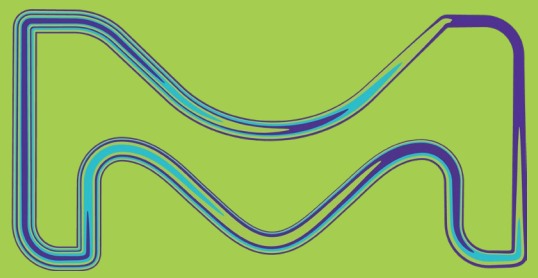
The Healthcare business of Merck KGaA, Darmstadt, Germany operates as EMD Serono in the U.S. and Canada.

EMD Serono's Request Management System

How to Use EMD Serono's Online System to Respond to the RFP for EMD Serono's 2027 "I'M IN" Oncodisparity Fellowship – Lung Cancer

June 2026



EMD Serono

Overview

- This Presentation is for organizations who want to submit a Proposal in response to EMD Serono's *Request for Proposals*:

EMD Serono's 2027 "I'M IN" Oncodisparity Fellowship

Advancing Health Equity in Healthcare: Reducing Socioeconomic and Geographic Access Disparities in Cancer Care for Patients with NSCLC

- **How to Submit:** Proposals must be submitted through EMD Serono's Request Management System. Click here for link. This Presentation walks you through how to use our system to submit your Proposal. We do not accept Proposals sent via email.

- **Deadline:** Proposals must be submitted by midnight (EST) of the deadline listed on the RFP.

High-Level Overview of the Process

Request Submitted

- Request is submitted online through **Request Management System.** Requests need to be made at least 90 days before event date.

Review by Review Committee

- For most types of Requests, decisions are made within 45 days

Notification of Decision

- If approved, **written funding agreements** are required for Fellowships

Reconciliation of Request

- **Funding Reconciliation** is required for all Fellowships within 90 days of program closure.

Already a Registered User?

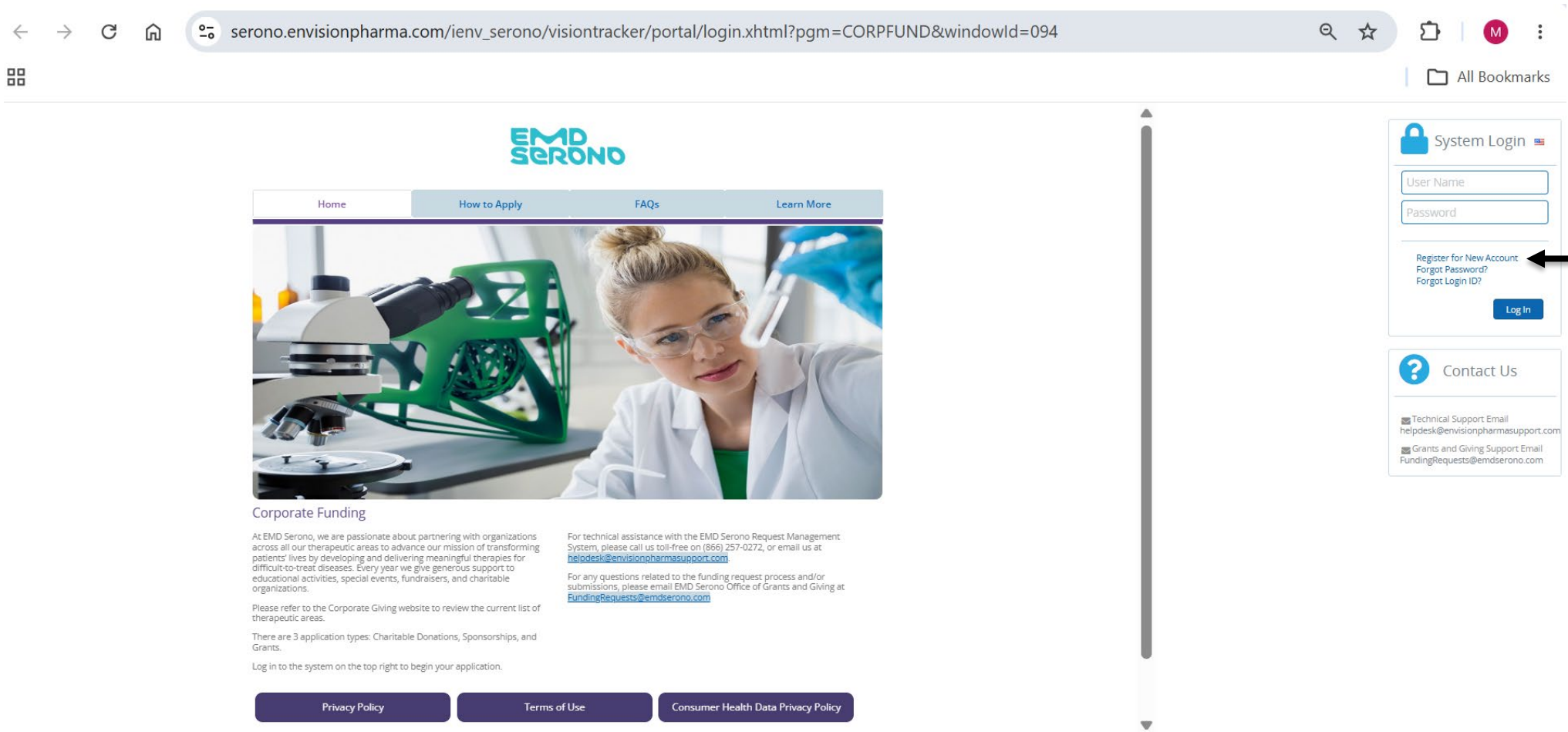
If you are a registered User, you may jump to Slide 15.

New users go the next page.

New Users

How to Register an Account

Link:
https://serono.envisionpharma.com/ienv_serono/visiontracker/portal/login.xhtml?pgm=CORPFUND&windowId=094

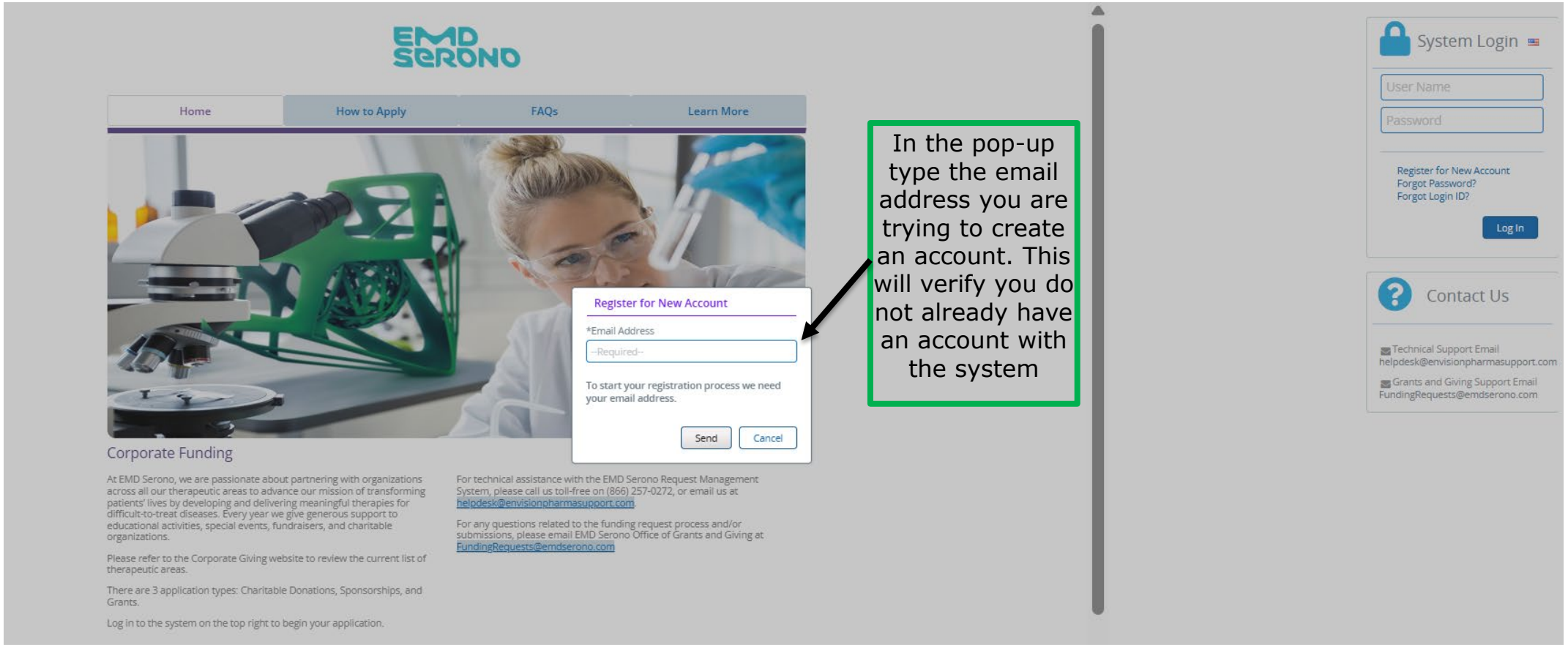


Go to the Request Management System and click the Register for New Account button

New Users

How to Register an Account

- Follow the prompts to register the New Account

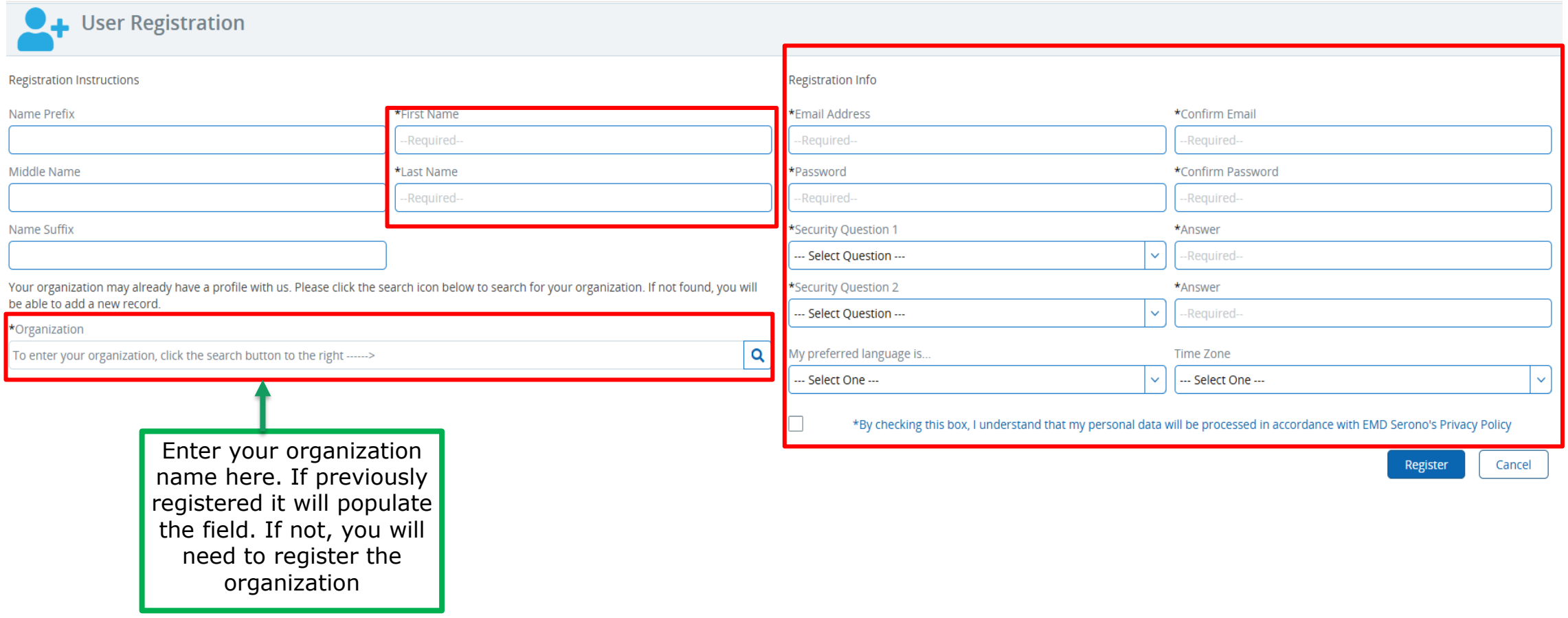


In the pop-up type the email address you are trying to create an account. This will verify you do not already have an account with the system

