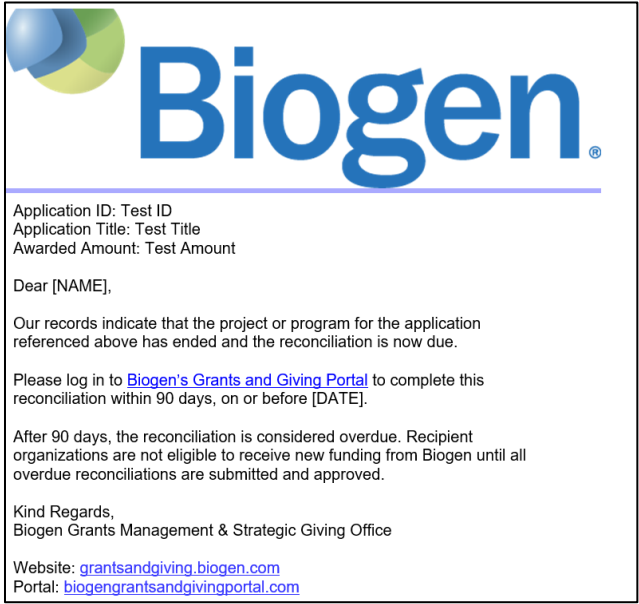



How to Submit a Reconciliation in Biogen’s Grants and Giving Portal

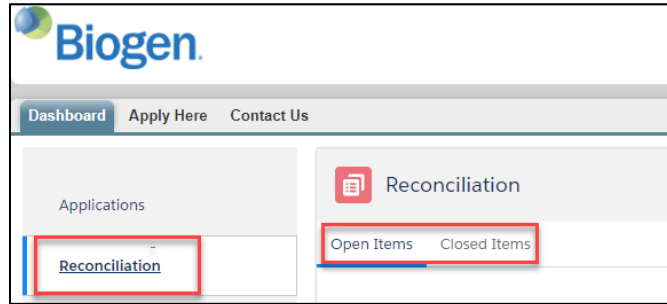
Purpose

This document outlines the process for submitting a reconciliation in Biogen’s Grants and Giving Portal.

Process Steps

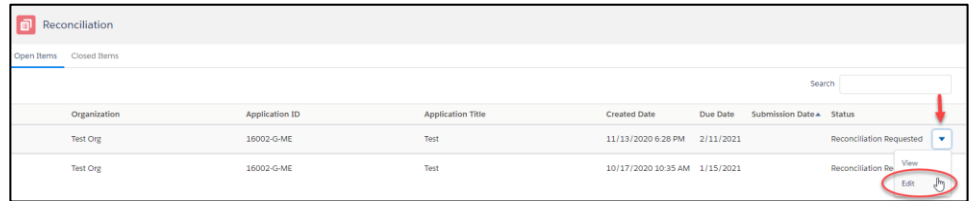
Process Step	Screenshot
<p>1. Once the project or program has ended, you will receive an email informing you that a reconciliation is now due</p>	
<p>2. Sign into the Grants and Giving Portal by entering your username and password and clicking ‘Sign in’</p>	

3. Select **Reconciliation** on the dashboard and view the **'Open Items'** tab for the project or program to be reconciled



4. Click the dropdown arrow on the right and select **'Edit'** to reconcile the project or program

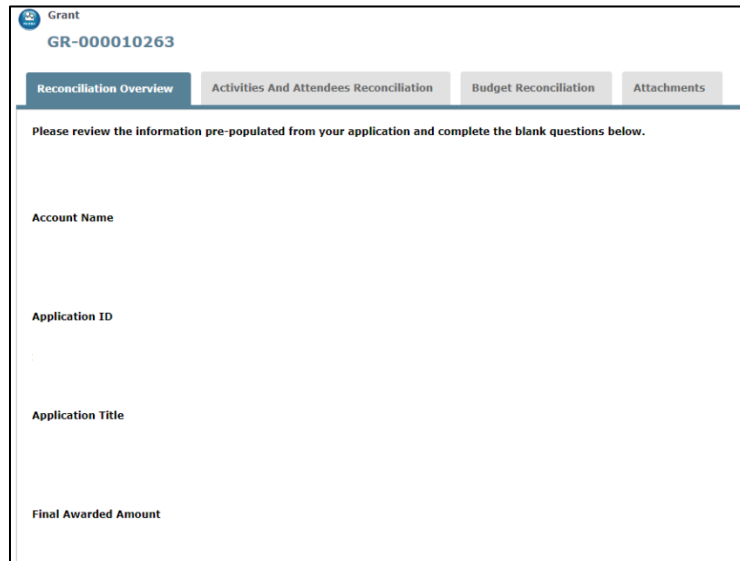
Note: If you are unable to see the dropdown button, click the project/program title and navigate to the right of your screen using the arrow button on your keyboard



On the **Reconciliation Overview** tab, review the populated information and complete the questions related to the use of funds

5. Complete all required questions in this tab
6. Select **'Save'** or **'Save & Next'**

Note: **'Save'** will save the reconciliation as a draft, keep you on the current page, and allow you to return to the application later
'Save & Next' will save the reconciliation and advance you to the next tab



Grant
GR-000010263

Reconciliation Overview | Activities And Attendees Reconciliation | Budget Reconciliation | Attachments

Please review the information pre-populated from your application and complete the blank questions below.

