

# Guerbet Scientific Partnership Portal



ideaPoint Training Guide v1.0



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# Portal Home Page

The Scientific Partnership portal home page will have an overview of the program and access to various other pages including

- Sign-in
- Create Account
- Program specific pages
- FAQs
- Privacy Policy
- Guerbet corporate website



The screenshot shows the Guerbet Scientific Partnership Portal home page. At the top left is the Guerbet logo with the tagline "Contrast for Life" and the word "Group" next to it. To the right of the logo is a button that says "Already have an account?". Below the logo is a navigation bar with a home icon, "My Submissions", and "Create Account". The main content area features a large image of a diverse group of healthcare professionals in a clinical setting, gathered around a laptop. Below the image is the heading "Guerbet Scientific Partnership Portal". Underneath the heading is a paragraph describing Guerbet's focus on medical imaging products and solutions. This is followed by another paragraph stating the company's commitment to improving human life and advancing science through support of Clinical Investigator-Initiated Studies (IIS), Educational Grants (EG), and non-clinical research projects. Below this text is a prompt: "Please select a program below:". There are three program cards: "Clinical Investigator Initiated Studies", "Educational Grants", and "Non-clinical Research & Innovation Projects". Each card contains a brief description and a "Read More and Submit Request" link. At the bottom of the page is a footer with links for "FAQs", "Privacy", and "Guerbet Corporate Website".

**Guerbet** | **Group**  
Contrast for Life

[Already have an account?](#)

[My Submissions](#) [Create Account](#)



**Guerbet Scientific Partnership Portal**

Guerbet focuses on the design, development and commercialization of medical imaging products and solutions essential to diagnosis and therapeutic decision-making strategy for patients suffering from various diseases.

We are dedicated to improving the quality of human life and advancing science. As part of this commitment, we recognize the valuable role that our support of Clinical Investigator-Initiated Studies (IIS), Educational Grants (EG) and non-clinical research projects (Research & Innovation) plays in fulfilling this mission.

Please select a program below:

**Clinical Investigator Initiated Studies**

An investigator-initiated studies is a research effort where the sponsor of the work is an investigator, healthcare institution, or some form of external medical network and is seeking our support to conduct the work.

[Read More and Submit Request](#)

**Educational Grants**

Guerbet is committed to funding high quality educational activities in the imaging areas of interest to the company that have the potential to improve patient care and health outcomes.

[Read More and Submit Request](#)

**Non-clinical Research & Innovation Projects**

Guerbet welcomes proposals from scientists, collaborators, and institutions to advance the science behind our product portfolio.

[Read More and Submit Request](#)

[FAQs](#) | [Privacy](#) | [Guerbet Corporate Website](#)

# Creating a Portal Account

**Guerbet Group**  
Contrast for Life

My Submissions **Create Account** [Create an account?](#)

### Create New Account

Please fill out the necessary information below to create an account for this Portal.

First Name  Last Name

Email Address

Country

Password

Re-type Password

Enter the code shown:

**Create Account**

FAQs | Privacy | Guerbet Corporate Website

Create an account by clicking on the "Create Account" tab

To create an account, an external party must provide the required fields which include

- First Name
- Last Name
- Email Address
- Country (Region if US is selected)
- Password

#### Password requirements

- 8 Characters
- 1 Number
- 1 Uppercase
- 1 Lowercase
- 1 Symbol

When resetting a password, it can not be the same as the last 5 passwords used

Once all required fields are entered, use the "Create Account" button to start the validation process. See next slide for details

