

IMMUNOCORE

IMMUNOCORE Externally Sponsored Research (ESR)  
Frequently Asked Questions for External Investigators

# IMMUNOCORE

## 1. ABOUT IMMUNOCORE ESR

- 1.1 [Who is eligible to apply for Research support?](#)
- 1.2 [Which areas of interest are Immunocore focused on?](#)
- 1.3 [What information is required for submission?](#)
- 1.4 [Why does Immunocore request so much information during submission?](#)
- 1.5 [Is there a deadline for submission?](#)

## 2. ACCOUNT CREATION AND LOGIN

- 2.1 [Which internet browser is recommended for Submission?](#)
- 2.2 [How do I create an account for submission?](#)
- 2.3 [How do I LOGIN if I have an existing account?](#)
- 2.4 [What should I do if I forget my password?](#)
- 2.5 [Do I need to validate my email address to complete registration?](#)
- 2.6 [What should I do if I have trouble creating an account?](#)

## 3. STUDY SUBMISSION

- 3.1 [How do I submit my proposal?](#)
- 3.2 [What file formats are accepted for uploads?](#)
- 3.3 [What documents are required for submission?](#)
- 3.4 [Is there a time-out for the browser or website?](#)
- 3.5 [Can I submit on behalf of someone else?](#)
- 3.6 [How do I view or return to a saved submission?](#)

## 4. POST SUBMISSION

- 4.1 [How can I track the status of my submission?](#)
- 4.2 [How do I know if additional information is required for my submission](#)
- 4.3 [What happens after my submission is approved?](#)
- 4.4 [Who do I contact for additional support and questions post submission?](#)

# IMMUNOCORE

## 1. ABOUT IMMUNOCORE ESR

### 1.1 Who is eligible to apply for Research support?

Externally Sponsored Research (ESR)

Immunocore is committed to supporting third-party research that promote the advancement of medical and scientific knowledge regarding Immunocore's products and therapeutic areas of interest.

Externally Sponsored Research (ESR) is a study that is proposed and managed by an appropriately qualified external party to Immunocore.

We are happy to receive, review, and respond to proposals from qualified health care professionals, scientists, and researchers with promising ideas in areas of mutual scientific interest. The studies to which we extend support are those that are based on scientifically sound proposals to advance science, clinical medicine, and patient care. We also expect results from any externally sponsored research that Immunocore supports to be communicated in appropriate scientific forums, including peer-reviewed publications.

There are two types of ESR submissions supported at Immunocore: **Clinical Investigator Sponsored Study Submissions and Research Collaboration Submissions including preclinical/non-clinical research**

Researchers are invited to submit their concept proposal. Concept proposals, inclusive of preclinical, clinical and outcomes research, will be reviewed collectively by the Immunocore ESR Committee based on scientific merit and alignment with Immunocore's areas of research interest.

### 1.2 Which areas of interest are Immunocore focused on?

The current Areas of Interests (AOIs) are located on the ESR website:

- Go to the Immunocore ESR portal <https://grantsandfunding.immunocore.com/>
- The " Externally Sponsored Research " section will be found in the first box on the left.
- Click on "**Learn More**".
- You will be directed to the Externally Sponsored Research page with four tabs (*Types of ESR, Submission Process, Requirements and Responsibilities of Sponsor and **Areas of Interest***).
- Please take some time to click on each of the tabs and read about the ESR program at Immunocore.
- Click on the "**Areas of Interest**" tab – The available Areas of Interest (AOI) will show up
- Select the one pertaining to your proposal and click on it.

- A new page with AOI details will show up (please pay attention to the pertinent dates for submission and deadlines)

## Externally Sponsored Research

Immunocore is committed to supporting third-party research that promote the advancement of medical and scientific knowledge regarding Immunocore's products and therapeutic areas of interest. Please see our areas of interest for the pipeline.

We are happy to receive, review, and respond to proposals from qualified health care professionals, scientists, and researchers with promising ideas in areas of mutual scientific interest. The studies to which we extend support are those that are based on scientifically sound proposals to advance science, clinical medicine, and patient care. We also expect results from any externally sponsored research that Immunocore supports to be communicated in appropriate scientific forums, including peer-reviewed publications.

