



## APPLICANT USER GUIDE

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## Registering for Access

Open a web browser\* and navigate to Gilead website <https://www.gilead.com/purpose/giving/grant-funding>. On the webpage, please select **Funding Requests** from the left panel and select the headings for Geographic Locations as illustrated below and select the location of your organization. Here, we select **North America**.

The screenshot shows the Gilead website's Grant Funding page. The browser address bar is highlighted with a red box and a '1' callout. The navigation menu includes 'Our Purpose', 'About', 'Science & Medicine', 'News and Press', and 'Careers'. The left sidebar has 'Funding Requests' highlighted with a red box and a '2' callout. The main content area features a 'Grant Funding' heading, a description of the program, and a 'Contact Us' section. A horizontal menu below the main content shows 'North America' selected with a red box and a '3' callout, along with other regions: Latin America & the Caribbean, Europe, Africa, Asia, and Australia.

\*Note: Microsoft Edge, Google Chrome, Safari and Firefox are the preferred browsers. Please reference **Browser Settings** at the end of this guide for pop-up windows guidance.

Upon selection of your Geographic Location, you will be directed to the appropriate section where you can register for access. Click on **Apply for Funding**.



After reviewing the grant application requirements, scroll down to the bottom of the page, where you may register as a New User by clicking on **Create Account**.

## 5. Review and Finalize Your Application

Please review your application carefully before submitting it, as changes cannot be made after submission. We will send you a confirmation email after receiving your application.

<b>New users:</b> If your organization has not previously applied for a Corporate Grant, please begin by reading the Grant Application Process.  NOTE: This is a U.S. hosted website.  <b>Create Account</b>	<b>Registered users:</b> Email address: Username  Password: Password  <b>Login</b> <a href="#">Forgot Username and password?</a>
---	--

Selecting **Create Account** opens a new page, **New User Registration**. There are four sections on the Registration form: **Organization Details, Applicant Details, Password and Privacy Consent**.

← New User Registration

Organization Details

Please note: if you select a different language preference, then the form below will be cleared out when the page refreshes. Please ensure you pick your language preference first before entering details into the form below.

What is your Organization's Country of Incorporation? !

Password

Your password must contain at least 8 characters and include at least one uppercase character, one lowercase character, one number and one symbol.

⚠ You have 4 incomplete

SAVE

**Please Note:** All the fields marked with **red outlines/asterisk/exclamation marks** indicate required fields. You will not be able to save the record if one of the required fields is not completed.

The portal has many languages on the top of the **New User Registration** Form. Click the **national flag** button, if you prefer to work on registration in your native language.



The first question you will see on the **New User Registration** form will be, “**What is your Organization’s Country of Incorporation?**”. You can type the name of your country, or you can click on the **arrow** button and select it from the drop-down list. Based on the country of selection, the questions you need to answer will vary accordingly.

If the country name is filled in with **United States**, there would be another required field **Organization Look-up** populating for you. Click the **magnifying glass** button to select your Organization.

What is your Organization's Country of Incorporation?\*  
United States

Organization Look-up\* 

This field is required.

You will be taken to another page. In the **Tax ID Number** field, enter the Tax ID of your organization to see if your organization exists in the portal. If you can find your organization, click the row of the filtered result and you will be taken back to the New User Registration form. If you cannot find your organization, please select **NOT FOUND** at the bottom.

← Select

Filters

Tax ID Number

Organization Legal Name	↑ Tax ID Number	City	State / Province
		Honolulu	Hawaii

DISPLAYING 2079901 - 2079959 OF 2079959 DISPLAY 100

NOT FOUND CLEAR SELECTION

When returning to the New User Registration page, you will see there are 24 incomplete fields. These are required information. Click the **white triangle** reminder.

← New User Registration

Organization Look-up\*  
Not Found

Organization Legal Name\*  
This field is required.

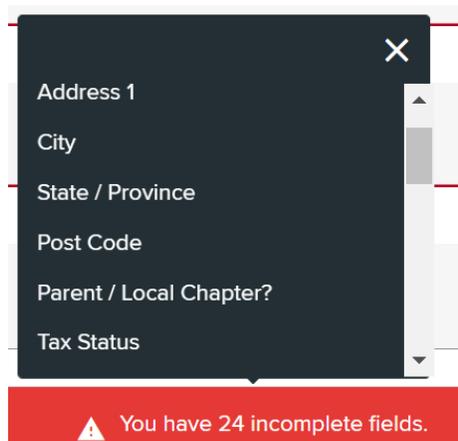
Address 1\*  
This field is required.

Address 2

You have 24 incomplete fields.

SAVE

A floating black pop-out message box will list all the incomplete fields. Click on any of the labels and the page will jump to that field dynamically.



In the **Profile** section, set up the password for you to access the portal.

#### Password

Your password must contain at least 8 characters and include at least one uppercase character, one lowercase character, one number and one symbol.

Password\*  
.....

Password (Confirm)\*  
.....

**Note:** Your password must contain at least 8 characters and include at least one uppercase character, one lowercase character, one number and one symbol. **Please remember the password that you type.**

In the **Privacy Consent** section, check off the consent **box** as illustrated by an arrow below. Click on the **arrow** and select from the drop-down email options to be received. Upon entry of all required fields, select the **SAVE** button on the bottom right of the page to finish your application.

The screenshot shows the 'New User Registration' page. At the top, there is a navigation bar with a back arrow and the text 'New User Registration'. To the right of the navigation bar are several language selection icons: Simplified Chinese, Traditional Chinese, UK, Canada, France, Germany, Italy, Japan, Korea, Mexico, Portugal, Russia, Spain, and Turkey. Below the navigation bar is a light blue box containing the following text: 'authorized by Gilead.', 'The data that we collect from you, including name, full address, phone number (business and mobile) and email address, may be transferred to and stored or processed in the United States, a destination that may be outside of your country and outside of the European Economic Area. By submitting personal data, you agree to this transfer, storing or processing and confirm that you have the relevant rights and/or permissions to consent to such on behalf of anyone else whose personal data you have included in this questionnaire.', and 'Gilead Sciences shall process your personal information in accordance with the Gilead Privacy Statement, available at <http://www.gilead.com/privacy/privacy-statement>.' Below this box is a checkbox with the text: 'I consent to the transferring, storing or processing of any personal information I have included in the questionnaire, and I confirm that I have the relevant rights and / or permissions to provide such personal information to Gilead.\*'. Below the checkbox is a dropdown menu with the text: 'Do you wish to opt out of receiving emails from Gilead that are not directly related to your grant application(s)?' and the selected option: 'I only want to receive emails related to my application(s)'. At the bottom right of the page, there is a dark blue button labeled 'SAVE'. A red arrow points to this button.

