<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
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<tbody>
<tr>
<td>12/13/21</td>
<td>Revised to include the current screenshots, links, and references.</td>
</tr>
<tr>
<td>01/05/22</td>
<td>Revised Technical Support Contact Information(Refer <a href="#">How to Create an Account</a>)</td>
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<tr>
<td>03/17/2022</td>
<td>Updated support contact details( Refer <a href="#">How to Create an Account</a>)</td>
</tr>
<tr>
<td>07/08/22</td>
<td>Added instructions on ‘<a href="#">How to Report an Issue’</a></td>
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External Quick Reference Guide

This External Quick Reference Guide is a high-level overview of the SPIRIT system and all its functionalities.

To use this document; click on each of the highlighted boxes to be taken to that page and description.

Step-by-step instructions on how to submit a study application can be found in the External Submission Guide by logging in to the SPIRIT portal here and viewing the home page.
How to Create an Account

Please follow the quick reference guide for how to create a SPIRIT account. For more detailed instructions please view the External Submission Guide.

1. To create your SPIRIT account, navigate to the SPIRIT web portal by selecting; www.abbviemedicalresearch.com/

2. Once on the SPIRIT web portal, select Register New User on the homepage.

3. Fill out the Email field to set-up your account and select Next.

4. Once the New User Registration page opens, complete all required fields and select Next. Please note: all fields marked in red and required to create an account.

5. You will receive an email your SPIRIT username and link to reset your password; select the link once you receive it. Fill out the Password fields and select Reset Password. Upon successful reset, you will be prompted to the SPIRIT homepage.

For technical support, please use the following contact information.

AbbVie Global service Desk Phone: 1-800-252-4415 (toll-free within the US)
Table of Contents

Click on the task to view the detailed instructions

- How to Create a SPIRIT Account
- How to Submit a Study Application
- SPIRIT System Overview
- Report an Issue
How to Submit an Application

Please follow this quick reference guide for instruction how to submit an AbbVie IIS application. For more detailed instruction, please view the External Submission Guide.

1. To create your IIS submission, navigate to the SPIRIT web portal by selecting; www.abbviemedicalresearch.com/

2. Once on the SPIRIT web portal, select Submit a Proposal.

3. Select the appropriate Record Type. Then, select Next.

4. Once the New Study Proposal application opens, complete all mandatory fields. Please use your discretion to fill out the non-mandatory fields as they apply to your application through pages 1-3. Select Save.

5. Next upload Study Budget and CV documents in the appropriate folders.

6. Add study team and PI who will be affiliated with the study. If they are not already in the system you will need to add them to Personnel.

7. After all required files are uploaded and personnel are added, navigate back to the Study Application and select Submit.
If you have another Study Application to submit you can either select **New** here or you can navigate back to **Home** and select the **New Application** button.
View all Personnel associated with your study applications here

View your Personnel details here

Select **New** to add any additional personnel to your study application

Use the filter here to filter your data on both the Personnel and Study Application lists

Select the dropdown menu here to select alternative **List Views** available
View your personal profile details here.

Select Edit to make any changes or updates to your personal profile.

Edit User

- Name
  - First Name
  - Middle Name
  - Last Name

- Title

- Email

- Address
  - Street
  - City
  - State/Province
  - Zip/Postal Code
  - Country

- About Me

Other fields:
- Manager
- Company Name
- Phone
- Mobile

Share an update...
Study Application

View the assigned Study Application number for your study application here.

Follow along with this chevron to know where your study application is in the review process.

Find application status details and next steps highlighted here.

If you need to make any edits to your application, select the Edit button here.

Navigate to the Files section to upload any required files for your study application.

All details completed in the study application can be found here under Concept Criteria.

Any study team members assigned to this study application should be added here under Study Team Assignment.

Follow along with the study application history by viewing the Study Application History for details on your study application progress.
Submit an Application

Once you select Submit an Application you will be prompted to complete the New Application.

For detailed instruction on how to submit a New Study Proposal view the External Submission Guide on the Home Page.
Once you select Learn about the IIS process you will be navigated to the AbbVie Investigator-Initiated Studies webpage where you will learn about the key details and process of IIS studies.
# 2022 IIS Strategic Priorities

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<tr>
<td>Plastics and Regenerative Medicine: Breast Implants, ADMs, Fat Grafting</td>
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<td>CNS – Migraine: OnabotulinumtoxinA/BoNTA from AbbVie (Botox), Ubrogepant (Ubrelvy), Atogepant (Quipta)</td>
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<tr>
<td>CNS – Neurotoxin Therapeutics – Botox (OnabotulinumtoxinA): Toxin Science, Spasticity and Movement Disorder, Urology</td>
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<tr>
<td>CNS – Psychiatry: Vraylar (Cariprazine), Bipolar Disorder I, Schizophrenia</td>
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<tr>
<td>Eye Care: Dupytta, XEN 45/63, Ozurdex, AGN-190584 Pilocarpine 1.25% ophthalmic solution (Vuity)</td>
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<tr>
<td>Immunology – Gastroenterology: Risankizumab &amp; Upadacitinib</td>
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<td>Immunology – Rheumatology: Upadacitinib (RINVOQ)</td>
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<td>Oncology: Venetoclax (ABT-199)</td>
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<tr>
<td>Oncology: Navitoclax (ABT-263)</td>
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<tr>
<td>Oncology: Epcritemab (NHL)</td>
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<tr>
<td>Oncology: Telisotuzumab vedotin (Teliso-V), Non-small cell lung cancer (NSCLC)</td>
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<tr>
<td>Specialty – Hepatology – Maviret/Mavyret : Hepatitis C Virus (HCV)</td>
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<tr>
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<td>21</td>
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Once you select External Submission Guide you will be navigated to the External Submitter Training where you will find step-by-step instructions on how to submit a study.
Once you select **Supporting Documents**, you’ll find the Abbvie’s Sponsor-Investigator Study Budget Template. We recommend you use this when completing your study budget.

### Sponsor-Investigator Study Budget Request

<table>
<thead>
<tr>
<th>Description</th>
<th>CPT Code</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Total (USD)</th>
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<tbody>
<tr>
<td>Study Procedures</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Administrative Services (if applicable)</td>
<td>Company does not pay for salaries, FTE or fringe benefits. Company pays for Services</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Technical Services (if applicable)</td>
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<tr>
<td>Other Services/Data Analysis/Publication Costs (if applicable)</td>
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</tbody>
</table>

![Excel Spreadsheet](image.png)
Frequently Asked Questions

Once you select Frequently Asked Questions you will be navigated to the External Submission FAQ document.
How to Report an Issue

Click on ‘Report an Issue’ on SPIRIT Home page

Investigator Initiated Studies (IIS) Application Portal

Issue creation screen prompt, Enter Details as requested. Click ‘save’

Success’ prompt indicates the successful creation of the issue

After issue is submitted, a support Team member will reach out between 24-48 hours via email on the email address provided during issue creation.