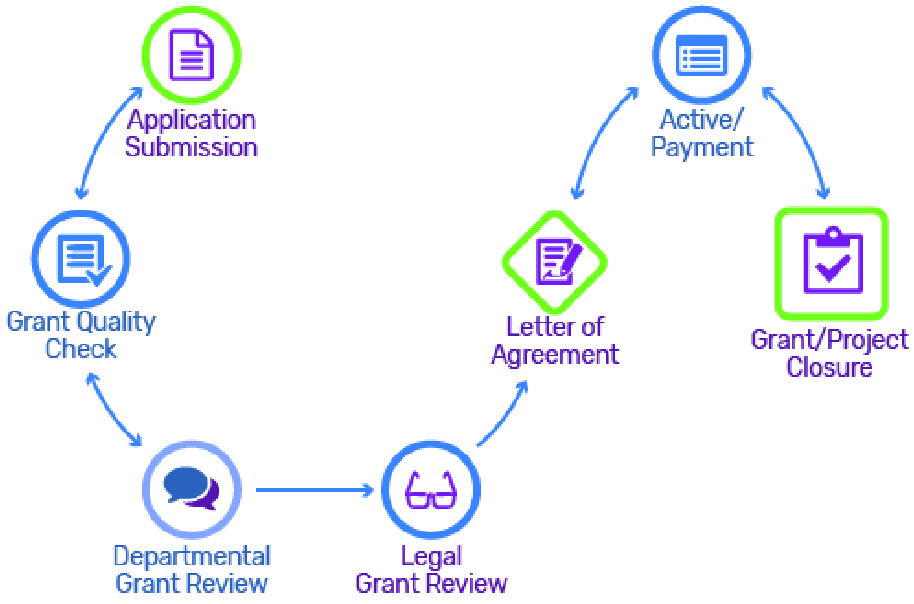
Jazz Pharmaceuticals
Corporate Funding Grants

Guide for Applicants



1.0 Welcome to iEnvision

Because iEnvision is a web-based platform, you will be able to use the back and forward buttons within your browser.

You can open multiple tabs while navigating through iEnvision.

Right-click on the link you want to follow, and then click Open Link in New Tab.

Popups must be enabled to use the system properly.

You must have popups enabled within your browser in order to use the system properly.

1.1 Corporate Funding- Jazz Pharmaceuticals-related Support

Corpgiving@jazzpharma.com

1.2 Additional Support: iEnvision Application, Technical and System Questions

Envision Technology Solutions (ETS) Help Desk

helpdesk@envisionpharmasupport.com

Phone

USA: +1 860 266 4944 (8:30 AM to 8:30 PM local time)

Phone UK & EU: +44 1403 322 095 (8:30 AM to 8:30 PM local time)

2.0 Accessing iEnvision

2.1 Website entry point

Click here to access Jazz Pharmaceuticals' Corporate Funding platform in iEnvision.

The main website entry point is at:
https://jazz.envisionpharma.com/ienv_jazzpharma/visiontracker/portal/login.xhtml?pgm=CORPFUND&windowId=114

2.2 New Account for Applicants

Create a new account by clicking Register for New Account.

1. Complete the short form that pops up. All fields that are marked with an asterisk are required to submit the registration request.
2. Search for your organization to associate it with your account. You will also be able to add a new organization if required.
   A. Entering as much information as possible will simplify your application later, as you may automatically populate data from your profile.
3. Once the registration form is submitted, you will receive an email with a link to activate your account.
   A. Log in with the user name and password you entered during registration.
   B. Your login ID, or user name, is generally your email address.

Should you experience technical difficulties, access technical support as suggested beneath the Contact Us heading.

You must have popups enabled within your browser in order to use the system properly.

External users accessing iEnvision to request information or support may use the web portal to self-register for an account.

To search for your organization, enter your tax code into the search bar and click the search icon.

You must use the format 12-3456789.

If your organization does not appear, click Add New Organization.

Your email address is generally your login ID.

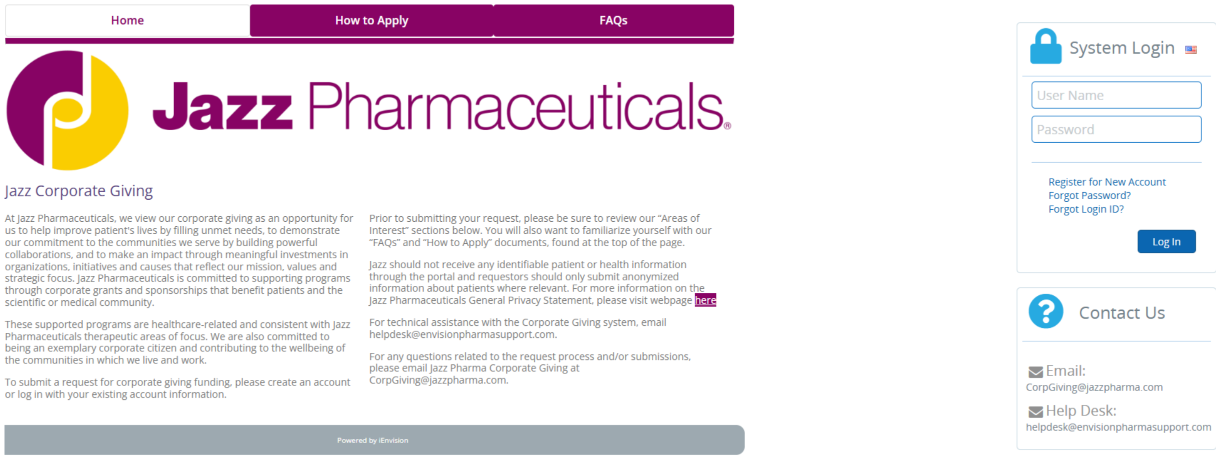
2.3 System Login

2.3.1 Login for Applicants

1. Enter your User ID and Password at the top right of the screen.
2. Upon successful login, you will arrive at your Dashboard.

You must have popups enabled within your browser to use the system properly.

Figure 1: The iEnvision portal login screen



When iEnvision is inactive for an extended time, you will be notified that a session close is imminent.

If iEnvision remains inactive, the system will automatically log you out and return to the Login screen.

2.3.1.1 Forgot Login/Password for Applicants

1. Use the links below the password field on the login page to obtain your username (your login ID), or to reset your password. *If logging on to the new system for the first time, you will need to reset your password. New email addresses associated with an existing organization will need a new login.
   A. Your login ID will be populated on the login page.
   B. You may be asked for your login ID and answers to one or more security question(s) to reset your password.

Your email address is generally your login ID.

Should you experience technical difficulties, access technical support as suggested beneath the Contact Us heading.

3.0 Navigation Overview

This section will introduce users to the basics of iEnvision's navigation structures. See Navigation Overview for more details.

