APPLICATION SUBMISSION GUIDELINES

THIS QUICK REFERENCE GUIDE WILL INSTRUCT YOU HOW TO APPLY FOR A MEDTRONIC GRANT OR DONATION.

If you need technical support contact: medtronicgivingconnection@medtronic.com

A. Create a user profile
1. Navigate to: https://medtronic.com/donations
2. Click Applicant Registration
*Note, if you have used Medtronic academy systems in the past, you can use that profile to log into and skip to Step C.

B. First time users - Create a new user profile by filling in requested information.
1. Enter your email address, password and required contact information.

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C. Log into the Medtronic Giving Connection Portal.
   1. Navigate to https://medtronic.com/donations
   2. Click “Applicant Log-in”
   3. Confirm if you are Medtronic employee.
   4. Enter your email and password to log in
   5. Confirm your contact information and enter your job title.

6. Click **Start New Application**

### My Tasks

<table>
<thead>
<tr>
<th>Description</th>
<th>Assigned on</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No items available

### My Active Grant Requests
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D. Identify the organization you are submitting on behalf of.

Create a New Application | General Information
Do not use your browser’s back button or you may lose your progress on this application.

CANCEL

For what organization are you requesting this grant?
Search for Organization (You must click the Search button after entering the Tax ID) (Go back to choose from ‘My Organizations’)

Search

1. Select the country the organization is based in.
2. Enter in the Organization’s Tax ID or the Foreign TIN# from your organization’s W-8BEN-E form or W-9BEN.
3. Click Search
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**E. Organization profile:** If you have previously submitted an application or the organization is in our partner’s database, Guidestar, some U.S based organization details will pre-populate. If your organization is a U.S. non-profit, changes need to be made in the Guidestar Database.

---

### <Unknown New Organization>

**United States of America | Tax ID: 113489678**

Please review (and update, if applicable) the information about the organization below.

<table>
<thead>
<tr>
<th>Information</th>
<th>Field Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Registered Name *</td>
<td>Address *</td>
</tr>
<tr>
<td>AKA (Also Known As)</td>
<td>Address Line 1</td>
</tr>
<tr>
<td></td>
<td>Address Line 2</td>
</tr>
<tr>
<td>Website URL</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone *</td>
<td>Email *</td>
</tr>
<tr>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>ext</td>
</tr>
<tr>
<td>Mission Statement *</td>
<td></td>
</tr>
</tbody>
</table>

**Exemption Information**

<table>
<thead>
<tr>
<th>Incorporation Year *</th>
<th>IRS Subsection Code</th>
<th>National Taxonomy of Exempt Entities (NTEE) Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
<td>Major Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Code</td>
</tr>
</tbody>
</table>

1. For international organization, the **State** field will change to “**Sub-National Division**”

2. The **first Phone field** only accepts 3 digits.

3. Enter the **remaining digits** in field 3.
4. Enter your job title, department and contact information.  
*For international firms, the state field will change to “Sub-Nation”  
*The first phone field only accepts 3 digits. Enter the remaining digits in the second phone number field.  
5. Answer the recipient organization question.  
6. Scroll to the top of the page and click Next
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F. Select the Therapeutic Area. It is very important that you choose the correct therapy in order to route it to the appropriate Medtronic contact for review. Click here to learn more about the therapeutic areas.

1. Select the Therapeutic Area
2. Select the Therapy that aligns with the Therapeutic Area
3. Add additional therapies if needed
4. Answer the pediatric funding question.

G. The therapy you choose in the prior section will determine the giving types available. Select the Giving Type that aligns with your request. Based upon business policies, some giving types will not be available to the therapy that you selected. If the Giving Type is not available, it will show up as gray as shown here.

- Education
  Request support for educational conferences, medical training programs (fellowships or residencies), or patient education initiatives
  Not currently accepting fellowship applications

- Research
  Request support for a research project

- Patient Assistance
  Request support for the treatment of indigent patients

- Fundraiser
  Request fundraising support for organizations/programs focused on disease states that Medtronic seeks to treat
  Not supported by the selected therapies

- Membership
  Request Medtronic join a professional society dedicated to promoting medicine and improving public health

- Exhibit Only
  Request support for an exhibit or advertisement relating to Medtronic product or therapies
  Not supported by the selected therapies
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H. After the giving type is selected, **answer the additional questions** that relate to that specific giving type. Choosing the appropriate giving type will ensure the follow up questions are relevant to your request. Regardless of the giving type selected, all requests will need to include the **general purpose of the grant** and the **dates the decision & delivery are needed by**.