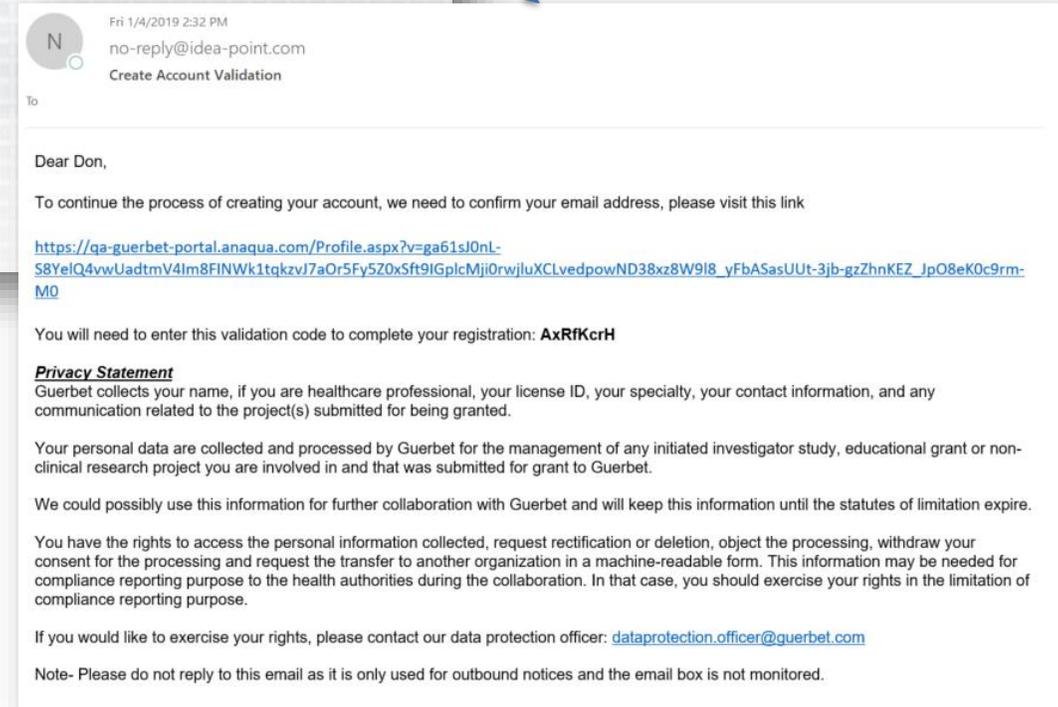
# Account Validation



An email is sent to inbox provided with a hyperlink and validation code to complete the registration



\*\*Validation codes last 120 minutes from when the emails is sent\*\*



# Account Validation

Guerbet |  Group  
Contrast for Life

[Home](#) [My Submissions](#) [Create Account](#)

## Validate Account

To complete the validation process, enter the code that was sent to you.

ddoherty@idea-point.com

Guerbet |  Group  
Contrast for Life

[Home](#) [My Submissions](#) [Create Account](#)

## Validated

Your account has been validated. You may now login with your credentials.

[Login Now](#)

Once validated with code,  
the party can log-in using  
credentials

# Login

The login page is accessed in a variety of pages but can always be found here

[Already have an account?](#)

My Submissions Create Account

### Portal Login

Email Address

Password

[Forgot Password?](#)

Login

Login credentials are the EMAIL ADDRESS and PASSWORD provided at the Account Creation screen.

\*\*3 invalid login attempts will disable the Portal account. The account must be re-enabled in the backend by a Guerbet Admin.\*\*

A password can be reset for any of the following reasons

- Password was forgotten
- Portal account was disabled
- Password has not been set for account created in backend

# Profile

**Guerbet Group**  
Contrast for Life

Welcome, John Doe! [Logout](#)

[Home](#) [Edit Profile](#) [My Submissions](#)

### Edit Profile

Please edit the necessary details of your account.

<input type="text" value="John"/>	<input type="text" value="Doe"/>	
<input type="text" value="Mr"/>	<input type="text" value="Suffix"/>	<input type="text" value="Title / Position"/>
<input type="text" value="1 Main St"/>		
<input type="text" value="Boston"/>	<input type="text" value="Postal Code"/>	
<input type="text" value="617-555-3000"/>	<input type="text" value="www.anaqua.com"/>	
<input type="text" value="United States"/>	<input type="text" value="Massachusetts"/>	

[Update Profile](#)

[FAQs](#) | [Privacy](#) | [Guerbet Corporate Website](#)

Portal accounts can update their profile information at any time. The only field that must can not be changed is email address which would require Guerbet admin assistance

# Program pages



Each program/group, Clinical Investigator-Initiated Studies (IIS), Educational Grants (EG) and non-clinical research projects (Research & Innovation) have a dedicated page that can be accessed via the home page.

## Guerbet Scientific Partnership Portal

Guerbet focuses on the design, development and commercialization of medical imaging products and solutions essential to diagnosis and therapeutic decision-making strategy for patients suffering from various diseases.