New Users

How to Register an Account

- Enter all fields marked with *
- In the organization field, look up if your organization has already been registered

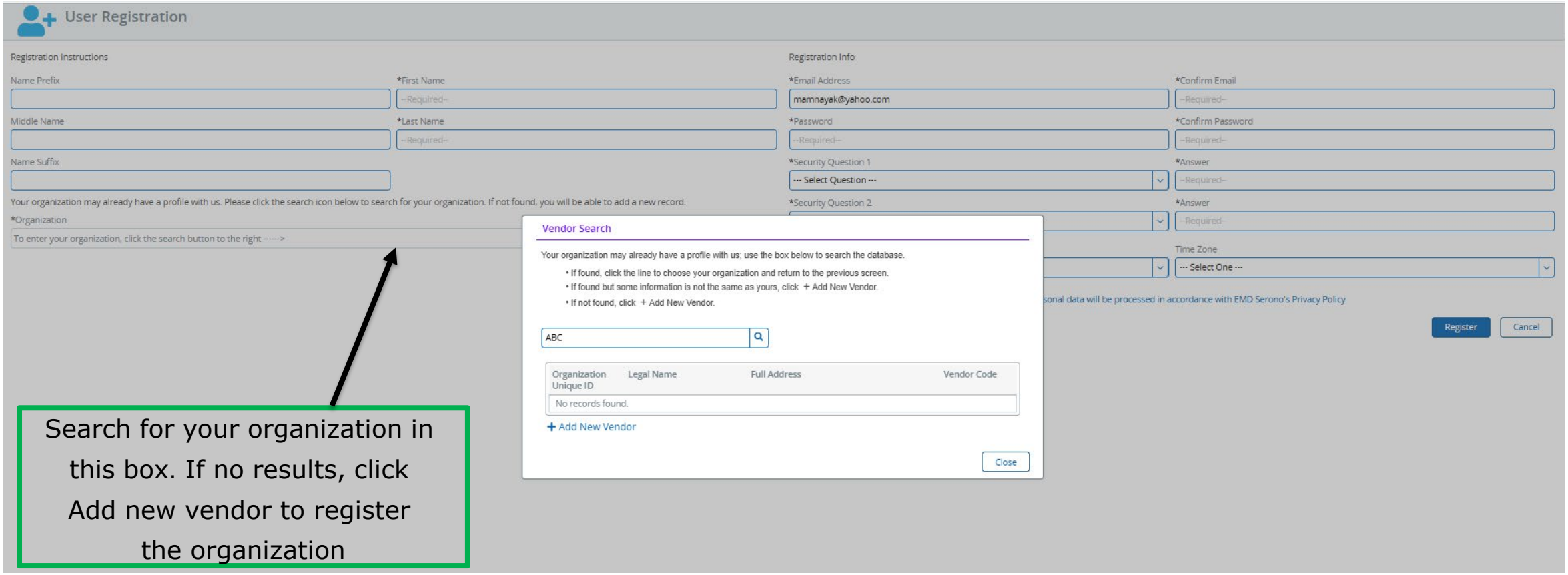


Enter your organization name here. If previously registered it will populate the field. If not, you will need to register the organization

New Users

How to Register an Account

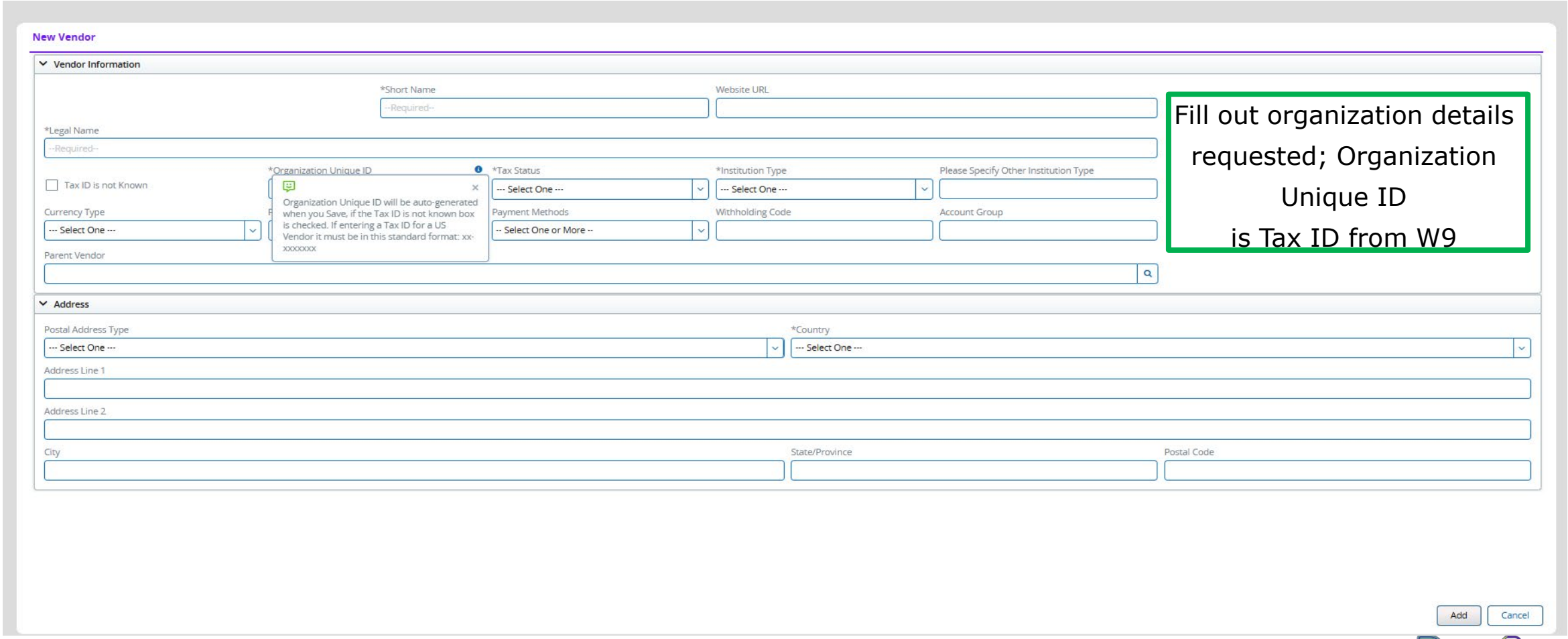
- If your organization has not been registered, you will need to add it to the list



New Users

How to Register an Account

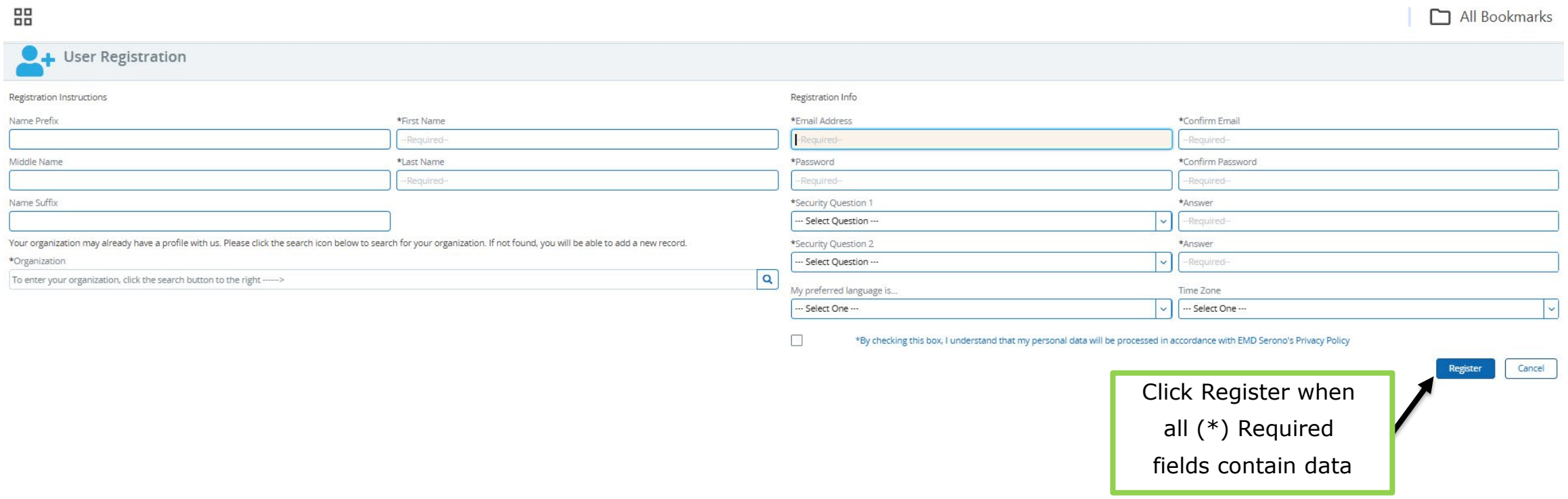
- Fill all fields marked with *. For address fields, enter the address from current W9. When all fields are completed, **hit** Add.



New Users

How to Register an Account

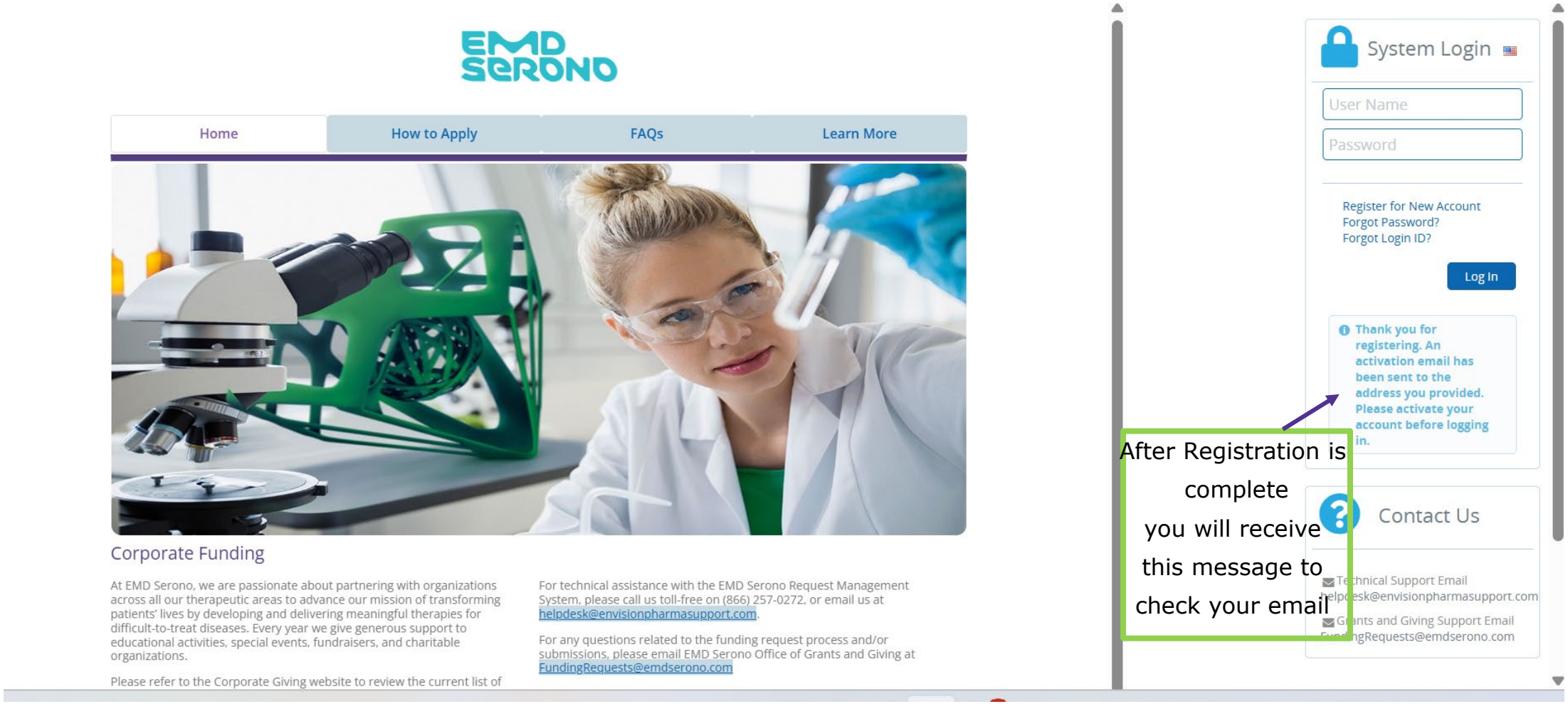
- Complete the User Registration and then **hit** Register