Existing Submission



Types of Externally Sponsored Research

Submission Process

Requirements and Responsibilities of Sponsor

Areas of Research Interest

## Areas of Interest

### 1.3 What information is required for submission?

For your submission, you will need to provide the details of your study, including the list below. Please note that this list may not be exhaustive and make sure to check for any fields marked with an asterisk (\*):

- **Research Proposal Title:** A brief, clear title for your research.
- **Principal Investigator (PI) & Sponsor Details:** Name, contact information, CV, medical license. Additional personnel can be added after submission
- **Research Objectives and Aims:** A summary of the research goals and specific objectives.
- **Study Design and Methodology:** An outline of the research design, methods, and data collection strategies; sites etc.
- **Background and Rationale:** A justification for the research. Details on the target population and inclusion/exclusion criteria. A timeline of key milestones
- **Process Considerations:** Explanation of how IRB and contracting will be addressed.
- **Budget information:** if applicable, the requested currency, total project costs and the requested amount needed for the study.
- **References:** A list of references supporting your proposal.

# IMMUNOCORE

## 1.4 Why does Immunocore request so much information during submission?

Immunocore requires detailed information to ensure a thorough review of your submission. Providing comprehensive details upfront helps the review team evaluate your proposal accurately and make an informed decision. It also helps avoid delays that may occur from having to request additional information later, streamlining the process and enabling a more efficient review

## 1.5 Is there a deadline for submission?

Yes! Submission deadlines can be found under each area of interest (AOI). Please refer to Section 1.2 for details on AOI

- Select the AOI pertaining to your proposal and click on it.
- A new page with AOI details will show up with the pertinent dates for submission and deadlines

## 2. ACCOUNT CREATION AND LOGIN

### 2.1 Which internet browser is recommended for Submission?

You can use any web browser for submission. However, for the best performance and compatibility, we recommend using Google Chrome or Microsoft Edge.

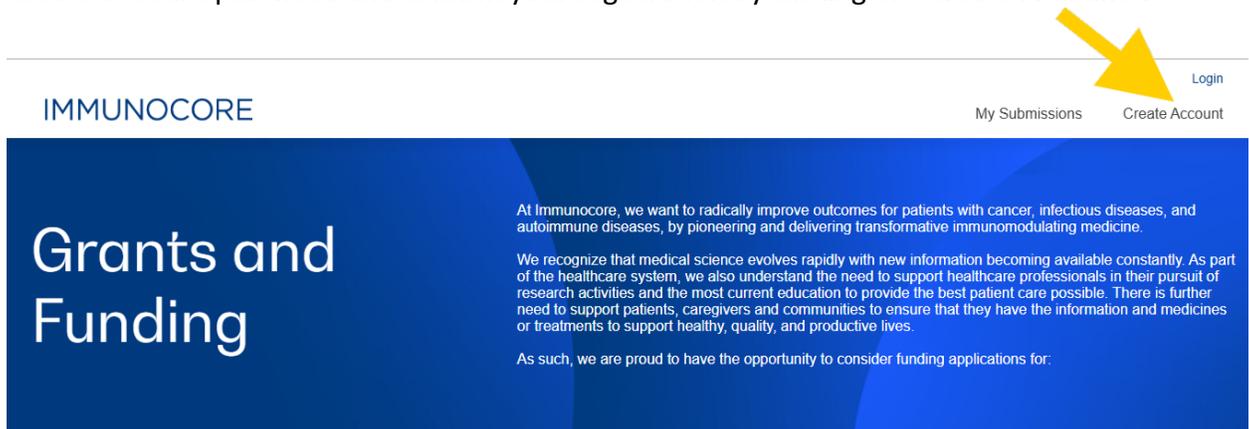
Also make sure you have a stable internet connection.

### 2.2 How do I create an account for submission?

If you do not have an account with Immunocore, follow these steps:

- Go to the Immunocore ESR portal - <https://grantsandfunding.immunocore.com/>
- Click on the **"Create Account"** button located on the top-right corner of the homepage.
- A **"Create New Account"** page will show up.
- Fill in the required information (***be sure to add a +1 when entering full ten-digit phone number with no dashes e.g. +1 609 123 4567***).

- Create a secure password and confirm your registration by clicking on **“Create Account”**.



## 2.3 Do I need to validate my email address to complete registration?

- Yes! Once you click on create account after you enter a secure password and confirm your registration during account creation, a **“Validate your Account”** box will pop up. You will be asked to Validate your account with a phone number or email.
  - 1. Click on **“Send Validation Code”** and a code will be sent to your phone or registered email address depending on which one you choose to receive the code on.
  - 2. Enter the code in the Validate account pop up box **“Enter code here”**
  - 3. Click on **“Validate Account”** after you enter the code
- See arrows 1-3 in screenshot below for visual guidance.

**Validate your Account**

To help us verify your identity, a validation code will be sent to you.

Phone Number (By providing your phone number, you agree to receive text messages. Message and data rates may apply.) Please add country code.

Email Address (Code will be sent via email. If you don't see the email in your inbox, please check your spam folder.)