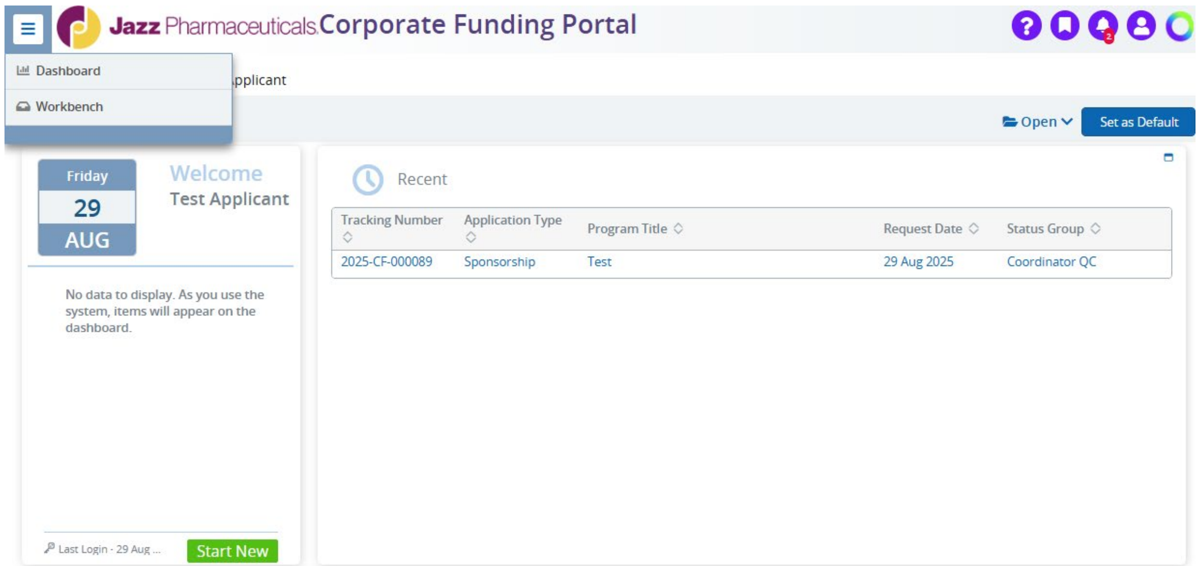
3.1 Common Navigation Tools

These are available on all iEnvision screens.

3.1.1 Left Navigation Menu

The left navigation menu offers access to different top-level views of your projects.

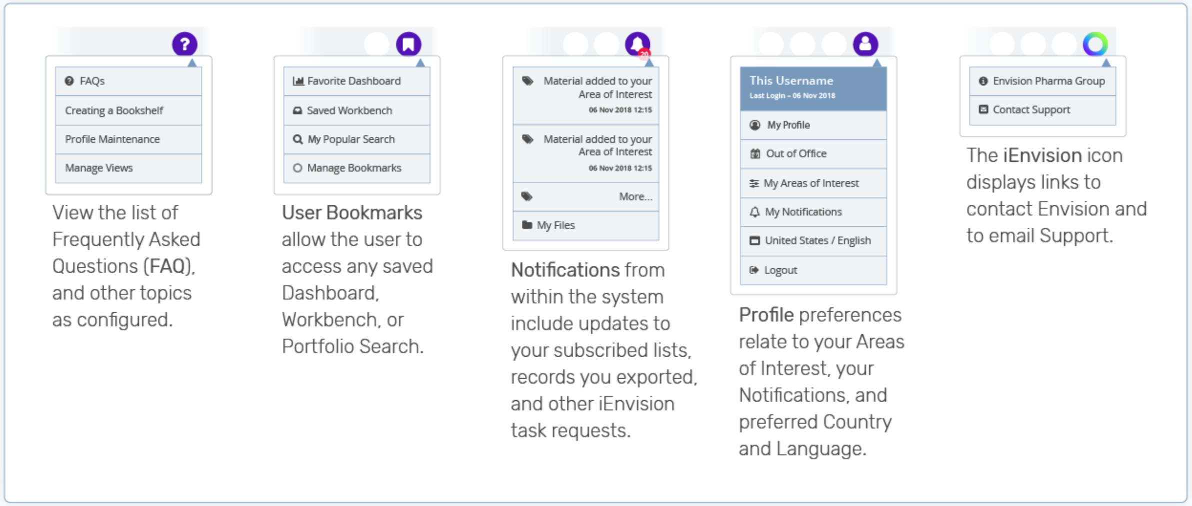
Figure 2: Access your projects via the left navigation menu



3.1.2 Profile Tools

2. Icons providing access to Help, your custom Bookmarks, system Notifications, and your Profile settings are always available at the top right of your screen.
   A. Update your profile by selecting My Profile beneath the Profile icon.
      1. After making changes to your record, select Save from the context Actions menu.
3. Use the iEnvision icon to contact us.

Figure 3: The profile tools are always available at the top right of your screen



User Bookmarks provide shortcuts to any saved Dashboard, Workbench, or Portfolio Search. Bookmarks can only be seen and used by the person who created them.

- **Users can Bookmark any Dashboard, Workbench, or Portfolio View from the View > Bookmark this Page menu option.**
- **Clicking Manage Bookmarks allows users to Remove, Rearrange, and Rename their existing Bookmarks.**

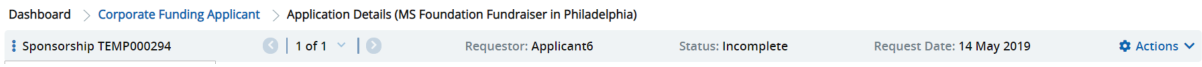
Notifications are messages from within the iEnvision platform. A numbered badge on the Notifications tool icon provides a visual alert of new messages.

Any Excel file exports you have requested from the system are available within My Files.

3.1.3 Breadcrumbs

1. Breadcrumbs show your location within the system and the path by which you arrived.
2. Your current location is shown in black. You can navigate back within the path by clicking any of the blue breadcrumbs links.

Figure 4: The Context bar is beneath the Breadcrumb area



3.1.4 Context Bar

1. The Context bar is located below the Breadcrumbs area. It provides information about the project, or group of projects, on display.
2. The available menus within the Context bar will change depending on the project or group you are viewing.

The context bar is located below the breadcrumb area.

It provides information about the project, record, or set thereof, on display.

For example, the context bar will display the total number of records that result from a search.

3.2 Dashboard

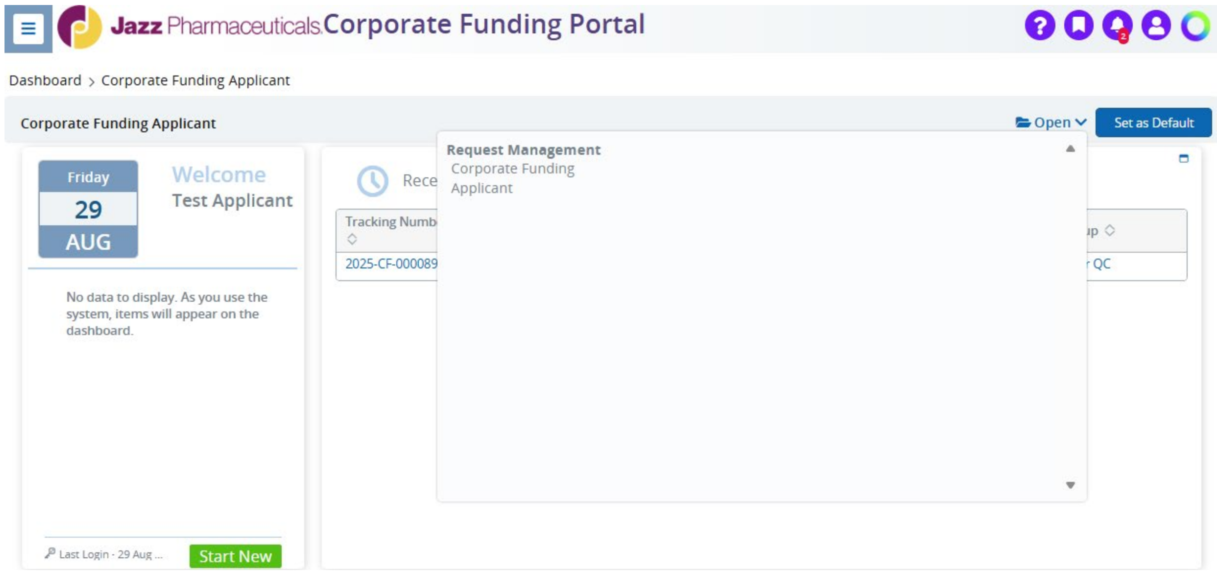
The Dashboard provides ready access to projects and metrics across your areas of interest and responsibility.