The system will not auto-save information as it is entered. Click the **Save Draft** frequently button to save your work.

I. Scroll to the top and click **Next**
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1. Depending on the giving type you selected, you will have different pages of information to fill in. Once you have completed those pages, you will see the Award Summary Page.

   1. The amounts come from that data you entered in the general application. Click the pencil to make changes.
   2. Click Next
   3. Remember - The system will not auto-save information as it is entered. Click the Save Draft frequently button to save your work.
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J. Attachments Page

1. Click “Add”, then upload. Follow these same steps to attach additional documents to the application.

Each application type will require different attachments to be uploaded.
- Generally a form 990 is required for all non-profits. If this does not apply to you, click on the trash can next to that line item.
- You must upload an agenda or brochure for an event related application.

2. If your organization requires an Organization W-8 form, upload that in place of the requested Organization W-9 form.

3. Scroll to the top and click Next.
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K. Related Contacts: Based upon the giving type, you will be required to add required contacts to an application

1. Click on the Add button
2. Select the Role
3. Enter Contact information.
4. You have the option to add them to the email notifications or not by checking the check box.
5. Enter Assignment Reason
6. Click Add Related Contact
7. Scroll to the top and click Review and Certify

*Note if you checked “yes” to receive email, the contact will receive an email with the contact role and assignment reason.
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L. This takes you to the review and certify page. Review the application.

1. If you need to make changes click on the Navigate to: Drop Down to navigate to any party of the application to make changes.

2. Enter in General Comments

3. If you agree with the terms, click the Please Certify checkbox and Today’s Date

4. Scroll to the top and click Submit Application
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Application Submitted!

Thank you!
We received your application and will be reaching out to you soon. Your request number is #MOT190000136, please reference this when communicating with us.

What happens next?
You will receive an email confirmation with a copy of the application details. The Medtronic Giving Connection Team will begin reviewing your application shortly. You will be able to track the status of this application any time on your home page. We will also reach out to you directly should we need additional information.

Once the application is submitted you will get a confirmation with a unique application number. You will then receive an email with a copy of your application. Use this email link to access your application at any time.
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<table>
<thead>
<tr>
<th>Description</th>
<th>Assigned on</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Award for Application</td>
<td>25 Apr 2019 by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Admin</td>
<td></td>
</tr>
<tr>
<td>New Agenda</td>
<td>12 Apr 2019 by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Admin</td>
<td></td>
</tr>
<tr>
<td>Upload Signed Letter of Agreement</td>
<td>11 Mar 2019 by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Admin</td>
<td></td>
</tr>
<tr>
<td>Enter Fulfillment Information</td>
<td>25 Feb 2019 by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Admin</td>
<td></td>
</tr>
</tbody>
</table>

My Active Grant Requests

<table>
<thead>
<tr>
<th>Application #</th>
<th>Status</th>
<th>Organization</th>
<th>Submitted on</th>
<th>Needed by</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT190000155</td>
<td>Adjudicated (Approved)</td>
<td></td>
<td>30 Mar 2019</td>
<td>03 May 2019</td>
<td></td>
</tr>
<tr>
<td>MDT190000153</td>
<td>Fulfillment</td>
<td></td>
<td>11 Mar 2019</td>
<td>27 Mar 2019</td>
<td></td>
</tr>
<tr>
<td>MDT190000146</td>
<td>Pending Review</td>
<td></td>
<td>25 Feb 2019</td>
<td>09 Mar 2019</td>
<td></td>
</tr>
</tbody>
</table>

Application Status

You can always check the status of your application from the My Active Grant request list on the home screen. There you will see a column with the current status for each application. Statuses include: pending review, adjudicated or in fulfillment.

Pending Review: The application is still under review by the grant administrator.

Adjudicated: The review is complete, and a decision has been made.

Fulfilment: During the fulfillment stage, Medtronic is working to fulfill the request with either the monetary or product award.