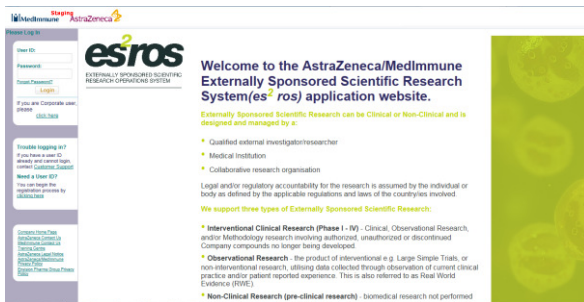


Quick Start Guide Investigator/ Researcher Portal

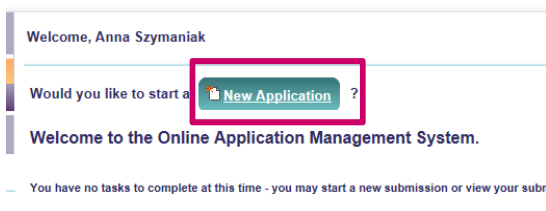
How to register & login

-Register on the -portal:
https://az_medi.envisionpharma.com/vt_az_medi
 Your **email address** will be used as your **username** and you will receive two emails with a temporary password and link. You can then access the portal using these instructions and set a new password.

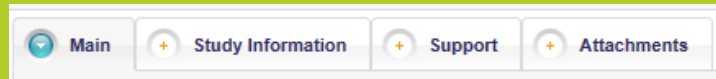


How to submit an application

On the homescreen, click 'New Application' under 'Task List'. Accept the mandatory legal statement and the 'New Grant Dialog' opens.



Select the 'Application Type'. Complete application details in all the tabs in order - note these differ depending on the application type.



Saving your application triggers a **temporary application number**. A new number will be assigned after the application has been submitted.

The **primary researcher's CV** must be attached in the **Main** tab, by clicking  and uploading the file from the computer.

Submit the application by clicking **submit** at the top right of the screen.



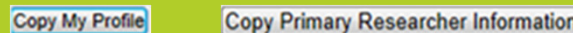
If your submission is **unsuccessful** go back and complete the information shown in red on the system.


Helpful hints & tips

Previously completed applications can be found in the 'My Applications' tab.

Task List	Application Title	Study Information	Important Dates	Other Information	Actions
All My Applications	Tracking Number: E305-15-10584	Study Title: Test Study Clinical ANNA	Submit Date: Feb 24, 2015	Study Status: Study Active	<input checked="" type="checkbox"/> View or Add Study Status Update <input checked="" type="checkbox"/> Copy Application
	Tracking Number: NCSE-2015-10583	Study Title: Test Study ANNA	Submit Date: Feb 24, 2015	Study Status: Submitted	<input checked="" type="checkbox"/> View Application <input checked="" type="checkbox"/> Copy Application

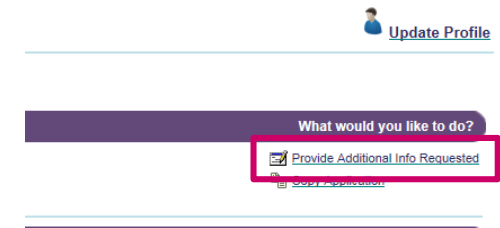
The **profile and primary researcher information** can be copied into another application from this tab.



Depending on the type of support requested, you may need to upload additional attachments. Click  icon and upload the file from your computer.

Provide additional study information


If this is required you will receive a notification email. Add information by clicking 'Provide Additional Info Requested' in the 'Task List' tab.



Submit a Protocol

If a **Proposal is approved**, you will be notified to submit a **Protocol** via email.

You Have 1 Application requiring a Protocol

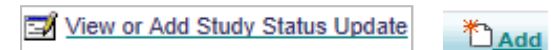
Click 'Provide Protocol Information' in the 'Task List' tab of the study and upload the protocol via .

Submit Study Status updates

Active studies require periodic updates. You will be notified via email when a **Study Status Update** is required, and see a purple banner in the portal.

You Have 1 Application available for Study Status Update

Updates are added from study, under 'Task List'. Click 'View or Add Study Status Update' and **Add** button.



