

abbvie

# AbbVie Grant Management System (GMS)

Requestor Training: Signing A LOA



## After Reviewing this Module, You Will be Able to:

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- View the Letter of Agreement
- Sign a Letter of Agreement
- View the Letter of Agreement after signing

# Viewing an Outstanding LOA

Once the grant has been conditionally approved, the next step is to electronically sign the Letter of Agreement (LOA).

- The Authorized Signer **MUST** be the one logged into the system in order to sign the LOA
- The LOA **MUST** be signed by all parties prior to the event date
- The grant is not considered approved until all parties sign the LOA

Log into the system and open the grant with the status of “LOA Awaiting”.

The screenshot displays the 'My Actions' section of the 'REQUEST INBOX'. A red box highlights the 'LOA Awaiting status' in the 'Status' column of a table row. A red arrow points from this box to the 'LOA Awaiting' text in the table. The table has columns for ID, Status, Type, Therapeutic Area, Site, Program Title, Starts, and Submitted. The row for ID 16310 shows a 'Patient Education Request' in the 'Neurology' therapeutic area, submitted on 07/10/2012, with a start date of 09/11/2012.



ID	Status	Type	Therapeutic Area	Site	Program Title	Starts	Submitted
16310	LOA Awaiting	Patient Education Request	Neurology	Organization Legal Name	Program title	09/11/2012	07/10/2012

# View the LOA

All LOAs must be electronically signed through the Grant Management System.  
An electronic signature captures your information and is equivalent to an official written signature.

1. The first step is to click on the “Sign LOA” action icon. This will NOT apply a signature, it will allow you to view the LOA, and make the option to sign available. After viewing the LOA, you will still need to sign the document electronically, as shown in the next steps.

**Request ID 17181**

 THERAPEUTIC AREA Rheumatology TYPE Medical Education Request STATUS LOA Awaiting ORGANIZATION LEGAL NAME TITLE Pediatric Rheumatology: A...	 Print Request PDF  Sign LOA
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General Delivery Format Outcomes Accreditation Third Party Budget Payment Uploads

**General**

Please choose the Therapeutic Area that closest matches your intended topic. This section is used to enter the overall details for the program and you will be asked for details for each individual delivery format in following sections.

# Sign the LOA

In order to secure final approval for your request, the LOA must be signed by your organization, the Accrediting Organization (if applicable), and AbbVie prior to your program start date.

1. Once you have clicked the “Sign LOA” action icon as shown in the previous step, the LOA will be displayed directly under the header. Scroll down to the bottom, reviewing all the information which is contained in the LOA.

If you agree with the information contained in the Letter of Agreement, click the “Accept” button, as indicated with the red arrow below.

## EXHIBIT A DETAILED BUDGET

The total amount of support funded by AbbVie Inc. for these designated activities is **\$ 5000**. The detailed budget is recorded in the grant request **17181** at AbbVieGrants.com.

### *MedicalEdLive*

Account and Activity Management	100	50	5,000
Creative Development and Production	250	20	5,000
Audience Generation	6,851	3	20,552
<b>AP09122012</b>	<b>650</b>	<b>2</b>	<b>1,100</b>

1

Accept

Cancel

## Reviewing the LOA Post-Signing (1 of 3)

The grant is now displayed in the “All Requests” Inbox with the status “LOA Accepted”. It will be routed to AbbVie for a signature. There is no further action required by you at this time.