We are dedicated to improving the quality of human life and advancing science. As part of this commitment, we recognize the valuable role that our support of Clinical Investigator-Initiated Studies (IIS), Educational Grants (EG) and non-clinical research projects (Research & Innovation) plays in fulfilling this mission.

Please select a program below:

### Clinical Investigator Initiated Studies

An investigator-initiated studies is a research effort where the sponsor of the work is an investigator, healthcare institution, or some form of external medical network and is seeking our support to conduct the work.

[Read More and Submit Request](#)

### Educational Grants

Guerbet is committed to funding high quality educational activities in the imaging areas of interest to the company that have the potential to improve patient care and health outcomes.

[Read More and Submit Request](#)

### Non-clinical Research & Innovation Projects

Guerbet welcomes proposals from scientists, collaborators, and institutions to advance the science behind our product portfolio.

[Read More and Submit Request](#)

# Program pages

Each page contains details around the program and provides access to the submit request page.

The image displays three overlapping screenshots of program pages. The top-left screenshot is for 'Clinical Investigator Initiated Studies (IIS)', detailing eligibility requirements and types of studies. The middle-right screenshot is for 'Educational Grants (EG)', listing eligible entities like teaching hospitals and academia. The bottom-right screenshot is for 'Non-clinical Research & Innovation Projects', describing the company's commitment to advancing innovation. Each page includes a 'Submit Request' button.

### Clinical Investigator Initiated Studies (IIS)

**Clinical Investigator Initiated Studies (IIS)**

Investigator initiated studies (IIS) are clinical studies initiated and managed by non-pharmaceutical company researchers. The researcher is responsible for the legal and regulatory responsibilities of the trial sponsor for the conduct and management of the study as defined by all applicable laws and regulations.

**Type of support provided for IIS**

Guerbet may support investigator initiated studies in company defined areas of strategic interest. Link provided.

**Eligibility requirements for clinical IIS**

They will be evaluated according to the following criteria:

- Sponsor & study team in study conducting, etc.

**Types of studies eligible for support**

- Interventional & Non-interventional clinical trials
- Retrospective analysis of patient's data

The sponsor/investigator must fulfill (or agree to fulfill) the following criteria:

- Have the capabilities to conduct a study
- Deliver publication within agreed timeline
- Fulfill all regulatory requirements
- Etc.

Each submission will follow a review workflow:

**Step 1: Proposal Collection**

By connecting, the Requester complete an Application form and upload or complete following information: CV, synopsis, budget information, support requested...

Local performance metrics, local medical information, consultation...

**Submit Request**

### Educational Grants (EG)

**Educational Grants (EG)**

EG are dedicated to support HCP educational initiatives or Patient advocacy and consumer education programs (e.g., disease-state education and awareness, screenings...)

**Type of support provided for EG**

Guerbet may support EG in company defined areas of strategic interest. Link provided.

**Eligibility for EG**

Eligibility for educational grants is limited to the expected audience's professional background.

**Who can apply?**

- Teaching hospital
- Academia
- Medical society
- Etc.

**Submit Request**

### Non-clinical Research & Innovation Projects

**Non-clinical Research & Innovation Projects**

Guerbet is committed to advancing innovation by providing support for non-clinical research projects in alignment with the company's areas of interest. Science is at the center of our work. Our colleagues listen closely to patients and health care providers to learn what is needed most to effectively treat serious diseases. We then apply that knowledge and our understanding of the disease processes to our research efforts, paying special attention to areas of unmet medical need.

**Appropriate uses of funding**

At the end of the event, Guerbet will require a post event reporting/monitoring, including how the funds were used.

**Submit Request**

# Attestation Statement

Users should enter in the short title of their protocol and then must Agree to the attestation statement in order to start the submission process.

The attestation that is agreed to is stored and connected to the request.

Each program has a unique attestation statement.

### Create a Submission

Please create a Title for your submission. It should be the Title of the protocol you are submitting. Please remember that the Title can NOT be changed once created.

The Title of your Submission

---

As a condition of the submission of your investigator initiated study (IIS) request, you must read and select either "I agree" or "I disagree" below. If you cannot agree with the statements below, you will not be able to submit your proposal.