Upon selecting **SAVE**, you will receive a pop-up message indicating that your New User Registration will be sent shortly. Click **OK** on the message window.

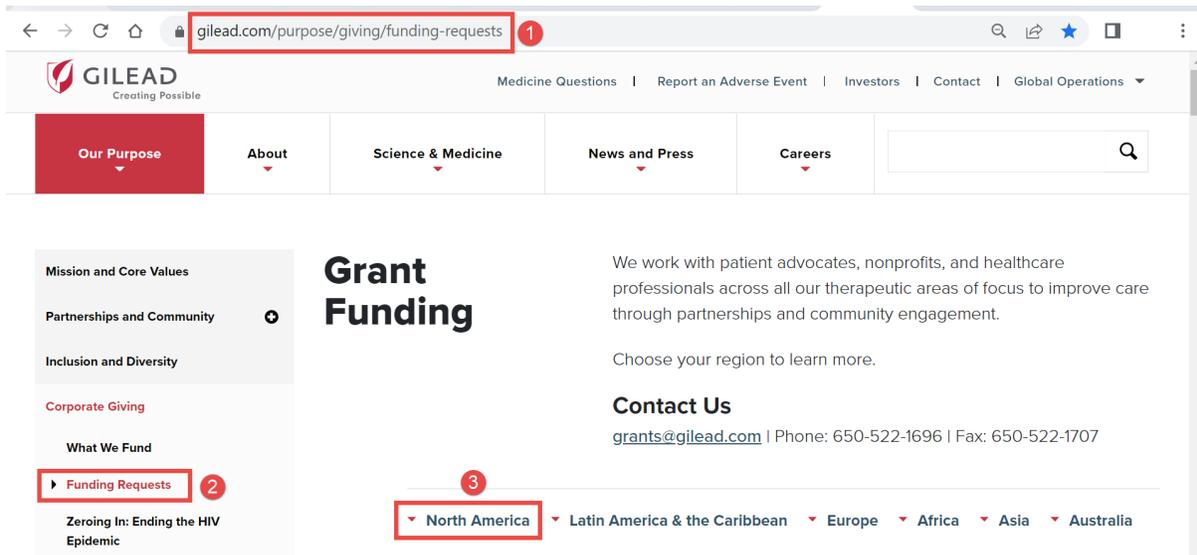
Non-profit organizations: you will receive your log-in details shortly.  
For-profit education providers: you will receive your log-in information after an internal review process.



You will receive a separate email regarding your registration request. This email will include your username that you will use to log in to the Gilead Grant portal and submit a New Grant Request.

## Logging In

To log in to your account, navigate to Gilead website <https://www.gilead.com/purpose/giving/grant-funding>. On the webpage, please find the headings for Geographic Locations and select the location of your organization. Here, we select **North America**.



Upon selecting **North America**, you will be directed to the appropriate webpage, and you need to scroll down to the bottom of the page to reach Point 5. Enter your **Email address** and **Password** and then click **Login**.

## 5. Review and Finalize Your Application

Please review your application carefully before submitting it, as changes cannot be made after submission. We will send you a confirmation email after receiving your application.

<p><b>New users:</b></p> <p>If your organization has not previously applied for a Corporate Grant, please begin by reading the Grant Application Process.</p> <p>NOTE: This is a U.S. hosted website.</p> <p><a href="#">Create Account</a></p>	<p><b>Registered users:</b></p> <p>Email address:</p> <input type="text" value="Username"/> <p>Password:</p> <input type="password" value="Password"/> <p><a href="#">Login</a></p> <p><a href="#">Forgot Username and password?</a></p>
---	--

If you do not remember your password, click on the blue **Forgot Username and password?** link located under the green **Login** button and type in your email address that you used to register. Your information will be sent to your email address within 5 minutes.

## Homepage

When you log in to your portal, you will see your homepage as illustrated below.

The screenshot shows the Gilead Corporate Giving Portal homepage. At the top, there is a dark blue navigation bar with a hamburger menu icon, the text "Welcome, America", and links for "Home", "Support", and "Log off". The Gilead logo "GILEAD Creating Possible" is in the top right corner. Below the navigation bar, the main content area is divided into several sections. On the left, a grey box contains a "Welcome America" message and a paragraph explaining the portal's purpose. To the right of this message are two large buttons: a blue one with a white plus sign labeled "New Grant Request" and a yellow one with a white magnifying glass icon labeled "Giving Stories". Below these is a section titled "My Grant Requests" with a download icon. It contains a table with the following headers: "Program / Project Start Date", "Grant ID Number", "Current", "Grant Type", "Title", "Amount Requested from Gilead", and "Amount Approved". The table body is empty, displaying the message "There are no records to display."

## Submitting a New Grant Request

Click on the **+New Grant Request** tile. You will be brought to the **New Grant Request** page to enter the details of the grant.



## Applying Organization Information

Each grant request will require the designation of the requesting Organization. Your **Applying Organization Information** section is pre-populated with the details you entered during your New User Registration.

### Applying Organization Information

Associated Organization*	Foundation For HIV Programs	Q
Institution/ Department/ Group*	Foundation For HIV Programs	Q

**Please Note:** If you would have multiple Organizations which you will be submitting grant requests with, each Organization will require a separate Organization account creation with a different email address.

## Summary

Next, in the **Summary** section, complete all the required fields. Select the **Therapeutic Area** for the grant by clicking on the arrow next to the **Therapeutic Area** field. The **Therapeutic Area** applicable for an Organization with a Tax Status of Not-for-Profit/Other will display.

Therapeutic Area*	▲
Hematology/Oncology (Cell Therapy)	
Oncology (Targeted & Immunotherapies)	
Viral Diseases	
Fibrotic Diseases	
Inflammatory Diseases	
Other	

Based on your selection in the **Therapeutic Area** field, the **Primary Sub-Therapeutic Area** field will only show applicable options. Select the applicable Primary Sub-Therapeutic Area as needed.