Account Name

Application ID

Application Title

Final Awarded Amount

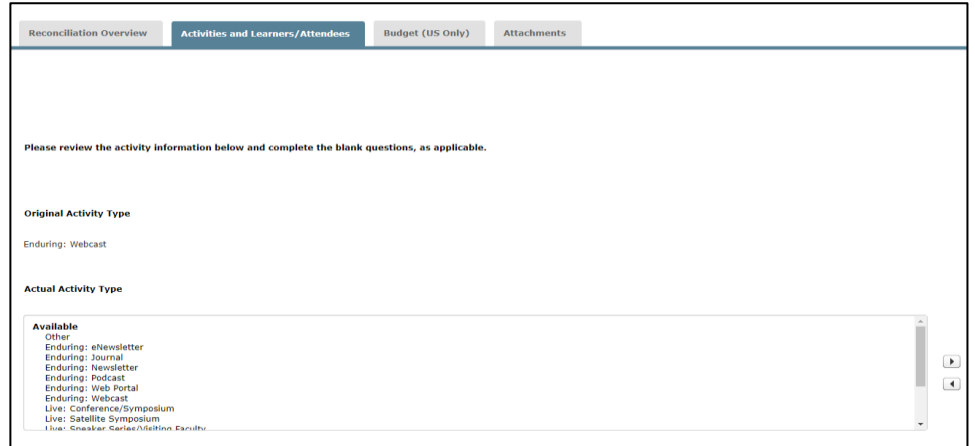


Save | Save & Next | Clear Changes

Complete the **Activities and Learners/Attendees** tab *(required for sponsorships, medical education, and patient education grants only)*

7. Click **'Edit'** to enter all actual details. Each activity must be reconciled separately.
8. Click **'Save'** after entering the actual information for each activity

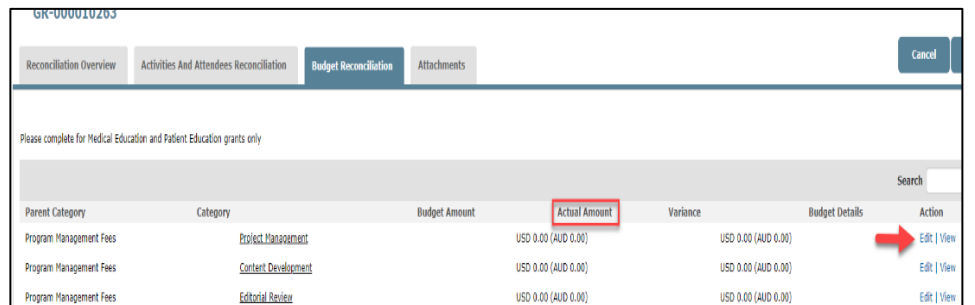
For sponsorship reconciliations, please skip to step 16.


Budget Reconciliation
Medical and Patient Education Grants ONLY

US

9. Complete the **Budget Reconciliation (US Only)** tab for projects or programs that occurred *in the United States*
10. Enter the actual expense for each line item in the **Actual Amount** column by clicking **'Edit'** on each line



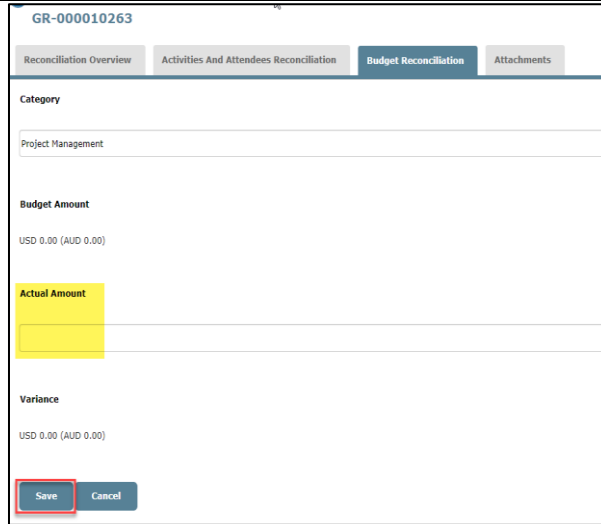
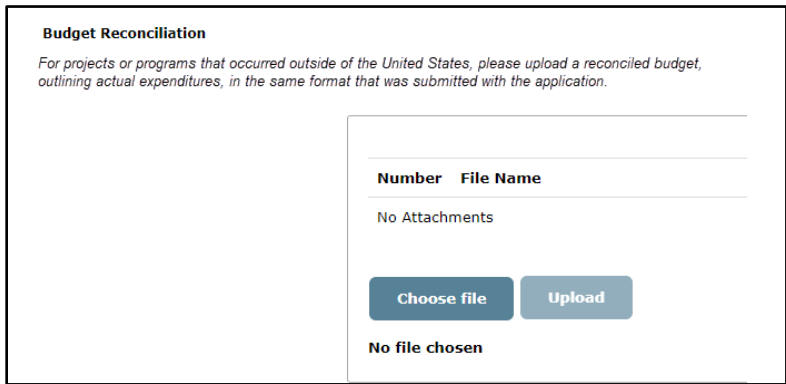
Parent Category	Category	Budget Amount	Actual Amount	Variance	Budget Details	Action
Program Management Fees	<u>Project Management</u>	USD 0.00 (AUD 0.00)		USD 0.00 (AUD 0.00)		Edit View
Program Management Fees	<u>Content Development</u>	USD 0.00 (AUD 0.00)		USD 0.00 (AUD 0.00)		Edit View
Program Management Fees	<u>Editorial Review</u>	USD 0.00 (AUD 0.00)		USD 0.00 (AUD 0.00)		Edit View

