Neogenomics Grants and Donations Request Process

Requests for grants and donations are initiated by submitting a written request to Neogenomics through the online Grants Portal. Neogenomics utilizes the platform "MediSpend" as our Grants Portal. For best outcome, utilize **Google Chrome** as your Search Engine.

External Requestor Registration

Registration Link: *https://neogenomics.em.medispend.com/external/grants/registration*

Type in First Name, Last Name, and Email
- Click Register
- An auto-generated email will be sent with a temporary password to the email address used to register
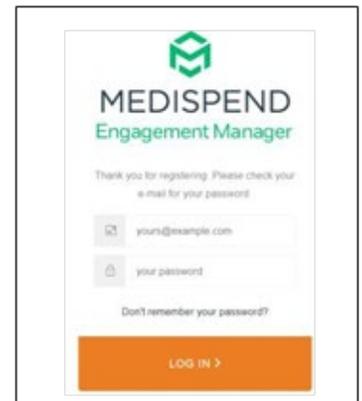
Note: You will automatically be redirected to the MediSpend login page once clicking the Register button

https://neogenomics.medispend.com
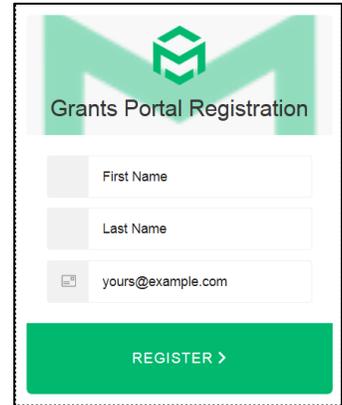
Username will be the email address used to register
- Enter password provided by the auto-generated email
- You will be directed to reset password
- After resetting the password, you will be directed to the grant portal

Applying for a Grant

Click on the Apply for Grant Button

Select Region where organization's legal physical address is located:
- Americas (e.g., U.S., Canada, Brazil)
- EMEA (e.g., Europe, Middle East, Africa)
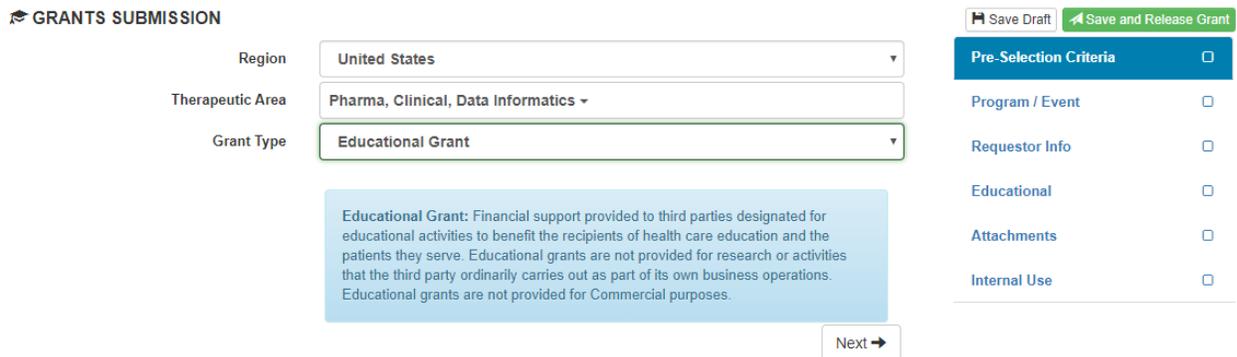- APAC (e.g., Singapore, China, Australia, India)

Select Therapeutic Area: (Select all that apply)
- Clinical
- Pharma
- Data Informatics
- Neogenomics Corporate

Select Grant Type:

- **Educational Grant**: Financial support provided to third parties designated for educational activities to benefit the recipients of health care education and the patients they serve. Educational grants are not provided for research or activities that the third party ordinarily carries out as part of its own business operations. Educational grants are not provided for Commercial purposes.

- **Research Grant**: Financial support provided for research projects that advance medical and scientific knowledge and that are aligned with NEO's business goals. These grants are for researchers who are interested in conducting their own research. Research grants are not provided for Commercial purposes.

- **Charitable Donation**: Financial support provided to tax exempt charitable organizations who are aligned with NEO's mission and generally involve educating medical practitioners, supporting programs in which patients are direct beneficiaries; and programs that relate to the prevention, detection and treatment of cancer and the role of radiation therapy in cancer treatment. Charitable donations are not provided for Commercial purposes.

- **Promotional (Marketing) Sponsorship**: Financial support provided only to institutions (not individuals) in an equal exchange for a promotional activity that benefits NEO (i.e., exhibit space, an advertisement displaying NEO's name and logo).