New Users

How to Register an Account

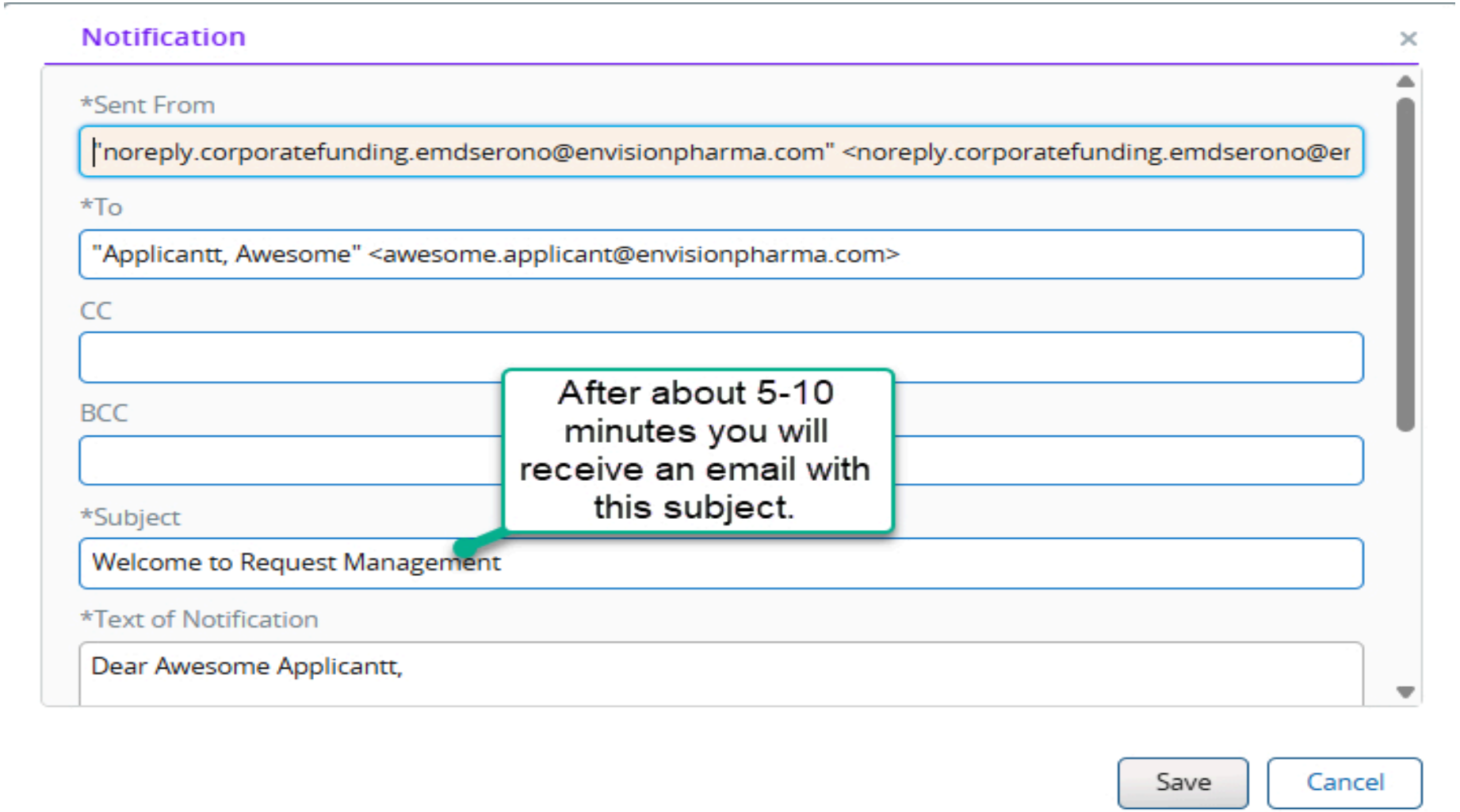
- When registration is complete, you will be prompted to check your email



New Users

How to Register an Account

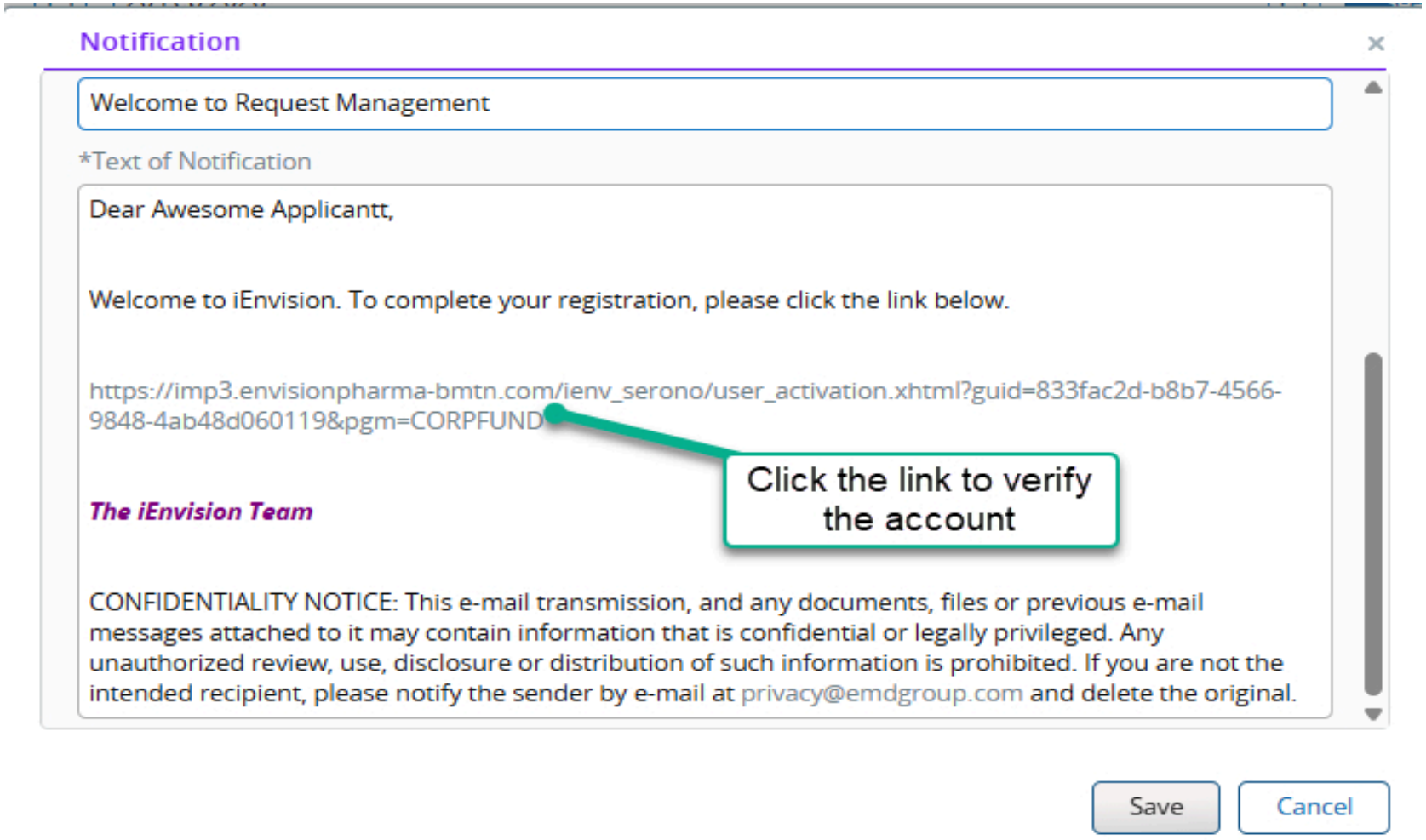
- Check your e mail for an e mail from corporatefunding.emdserono.com