Enter code here

Code Number

Send Validation Code Validate Account

- Once you get the green account has been validated (like screenshot below), you can login with your created username and password

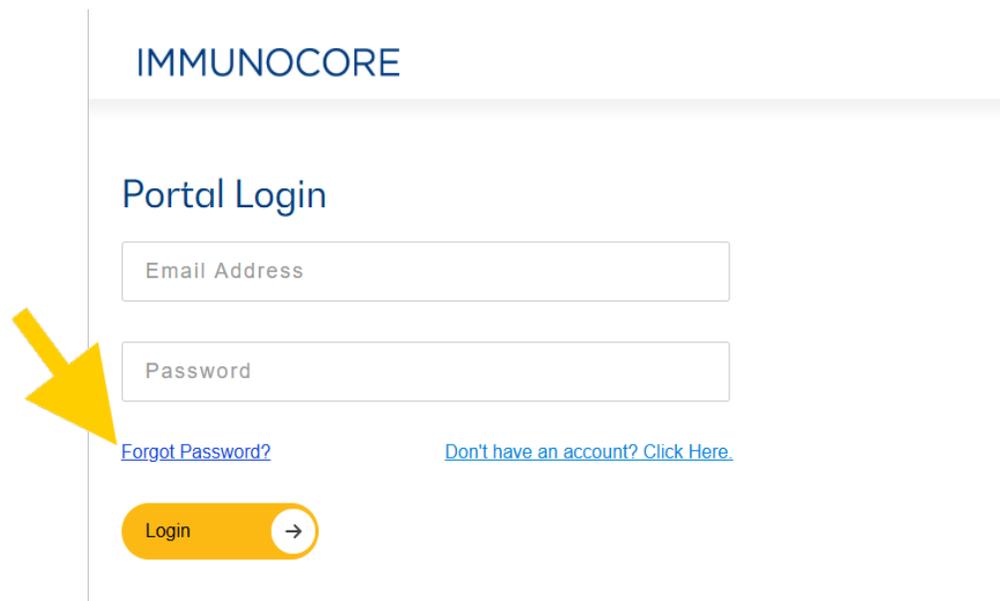


## 2.4 How do I LOGIN if I have an existing account?

- Go to the Immunocore ESR portal - <https://grantsandfunding.immunocore.com/>
- Click on the **"Login" or "My Submissions"** button located on the top-right corner of the homepage.
- Enter your registered email and password in the login section.
- Click **"Login"** to access the portal and begin the submission process.

## 2.5 What should I do if I forget my password?

Click the Forgot Password? Link on the login page



## 2.6 What should I do if I have trouble creating an account?

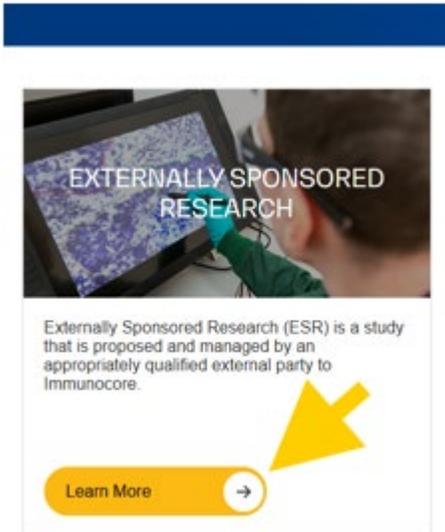
Contact the Immunocore Externally Sponsored Research group at [grantrequest@immunocore.com](mailto:grantrequest@immunocore.com) for assistance.

You can also ask your Field Medical partner for assistance.

