

abbvie

AbbVie Grant Management System (GMS)

Requestor Training: Reclaiming Previously
Submitted Requests



After Reviewing this Module, You Will be Able to:

- Search for requests submitted prior to March 1, 2012
- Associate requests to your account
- View reclaimed requests

How to Access AbbVie's Grant Management System

Reclaiming requests allows you to see grants submitted prior to March 1st, 2012 tied to your organization information. Grants submitted prior to March 1st will not be visible to you until you complete this process.

The screenshot shows the AbbVie Grant Management System interface. At the top right, there are 'Login' and 'Register' buttons. Below them is a login form with two input fields: one for the username (indicated by a red circle with the number 1) and one for the password (indicated by a red circle with the number 2). A 'GO' button is to the right of the password field. Below the login form is a link for 'forgot password?'. The main content area has a dark background with the text 'We are accepting requests for the following therapeutic areas:' followed by two columns of therapeutic areas: Biosimilars, Dermatology, Discovery & Development Sciences, Endocrinology, Gastroenterology, Gynecology, Managed Care, Neurology, Oncology, Rheumatology, Urology, and Virology. A white callout box on the right contains two numbered steps: 1. If you have not already registered in the new system, select the "Register" button to re-register into the upgraded AbbVie GMS. 2. Once you have registered, log in with your new username (i.e. email address) and password. At the bottom, there are three sections: 'Topics and Tools' with a registration link, 'Medical Education Grants' with a list of supported funding request types, and a date notice: 'Today is 02/04/2015. Your request must be submitted at least 60 days prior to the "decision needed by date".' The date notice also explains that the decision needed by date is the date a decision on the Grant or Charitable Donation is needed by in order to plan, confirm or proceed with the program.

Navigate to Organization Details

Once you are registered and logged in you are brought to your inbox.

abbvie

search: Request

1

My Actions All Requests My Account

REQUEST INBOX

Organization Details **2**

Change Password

Help

FAQ

Logout

My Actions

[New Request](#)

Please click the icon to the left of the request to take action on a specific request. The requests in this inbox are filtered to either show the requests you need to take action on ("My Actions") or all requests ("My Requests"). You may use the filters on the top to see a more defined list of grants requests.

ID	Status	Type	Therapeutic Area	Site	Program Title	Starts	Submitted

No records retrieved

1. Once in the inbox, you will hover over "My Account"
2. You will then select, "Organization Details"

Find Unclaimed Requests

Once in Organization Details – if you have any previous requests submitted prior to March 1, 2012 – you will have the option to reclaim these requests.

The screenshot displays the 'Organization Information' page. It includes a sidebar with 'Organization Name' (Test) and 'Organization Information' (PLEASE CLICK ON YOUR ORGANIZATION TO SEE SITE AND USER DETAILS). The main content area shows 'Test (Organization)' with the email 'test@polaristest.net (User)'. An 'ACTIONS' menu is visible with 'Save Organization Updates' and 'Reclaim Selected Requests'. A dialog box prompts the user to enter their previous AbbVie v1 Application Email. At the bottom, there are buttons for 'Show V1 Requests' and 'Reclaim V1 Requests'.

1. Select "Reclaim Selected Requests" in the user action links. This link appears because the system has recognized there are unclaimed grants associated to your organization's tax ID.
2. A dialog box will open for you to enter your e-mail address in the free text field
3. Select "Show V1 Requests" to search the database for your unclaimed requests.

Claim Requests

You will have the option to select the specific requests that you would like to be reclaimed. The “Reclaim Selected Requests” link will be available as long as you have requests that have not been reclaimed.

Please enter your previous AbbVie v1 Application Email here:

2	1	Original Request Id	Target Request Id	4	Reclaimed
<input type="checkbox"/>	236	59	Yes		
<input type="checkbox"/>	4928	2365	No		

3

Show V1 Requests

Reclaim V1 Requests





1. A list of available grants will be displayed for you to reclaim.
 - **Original Request ID** – shows the request ID from V1
 - **Target Request ID** – The new target ID for V2
 - **Date Created** – The original date that the request was created in V1
 - **Reclaimed** – Shows if this request has been “Reclaimed” or not.
2. Use the checkbox to select the requests that you would like to reclaim
3. Select “Reclaim V1 Requests” to copy the information to the new upgraded system.
4. You will now notice that the “Reclaimed” status changes to “Yes” and you can no longer check those boxes.

Take Action On Reclaimed Requests

The migrated/reclaimed requests are now associated to your account and can be viewed and/or acted upon.

All Requests New Request

Please click the icon to the left of the Request ID to review/take action on a specific request. The requests in this inbox are filtered to either show the requests you need to take action on ("My Actions") or all requests ("My Requests"). You may also see the status of requests and use the filters on the top to see a more defined list of grants requests.

ID	Status	Type	Therapeutic Area	Site	Program Title	Starts	Submitted
 4928	Rejected	Medical Education Request	Neurology				
 114	Cancelled	Medical Education Request					
 102	Cancelled	Medical Education Request	Cardiology				
 101	Cancelled	Medical Education Request					

1. When you navigate back to your inbox, you will see that the reclaimed requests have been migrated to V2.
2. By selecting the window icon, you are able to see and view the request.

NOTE: If a grant does not appear in "My Requests", look for that grant in "All Requests". Only grants which are pending an action by you appear in "My Requests".