

## Grants Management Application Help Form

### Welcome

The Login Screen is your entry point for the Astellas Grants website. Enter your Username and Password and then click the <Log in> button.

### Username

Valid characters:


1. Upper and lower case alphabetic characters (a through z, A through Z)
2. All numeric characters (0 through 9)

### Password

8-12 characters

### Registration

If you do not already have a Username and Password, click “Register”, review the Compliance Commitment and click “I agree”, then click “Submit”. If you do not agree with the Compliance Commitment, you will not be able to register for Astellas’ Grant Management Application. By clicking “Submit”, you will be directed to the Profile Registration page where you can enter your contact information and choose your username and password.

If you have questions regarding formatting requirements for a particular field, place your cursor over the question mark icons  for information regarding specific fields.

Organization Legal Name – Enter your organization’s legal name as registered with the Internal Revenue Service (IRS) and as it appears on your W-9 form. Do not use abbreviations or acronyms.

Valid characters:

1. Upper and lower case alphabetic characters (a through z, A through Z)
2. All numeric characters (0 through 9)
3. Comma (,), Period (.), Apostrophe (’), Ampersand (&), Space, Hyphen (-), Colon (:)

Tax ID – Enter your Federal Employer Identification Number (FEIN), assigned by the Internal Revenue Service. At this time Astellas does not accept grant submissions from individuals without ties to an organization recognized by the IRS.

Tax Status – Choose the appropriate Federal tax status of your organization from the dropdown menu.

Accreditation – While it is not required, if your organization is accredited to offer continuing medical education, click “Yes” to indicate the accrediting bodies (select multiple using CTRL) in the scroll box. If it is not listed, please select “Other” on the drop down menu and provide the full name of the accrediting body.

Once all the information has been completed, click “Submit”. If your registration is accepted, you will be taken to a confirmation page. If your registration is not accepted, you will be directed to contact the Grant Administrator.

Once on the confirmation page, click “Home” to be directed to your Home Page.