1. Following initial login, you will arrive at your default Dashboard.
   A. Depending on the types of program access you have within the system, you may have one or more Dashboards from which to choose.

3.2.1 Context Actions in the Dashboard view

4. If you have a role in multiple program types (such as Medical Education, Corporate Funding, or Publication Grant Requests), the Open menu at right of the context bar allows you to switch between the respective Dashboards.
5. You can change your default Dashboard (or Home Page) from the View menu.

Figure 5: You may have one or more Dashboards from which to choose beneath the Open menu



Set a Dashboard as your default using the **View > Set as Default** menu option.

All users have a Welcome widget showing the current date, as well as the date and time of last login.

The Welcome widget may also contain notifications concerning your projects.

Widgets contain links to recent projects or portfolio views for quick access.

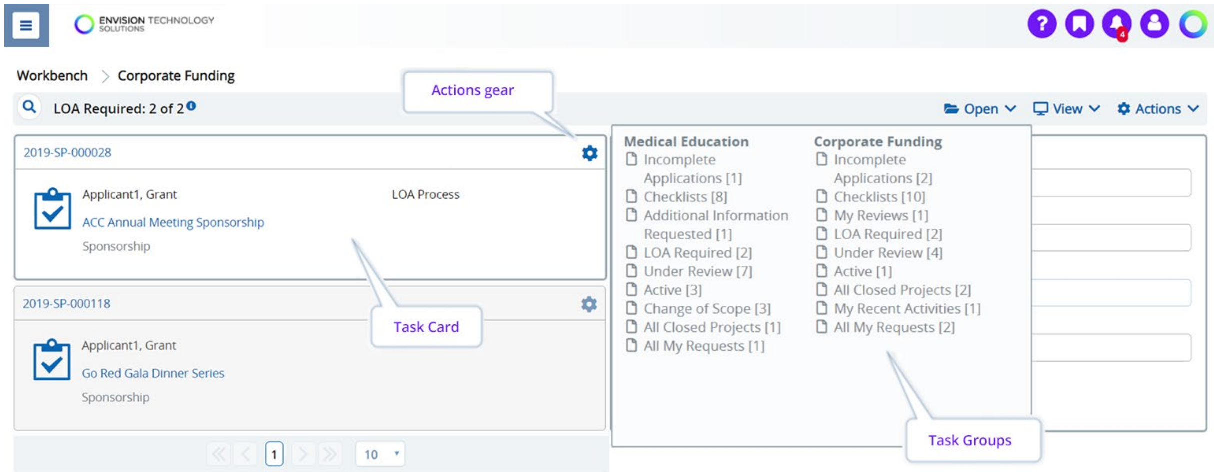
3.3 Workbench

The Workbench shows your projects in sets grouped by status, called Task Groups.

6. Select Workbench from the upper left navigation menu icon.
   A. The name of the active Task Group is within the context bar at left.
7. Change Task Groups by selecting among the choices under Open menu .
2. Each project is represented by a Task Card.
   A. Click on a Task Card to see additional project details within the preview panel at right.
8. In addition to project metadata, each Task Card header provides an Actions gear for direct access to options available for the project's status.
3. Open a detailed view of any project by either
   A. Clicking on a blue-highlighted field within the Task Card
9. Selecting Open Details from beneath the Actions gear within the Task Card header

Each record or project is represented on the workbench by a task card. Data shown may differ across program types, but all task cards have a similar look and feel.

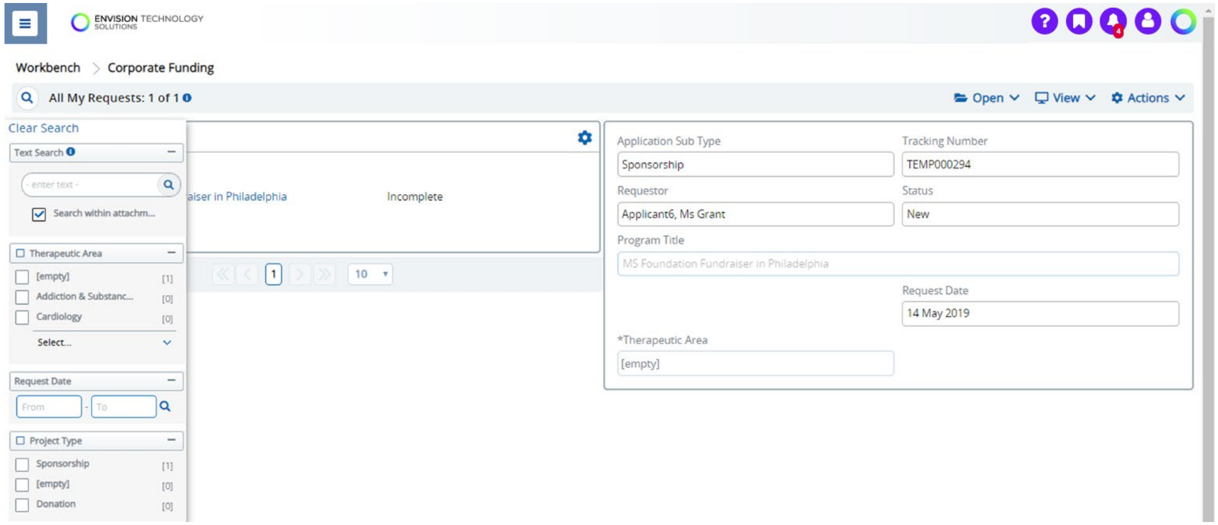
Figure 6: Choose from Task Groups under the context Open menu



3.3.1 Context Actions in the Workbench view

10. Use the Search icon at left of the Context Bar to search and filter projects within the current Task Group.

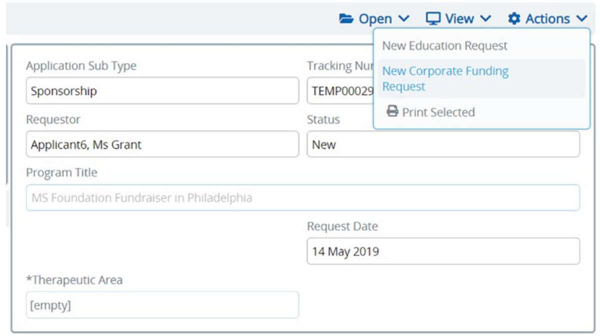
Figure 7: Use the context Search to sort and filter projects within the active Task Group



11. The Open menu lists Task Groups, in which projects are grouped by status.
12. Change Task Groups by selecting among the choices under Open menu.
13. The View menu displays choices for customizing this view. You can
    A. Select and sort using provided views.
    B. Bookmark a page for future reference.
        1. Access the Bookmarked view from beneath the global tool Bookmarks.
14. Make this view your Home Page.
    C. Make this View the default landing view for your Workbench.
15. The Actions menu displays a list of available actions, such as creating a new application.