New Users

How to Register an Account

- Follow the link in the e mail to verify and register the account



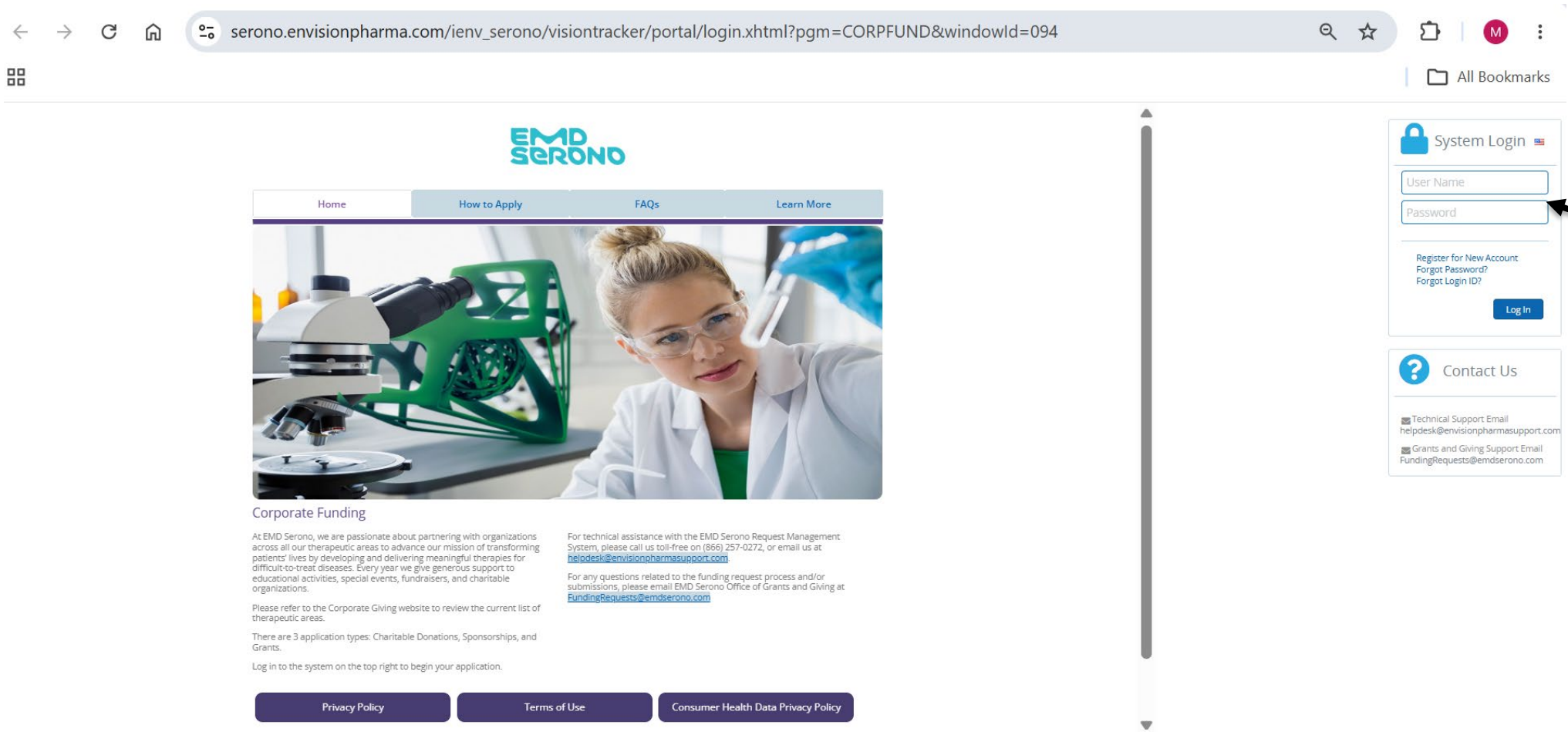
submitting your fellowship proposal

EMD SERONO

Submission

How to Submit a Request

Link:
https://serono.envisionpharma.com/ienv_serono/visiontracker/portal/login.xhtml?pgm=CORPFUND&windowId=094

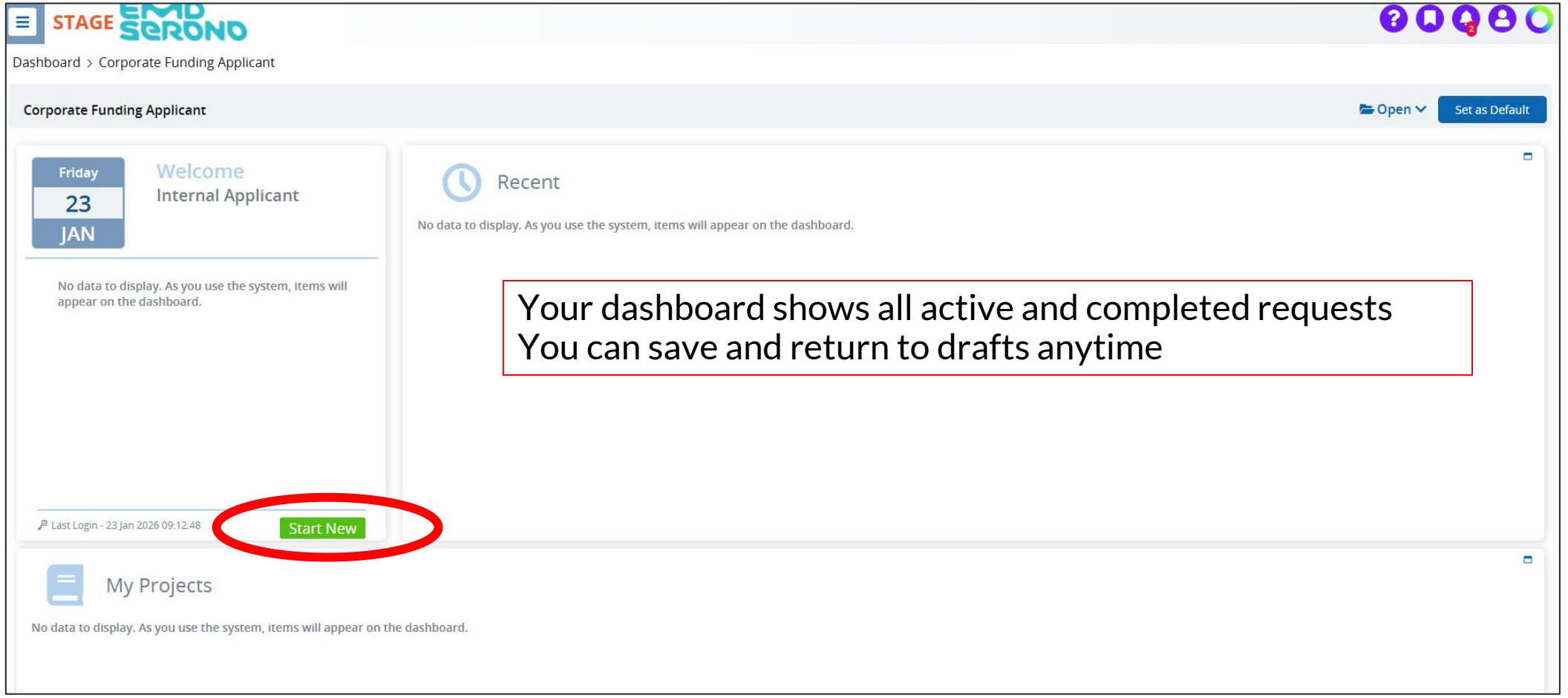


Login with your user account and password

Submission

How to Submit a Request

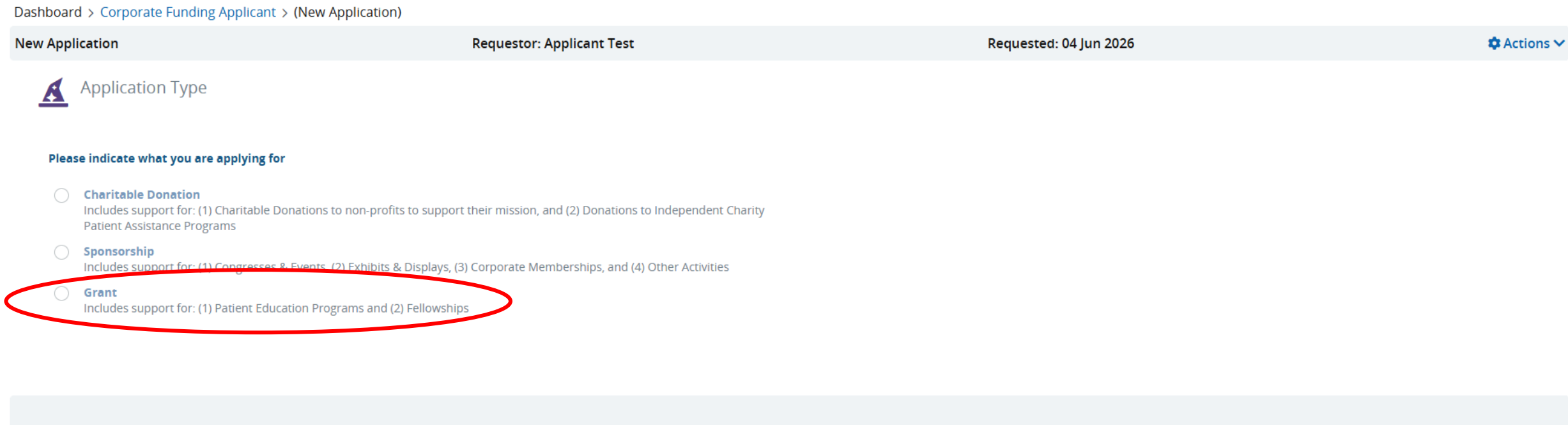
- **Click** on Start New button.



Submission

How to Submit a Request

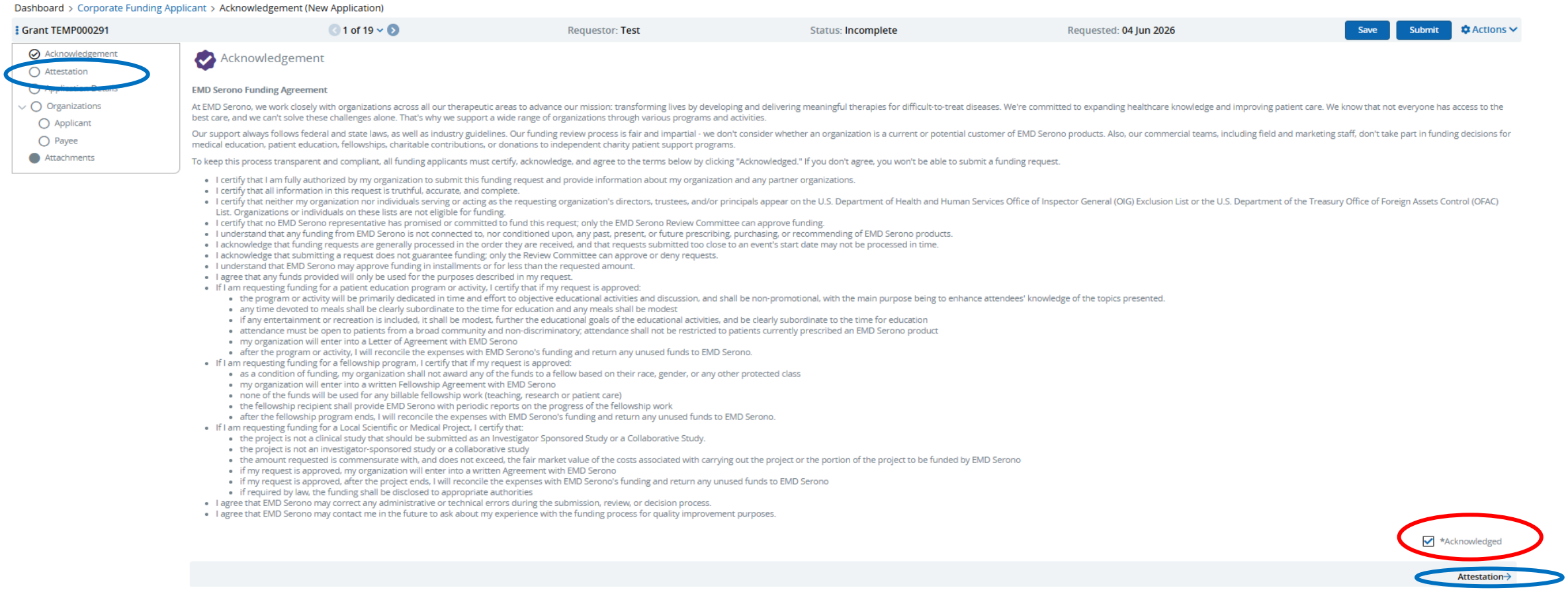
- Select **Grant** to submit Fellowship Requests



Submission

How to Submit a Request - Acknowledgement

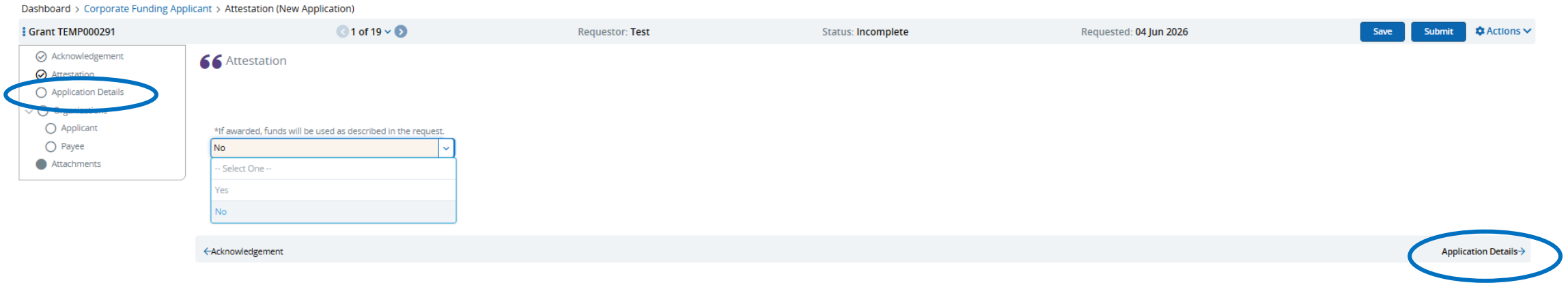
- Read and **Click** the Acknowledgements. Then **Click** to view attestation at bottom of page on right-hand or in the table of contents in the top left-hand corner



