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## EMEA GRANTS MANAGER SOLUTION – APPLICANT GUIDE

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## 1. Access the portal

You can access the EMEA Grants Portal by:

- Using the link: [https://webportalapp.com/sp/login/gore\\_emea](https://webportalapp.com/sp/login/gore_emea)
- Connecting to the Gore website: <https://www.goremedical.com/eu/grants>

## 2. Create an account

The first time you connect to the EMEA Grants Portal, you will need to set-up an Account. To do so, you will be requested to provide an email address and password.

The screenshot shows the EMEA Grants Portal login and sign-up interface. On the left, under 'Sign In/Sign Up Instructions', there are two sections: 'For New Users' and 'For Returning Users'. The 'For New Users' section states that clicking 'Sign Up' will prompt the user to enter an email address and create a password, and that the account will be created and access granted. The 'For Returning Users' section states that users should sign in with their email and password, and provides a link to 'Forgot your password?' if needed. On the right, under 'Sign In', there are input fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the 'Sign In' section, there is a 'Need an Account?' section with a 'Sign Up' button.

You will only need to register the first time you log in. Once you have registered the first time, you will be able to log in by providing your email and password.



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### 3. Create a profile

Once you have registered, you will be requested to create a "Profile"

The screenshot shows the GORE Homepage with a header bar containing 'Homepage' and 'Welcome,'. Below the header, there is a language selection instruction: 'If you wish to change language to IT, FR, SP, DE, please click the Globe icon on the upper right hand side.' This is followed by a statement of adherence to the MedTech Europe Code of Ethical Business Practice with a link. A section titled 'Instructions - Please read before completing the request.' contains a bulleted list: applications must be submitted at least 60 days in advance (150 days for France), should cover the period from 1st April to 31st March, and all grants are awarded in Euros. A bolded instruction states: 'Please do not disclose names of benefitting HCPS.' Below this, contact information for the GORE Grants Office is provided, including an email address and phone numbers for BeNeLux, Iberia, and UK & EEMEA. At the bottom of the page, a large dashed box contains the text 'Create a Profile to Get Started'.

To successfully complete your profile, please complete all fields. Mandatory fields are marked with an \* Asterisk.

Please make sure to select the correct type of organisation:

The screenshot shows a form titled 'Please tick the box that best describes your organisation \*'. It contains a list of radio button options: 'Medical Institutions (e.g. Hospital, Clinic, Pharmacy)', 'Third Party Agent applying on behalf of a Medical Institution', 'Professional Congress Organiser (PCO)', '\*Medical Societies / Associations', '\*Medical Education Providers (e.g. CME Registered Body, Foundation)', and '\*Other'. The first option is selected.

For the type of organisation marked with an asterisk, you will be prompted to upload documentation on the legal set-up.

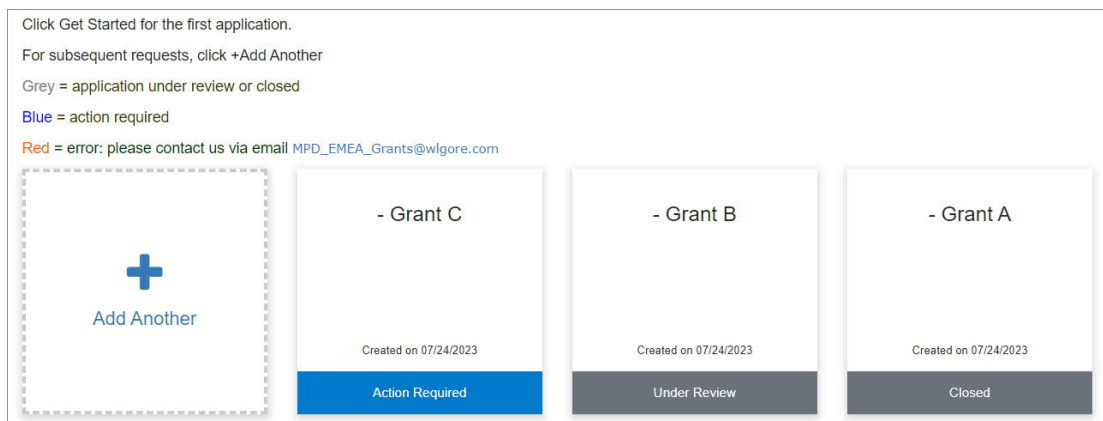
Once you have completed all the mandatory fields, you will be able to save your profile.

You are now ready to submit grant requests on behalf of your organisation.



#### 4. Homepage & Dashboard

- You will be able to edit/update your profile anytime.
- You can change the language on the portal into German, French, Italian or Spanish by clicking on the globe icon on the upper-right corner (next to your user profile email address).
- You will be able to view and track all your grant requests. The status of each request will be displayed as follows:
  - Action required (marked BLUE)
    - The request was started but not yet submitted.
    - The request has been returned to you for more information.
  - Under review (marked GREY)
    - There is no action required from you unless indicated differently by the Gore Grants Office via e-mail.
    - The request is under review and/or in progress by the Grants Office/Committee.
  - Closed (marked GREY)
    - No further steps are required.
    - The application was rejected. You have been previously notified by e-mail.



## 5. Create a grant request

- To submit a grant request on behalf of your organisation, click "+ Add Another"
- You will be prompted with 4 sections for completion:

1	<b>General Information</b> Please complete this section with the general information for your request.	Action Required	<a href="#">Open</a>
2	<b>Congress Attendance</b> Please complete this section if you are requesting funding to support HCP participation to a congress – Not applicable for PCOs. If you wish to apply for grant funding for more congresses, please click "+ New Item".	Optional	<a href="#">Open</a>
3	<b>Departmental Event / Course</b> Please complete this section if you are requesting funding to support the organisation of an event or course – Not applicable for PCOs. If you wish to apply for grant funding for more events/courses, please click "+ New Item".	Optional	<a href="#">Open</a>
4	<b>Declaration</b> Please complete this section in lieu of a signature.	Action Required	<a href="#">Open</a>

- Section 1 and 4 are mandatory sections. You will not be able to submit before completion of these two sections.
  - Section 2 and 3 are only required if you selected this option on the "General information form (1)".
- Once you have completed all applicable sections, the "Submit" button on the upper side will turn green.
    - You can save a draft and submit at a later stage.
    - If the "Submit" button does not turn green, check the forms for any missing information / attachments.
    - Once you have submitted your request, the system will notify the Gore Grant Office and the review process will start. You will receive status updates and/or e-mail notifications with additional updates or actions needed.



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## 6. Professional Congress Organisers

If you are applying as a Professional Congress Organiser, we will request different information from you. This is clearly outlined on the submission portal. You will not be required to complete sections 2 and 3 mentioned under Chapter "5. Create a grant request".

## 7. Contact the Gore Grants Office

In case you have questions or doubts on how to use the portal, you can contact the EMEA Gore Grants Office for assistance:

E-mail	<a href="mailto:mpd_emea_grants@wlgore.com">mpd_emea_grants@wlgore.com</a>
BeNeLux	+ 31 (0)13 507 47 13
France	+ 33 (0)1 56 95 64 84
Germany / Austria	+ 49 (0)89 4612 2490
Iberia	+ 34 934 806 941
Italy	+ 39 (0)45 620 93 75
Scandinavia	+ 46 31 706 78 30
UK / EEMEA	+ 44 (0)150 667 8021