EXTERNAL APPLICANT INSTRUCTIONS
MEDTRONIC GIVING CONNECTION

QUICK REFERENCE GUIDE

Updated January 2022

Contact Information

<table>
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<tr>
<th>Type of Question</th>
<th>Group</th>
<th>Email Address</th>
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<tr>
<td>Technical/System Support</td>
<td>Medtronic Giving Connection IT Team</td>
<td>RS Medtronic Giving Connection</td>
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<td></td>
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<td><a href="mailto:rs.medtronicgivingconnection@medtronic.com">rs.medtronicgivingconnection@medtronic.com</a></td>
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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)

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.

1. Log In and Start an Application
2. Entering Application Information and Submission
3. Request Type
4. Add-on Information
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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. Log in with your new account and verify your user information.
      iv. You will then 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. If your username is already tied to an organization:
   a. Verify the information and select ‘NEXT’ at the bottom OR
   b. If it is the wrong organization, you can select the 
      to the right of the name and then a drop-down box will appear. Choose the organization from the drop down, verify the information and then select ‘NEXT’ at the bottom.
      OR
   c. If the organization is not listed in the drop down, select this link and fill out the information.
2. **If you are not yet tied to an organization:**
   a. Use the search feature to enter country and tax ID. Select ‘Search’.
   
   ![Search Feature](image1)
   
   If the organization exists in the system, their details will appear. Verify all information is accurate.
   
   **OR**
   
   b. If the organization does not exist in the system, fill out all of the required fields marked with an asterisk *.
   
   ![Organization Information](image2)

3. **Enter your information as point of contact.**
   
   ![Contact Information](image3)
4. Answer the question that appears below. *Note – you should answer ‘Yes’ if another organization will be receiving the requested grant or donation:

Is the ultimate recipient organization different than the one above? *

- [ ] Yes  - [ ] No

5. Select ‘NEXT’ once all information is entered.

Application Page 2: Grant Request Type

1. Select the therapy area and then a specific therapy from the drop-down choices that best align with the purpose of your request.
   - If there is more than one therapy, you can add additional options by selecting the ‘+Add additional therapy’ link.

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 ‘NEXT’ at the bottom 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 the requested information.

Once the questions are answered, select ‘NEXT’ 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, select ‘NEXT’ to continue.

Attachments

1. Depending on the type of application you are submitting, the required documents will show in the list on this page. Select the ‘Upload’ button or drag and drop the required files.
2. To upload additional documents select the ‘+Add’ link.
3. Use the red trash can icon to remove any unnecessary or unrequired documents.
4. Select ‘NEXT’ 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. If necessary, select ‘+ Add Related Contact’ and fill out the information.

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

**Review & Certify**

1. At the bottom of the page, check the box to agree to the compliance statement.
2. Enter today’s date.
3. Select ‘Submit Application’ button.
4. If there are any errors in the application, a red text field will appear indicating which page needs to be reviewed.
5. You can navigate to that error page by using the drop-down at the top right:

   **Navigate to** 7 - Review & Certify

6. Once you have corrected the identified errors, navigate back to Review & Certify to finish the application.
7. Once your request 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.