Submission

How to Submit a Request - Attestation

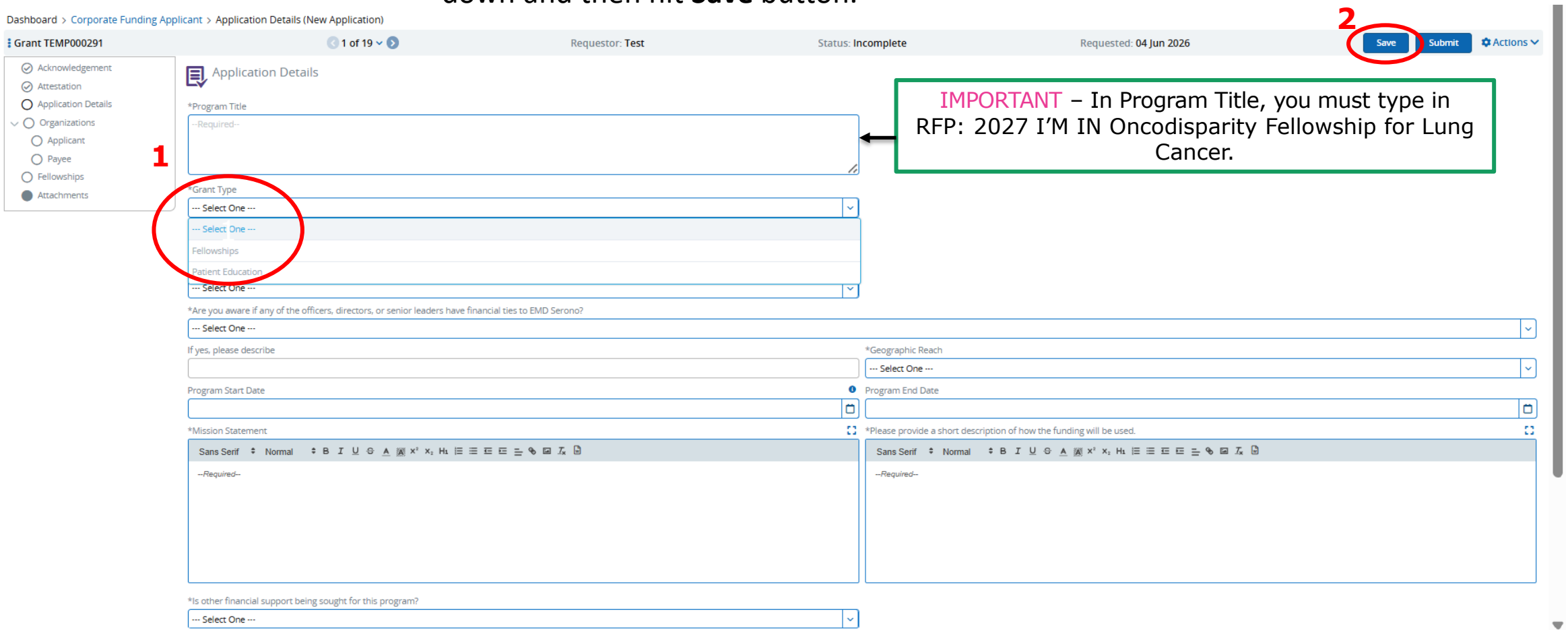
- Answer the Attestation and **Click** on Application Details to proceed



Submission

How to Submit a Request – Application Details

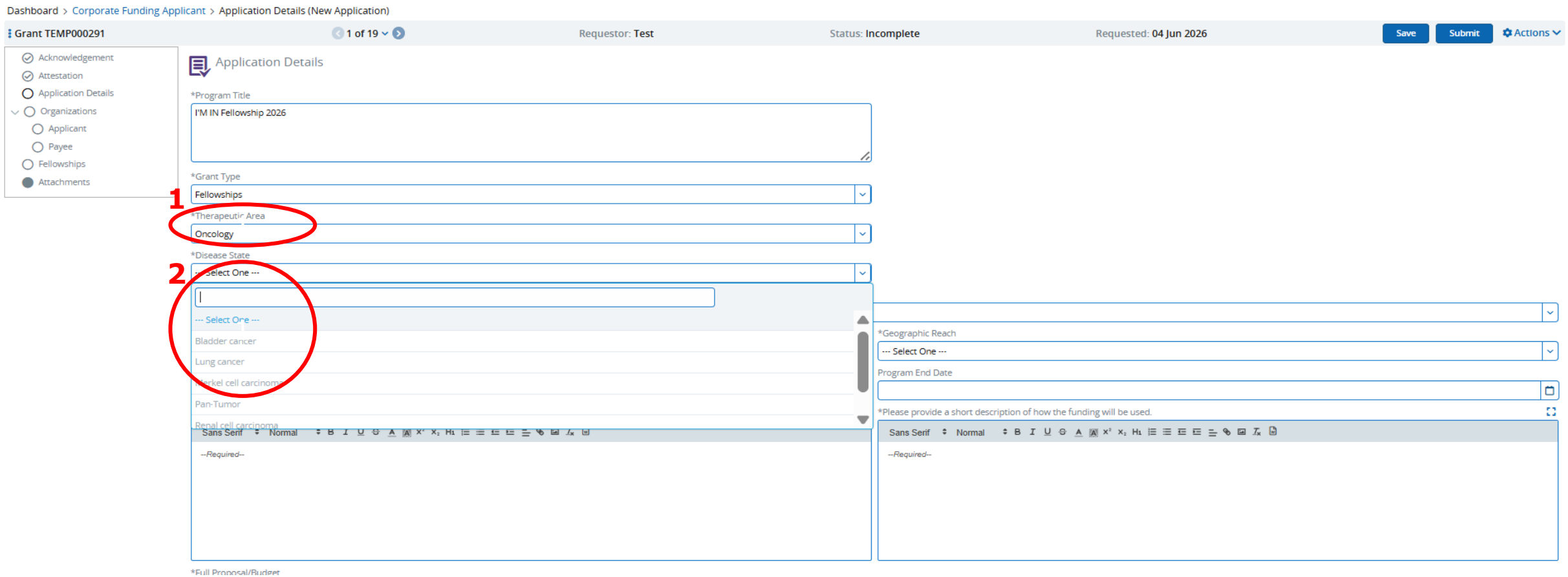
- Enter all fields marked with *. Under Grant Type **Select** Fellowships from the drop down and then hit **Save** button.



Submission

How to Submit a Request – Application Details

- Under Therapeutic Area **Select** Oncology. Under Disease Area **Select** Lung Cancer. Enter all fields marked with * .

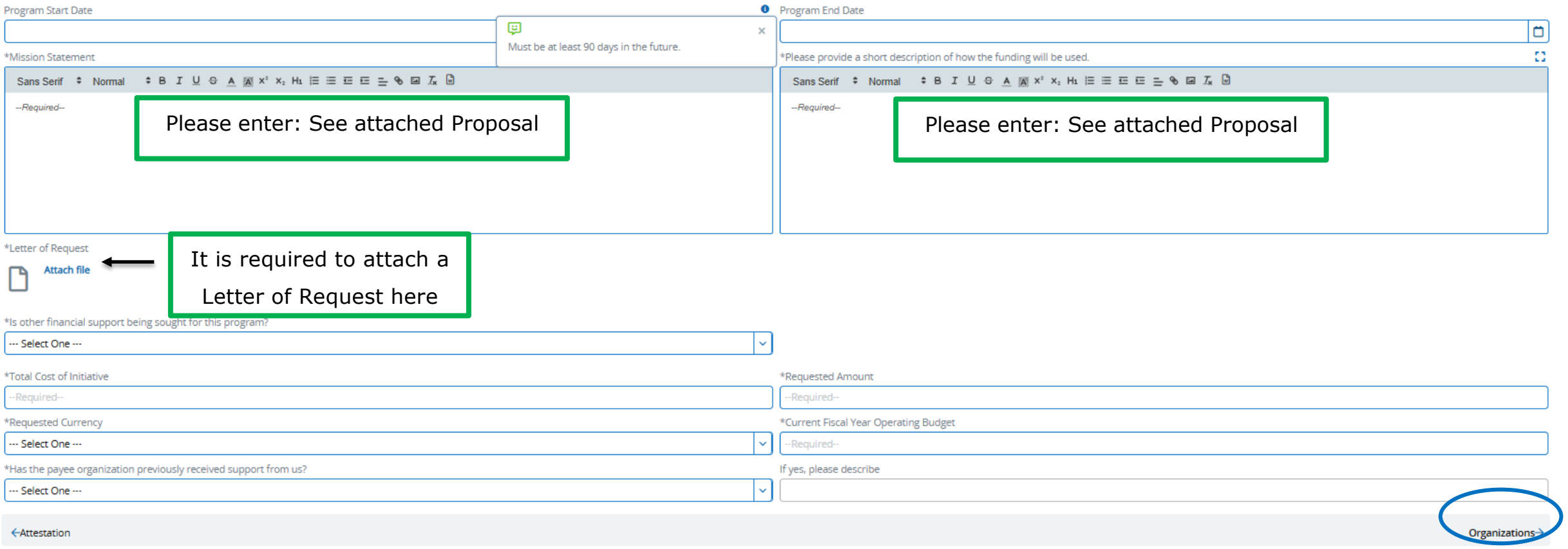


Submission

How to Submit a Request– Application Details (cont.)

- Program start date needs to be 90 days in the future. Enter all fields marked with *.