A screenshot of a dropdown menu titled "Primary Sub-Therapeutic Area". The menu is open, showing a list of options. The first option, "COVID-19", is highlighted in a light blue bar. Below it are "HBV", "HCV", "HDV", "HIV Prevention", and "HIV/AIDS".

Primary Sub-Therapeutic Area
COVID-19
HBV
HCV
HDV
HIV Prevention
HIV/AIDS

Click on the **arrow** next to the **Grant Type** field and select **Community/Patient** for instance.



A screenshot of a dropdown menu titled "Grant Type". The menu is open, showing a list of options. The first option, "Co-Pay", is highlighted in a light blue bar. Below it are "Community/Patient", "HIV Cure", "IMED", "Medical/Scientific", and "Sponsorship".

Grant Type
Co-Pay
Community/Patient
HIV Cure
IMED
Medical/Scientific
Sponsorship

\*Rounds & Journal Clubs requests please select medical/scientific\*

Based on your Grant Type selection, applicable **Program Type** options will display in a drop-down list next to the field. Select an option that applies to your grant request.

Program Type\*

- Advocacy, Communications, Policy Development
- Disease Awareness, Education, Prevention, Screening
- Fellowships (non-medical or scientific)
- General Support (Core Support, General Operating)
- General Support (Core Support, HR Capacity Building, General Operating)
- Health System Strengthening

\*Rounds & Journal Clubs requests please select "Rounds & Journal Clubs"

Based on your Grant Type and Program Type selection, applicable **Intended Use** options will display in a drop-down list next to the field. Click on the listed **Intended Use** option that applies to your grant request.

Intended Use\*

- Core Support / General Operating

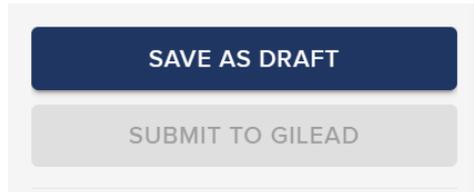
\*Rounds & Journal Clubs requests please select not applicable\*

The **Event / Project / Program Title** field is a text field that allows you to enter the name and identify the grant request.

Event / Project / Program Title\*

This field is required.

As soon as you enter a title for your Event / Project / Program, you will be able to save your grant request as a draft. On the left action panel, you will see the **SAVE AS DRAFT** button available. It is recommended to periodically click on this button to save the information that you enter in the event because if you stop working on your grant for a long time, the system might have timed out. But once your grant is saved, you will be taken back to the homepage.



And if there is a mismatch in these fields: **Amount Requested from Gilead** and **Total Budget**, you will see a pop-up message as a reminder. Click **OK** and the draft will be saved. If you would like to revise your budget before submission, click **CANCEL** and circle back to the abovementioned fields to make updates.

The amount requested does not match the amount requested in your budget. Would you still like to submit the proposal?

To return to the Grant Request please select 'Cancel'. To continue submitting the Grant Request click 'OK'.

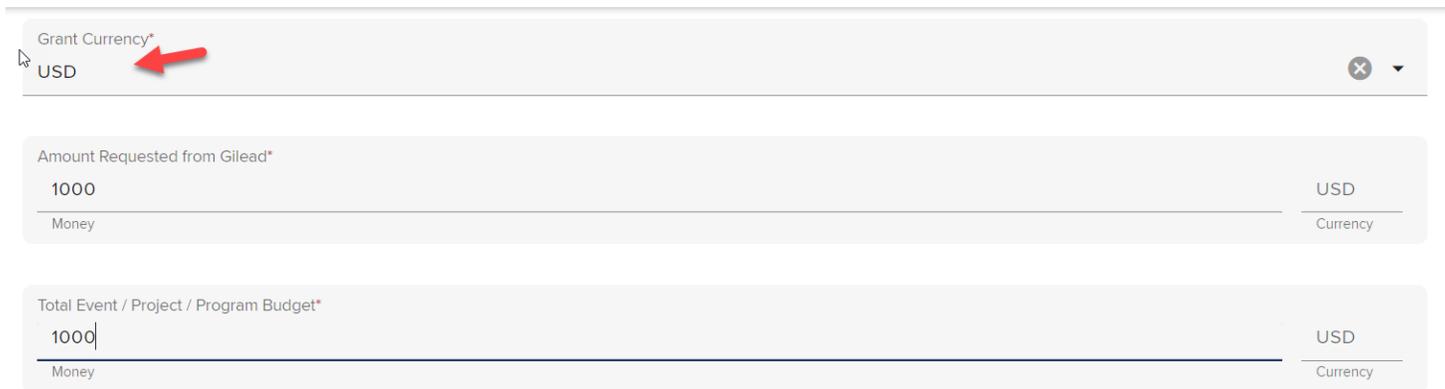
CANCEL

OK

Your saved draft will be displayed on your homepage under **My Grant Requests** with the Grant Status listed as **Pending/In Draft**. To continue, click on the **three-dot** button next to your draft and select **Work on Draft/Submit** to update and complete the previous grant saved as draft.