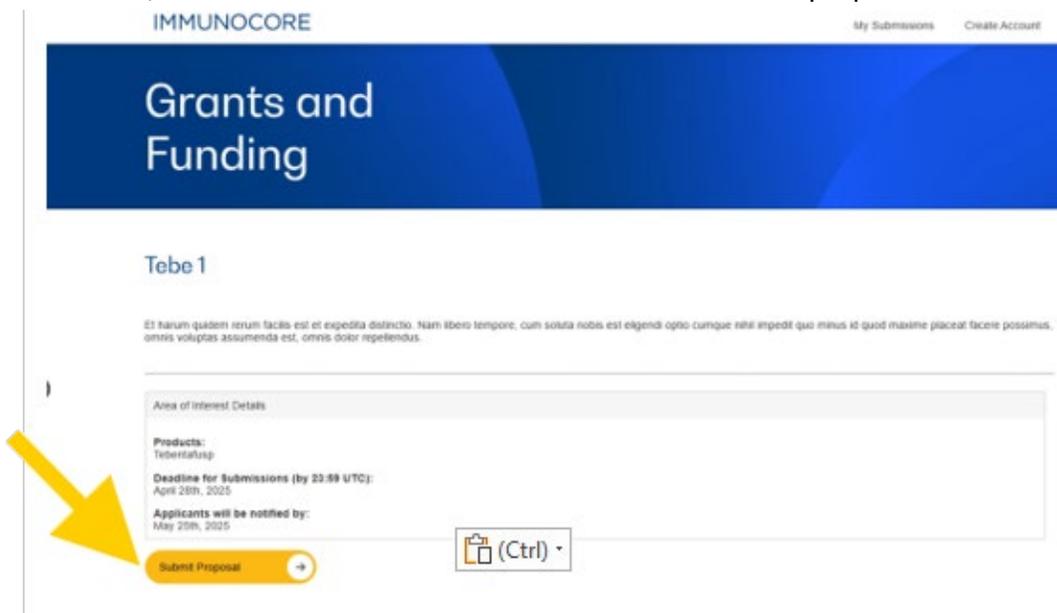
## 3. STUDY SUBMISSION

### 3.1 How do I submit my proposal?

- Once logged in you'll be at the landing page. Click on learn more under externally Sponsored study.



- You will be directed to the Externally Sponsored Research page with four tabs (Types of ESR, Submission Process, Requirements and Responsibilities of Sponsor and Areas of Interest)
- Click on the AOI tab and select the area of interest pertaining to your submission. This will lead you to a page with information on submission dates. If the AOI is open for submission, there will be a submit button. Click on the submit proposal button.



# IMMUNOCORE

- You'll be directed to a "create a submission" page. Enter a title for your study within the green tab "please create a title for your submission", read the attestation statement and click "Agree". Please note that you will not be able to submit your proposal if you do enter a Title and or do not agree to the statement.

## IMMUNOCORE

### Create a Submission

Please remember that the Title can NOT be changed once created.

Please create a title for your submission

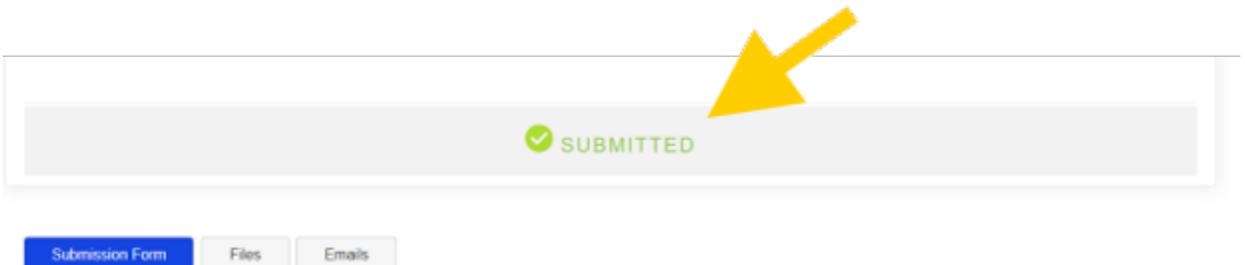
- Then click on the "Create New" button to get to the proposal form
- You'll be directed to a page where you'll see your study title, and details pertaining to your new study.
- Scroll down to the "submission form". Fill in all needed information
- Click on "Files" and Upload your CV, Medical License and any documents pertinent to your study. You may choose "other" for any study type not available.
- To submit, click on the "submission form" tab and make sure all fields with marked asterisk (\*) are filled in and click on the save/submit



Submission Form Files

This Submission is in response to the following Posting(s):

- You'll get a green check mark and "SUBMITTED" confirmation on the page as well as receive an email in the email provided at sign up