I attest that I am fully authorized to submit this IIS proposal and provide necessary information on behalf of the institution applying for this request for support and any partner institutions, and affirm that all responses and information provided are truthful, accurate and complete.

I attest that any form of support (funding, product/device, etc.) that I may receive from Guerbet is not in any way connected to, or conditioned upon, any past, present or future, prescribing, purchasing or recommending any product manufactured or marketed by Guerbet.

I represent and warrant that I will not make any payment, either direct or indirect, in money or in kind, of any kind whatsoever, including, without limitation, to a public servant, agent or official of a public administration, to any person acting as a depository of public authority, responsible for a public service mission or with an elective office, to a representative of a political party, to a candidate for public office, to a representative or employee of a company, and to any person acting on their behalf, inasmuch as the payment is aimed at influencing a decision, an act, an action or an abstention of such person or persons concerning the activities of Guerbet.

I attest that the requesting Organization, individuals acting as requesting Organization's Directors, Trustees or Principals, and I, do not appear on any debarred under Section 306 of the Federal Food, Drug and Cosmetic Act or any other relevant debarred list.

According to the different codes of disclosure or regulations implemented in various countries all around the world, Guerbet will have to disclose the relationship between Guerbet and the Consultant, as well as the amount of transfer of value mentioned in this contract, to the relevant local Health Authorities.

As the sponsor-investigator submitting this proposal, I attest that I am responsible for all aspects of the study; I will comply with all requirements as defined within the legal agreement with Guerbet Group, regulatory requirements, and any applicable international standards.

I acknowledge that Guerbet reserves the right to correct any administrative or technology-based errors which may occur during the application submission or review process.

Do Not Agree     Agree

Create New

# Submission Form

## Submission Miscellaneous Data

- Title
- External Status (blank until submitted)
- Submitted Date
- Submission ID
- Group (IIS, EG, R&I)

## A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status:  
Submitted Date: NOT SUBMITTED  
Submission ID: 1579  
Group: IIS

Submission Form

Files

Follow-Ups

Data Lists

### Form

Fill out the form below then Click Save or Submit to save your progress.

Please be sure to hit the SAVE button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

Save

Submit

#### Applicant/Location Information

##### Applicant Details

\* Are you a health care professional?

Yes  No

\* Are you the Principal Investigator?

Yes  No

##### Details of Institution requesting the support/grant for the submitted project:

\* Full Name:

\* Address 1:

Address 2:

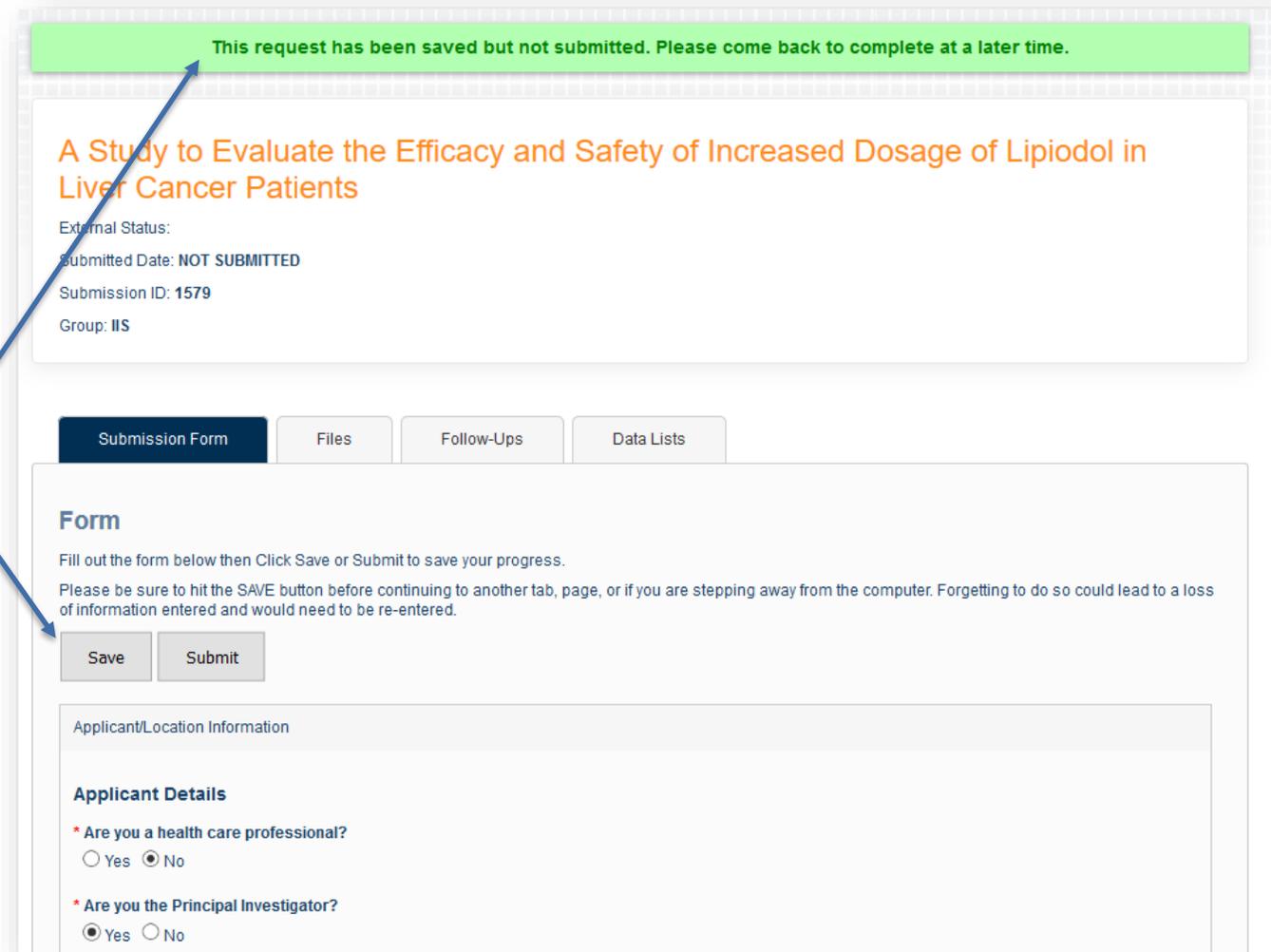
Address 3:

\* Postal code:

Fill out the required fields which are noted by a red asterisk \*

# Saving the form

A submission form can be saved at any time by using the Save button. This allows an external party to complete the request at a later time if necessary.



This request has been saved but not submitted. Please come back to complete at a later time.

## A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status:  
Submitted Date: **NOT SUBMITTED**  
Submission ID: **1579**  
Group: **IIS**

Submission Form | Files | Follow-Ups | Data Lists

### Form

Fill out the form below then Click Save or Submit to save your progress.  
Please be sure to hit the SAVE button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

Applicant/Location Information

#### Applicant Details

\* Are you a health care professional?  
 Yes  No

\* Are you the Principal Investigator?  
 Yes  No

# Form requirements

**Not Submitted**  
Please scroll down to complete the \*Required fields. Thank you.

**A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients**

External Status:  
Submitted Date: **NOT SUBMITTED**  
Submission ID: 1579  
Group: IIS

Submission Form | Files | Follow-Ups | Data Lists

**Form**  
Fill out the form below then Click Save or Submit to save your progress.  
Please be sure to hit the SAVE button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

Save Submit

Applicant/Location Information

**Applicant Details**

Are you a health care professional?  
**Required**  
 Yes  No

If a FIELD is required and not filled out, upon clicking the Submit button, an error message displays and the FIELD is flagged on the form

# File Requirements

A CV, Protocol, and Budget document are required to be uploaded prior to the request is submitted.

Attachments can be uploaded via the Files tab.

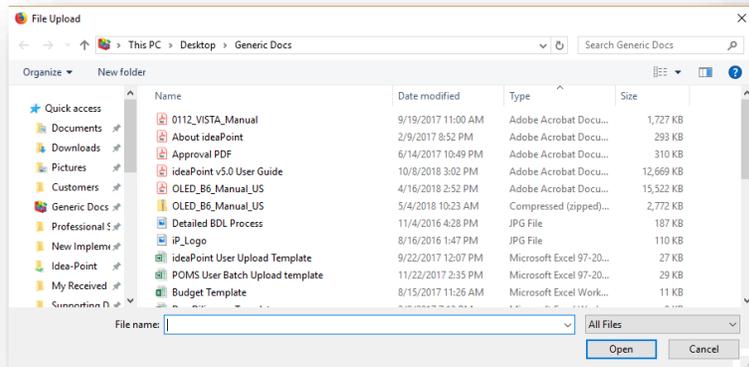
The screenshot displays a web application interface for submitting a request. At the top, a red banner contains the text: **Not Submitted**  
The following files: CV, Protocol, Budget; must be uploaded prior to submitting the application. Documents can be uploaded via the Files tab.