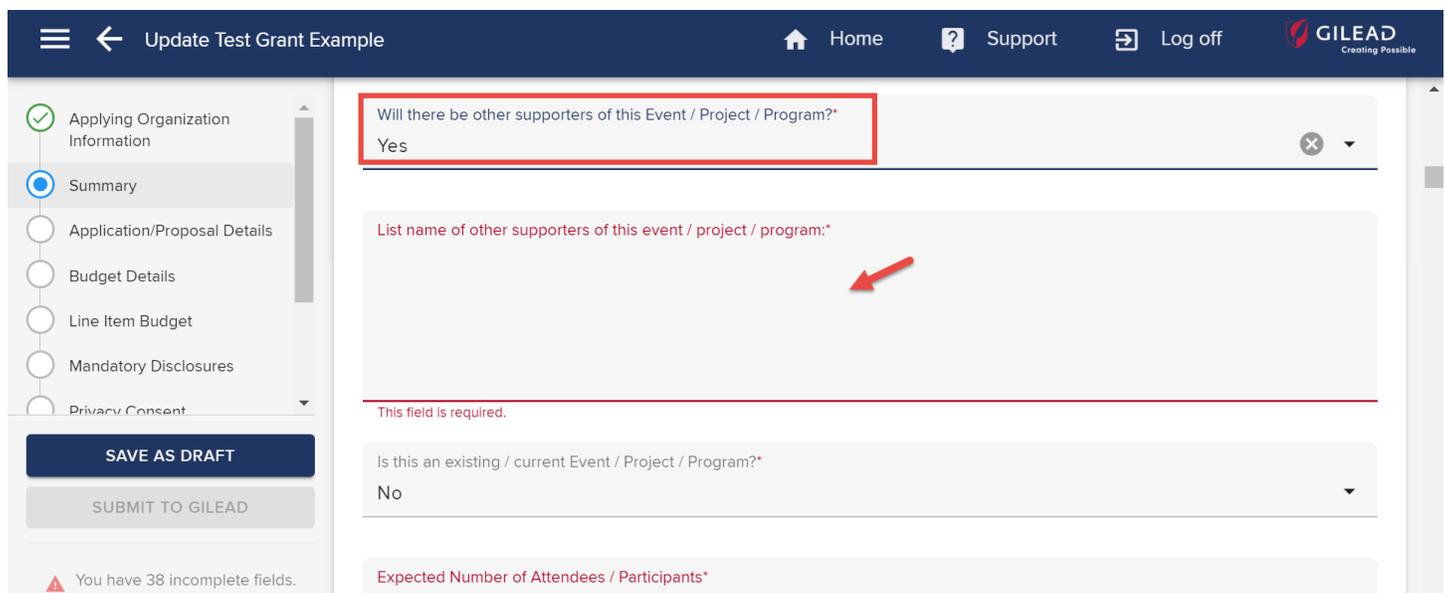
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
		Pending/In Draft	Community/Pati...	Test Grant Example	HK\$1,000.00 HKD	

You can change **Currency** to another by using the drop-down list. The selection made in the Grant Currency will pre-populate all the rest of Currency related fields.



The screenshot shows three form fields. The first field is 'Grant Currency\*' with a dropdown menu showing 'USD' and a red arrow pointing to it. The second field is 'Amount Requested from Gilead\*' with a text input containing '1000' and a dropdown menu showing 'USD'. The third field is 'Total Event / Project / Program Budget\*' with a text input containing '1000' and a dropdown menu showing 'USD'. All dropdown menus also show a 'Currency' label below the selected value.

Next, if you select Yes for the field **“Will there be other supporters of this Event/Project/Program?”** a dynamic field, **“List name of other supporters of this event / project / program”** will appear for you to enter information about other sources of funding.



The screenshot shows a navigation bar at the top with 'Update Test Grant Example', 'Home', 'Support', and 'Log off' buttons, and the GILEAD logo. On the left is a sidebar with a progress indicator for 'Applying Organization Information', 'Summary', 'Application/Proposal Details', 'Budget Details', 'Line Item Budget', 'Mandatory Disclosures', and 'Privacy Consent'. Below the sidebar are 'SAVE AS DRAFT' and 'SUBMIT TO GILEAD' buttons, and a warning message: 'You have 38 incomplete fields.' The main content area shows the 'Will there be other supporters of this Event / Project / Program?' field with 'Yes' selected. Below it is a red-bordered box containing the text 'List name of other supporters of this event / project / program:'. A red arrow points to this box. Below the box is a red error message: 'This field is required.' Below that is the 'Is this an existing / current Event / Project / Program?' field with 'No' selected. At the bottom is the 'Expected Number of Attendees / Participants\*' field.

Select Yes or No in the field, **“Is this an existing Event / Project / Program?”**. Enter the projected number of participants in the **Expected Number of Attendees / Participants** field.

Is this an existing / current Event / Project / Program?\*  
No

Expected Number of Attendees / Participants\*  
100

Next click on the down arrow button for the field **“Primary Audience / Participants”** you will have a few options to select from.

Primary Audience / Participants\*

- Advocate
- Case Manager
- Fellows
- General Community
- Other
- Patients

If you have secondary or tertiary audience participants, you can select them from the drop-down options in the **Secondary or Tertiary Audience / Participants** field.

Secondary Audience / Participants

Tertiary Audience / Participants

Next, select your primary target population from the **Primary Target Population** field by clicking on the down arrow button and scrolling down to pick one from the list of various population categories.



Primary Target Population\*

Adults (25-50)

Aging Adults (over 50)

American Indian or Alaska Native

Asian

Black or African-Descent

Children (1-12)

Next, select Yes or No in the field, **Is this application for a specific event(s)? (As opposed to being ongoing / enduring)**. If No is selected, no additional fields will appear. Please enter the dates for **Program / Project Start Date** and **Program / Project End Date** in the following two required date fields by either clicking on the **calendar** icon or typing in the dates in mm/dd/yyyy format.

Is this application for a specific event(s)? (As opposed to being ongoing / enduring)\*

No

Program / Project Start Date\*

28-Apr-2022

Program / Project End Date\*

28-Apr-2022

If **Yes** is selected in the field, Is this application for a specific event(s)? (As opposed to being ongoing / enduring), an additional required field, **Event Details** will appear for you to enter pertinent information.

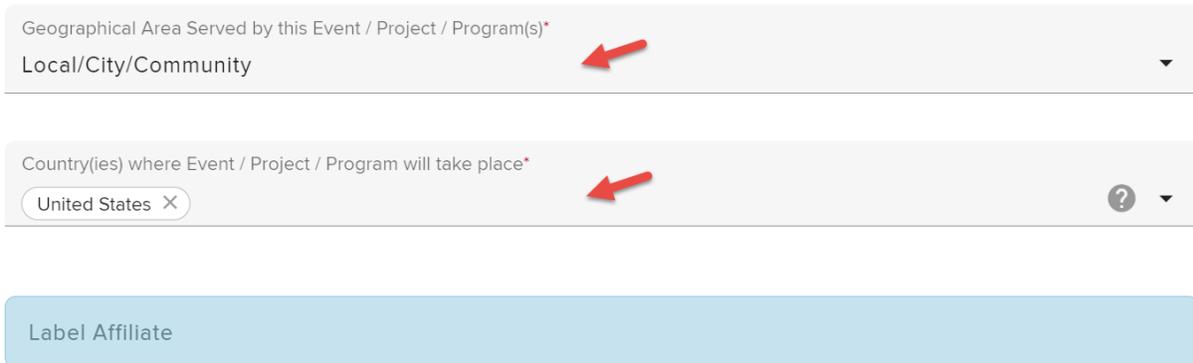
The screenshot shows a form titled "Event Details\*" with a red asterisk indicating it is required. At the top left, there are three circular icons: a plus sign (+), a pencil (edit), and a trash can (delete). At the top right, there is a red exclamation mark icon. Below the icons, there are two input fields: "Event Date" and "Event Location / Address". The form is currently empty.