Open a faceted panel to search within the active task group and use filters to narrow the set by user-defined criteria.

Figure 8: Context Actions in the Workbench view



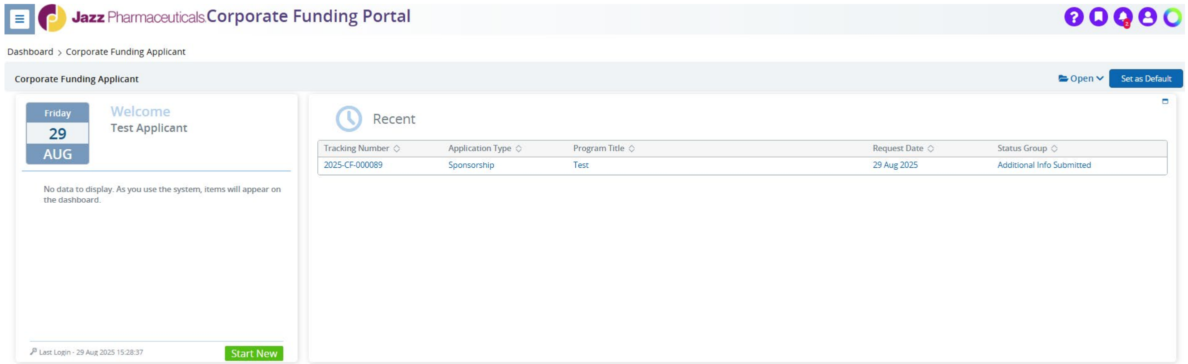
4.0 CF Applications

This section describes how to create and submit applications for Corporate Funding grants.

4.1 Create a New CF Application

1. From your Dashboard, click the Start New link at the foot of the Welcome widget.

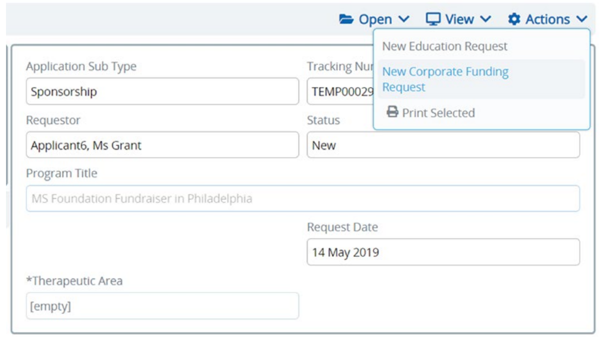
Figure 9: Creating a new CF request from the Dashboard



2. You can also create a new application based on a previously completed application.
   A. Open the previously created application.
   B. Select Copy Record from the context Actions menu.
      1. Select the reason for the duplication in the dialog which follows.
   C. Select the Application Type.

Preconditions: The registered user has successfully logged into iEnvision.

Figure 10: Creating a new CF request from the Workbench

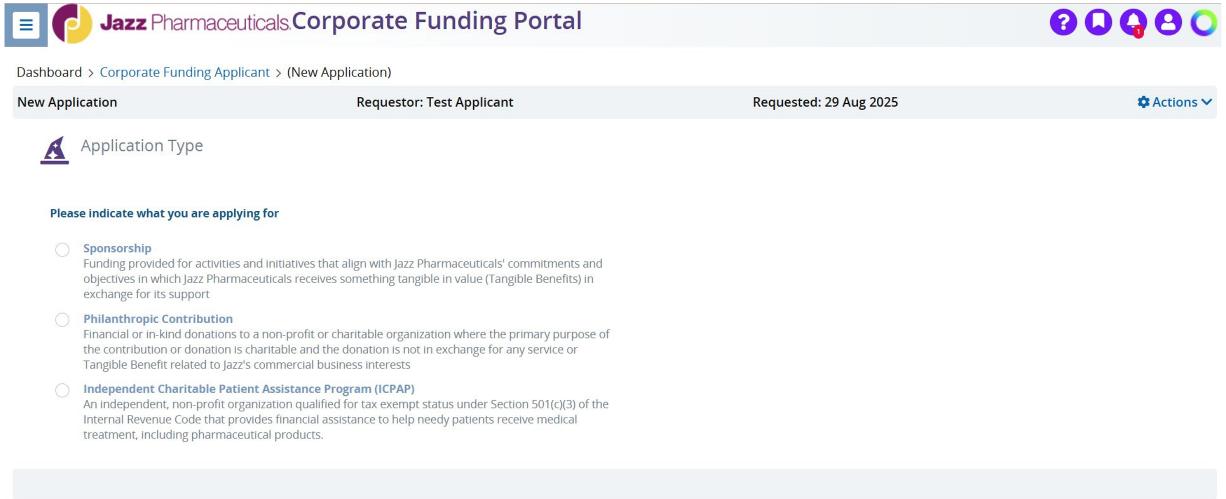


4.1.1 Application Types

This guide describes the Charitable Sponsorship application type. General functionality, navigation, and concepts are similar for Charitable Donation applications, although fields may vary.

1. Indicate your application type by choosing the appropriate radio button.
2. Select Continue within the footer navigation bar to save your selection and proceed to the next section.

Figure 11: Select the Application Type



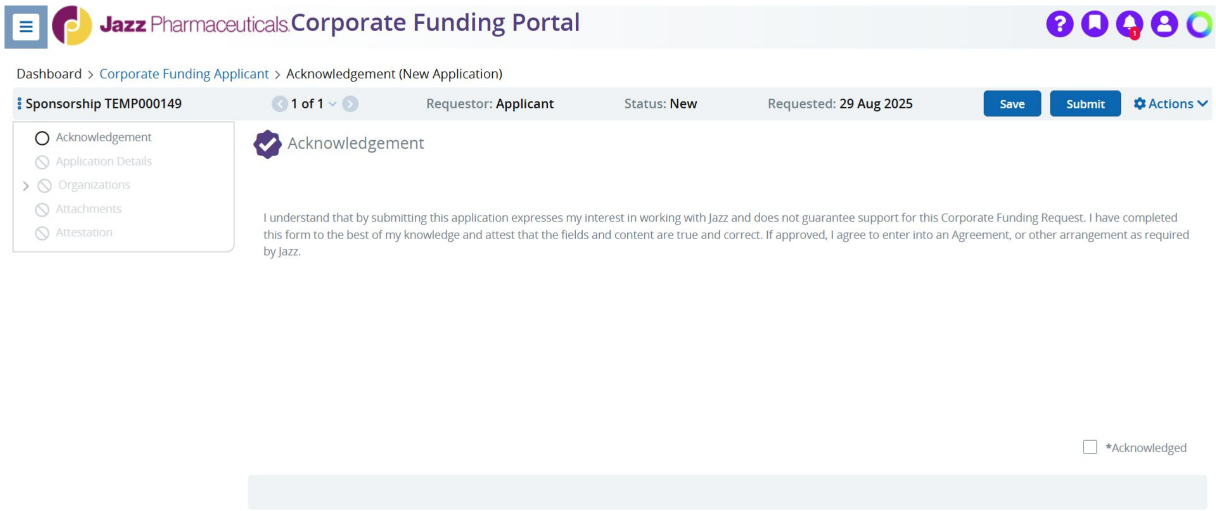
While this guide discusses a Charitable Sponsorship application, general principles and navigation remain the same for Charitable Donation applications.