The main content area features the title **A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients** in orange text. Below the title, the following details are listed:  
External Status:  
Submitted Date: **NOT SUBMITTED**  
Submission ID: **1579**  
Group: **IIS**

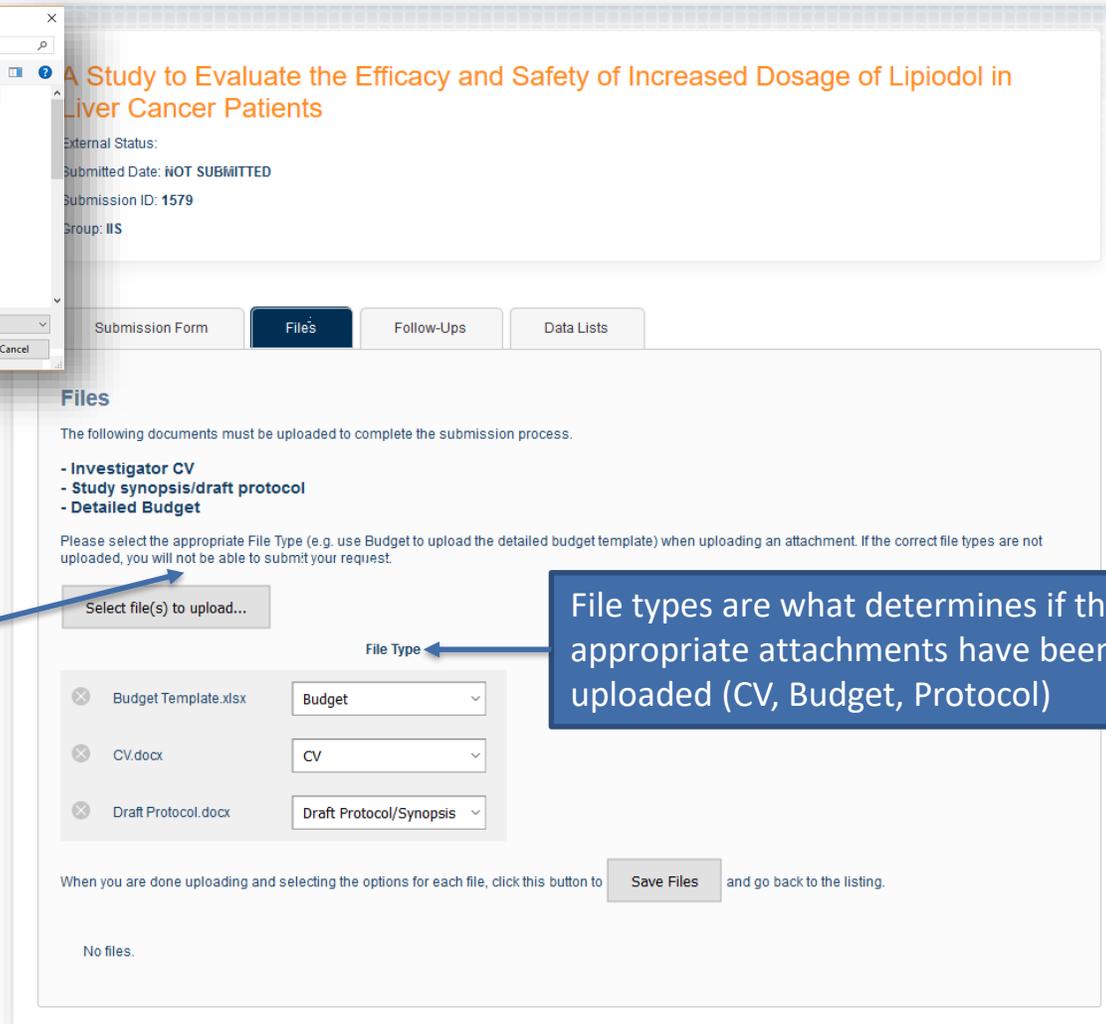
A navigation bar contains four tabs: **Submission Form** (highlighted in dark blue), **Files**, **Follow-Ups**, and **Data Lists**. Below the tabs, the **Form** section includes the instruction: **Form**  
Fill out the form below then Click Save or Submit to save your progress.  
Please be sure to hit the **SAVE** button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

At the bottom of the form section, there are two buttons: **Save** and **Submit**. Below the buttons, a section titled **Applicant/Location Information** is visible.