Then complete the pop up window, including subject enrolment numbers and milestones.

Study Status Updates	
Subject Enrollment Updates	
* Entry Date: Apr 17, 2015	
Total number of subjects expected to be enrolled	
Total number of subjects enrolled to date	
Total number of subjects expected to enter treatment	
Total number of subjects entered into treatment to date	
Total number of subjects expected to complete treatment	
Total number of subjects completed treatment to date	
Milestone Updates	
First Subject In	Planned Date: Apr 20, 2015
50% Enrollment	Planned Date: Jun 24, 2015
Last Subject In	Planned Date: Sep 23, 2015

Submit a Publication

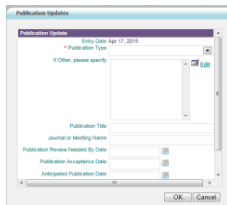
You Have 2 Applications available for Study Status Update



A publication is submitted via the 'Study Status Update' tab.

Information is added from study, under the 'Task List'.

Under **Publication Update** click  **View or Add Study Status Update**. Then click the **Add** button.


Complete the pop up.



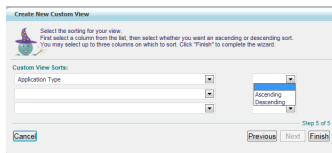
Then attach documents from  and submit .

Submit Protocol amendments

Protocol Amendments

Protocol amendments can be submitted via the 'Study Status Update' tab once the study has been **activated**. Information is added from study, available under 'Task List'. Click  **View or Add Study Status Update** and the **Add** button.

Complete the pop up, entering 'Amendment Number' and a reason for amendments.



Attach the amendment  and click . Add a description of the Protocol changes and submit.

Request drug supply

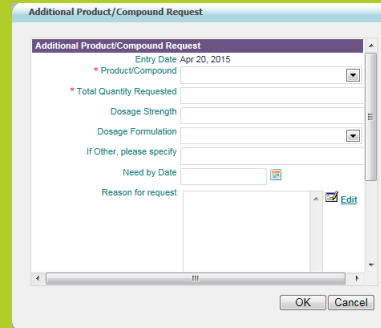
Under the 'Task List' select a study.

Click  **View or Add Study Status Update** under **Additional Product Request**

Then click the **Add** button.


Complete the pop up, including 'Product', 'Dosage Form' and 'Reason for request'.

Submit .




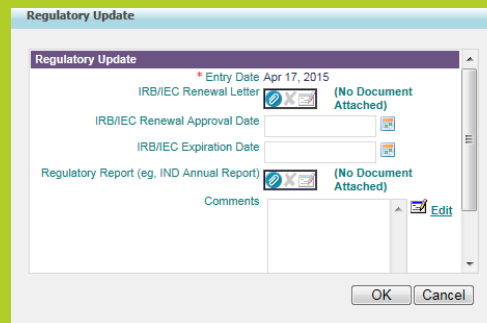
Regulatory updates

Regulatory updates can be submitted via the 'Study Status Update' tab. Information is added from study, available under the 'Task List'.

Click  **View or Add Study Status Update** under **Regulatory Update**

Then click the **Add** button.

Complete the pop up. Submit .



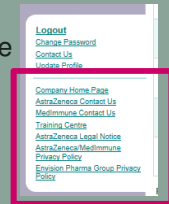
Frequently Asked Questions

What if I have a question about my submission?

Refer to the contact details on the portal:

https://az_medi.envisionpharma.com/vt_az_medi

- For **AstraZeneca** you will be directed to a page with AstraZeneca worldwide contact information.
- For **MedImmune** products, an email to MedImmune Medical Affairs will pop-up.





What if I want to add more information?

You cannot edit the application any further after it has been submitted. You must contact AstraZeneca/MedImmune directly.

How long does each session last?

A web session will time out in the system after 60 minutes for security purposes.

How can I print a submitted application?

- Click on the Tracking Number of the study on the 'All My Applications' tab.
- Click  in the submission.
- A PDF file is automatically created. To print, open the 'Grant Detail Report' file. When the file opens, click the File menu and click Print .