This field is required.

Click on the **+** button to add a new row and enter **Event Date** and **Event Location / Address**. Select **UPDATE**. You can add multiple rows for all your events by repeating the same steps.

The screenshot shows the "Event Details\*" form with a row of data. The "Event Date" field contains "11-May-2022" and the "Event Location / Address" field contains "1234 College Ave., Dallas, Texas". Below the input fields, there are two buttons: "UPDATE" and "CANCEL". Red arrows and numbers highlight the steps: 1 points to the plus icon, 2 points to the calendar icon next to the date, 3 points to the location text, and 4 points to the "UPDATE" button.

There are two questions requesting you to enter the geographical information for the grant request. Click the drop-down list and select one among them.



Geographical Area Served by this Event / Project / Program(s)\*  
Local/City/Community

Country(ies) where Event / Project / Program will take place\*  
United States X

Label Affiliate

**Please note:** For assistance in completing this information, hover your mouse on the **question mark** icon next to a field. There will be information provided such as the following message box.



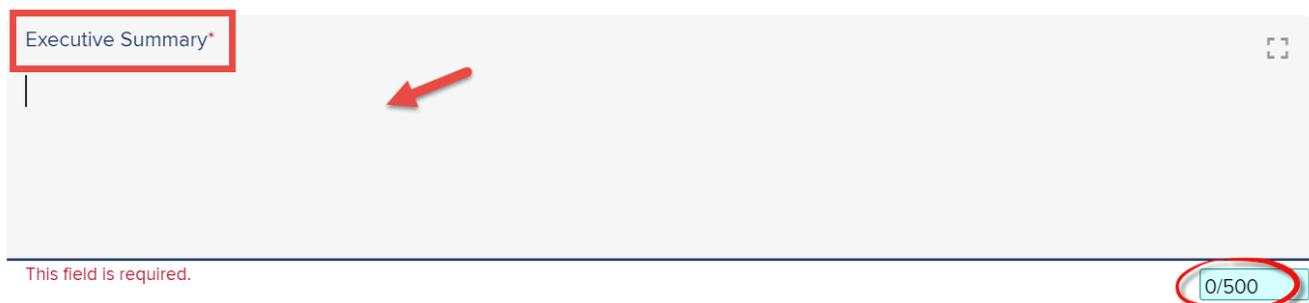
Country(ies) where Event / Project / Program will take place\*  
United States X

Label Affiliate

If your program has a global scope please select the country where the requesting organization is incorporated.

The **Application/Proposal Details** section will be where you enter your Executive Summary, Organization Overview, Programs Purpose, Objectives, Activities and Expected Outcome and Sustainability. The **Executive Summary** field is limited to 500 characters. Please note that as you type the system will keep track of the number of characters, and if you reach the limit, it will not let you type.

### Application/Proposal Details



Executive Summary\*

This field is required.

0/500

All the free text fields in the following section are required, such as **Organization Overview**. You must complete the requested information before you submit your grant application.

Organization Overview\* ?

---

This field is required.

You will have a non-required field to enter any **Additional Information**.

Additional Information ?

You will also have a **Supporting Document(s)** field, where you can upload documents from your device. Click the **+** button to add a document.

Supporting Document(s) 0 +

Description

There are no records to display.

A new window, **New Document** will open for you to enter the name of the document, click the **SELECT FILE...** button to upload your document from your device and click **SAVE**.

← New Document

Details

Description\*  

Document\*  

 You have 2 incomplete fields.

## Line Item Budget

The **Line Item Budget** section will have a few subsections for you to add your grant budget breakdown. For example, in the **Management** section, you will need to enter each line item by clicking the **+** button.

### Line Item Budget

Please provide an itemized budget breakdown for entire project. For an example of the level of detail we need, please refer to this [example budget](#).

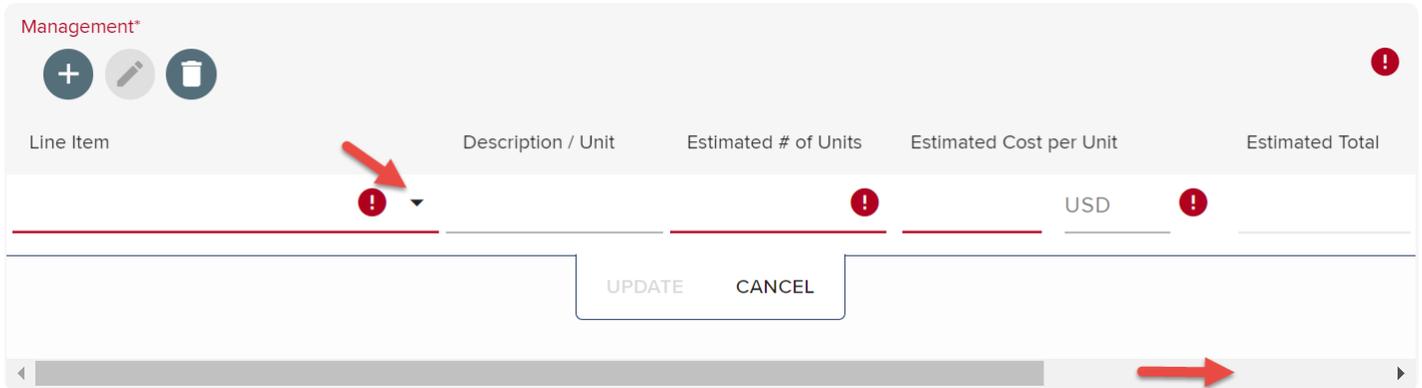
The following expenses are not eligible for consideration:

- Expenses or activities not linked to this project/event/program
- Patient care, including treatment and prescriptions
- The payment or defrayment of salary or fringe benefits for staff that purchase or prescribe Gilead products
- The payment of honoraria of healthcare providers employed by or affiliated with the requesting institution

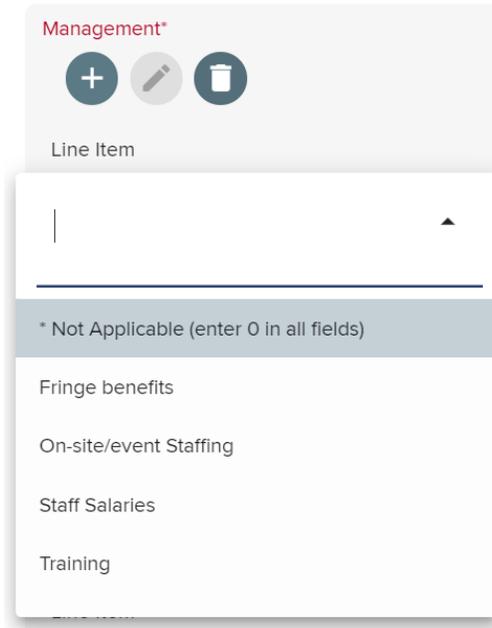
Management\*     

Line Item	Description / Unit	Estimated # of Units	Estimated Cost per Unit	Estimated Total
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After you click the **+** button, a new row will display. Enter all the required fields marked with an **exclamation point** for this row. Make sure you scroll the bar to the right at the bottom of the Management Line Item spreadsheet to see more required fields.



Click the **arrow** button in the **Line Item** column. You will see many options. Select one that works the best for you. Add your description in the **Description / Unit** field. If you do not need any budget for Management, please select **\*Not Applicable (enter 0 in all fields)**, and put number **0** (zero) in the rest of the required fields at this row and save the row.



Fill in the **Estimated # of Units**, **Estimated Cost per Unit** and **Amt. from Gilead** fields. Once all the required fields in the row are completed, click on **UPDATE** to save the record. You can edit or delete the rows by clicking on the **pencil** or **garbage can** icon. Once you click UPDATE, also notice that your Line Item sub-total are automatically calculated and shown in the **Estimated Total** field

Management\*

Description / Unit	Estimated # of Units	Estimated Cost per Unit	Estimated Total	Amt. from Gilead
	0	0  USD	0  USD	0  USD

UPDATE CANCEL

Please repeat the steps above for all of the Line Item Budget subsections, such as Communications, Logistics, Travel & Lodging, etc.

Once you finish entering all the required information, the system will calculate the sum of **Sub-Totals**, **Total Budget** and **Total Requested from Gilead** fields at the bottom of the Line Item Budget section.

Sub-Total	100.00	USD
Money		Currency
Sub-Total Amt. from Gilead	100.00	USD
Money		Currency
Total Budget	1000.00	USD
Money		Currency
Total Request from Gilead	1000.00	USD
Money		Currency

## Budget Details

Next, you can enter **Budget Justification Details** in the Budget Details free text field. The Budget Details section has a required question for you to answer, Will individuals / entities receive transfers of value for this event / program / project that are reportable under regulatory requirements?. Click the down arrow button to make a selection.

### Budget Details

Budget Justification Details

Will individuals / entities receive transfers of value for this event / program / project that are reportable under regulatory requirements?\*

No



In the section **Mandatory Disclosures**, you must answer **Yes/No** to all the required questions.

### Mandatory Disclosures

To the best of your knowledge, do any of the organization's owners/principal shareholders, directors, officers, employees, agents, or consultants have a family member or close personal relationship who is a public/government official?\*



To the best of your knowledge, does the organization currently employ or have any plans to employ a government official or a family member or close personal relationship of such a person as an employee, consultant, contractors, or in any other capacity?\*



To the best of your knowledge, is the organization or any of its directors or executive management members in a position to purchase, influence, affect or recommend the purchase of Gilead products?\*



To the best of your knowledge, are any of the following individuals current members of a decision-making body that may make decisions regarding Gilead products (for example, reimbursement body, treatment guidelines committee, or formulary committee)?

- i. Owners
- ii. Trustees
- iii. Board Members
- iv. Any other representatives who are in a position to make decisions on behalf of the organization
- v. Any other representatives connected with this support

\*

 ▼

To the best of your knowledge, has the organization, its predecessor entities, or any of its current or former owners, directors, officers, or other employees been convicted, charged or indicted, investigated, or accused (publicly or privately) of a violation or potential violation of any laws relating to bribery, corruption, fraud, tax evasion, export controls, or anti-trust?\*

 ▼

To the best of your knowledge, do any of the following have any personal relationships (family or business) with a Gilead member of staff or an individual who has an interest in Gilead?

- i. Owners
- ii. Trustees
- iii. Board Members
- iv. Any other representatives who are in a position to make decisions on behalf of the organization
- v. Any other representatives connected with this support

\*

 ▼

Read the following sections before applying your acknowledgement for your Gilead grant request:

- Privacy Consent
- Anti-Corruption Policy
- Acknowledgment of Terms
- Signature

The sections, **Privacy Consent** and **Anti-Corruption Policy**, will have a drop-down option to select a consent statement.

Please select an option\*

I consent to the transferring, storing or processing of any personal information I have included in the questionnaire, and I c... ▼

---

### Anti-Corruption Policy

Please click [here](#) to review Gilead's Anti-Corruption Policy.

Once you have thoroughly reviewed Gilead's Anti-Corruption Policy, please certify whether you will comply with said policy. If you have any questions or do not understand any aspect of the policy, do not certify your compliance and instead reach out to Gilead with any questions.

Please select an option\*

We have read and will comply with Gilead's Anti-Corruption Policy. ▼

For the **Acknowledgment of Terms** section, you must check off all the boxes.