# Uploading Files



Select file(s) to upload will provide a lookup to choose the files to be uploaded



File types are what determines if the appropriate attachments have been uploaded (CV, Budget, Protocol)

# Files tab

Once files are saved, they can not be deleted from the Portal. Only a Guerbet Admin can remove them from the submission

**Files Uploaded**  
3 file(s) were uploaded with the options you selected.

**A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients**

External Status:  
Submitted Date: **NOT SUBMITTED**  
Submission ID: **1579**  
Group: **IIS**

Submission Form | **Files** | Follow-Ups | Data Lists

**Files**

The following documents must be uploaded to complete the submission process.

- Investigator CV
- Study synopsis/draft protocol
- Detailed Budget

Please select the appropriate File Type (e.g. use Budget to upload the detailed budget template) when uploading an attachment. If the correct file types are not uploaded, you will not be able to submit your request.

Select file(s) to upload...

Name	Uploaded	File Type	File SubType	Size
Draft Protocol.docx	04/01/2019 15:54:25	Draft Protocol/Synopsis		11.57 KB
CV.docx	04/01/2019 15:54:25	CV		11.7 KB
Budget Template.xlsx	04/01/2019 15:54:24	Budget		10.37 KB

# Submitted

Once submitted, the form is no longer editable. If a field requires editing, a Guerbet admin must set an Editable Until date which opens the form for editing for a set period of time.

**A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients**

External Status: **Submitted**  
Submitted Date: **04/01/2019**  
Submission ID: **1579**  
Group: **IIS**

 **SUBMITTED**

**Submission Form** | Files | Follow-Ups | Data Lists

**Form**

Fill out the form below then Click Save or Submit to save your progress.  
Please be sure to hit the SAVE button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

Applicant/Location Information

**Applicant Details**

\* Are you a health care professional?  
No

\* Are you the Principal Investigator?  
Yes

# Follow-Ups

Follow-up forms will be used to capture additional information if a request has been approved. Follow-up types include the following

- IIS Start Up Documentation
- IIS Study Updates
- Recipient Details

## A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status: **Submitted**

Submitted Date: **04/01/2019**

Submission ID: **1579**

Group: **IIS**

 SUBMITTED

Submission Form

Files

Follow-Ups

Data Lists

### Follow-Up Forms

Name	Created	Due	Editable Until	Completed ▾	
Start up documentation	04/01/2019 16:15:56	11/01/2019		<input type="checkbox"/>	<a href="#">View/Edit</a>

Click View/Edit to complete the form

# Follow-up Form

Similar to the submission form, follow up forms can be saved and completed at a later time.

**A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients**

External Status: **Submitted**  
Submitted Date: **04/01/2019**  
Submission ID: **1579**  
Group: **IIS**

 **SUBMITTED**

Submission Form | Files | **Follow-Ups** | Data Lists

### Follow-Up Forms

Edit Follow-Up

\* Has the protocol been approved by IEC/IRB?  
 Yes  No

\*\* Please upload the approved protocol by Independent Ethics Committee (IEC)/ Institutional Review Board (IRB) via the Files tab \*\*

\* IEC/IRB Approval Date:  
 

\* Is the study recorded on a public data base?  
 Yes  No

\* Database Name:

\* Database ID:

\* Authorities registration?  
 Yes  No

\* Authorities registration (EUDRACT or IND or other if any):

\* Authorities registration ID:

# Data Lists

Enrollment Dates is where portal users can document anticipated and actual dates for FPFV, FPLV, LPFV, and LPLV

Portal comments provides another avenue for communication between the portal user and the Guerbet project team.