1. Grants which you have already signed are displayed in the “All Requests” inbox under the status of “LOA Accepted”

My Actions **All Requests** My Account

REQUEST INBOX

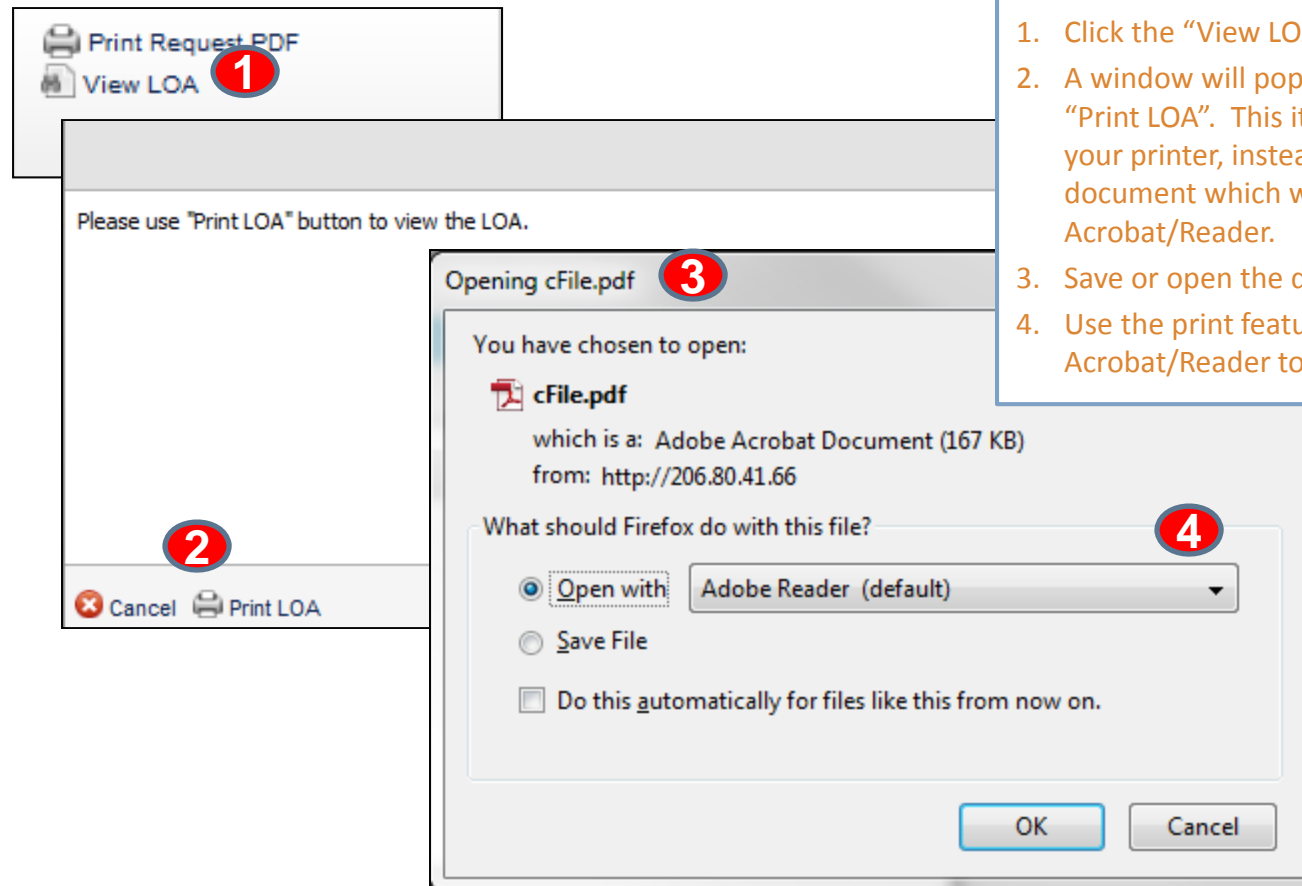
**All Requests** New Request

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
17181	LOA Accepted	Medical Education Request	Rheumatology	NYU School of Medicine	Pediatric Rheumatology: An Update for Clinicians	03/20/2013	11/21/2012

## Reviewing the LOA Post-Signing (2 of 3)

Once all required signatures are obtained, a new action icon is available labeled “View LOA”. This will generate the LOA in a .pdf file format.



1. Click the “View LOA” action icon.
2. A window will pop up prompting you to click the “Print LOA”. This item will not print directly to your printer, instead it will create a .pdf document which will open in Adobe Acrobat/Reader.
3. Save or open the document to view it.
4. Use the print feature in the Adobe Acrobat/Reader to print the LOA.

# Reviewing the LOA Post-Signing (3 of 3)

The document displays the LOA and the electronic signatures.

**AP09122012**

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LOA Signed By - matt.falcone@test.com **1**

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LOA Signed Date - 12/21/2012 12:55:08 PM **2**

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LOA Signer Signature - 38.108.249.94 **3**

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- 1. Authorized signer who signed on behalf of requesting organization
- 2. Time stamp when the document was signed
- 3. IP address of the system from which the e-signature was applied