Moving from one screen to the next will automatically save your work.

4.1.2 Acknowledgement

1. The Acknowledgement screen provides information which you must read and acknowledge before moving on.
16. You must agree to all terms and conditions. Please read them carefully.
2. Check the *Acknowledged box at the bottom of the page.
3. Select the next section within the footer navigation bar to save your selection and proceed.

Figure 12: An example of Acknowledgement text



To save your application, click Actions and select Save. Moving from one screen to the next will automatically save your work.

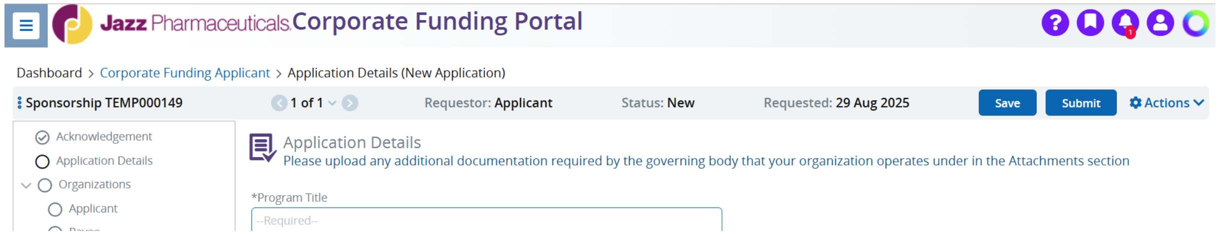
4.2 Navigating the CF Application Details

The context bar is responsive and will hide and show content for maximum readability depending on the width of the browser window.

1. Within the detail view of each project, the context bar provides
   - A. The Application Type
   - B. The application tracking number
     - 1. Prior to initial submission, the tracking number has a “TEMP” format
     - 2. Following submission, tracking is updated with the assigned numbering
   - C. A record browser control (not applicable when completing a new application)
     - 1. The record browser allows navigation from project to project without returning to the Workbench.
   - D. The name of the requestor

17. The status (or workflow state) of the application
   - E. The request date
   - F. The Actions which are available, given the current application status

Figure 13: A new application shows a status of “Incomplete” prior to submission



The context bar is located below the breadcrumb area.

It provides information about the project, record, or set thereof, on display.

For example, the context bar will display the total number of records that result from a search.

Applications do not have to be completed all at once.

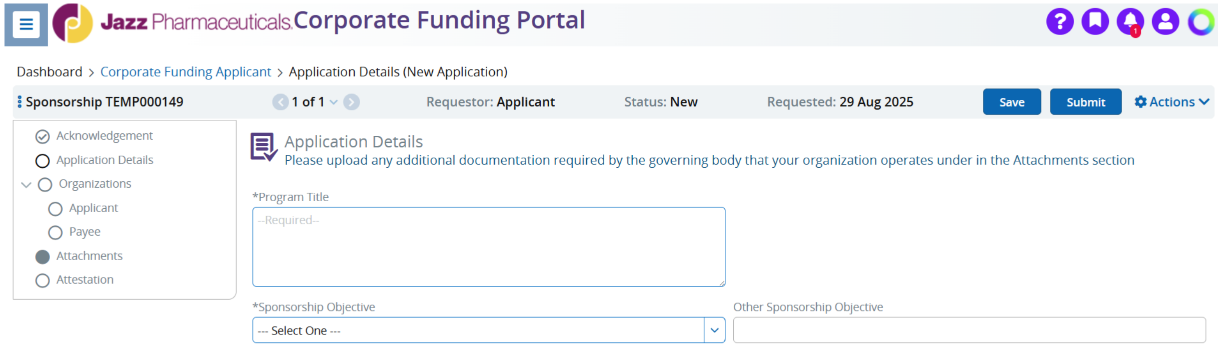
Save your application as a draft by selecting Save from the context Actions menu.

Access and complete your application from either your Dashboard or Workbench.

4.2.1 Table of Contents (ToC)

1. As you proceed through new or existing applications, the Table of Contents (ToC) on the left displays each step in a list format.
2. Use the ToC for navigation through the application by clicking the desired section.
18. Clicking the list icon at the left of the context bar will hide or show the ToC.
3. The ToC shows visual indicators as cues to content status within each section.
19. Open circles to the left indicate that information is incomplete.
20. A check mark within the circle indicates that the required fields are completed.
21. If a request submission fails because required fields are incomplete, the ToC shows a triangle alert icon indicating where incomplete fields remain.

Figure 14: The Table of Contents (ToC) provides step-by-step guidance through the application



Please note that mandatory fields, indicated with an asterisk (*), must be completed to submit the application.

Mandatory fields are indicated with an asterisk, and must be completed in order to submit the application.

An attempted submission with incomplete mandatory fields will cause the following:

- **A dialog will list the incomplete fields**
- **An alert icon will be shown on the ToC to indicate location of the incomplete field(s)**
- **Within each screen, the required field will show an alert icon as well as a red border**

Navigate through the application using the Table of Contents (ToC) or use the "next" and "previous" links within the bar at the foot of each page.

Moving from one screen to the next will automatically save your work.

4.3 Populating the CF Application

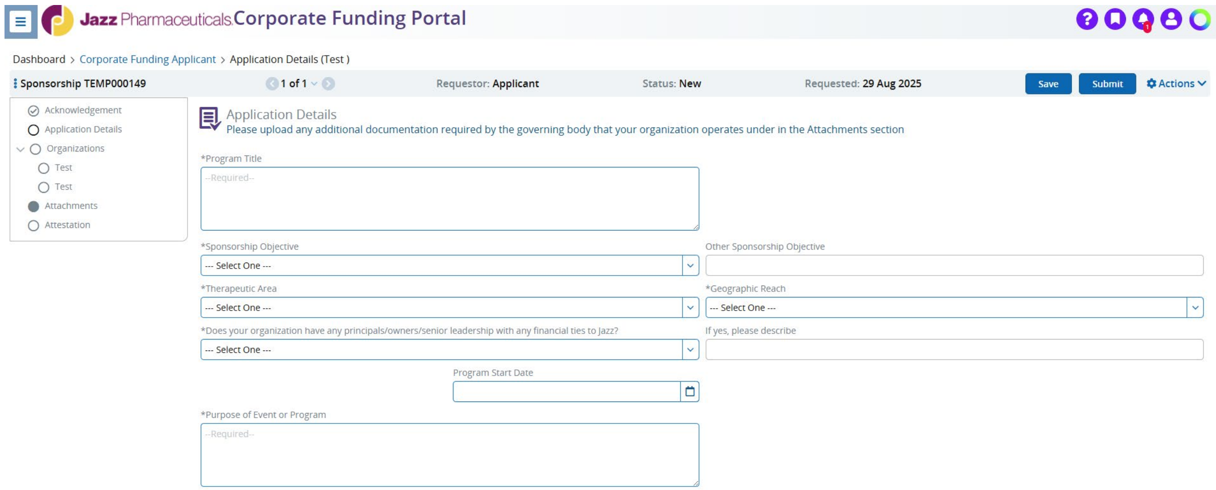
Applications do not have to be completed all at once. Save your application as a draft by selecting Save from the context Actions menu. Access and complete your application from either your Dashboard or Workbench.