11. Click 'Save' after each budget entry

ex-US

12. For projects or programs that occurred ***outside of the United States***, go to the **Attachments** tab to upload a reconciled budget, outlining actual expenditures

Note: The budget reconciliation should be completed in the same format that was submitted with the application

On the **Attachments** tab, all relevant documents should be uploaded

13. Upload the appropriate documents to the **Attachments** tab

Note:

All mandatory fields are marked with a red asterisk

- a. **Final Outcomes or Project/Program Report** is required for Medical Education, Patient Education and General Grants
- b. **Budget Reconciliation** is required for General Grants, Infrastructure Grants and Fellowships. Actual expenditures should be outlined in the same format that was submitted with the application.

Final Outcomes or Project/Program Report
Please provide a final report outlining how grant objectives were achieved.

Number	File Name
No Attachments	
<div style="display: flex; justify-content: space-around;"> Choose file Upload </div>	
No file chosen	

Budget Reconciliation
For projects or programs that occurred outside of the United States, please upload a reconciled budget, outlining actual expenditures, in the same format that was submitted with the application.

Number	File Name
No Attachments	
<div style="display: flex; justify-content: space-around;"> Choose file Upload </div>	
No file chosen	

Fellowships ONLY



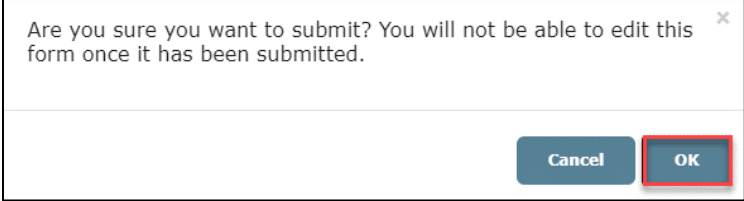
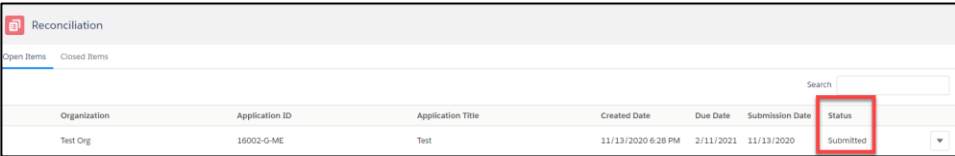
14. Download and complete the relevant documents from the **Required Documents** tab. Upload the completed documents to the **Attachments** tab.

Reconciliation Overview
Required Documents
Attachments

Please download the following documents. When complete, please upload each document to the Attachments tab.

- [Clinical Fellowship Questionnaire for Fellow](#)
- [Clinical Fellowship Reconciliation for Course Director](#)
- [Research Fellowship Questionnaire](#)

Save
Save & Next
Clear Changes

<p>15. Click 'Review/Submit' once all reconciliation information is complete</p>															
<p>16. Click 'Submit' to submit the reconciliation</p> <p>OR</p> <p>Click 'Back to Record' to return to the reconciliation</p> <p>OR</p> <p>Click 'Print' to print the reconciliation</p>															
<p>17. Confirm the reconciliation submission by clicking 'OK'</p>															
<p>Once the reconciliation has been submitted, it will be listed on the dashboard under the Reconciliation tab with a status of 'Submitted'</p> <p>Note: You will receive a confirmation email confirming the reconciliation was submitted successfully</p> <p>You will be notified by the Grants & Giving Office if additional information is required</p>	 <table border="1"> <thead> <tr> <th>Organization</th> <th>Application ID</th> <th>Application Title</th> <th>Created Date</th> <th>Due Date</th> <th>Submission Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Test Org</td> <td>16002-G-ME</td> <td>Test</td> <td>11/13/2020 6:28 PM</td> <td>2/11/2021</td> <td>11/13/2020</td> <td>Submitted</td> </tr> </tbody> </table>	Organization	Application ID	Application Title	Created Date	Due Date	Submission Date	Status	Test Org	16002-G-ME	Test	11/13/2020 6:28 PM	2/11/2021	11/13/2020	Submitted
Organization	Application ID	Application Title	Created Date	Due Date	Submission Date	Status									
Test Org	16002-G-ME	Test	11/13/2020 6:28 PM	2/11/2021	11/13/2020	Submitted									

Information

For additional support, contact Grants Management & Strategic Giving at grantsandgiving@biogen.com