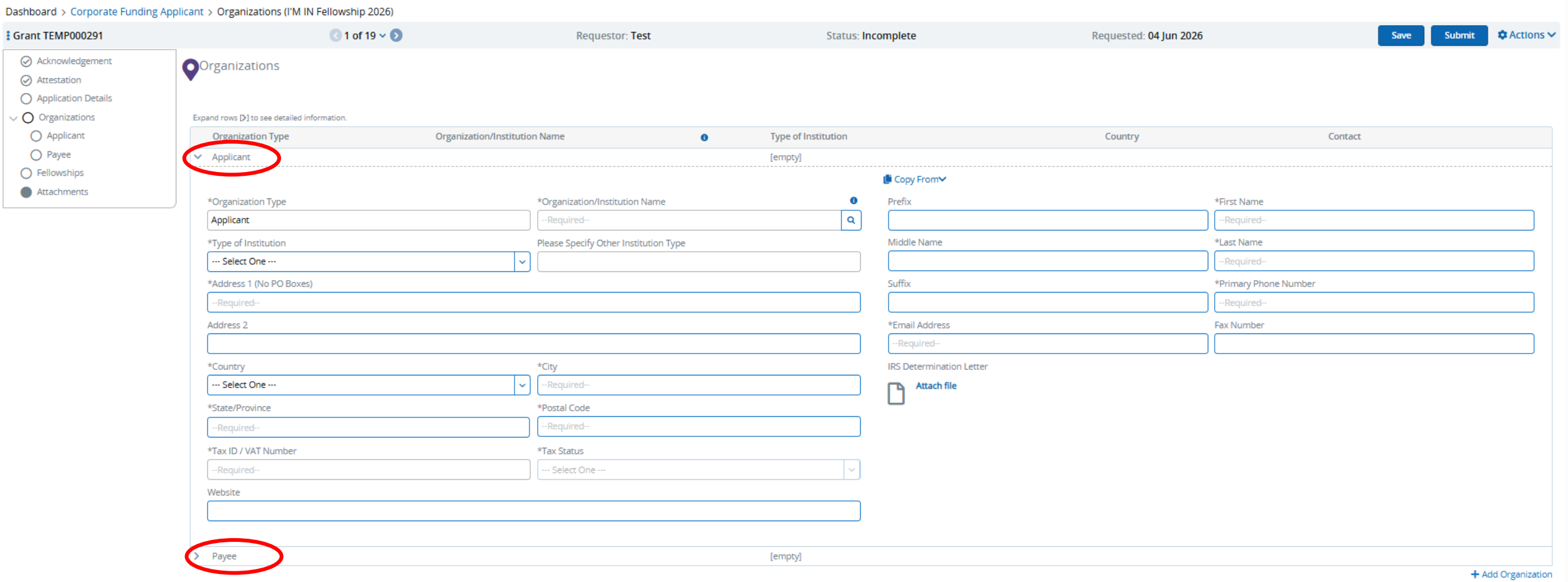
  Once completed hit “Save” and then **Click** on Organization



Submission

How to Submit a Request– Organization

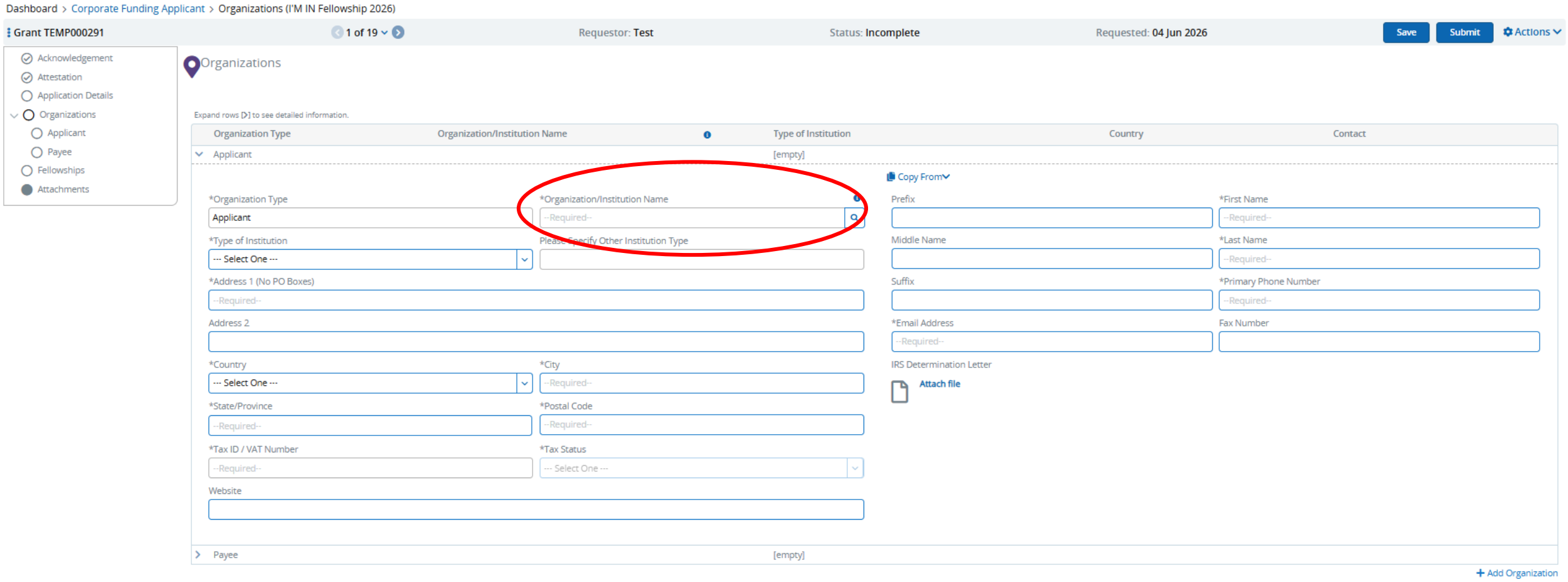
- On this page you will need to fill in both Applicant and Payee Details.



Submission

How to Submit a Request– Applicant

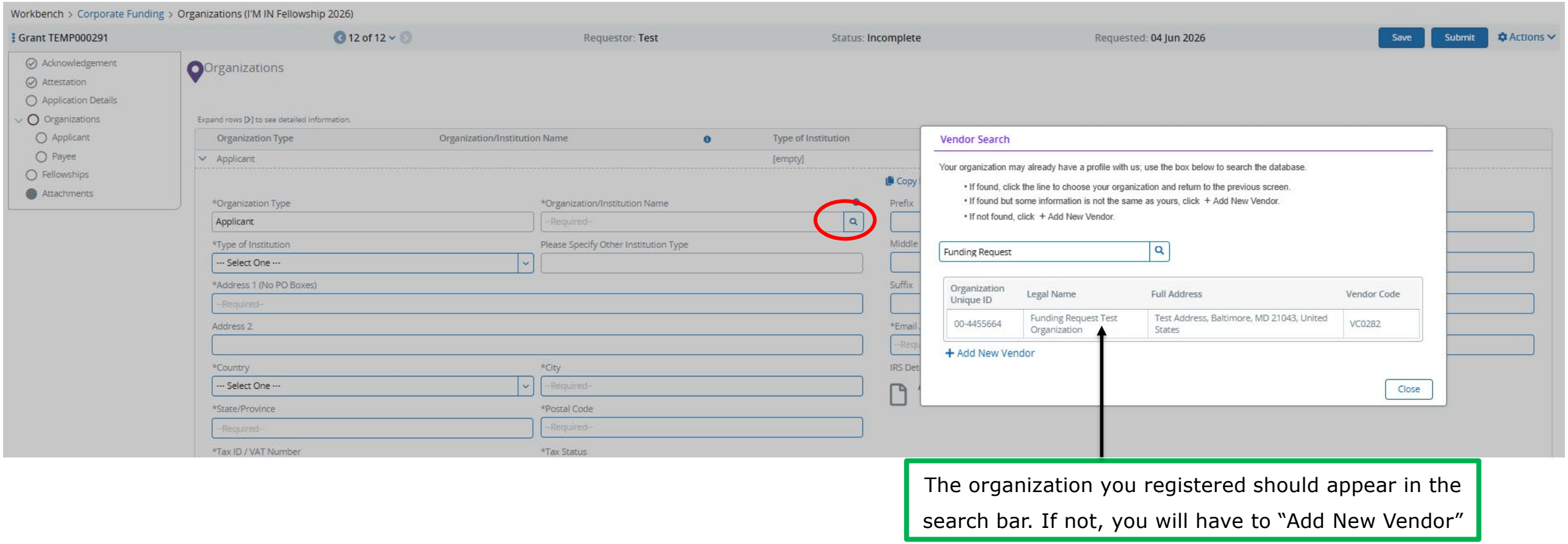
- First fill in the Applicant section. Start by looking up the Organization Details.



Submission

How to Submit a Request – Applicant (Organization)

- In the Organization Name field, click the lookup and a Vendor Search will pop up. Here enter the name of the organization you entered when registering your account and hit the lookup button in Vendor Search.

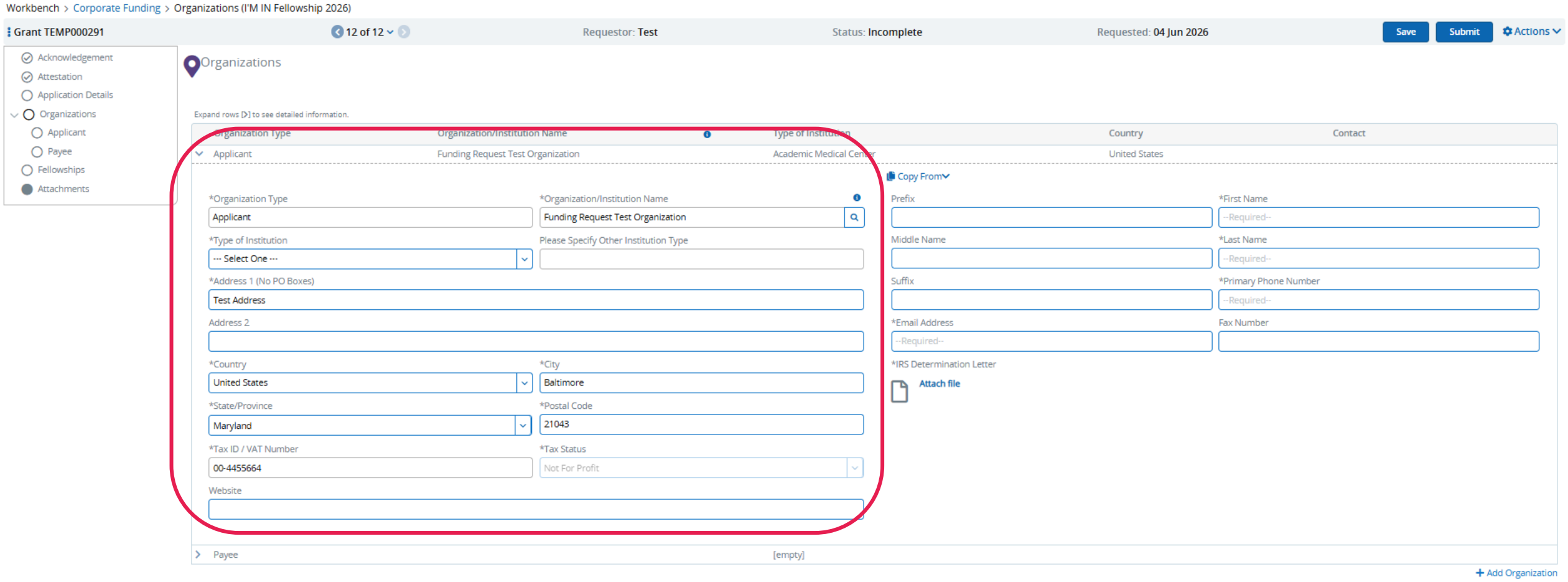


The organization you registered should appear in the search bar. If not, you will have to "Add New Vendor"

Submission

How to Submit a Request– Applicant (Organization)