The screenshot displays a web interface for a clinical trial. At the top, the study title is "A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients" in orange text. Below the title, the status is "Submitted", the submission date is "04/01/2019", the submission ID is "1579", and the group is "IIS". A large orange checkmark icon and the word "SUBMITTED" are prominently displayed in a light gray box. Below this, there are four tabs: "Submission Form", "Files", "Follow-Ups", and "Data Lists", with "Data Lists" being the active tab. Under the "Data Lists" tab, there is a section titled "Data Lists" containing two bullet points: "Enrollment Dates" and "Portal Comments", both in orange text.

# Enrollment Dates

## A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status: **Submitted**

Submitted Date: 04/01/2019

Submission ID: 1579

Group: IIS

 SUBMITTED

Submission Form

Files

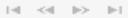
Follow-Ups

Data Lists

### Data Lists

• **Enrollment Dates**

• Portal Comments

Type	First Patient, First Visit	First Patient, Last Visit	Last Patient, First Visit	Last Patient, Last Visit
Anticipated	01/02/2019	30/04/2019	01/05/2019	30/09/2019
 				

To add a row to the enrollment grid, use the “+” button.

Edit a row by using the pencil “” icon

# Portal Comments

**A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients**

External Status: **Submitted**  
Submitted Date: **04/01/2019**  
Submission ID: **1579**  
Group: **IIS**

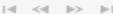
 **SUBMITTED**

Submission Form | Files | Follow-Ups | **Data Lists**

### Data Lists

- Enrollment Dates
- **Portal Comments**

Date	Comment
04/01/2019	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor in

To add a row to the enrollment grid, use the “+” button.

Edit a row by using the pencil “” icon

# My Submissions

My Submissions will hold all requests submitted and associated to the logged in contact

Submitted tab shows all submitted requests that can not be edited except for Files, Follow-up forms, and Data Lists

In Process /Editable are non-submitted requests or if a FORM has been re-opened for editing by the submitter

The screenshot shows the 'My Submissions' page for a user named John Doe. The page header includes the 'Guerbet Group' logo and the tagline 'Contrast for Life'. A navigation bar contains 'Edit Profile' and 'My Submissions' links. The main content area is titled 'My Submissions' and includes a sub-header 'Here is a collection of all your Submissions.' Below this are two tabs: 'Submitted' (active) and 'In Process / Editable'. A table displays a single submission with the following details:

Title	Current Status	Date Submitted ↓	GroupID
<b>A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients</b>	Submitted	04-Jan-2019	IIS

Callouts provide additional context: 'Shows status defined by the Guerbet project team' points to the 'Submitted' status; 'Shows IIS, EG, or R&I' points to the 'GroupID' column; and an arrow points from the 'Submitted' tab to the explanatory text on the left.

# FAQs

The FAQs page will have frequently asked questions and helpful information for any portal accounts.

The screenshot shows a user interface for the Guerbet Group portal. At the top left is the logo for Guerbet Group, with the tagline "Contrast for Life". To the right of the logo, it says "Welcome, John Doe!" and there is a "Logout" button. Below the logo, there are navigation links for "Edit Profile" and "My Submissions". The main content area is titled "Frequently Asked Questions" and contains a list of questions, each preceded by a small circular icon. The questions are: "What is IIS, EG, R&I", "What types of support can be provided", "What is the role of the investigator-sponsor", "What is the role of Guerbet", "What is required for a submission", "General Process workflow (i.e. submission form, review, approval, contracting, timing)", "Budget details (i.e. what can be included in monetary request for reimbursement, FMV)", "Where to find previously submitted applications", and "Links to Guerbet corporate site". At the bottom of the page, there is a footer with links for "FAQs", "Privacy", and "Guerbet Corporate Website".

**Guerbet Group**  
Contrast for Life

Welcome, John Doe! [Logout](#)

[Edit Profile](#) [My Submissions](#)

### Frequently Asked Questions

- What is IIS, EG, R&I
- What types of support can be provided
- What is the role of the investigator-sponsor
- What is the role of Guerbet
- What is required for a submission
- General Process workflow (i.e. submission form, review, approval, contracting, timing)
- Budget details (i.e. what can be included in monetary request for reimbursement, FMV)
- Where to find previously submitted applications
- Links to Guerbet corporate site

[FAQs](#) | [Privacy](#) | [Guerbet Corporate Website](#)



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