Example:

Click Next

The next page will prompt you to enter detailed information about the program or need. The questions are prompted by the Pre-Selection Criteria entered as shown above.

Example:
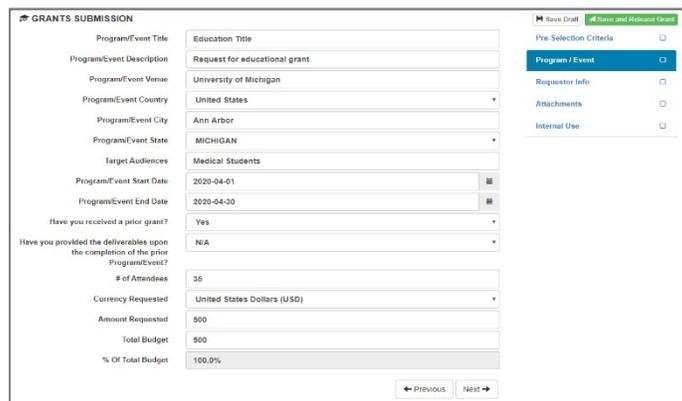
Once all questions are complete, click Next to proceed.

Next, you will enter the Requestor Info. The information should be based off of the Legal Entity's Name & Address. For example in the United States you would enter the same information found on IRS Documentation or what is on the W9.

⚲ **GRANTS SUBMISSION**	💾 Save Draft ✈ Save and Release Grant

Grant ID			**Pre-Selection Criteria** ☐
Legal Entity Name	Becker Orthopedic		**Program / Event** ☐
Country	United States ▾		**Requestor Info** ☐
State	Please Select ▾		**Educational** ☐
Address (Street 1)	635 Executive Drive		**Attachments** ☐
Address (Street 2)			**Internal Use** ☐
City	Troy		
Zip Code	48083		
Contact First Name	Shaun		
Contact Last Name	Smith		
Requestor Title	Product Operation Manager		
Phone Number			
Email Address			
Grant Region	United States ▾		
Grant Therapeutic Area(s)	Pharma, Clinical, Data Informatics ▾		
Grant Type	Educational Grant ▾		

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Once all questions are complete, click Next to proceed.