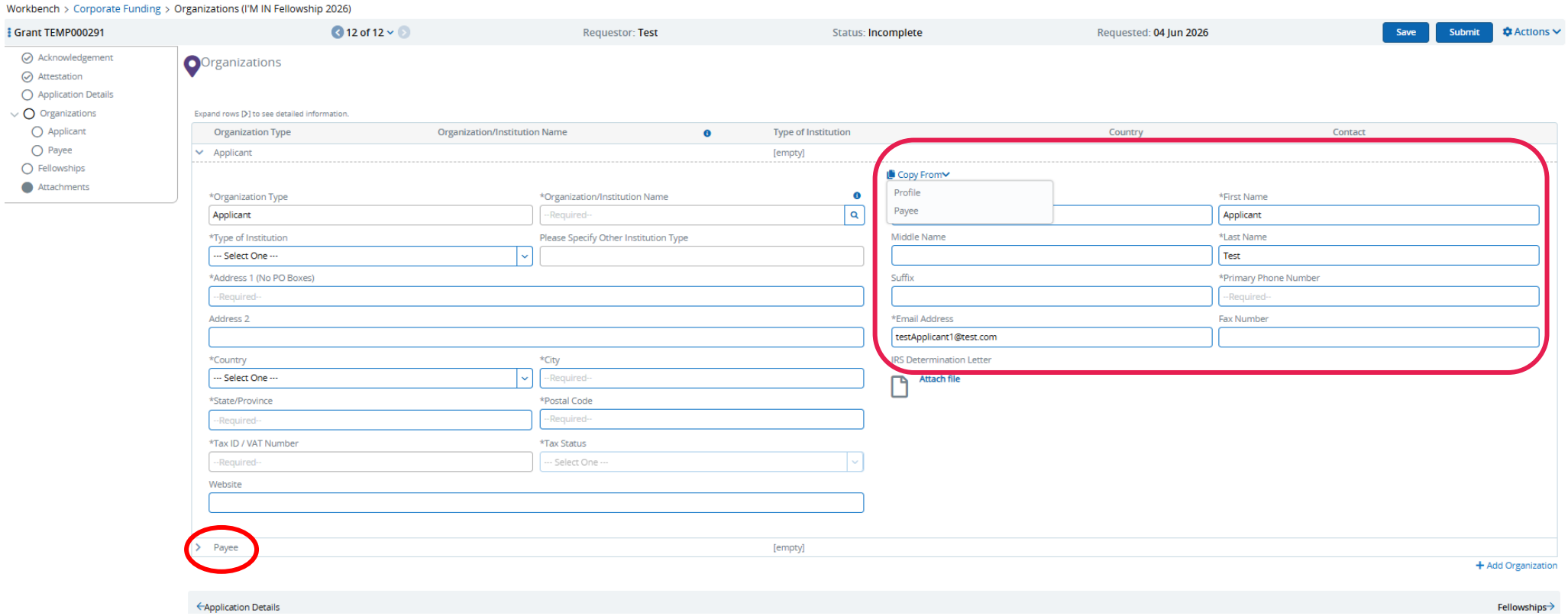
- When the organization is selected, all information for the organization will be imported into the relevant fields.



Submission

How to Submit a Request– Applicant

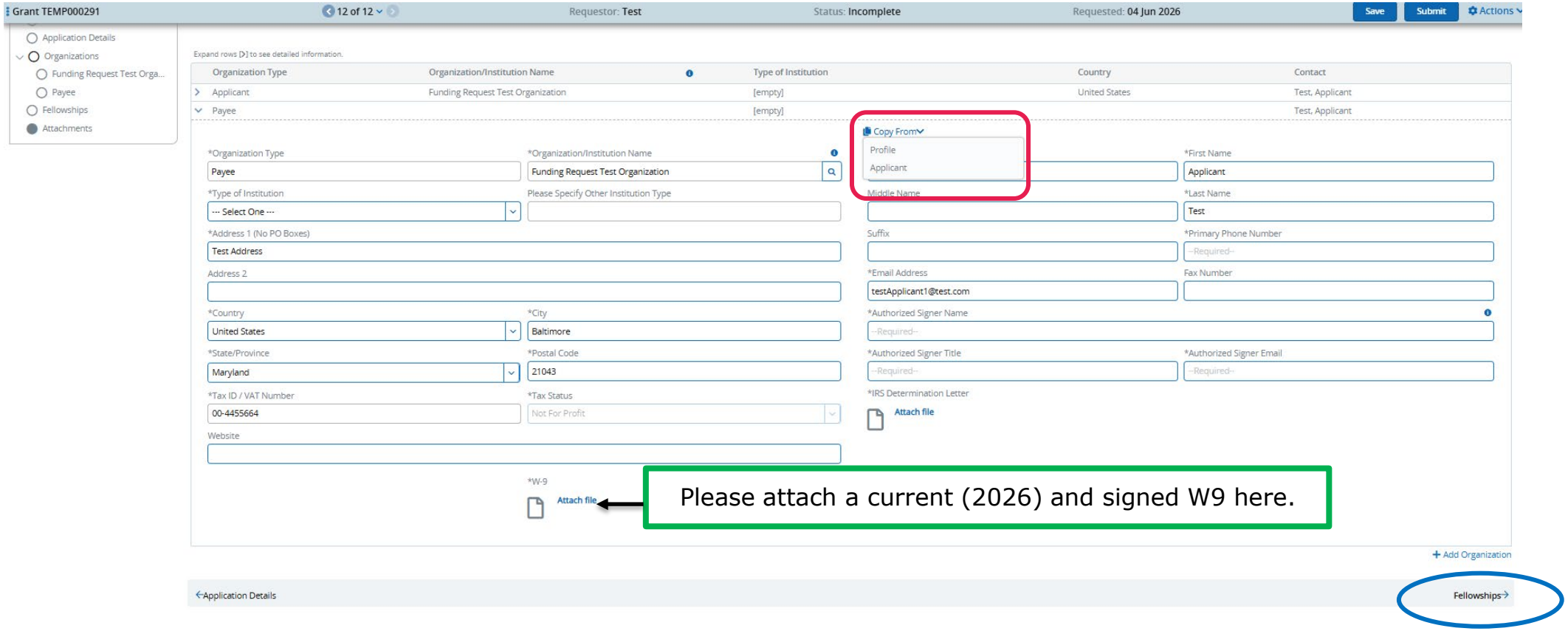
- When the organization details have been completed, **Click** on “Copy From” and select Profile for it to populate Applicant Information. If any fields are blank, pls fill it if is marked with an *. IRS Determination letter is only needed for non-profit organizations. Then expand the Payee tab to enter Authorized Signee and other details.



Submission

How to Submit a Request – Payee

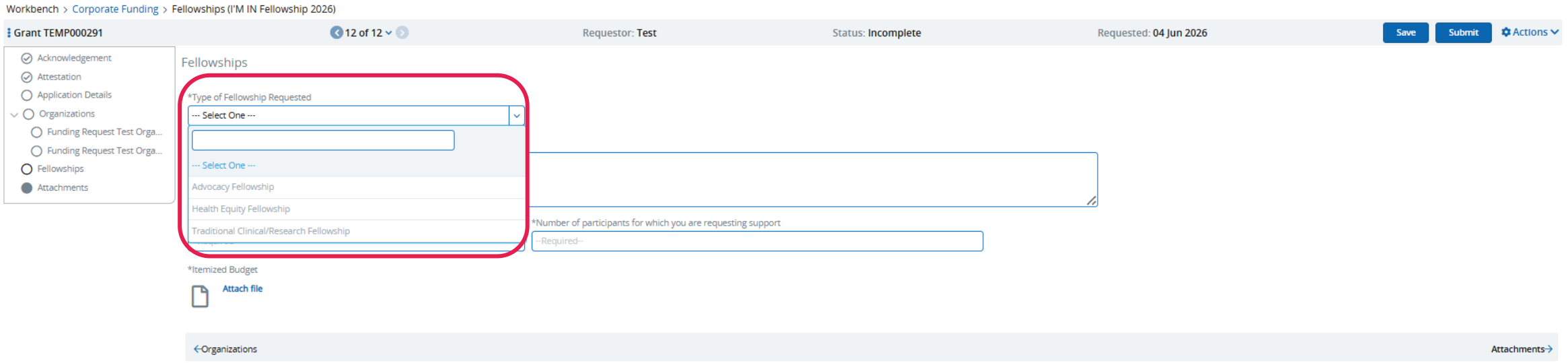
- In the Payee tab, Under “Copy From” if you select Applicant, it will import all the information from the Applicant section above. You will need to enter Authorized signee details here (who signs the Letter of Agreement) and also attach a current W9 here. When complete **Click** Fellowships.



Submission

How to Submit a Request– Fellowship tab

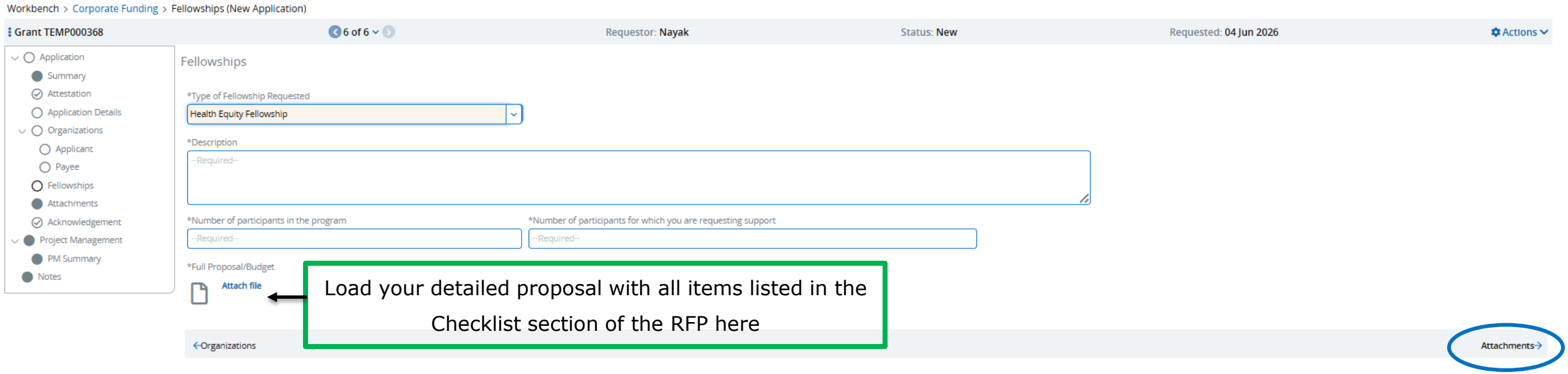
- Under Type of Fellowship Requested, **Select** Health Equity Fellowship.



Submission

How to Submit a Request– Fellowship tab

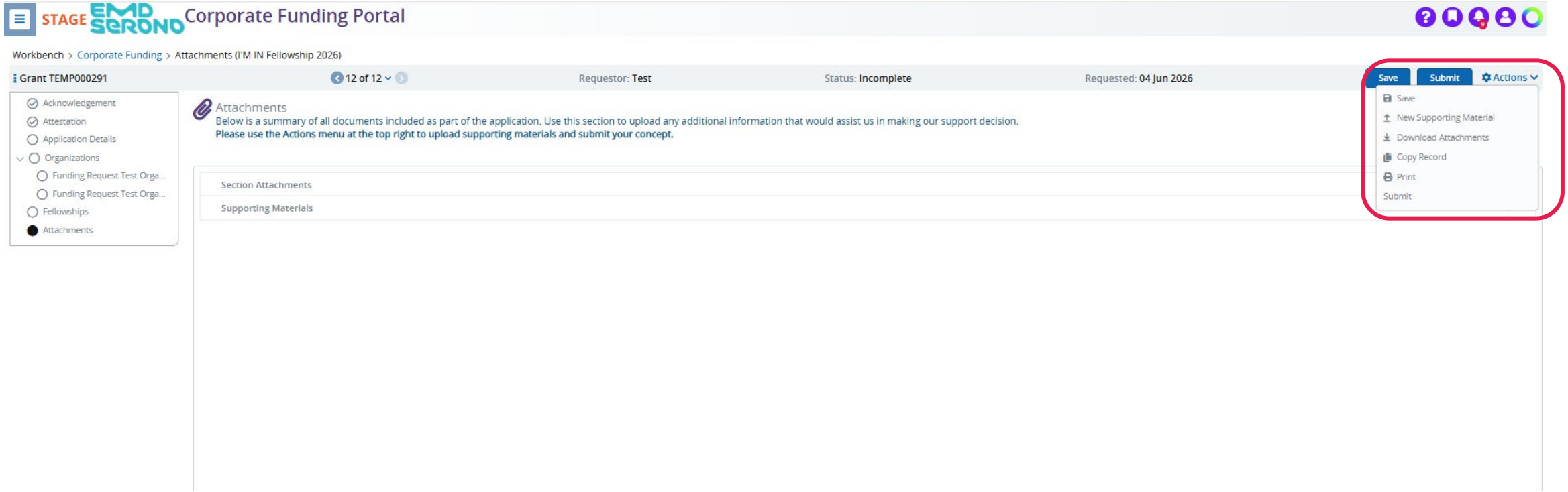
- Fill in all fields marked with an * . Under “Full Proposal/Budget”, you will load the Single PDF file detailed in the Fellowship Proposal Checklist (on page 14 of the RFP). The maximum file capacity is 10MB. If you need to load more, **Click** on Attachments