✓ SUBMITTED

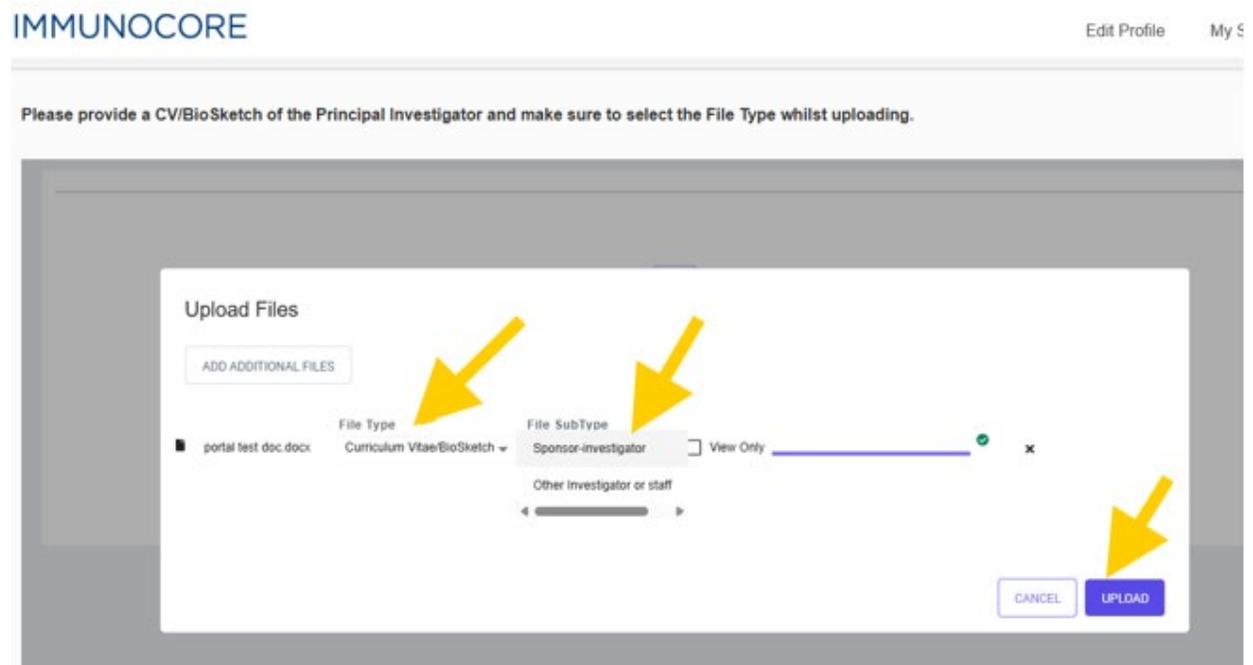
Submission Form Files Emails

## 3.2 What file formats are accepted for uploads?

Supporting documents should be submitted in Word and PDF format. Other formats may not be accepted.

## 3.3 What documents are required for submission?

The proposal form will not go through unless a CV from PI has been uploaded. Please choose “Files” tab, “upload new files” then choose file type and sub-type and click upload to upload the CV then click submit



## 3.4 Is there a timeout for the browser or website?

Yes, the website will automatically log you out after 30mins of inactivity. Please save your work regularly to avoid losing any data.

## 3.5 Can I submit on behalf of the Principal Investigator (PI)?

Yes, you can submit on behalf of the Principal Investigator (PI). Simply enter the information for the sponsor and sponsor investigator as required and upload the CV of the Principal Investigator.

## 3.6 How do I view or return to a saved submission? and a submitted proposal?

You can save your progress and submit later. There are 2 ways to return to a saved or submitted submission.

# IMMUNOCORE

- If you choose to save, go to “**my submissions**” on the landing page. You’ll be directed to a page for “**submitted**” and “**In Process/Editable**” to view your submitted and saved proposals respectfully. Click on the needed tab
- If you already have a submission, the second option is to click on “**learn more**” on the Externally Sponsored section on the landing page.
- You will be directed to the Externally Sponsored Research page with the four tabs (Types of ESR, Submission Process, Requirements and Responsibilities of Sponsor and Areas of Interest)
- On that page, click on the “**existing submission**” tab.



- You’ll be directed to the page for “**submitted**” and “**In Process/Editable**” to view your submitted and saved proposals respectfully. Click on the needed tab

## 4. POST SUBMISSION

### 4.1 How can I track the status of my submission?

To track the status of your submission, simply click on the submitted proposal. You will be directed to your study dashboard, where you’ll find detailed information about your study including its status under external status. This will allow you to easily monitor the progress of your submission. Additionally, you will receive email notifications when there are changes to the status.

### 4.2 How do I know if additional information is required for my submission

If additional information is needed during the review process, you will receive an email notification with a link to your study. At that point, the study form will become editable, allowing you to enter the required information. The status of your submission will update to “**proposal- More Information Needed.**” Once the information is added, please make sure to click “**submit**” to complete the process.

### 4.3 What happens after my submission is approved?

# IMMUNOCORE

Once submission is approved, the requestor will be notified of the approval and contacted by a member of the Immunocore ESR Team for the next steps. The PI and team will be expected to submit the necessary documents to move the study forward.

#### **4.4 Who do I contact for additional support and questions post submission?**

Contact the Immunocore Externally Sponsored Research group at [grantrequest@immunocore.com](mailto:grantrequest@immunocore.com) for assistance.

You can also ask your Field Medical partner for assistance.