CREATING A NEW APPLICATION
MEDTRONIC GIVING CONNECTION
QUICK REFERENCE GUIDE

Updated April 2021

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COMPLETE A NEW APPLICATION

This Quick Reference Guide will instruct you on how to apply for a Medtronic Grant or Donation through Medtronic Giving Connection (MGC)

Who Should Use this Document?

Medtronic Customers

Steps to Submit

Below are the steps to complete a new application in MGC. Click on a header to be taken to that section of the document.

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Log In and Start an Application

1. Access the Medtronic Giving Connection (MGC) site at www.Medtronic.com/donations
   a. For those who have a Medtronic Academy profile or are returning applicants in MGC, select the APPLICANT LOGIN button and enter in your respective username with password.
   b. For first time users:
      i. select the APPLICANT REGISTRATION button and create your user profile by filling in the requested information which includes email, password creation, and main contact information.
      ii. You will get a ‘thank you’ window and select ‘NEXT’.
      iii. You will then be asked to log in with your new account username and password.
      iv. After logging in for the first time, you will be sent to the MGC dashboard.

2. From your dashboard, go to the ‘My Applications’ tab in the top left.

3. Select START NEW APPLICATION button at the top.

Entering Application Information and Submission

Application Page 1: General Information and Organization

1. Search for the Organization by Country, enter the Tax ID and click ‘Search’.
3. If the organization does **not** exist in the system, add the required information including Legal Name, Address, Phone Number, Incorporation Year, Website, Mission, etc. **NOTE:** All fields showing an asterisk* must be filled out to advance the application.

![Image of application form]

4. Next, you must enter in your own information as the Point of Contact for the application.

![Image of contact information form]

5. Answer the question:
   
   **Is the ultimate recipient organization different than the one above?** *
   
   ![Yes or No options]
   
   You should answer ‘Yes’ if another organization will be receiving the requested grant or donation.

6. Scroll up to the top of the page and click the ‘NEXT>’ button.
Application Page 2: Grant Request Type

1. Select the **Therapy** and **Function Area** from the drop-downs that best align with the purpose of your request.
   - If there are more than one therapies, you can add additional options by selecting '+Add additional therapy' below the drop-down boxes.

2. Select the giving type which best represents the purpose of your request (virtual events will be considered). Note that available request types may be limited by certain therapy areas.

3. Depending on the type of application you select, additional questions will appear below.

4. After answering the additional questions, select the 'NEXT' button at the top of the page.

**Add-on Information**

The page that follows will depend on the type of grant application you are submitting. Follow the prompts on the screen to enter in the requested information.

Once the questions are answered, select the 'NEXT' button to continue.
Award Summary
Based on the information provided on previous pages of the application, this page summarizes what is being requested from Medtronic for your review prior to submission. **No action is required** on this page unless the Request Amount is incorrect. To modify the requested amount, follow the steps below:

1. Click the pencil icon.

2. Adjust the requested amount information as needed and then select:

3. Once the Requested Amount is accurate, click ‘NEXT>’ to continue.

Attachments

1. Select the 'Upload' button or drag and drop files to attach relevant documents to the application.
2. To upload additional documents, such as a required agenda or brochure, select the ‘Add’ link.

3. Depending on the type of request, you will have certain required documents to submit. Read the instructions above the upload list to ensure you are including all requirements. Use the red trash can icon to remove any unnecessary documents.
4. Select the ‘NEXT>’ button to continue.
Related Contacts

Related contacts are people that you want associated to the request for communication purposes. Some application types require additional contacts to be added.

1. Click ‘Add Related Contact’ and fill out the information if there is an additional person who needs to be included in correspondence related to the application.

2. You do not need to re-enter your own contact information on this page.

3. Click ‘Review & Certify’.

Review & Certify

1. At the bottom of the page, check the box to agree to the compliance statement.
2. Enter today’s date.
3. Scroll up to the top and select the ‘Submit Application’ button to finish your application.
4. If there are any errors in the application, a red text field will appear indicating which page needs to be reviewed. Navigate to that page and correct the identified items, then continue to the Review & Certify page again.
5. Once the application is successfully submitted, you will receive a copy via email with an Application ID number. The application will be routed to the appropriate grant group for review. A member of that team will reach out to you with any questions if necessary.