Submission

How to Submit a Request– Attachments

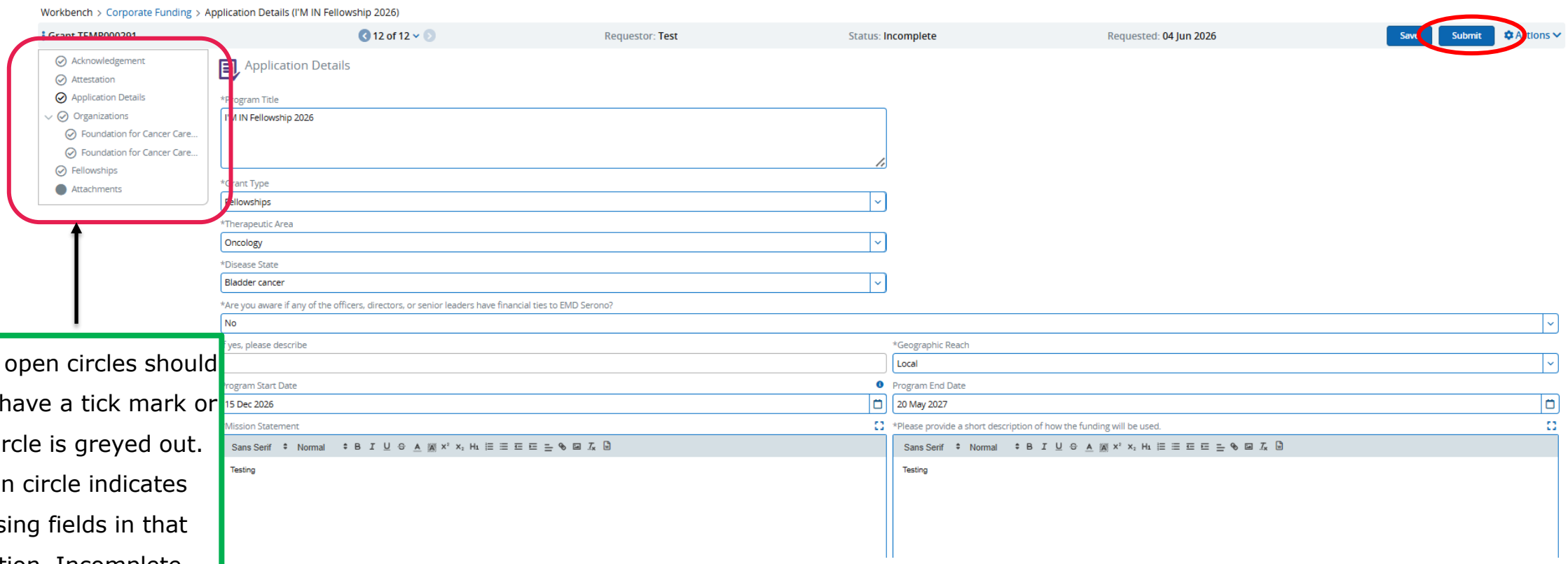
- If you need to submit more documents, you can attach them in the Attachment section. **Click** on the Actions tab in the Right-hand upper corner. Then **Select** New Supporting Materials. The maximum file capacity is 10MB. **Click** Save regularly to save your submissions.



Submission

How to Submit a Request– Final Review before submitting

- Review your submission for accuracy. When all tabs are showing complete in the left-hand top corner, it indicates completeness and ready for submission by **Clicking** on the Submit button.

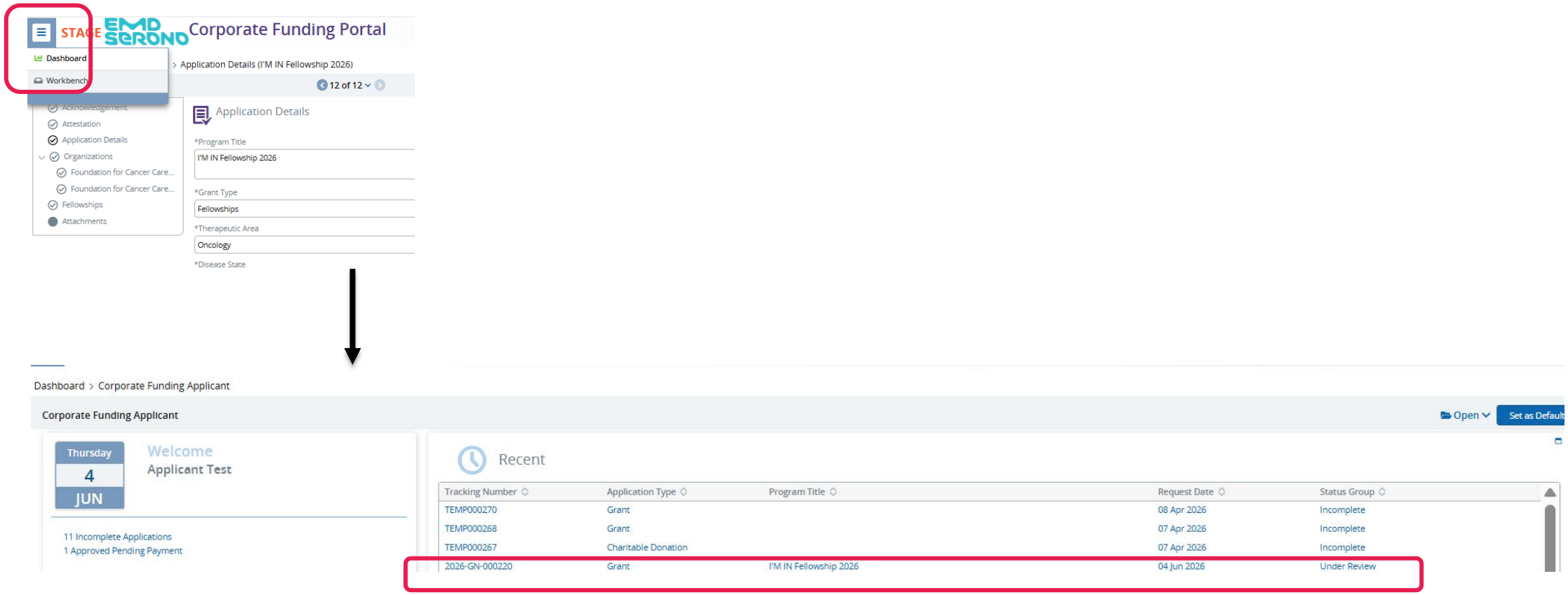


All the open circles should either have a tick mark or the circle is greyed out. Open circle indicates missing fields in that section. Incomplete submissions will not progress.

Tracking

Tracking a Submission

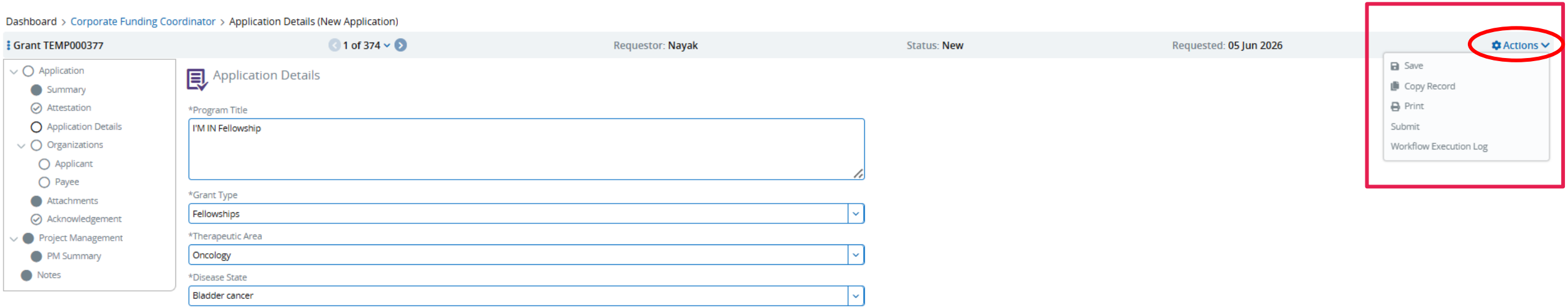
- The 3 bars on the left-hand top corner will lead you to the Dashboard and you can check status of your request under Recent.



Submission

Additional Point

- The action gear on top right-hand corner is an important resource where you can do all activities such as Save, Print, Submit or Withdraw



Fellowships

Note about Fellowship Agreement and Method of Payment

- If your proposal is selected for funding, you will need to sign our Fellowship Agreement.
- Full payment will be made about 2 to 3 weeks later.
- To increase security and reliability, all payments are now made via electronic ACH transfers.
  - Checks are no longer used.
- If your organization has received funding from EMD Serono before, then we already have your banking information.

First-Time Funding Recipients

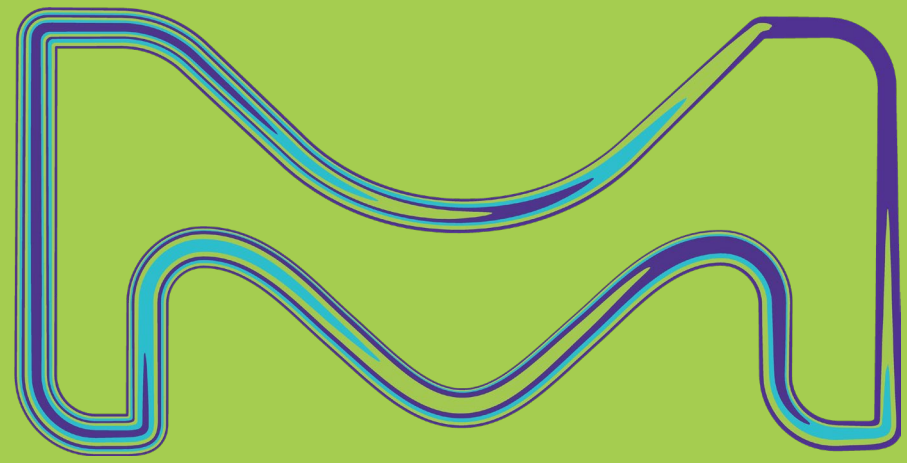
- If your organization has not received funding from EMD Serono before, then we will contact you to set up an ACH transfer.

After the Fellowship: How Close Out Works

EMD SERONO

Reconciliation

- **After a Fellowship has been completed, a reconciliation via the portal will need to be done.**
  - In the reconciliation, you indicate whether you have used all the Fellowship funding. If not, you will be asked to return any unused funds.
  - You will automatically receive an email when it is time to do a reconciliation.

If you have any questions about this ***Request for Proposals***, please contact Mamatha Nayak, Head of Grants and Giving, at mamatha.nayak@emdserono.com or (609) 954-9929.

If you have any questions about the ***EMD Serono Request Management System***, please contact our Request Coordinator, at fundingrequests@emdserono.com.