![NEO GENOMICS logo] **Neogenomics Grants and Donations Request Process**

Depending on the type of request, you will be prompted to either attach supporting documentation or proceed in answering additional questions to assist Neogenomics with your request. For Charitable Donations and Marketing sponsorships you will proceed to attachments page within the portal. Below are the additional needs for educational grant request.
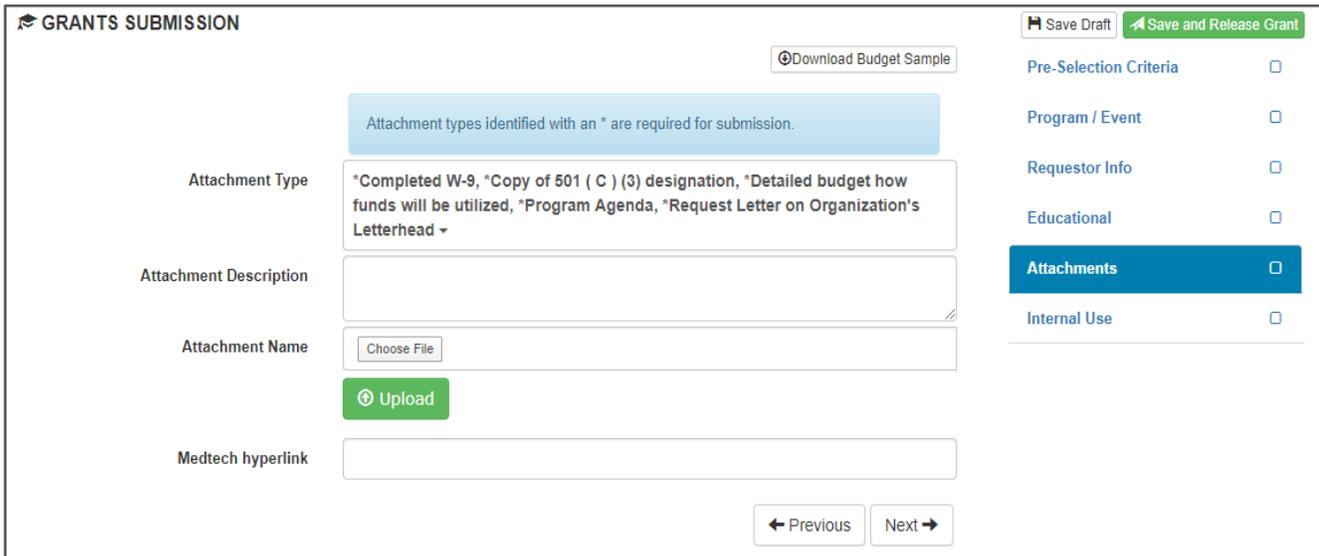
- Educational Grant:
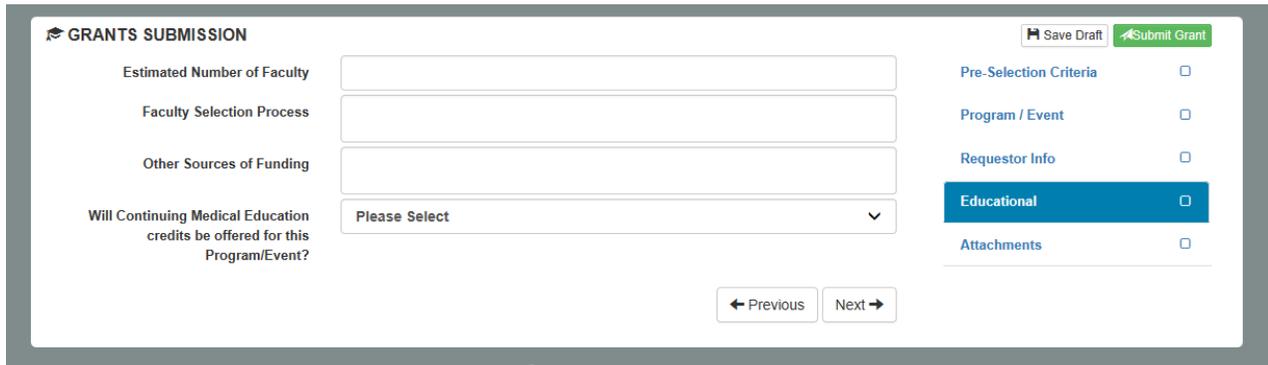
- o Other Sources of Funding includes other grant providers, exhibit fees/purchases, and/or sponsorships.
- o If you click "Yes" Continuing medical education credits will be offered for this program/event, you will be asked additional questions pertaining to the accreditation institution you are affiliated with.
- o After answering the additional questions, click next and attach supporting documentation.

Once all questions are complete, click Next to proceed.

Attachments

After the details of the grant or donation have been entered into the system, you will need to attach supporting documentation. By clicking on the drop down list you will find what is required by the asterisk (*).
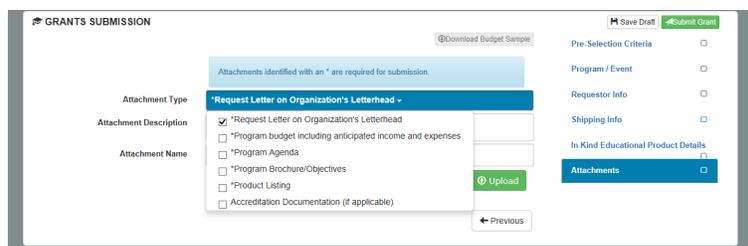

You can choose multiple selections or just one depending on how your documentation is structured. Below is a description of what Neogenomics is looking for when requesting supporting documentation:

- **Request Letter on Organization's Letterhead:** A description of the purpose for the grant or donation;

- **Program budget including anticipated income and expenses:** The total amount of funding requested and a budget that sets forth how the funding will be used. A description of the event's or program's revenue sources;

- **Program Agenda:** Breakdown of the event including faculty members, times, topics, and description of the event;

- **Program Brochure/Objectives:** Marketing collateral, mission and objectives of the event;

- **Accreditation documentation (if applicable)**: Certification of active membership with an accrediting institution;

- **W9 or W8 or applicable documentation:** Identifying information about the prospective grantee;

- **Charitable Registration:** proof of non-profit or tax-exempt status;

After selecting the documentation type and adding description, upload the documentation. The uploaded document and information will appear on the screen once upload is complete.

Submitting the request

Once all of the information and attached supporting documentation is uploaded it is time to submit the request.

Click Submit Grant

*If you are still working on the request, you can click Save Draft and come back to the request later.

Once the Submit Grant button request is clicked, the review process begins. Neogenomics will communicate with the requester to obtain any additional information needed to evaluate the request or complete the form. When complete, the Grants QA Coordinator will route the request form to the appropriate Grant Reviewers.

The organization will receive notification once the Grant Reviewers have reviewed and made a decision.

You can check on the status of the request by clicking on the "View Grant Request" button located on the Tasks Dashboard.