Moving from one screen to the next will automatically save your work.

4.3.1 Application Details

1. In the Application Details section, you will describe the program for which you are seeking funding. Required fields may include:
   A. Sponsorship Objective
   B. Therapeutic Area
   C. Geographic Reach
   D. Purpose of Event or Program

Figure 1511: A typical set of fields within the Application Details screen



Please note that mandatory fields, indicated with an asterisk (*), must be completed to submit the application.

You may navigate from the ToC or from the bar at the foot of the page.

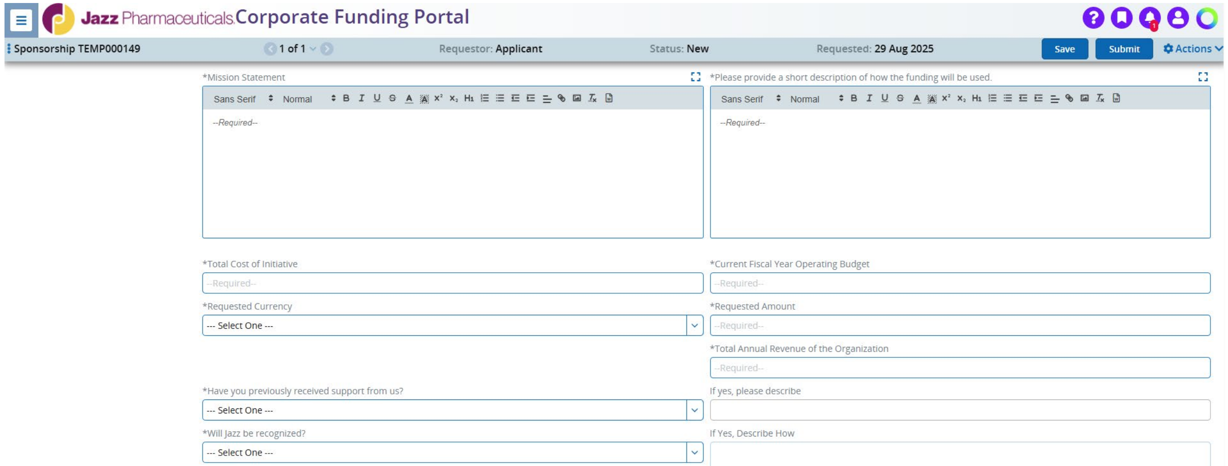
Applications do not have to be completed all at once.

Save your application as a draft by selecting Save from the context Actions menu.

Access and complete your application from either your Dashboard or Workbench.

22. Enter the Program Description directly into the large text fields or click the Word file icon (within the field's toolbar) to import a Microsoft Word document.

Figure 16: You may type directly into the large text fields, or import a Word file



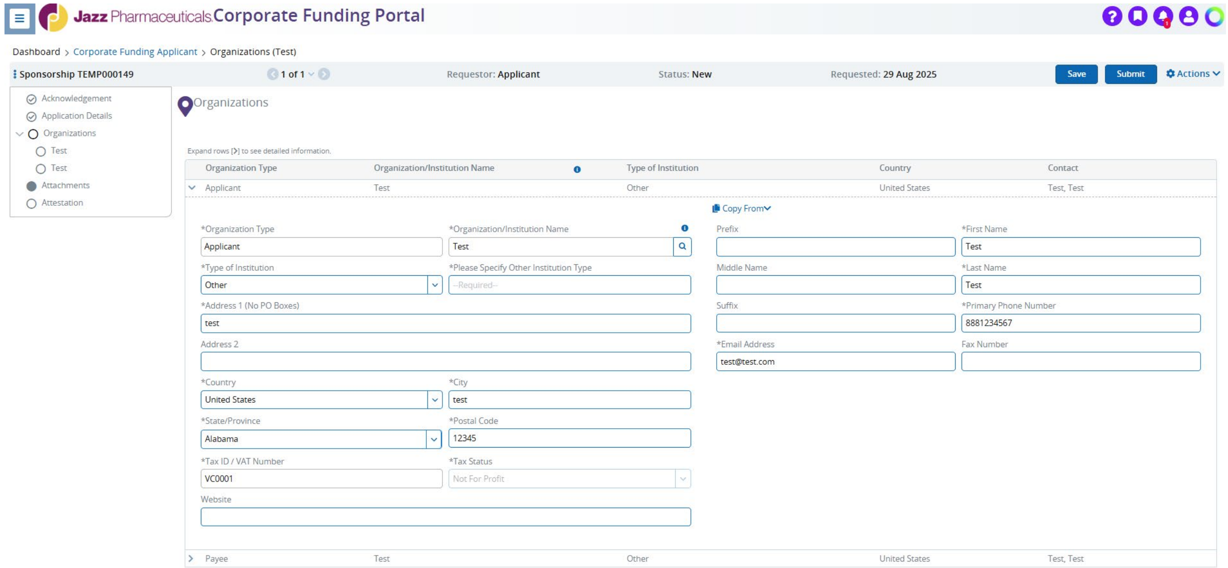
1. You will be required to upload documents related to the program.
2. Proceed to the next screen using the ToC or the navigation bar at the foot of the page.

You may navigate from the ToC or from the bar at the foot of the page.

4.3.2 Organizations

1. Details for the Applicant, Payee, and any partners (if applicable) are required.
   A. You may add information in three ways:
      1. Select from available options using the Copy From link.
      2. Search for an existing Organization by Tax ID.
      3. Click + Add New Vendor and complete the new organization fields in the form.
2. Complete a section for each partner organization. If you need to add a partner, click the + Add Organization at the bottom of the table, and populate each new section as described above.
3. Proceed to the next screen using the ToC or the navigation bar at the foot of the page.

Figure 17: Enter details for the Applicant, Payee, and any partners in the Organizations screen

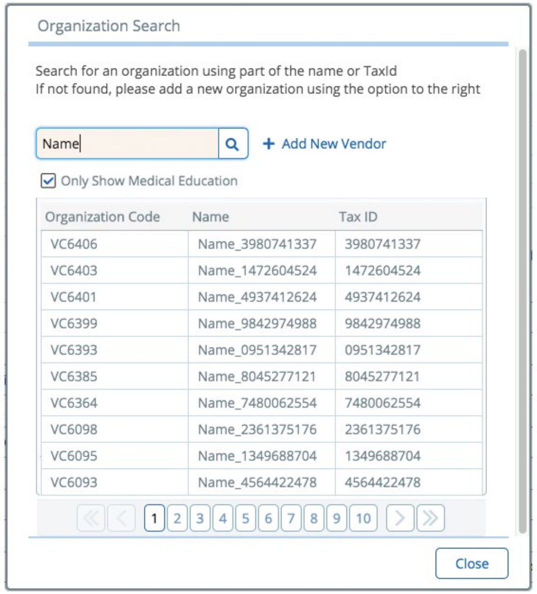


Please note that mandatory fields, indicated with an asterisk (*), must be completed to submit the application.

