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<td>12/13/21</td>
<td>Revised to include the current screenshots, links, and references.</td>
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<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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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.
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
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.
Email: abbviesd@abbvie.com
Phone: 1-800-252-4415 (toll-free within the US)
How to Submit an Application

Please follow this quick reference guide for instruction on 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/](http://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 your Study Applications here**

The default **List View** is All Study Application, but you can also select the dropdown here and select **Recently Viewed** as a List View option.
View all Personnel associated with your study applications here

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

Select New to add any additional personnel to your study application

Select the dropdown menu here to select alternative List Views available

View your Personnel details here
My Profile

View your personal profile details here

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

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

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.

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

New Application

Select a record type

- Clinical IIS
  Study where an Investigator independently generates a Scientific Research proposal for AbbVie review & for which AbbVie provides Scientific Research Support (study drug and/or funding and/or proprietary samples or assays) in the form of a research grant.

- Pre-Clinical IIS
  Study conducted using in vitro or animal models by a scientific researcher which AbbVie may support with a drug and/or funding.

For detailed instruction on how to submit a New Study Proposal view the External Submission Guide on the Home Page.
Learn about the IIS process

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.

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**Investigator-Initiated Studies**

We’re committed to supporting investigator-initiated research that promotes the advancement of medical and scientific knowledge involving AbbVie’s products and therapeutic areas of interest.

**Advancing science through investigator-led research**

The research from Investigator-Initiated Studies may expand our understanding of our products and their potential applications. It may improve patient care and spark new ideas for further disease-specific research. The AbbVie IIS Program provides an opportunity to academic and community-based physicians and researchers worldwide interested in conducting their own research to apply for research support.

**How to apply**

If you’re an investigator, you can initiate the application process by submitting a brief summary of the proposed research for AbbVie or legacy Allergan associated products through the [IIS Study Submission Portal](#).

IIS applications are accepted on a rolling submission basis.
## 2021 IIS Strategic Priorities

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- Hepatology - Compound: Glicaprevir and Pibrentasvir .................................................. 2
- Immunology-Dermatology - Compound: Adalimumab (HUMIRA), Risankizumab (SKYRIZI), Upadacitinib (RINVOQ) ................................................................. 3
- Immunology-Gastroenterology - Compound: Risankizumab, Upadacitinib & ... 5
- Immunology-Rheumatology - Compound: Upadacitinib, ABBV-599, Ravagalimab ..................... 6
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- Oncology - Compound: Epcoritamab ................................................................................... 12
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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.

![Supporting Documents](image)

### Sponsor Investigator Study Budget Request

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