You may navigate from the ToC or from the bar at the foot of the page.

iEnvision searches against Organization records provided by your company, and Organizations you have previously entered into the system.

Only organizations you have personally entered will be searchable – due to confidentiality, information entered by other users is not universally available.



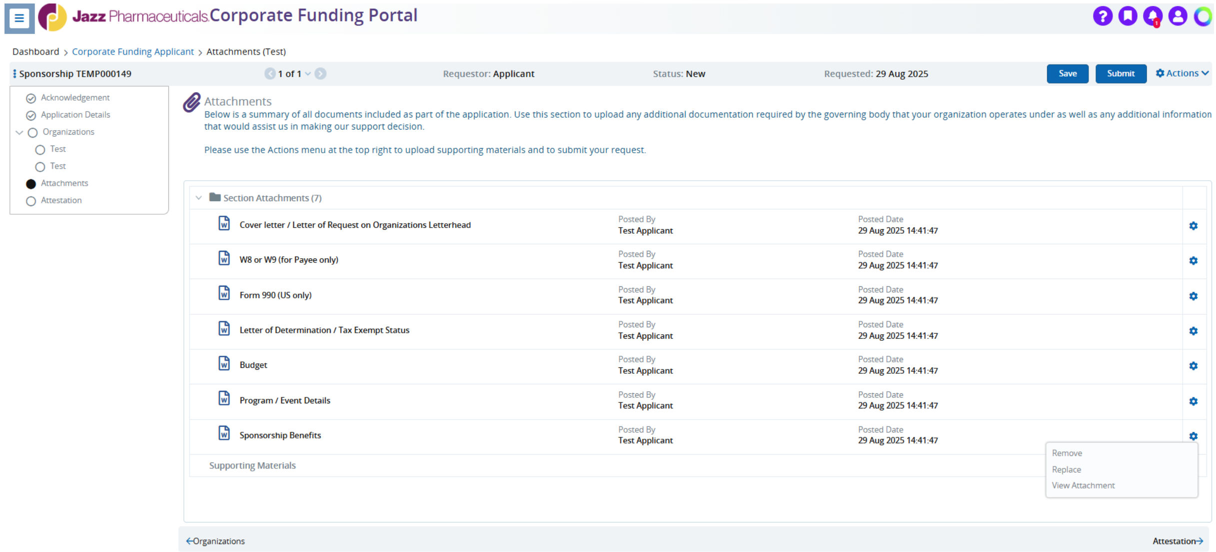
4.3.3 Support Request Details

1. The ToC will contain a section to enter the details required for your specific type of support.
2. Required information may include the potential publication, congress, or other user-defined type of gathering, anticipated attendance, and cost details.
3. Navigate to this section, enter the required information, and proceed.

4.3.4 Attachments

1. The Attachments page maintains all files uploaded as part of the application.
   A. Section Attachments contains documents added on each page.
   B. The Organizations section documents are part of each organization's profile.
   C. Any other documents you include will be listed within Supporting Materials.

Figure 16: All attachment types can be viewed and managed within the Attachments screen



2. Click the gear icon beside any attachment to modify or view it.
   A. To view an attachment, you will be asked to save the file to your computer.

When mandatory fields are complete, click the next section link to continue

You may navigate from the ToC or from the bar at the foot of the page.

Should you not find the congress you seek, follow the instructions within the dialog to request that the congress be added to the database.

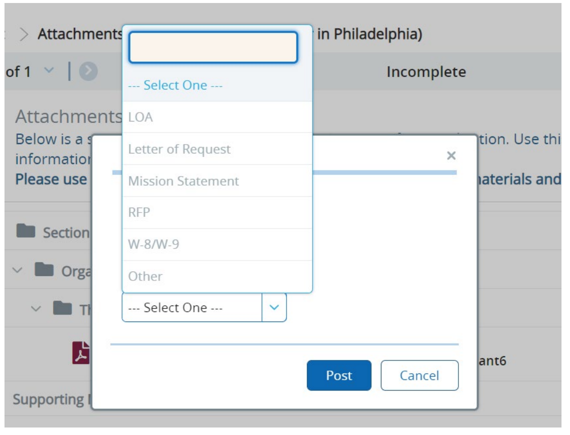
Applications do not have to be completed all at once.

Save your application as a draft by selecting Save from the context Actions menu.

Access and complete your application from either your Dashboard or Workbench.

3. Use the context Actions menu to add New Supporting Material.
   A. Attach the file, and identify the Attachment Type using the dropdown list within the Post Attachment dialog

Figure 17: Identify the Attachment Type using the dropdown list within the Post Attachment dialog



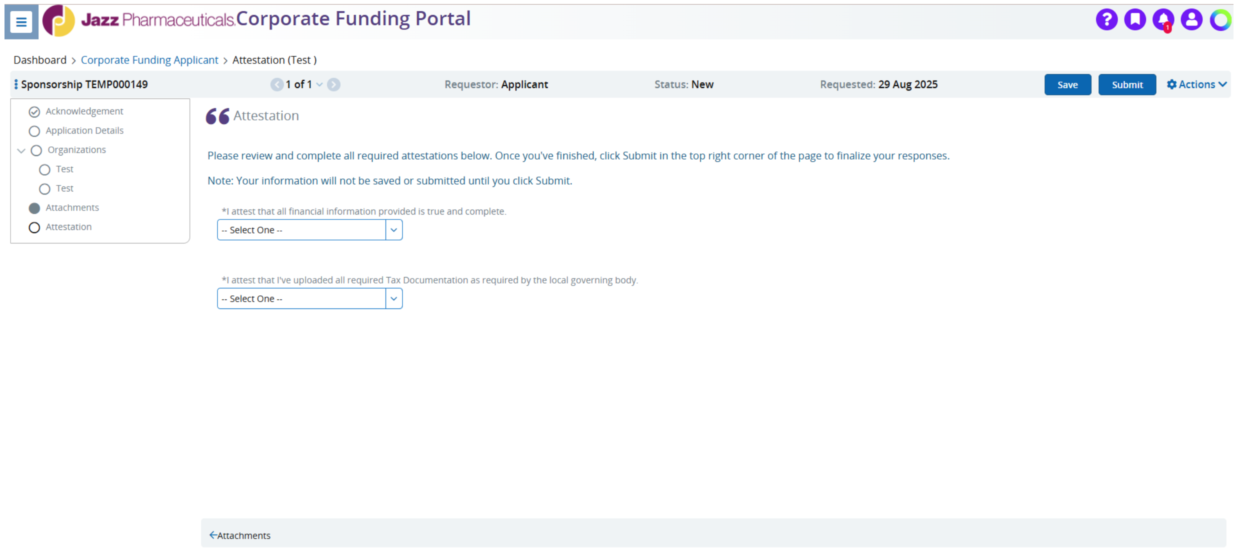
Depending on the Attachment Type selected, the system will determine placement on the page

4. Use the context Actions menu to Download Attachments as a .zip file.
   A. The Download Attachments dialog allows you to choose which attachments to include.

4.3.5 Attestations

1. These attestations relate to policy requirements regarding the support and administration of the program for which you are applying.
   A. Applications are subject to denial if any responses do not meet with policy requirements.
   B. Affirmative attestation responses indicate your understanding of, and willingness to comply with, these policy requirements.
2. Proceed to the next screen using the ToC or the navigation bar at the foot of the page.

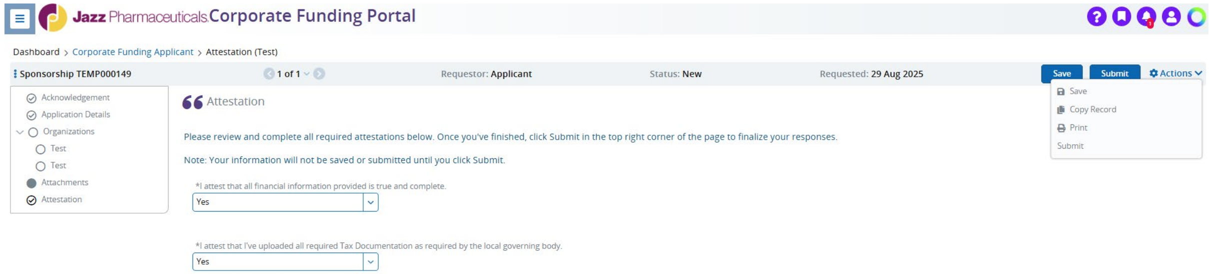
Figure 18: An example of Attestation text



4.4 Submitting the CF Application

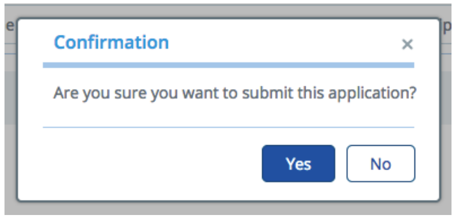
1. When you are satisfied with your application and supporting materials attachments, you can either click the Submit button or click Submit from the context Actions menu.

Figure 19: Click Submit from the Actions menu



2. A Confirmation dialog will appear to ensure that you are ready to submit for review. Click Yes to submit your application.

Figure 20: Click Yes within the Confirmation dialog to submit your application

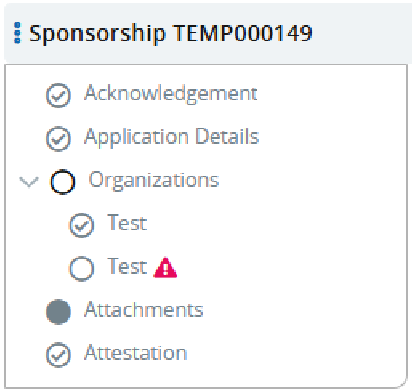


3. Submission does not cause you to exit the application form; however, after successful submission the application status in the context bar changes to Under Review.

While the application is being processed, you may not upload additional materials.

A submission with incomplete mandatory fields will provide these visual cues:

- **A dialog will list the incomplete fields**
- **An alert icon will be shown on the ToC to indicate location of the incomplete field(s)**

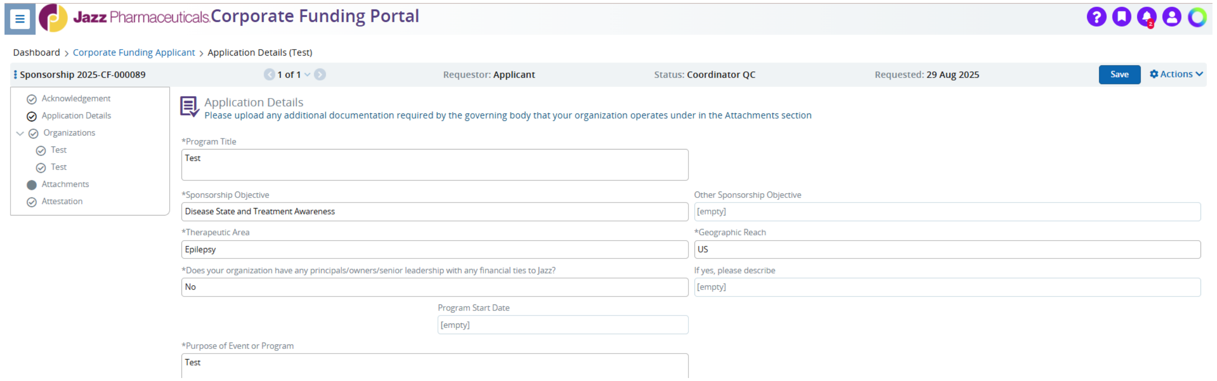


- **Required fields will show an alert icon as well as a red border.**

Once all incomplete fields have been addressed, you may again click Submit from the Action menu.

4. You can check the status of your application at any time.
   A. In your Workbench, you can view specific status details on the application's task card.
5. In the application detail view, the status is displayed in the context bar.

Figure 21: Once submitted, the application status in the context bar changes to Under Review



You can check the status of your application at any time.

- **In your Workbench, you can view specific status details on the application's task card.**
- **In the application detail view, the status is displayed in the context bar.**

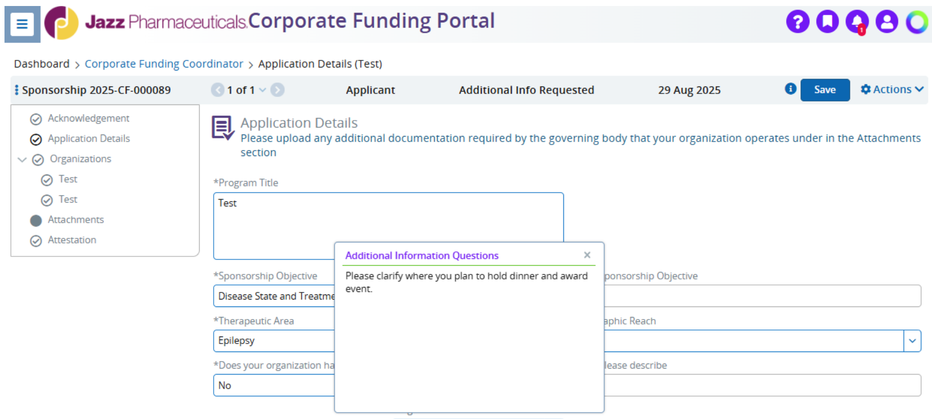
You will be unable to upload additional materials while the application status is Under Review – the application is locked.

4.4.1 Request for Additional Information

During the application process, you may be asked to provide additional information.

1. The application's status will appear as Additional Info Needed.
   - A. Within your Dashboard, a notification within the Welcome widget will contain a link to application(s) with Additional Info Needed.
   - B. On your Workbench, the application's task group changes accordingly.
   - C. You will receive a system Notification containing a deep link.
   - D. You may also receive a deep link within an email that will take you to the project.
2. Your application detail view will open with a dialog containing the Additional Information Question(s).
4. Should you close the dialog, you may reopen it by clicking the "circle-i" icon next to the context bar Status.
5. Locate the content and/or fields to be updated and amend accordingly.
3. Re-select the Submit option from the context Actions menu.
   - A. The submission type varies depending on the workflow status.
4. Your application will be routed for subsequent review.

Figure 22: The Additional Information Questions dialog will appear



A submission with incomplete mandatory fields will provide these visual cues:

- **A dialog will list the incomplete fields**
- **An alert icon will be shown on the ToC to indicate location of the incomplete field(s)**
- **Required fields will show an alert icon as well as a red border.**

Once all incomplete fields have been addressed, you may again Submit the application.