#### Acknowledgment of Terms

**Please read each term below and check the corresponding box if you agree to the term. I, the undersigned, hereby attest:**

- If grant-awarded by Gilead, we will ensure that all activity in connection with the project / funding is compliant with laws / regulations and any applicable Code of Practice.
- For the avoidance of doubt, we understand that the receipt of a grant shall impose no obligation upon the Grantee to promote or otherwise encourage the prescription, recommendation, purchase, supply, sale or administration of the products of Gilead or its affiliates.
- We understand that any provisional offer of grant funding by Gilead is subject to a contractual agreement setting out the terms of such funding; the contractual agreement must be signed and returned to Gilead prior to the commencement of any grant-funded activities; we must abide by the stipulations of the grant or donation set forth in the contractual agreement.
- If grant-awarded by Gilead, we agree to disclose the source of funding on all project specific materials and, if applicable, the organization website.

By entering your name and your title in the **Signature** field, you will be certifying that the statements made in the grant request are true and correct.

Signature

By entering my name below, I hereby certify that the above statements are true and correct to the best of my knowledge.

Full Name\*  
Test Applicant

Title\*  
Director

Once all the required fields are filled in and verified on your grant application, please click on **SUBMIT TO GILEAD** button to submit your grant request.



Your saved submitted grant will be displayed on your homepage under **My Grant Requests** with the Grant Status listed as **Submitted**. You will receive an email about the confirmation of your grant submission.

My Grant Requests							↓
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD	⋮	
12-May-2022	17282	Submitted	Community/Pati...	Test 0511	\$1,000.00 USD		

## Responding to a Request for Clarifications

After your grant has been submitted, Gilead will start the review process. If clarifications are requested for your grant, you will be notified by email. The Grant Status will be updated to **Clarifications Requested**.

To respond to a request for clarifications you can select the link from the notification email which will bring you to the login page of the portal. On your homepage, under the **My Grant Requests** section you will see the Grant Status is listed as **Clarifications Requested**. Click on the **three-dot** button next to your grant and click on **Submit Additional Information**.

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD		⋮
12-May-2022	17282	Clarifications Requested	Community/Pati...	Test 0511	\$1,000.00 USD		⋮

Based on the type of clarifications requested, you will be presented with the corresponding field(s), on the **Grant Request** screen, to enter your clarifications. Your screen will display only the fields in which clarifications were requested. Upon reviewing your clarification needs, you have the option to **SAVE AS DRAFT** or **RESUBMIT TO GILEAD**. Once you are ready to send the information to Gilead, click **RESUBMIT TO GILEAD**.

Update Test 0511

Home Support Log off GILEAD Creating Possible

Summary

Gilead Contact

Therapeutic Area\*  
Viral Diseases

Primary Sub-Therapeutic Area\*  
COVID-19

Secondary Sub-Therapeutic Area

SAVE AS DRAFT  
RESUBMIT TO GILEAD

Your saved resubmitted grant will be displayed on your homepage under My Grant Requests section with the Grant Status listed as **Resubmitted**. You will receive an email indicating that your grant has been Resubmitted.



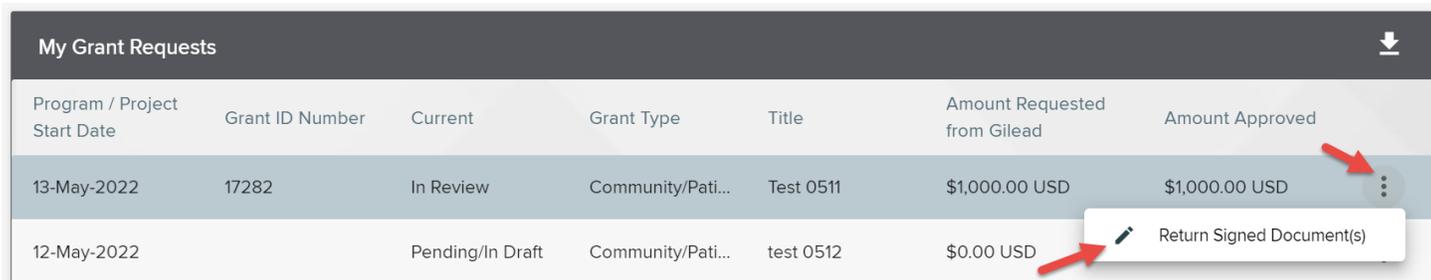
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
13-May-2022	17282	Resubmitted	Community/Pati...	Test 0511	\$1,000.00 USD	
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD	

## Grant Approval/Denial Notification

When a decision is made upon reviewing your grant, you will receive an email notification informing of the decision. The Grant Status will be updated on your **My Grant Requests** section on your homepage. If your grant is approved, your email will inform you of the funding support requests.

## Grants that Require Agreements

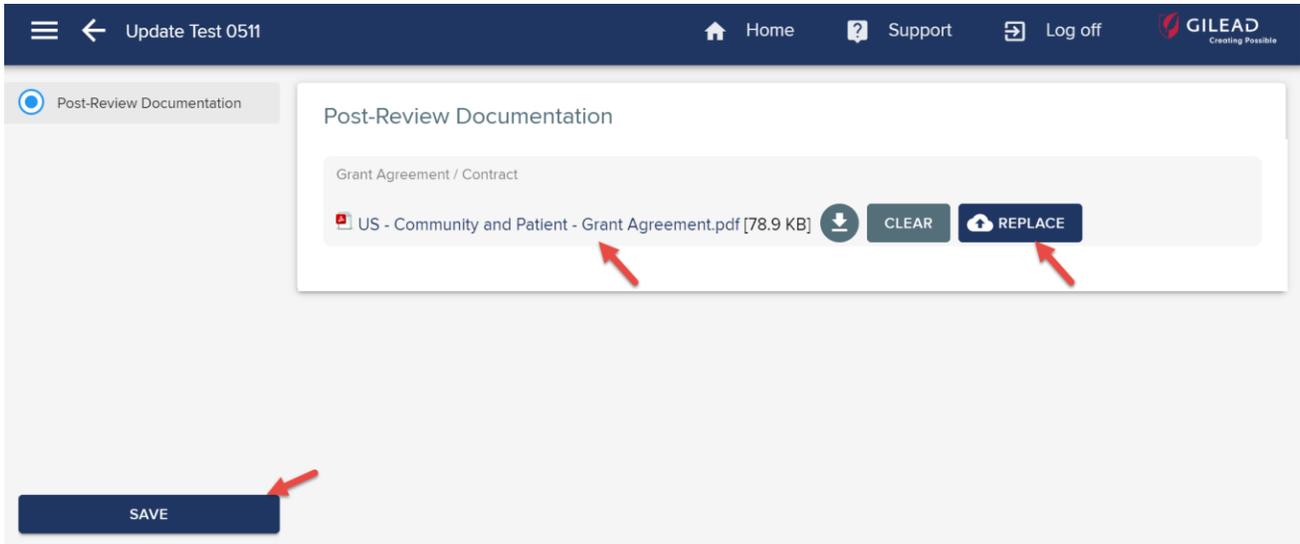
An agreement that requires your signature will be available for you from the homepage. From the **My Grant Requests** table, click on the **three-dot** button next to your grant and click on **Return Signed Document(s)**.



Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
13-May-2022	17282	In Review	Community/Pati...	Test 0511	\$1,000.00 USD	\$1,000.00 USD
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD	

Clicking on **Return Signed Document(s)** will direct you to the grant request page. You can only see the Grant Agreement / Contract that requires your actions.

- 1) Click on the **blue, underlined documents** to download the file to your device. The documents will be downloaded as a PDF file for your review and signature.
- 2) To upload the document, select **REPLACE** and a window will open for you to select the signed PDF from your device.
- 3) Once the signed document has been uploaded, select **SAVE** at the bottom right.



Upon receipt of your signed document, Gilead will review and process your grant and the Grant Status will be updated to **Approved**.

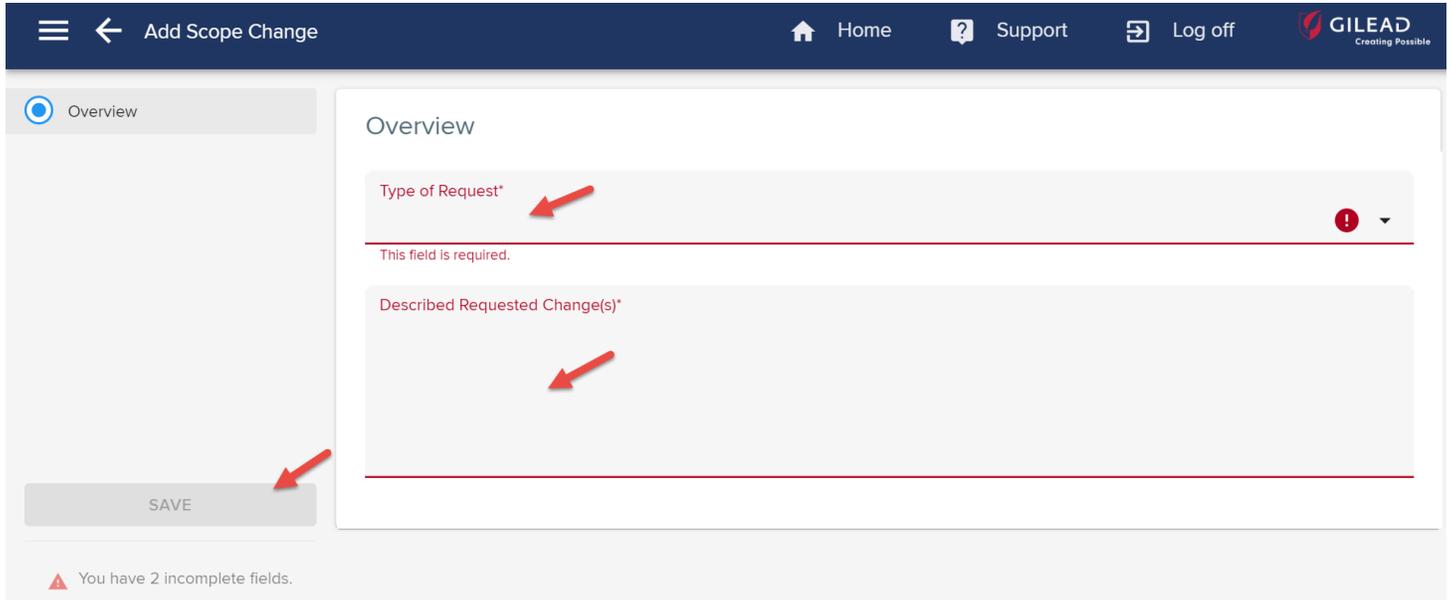
My Grant Requests							↓
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
13-May-2022	17282	Approved	Community/Pati...	Test 0511	\$1,000.00 USD	\$1,000.00 USD	⋮

## Requesting a Change in Scope

Once a grant is Active, you will have the ability to request a Change in Scope. To do this, start by navigating to your homepage and selecting the **three-dot** button to the right of the grant record on which you would like to submit a Change in Scope request. This will display the options available. Select **+ Request Change in Scope**.

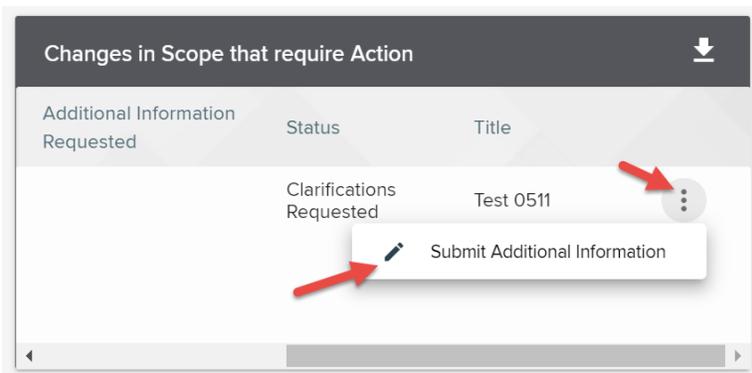
My Grant Requests							↓
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
13-May-2022	17282	Approved	Community/Pati...	Test 0511	\$1,000.00 USD	\$1,000.00 USD	⋮
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD		+ Request Change in Scope

Selecting **Request Change in Scope** will bring you to the **Add Scope Change** page. You will be presented with two fields, **Type of Request** and **Described Requested Change(s)**. Type of Request can be multi-selected. You can summarize the reason for your change in scope in the **Described Requested Change(s)** field. After filling in all the required fields, click **SAVE**.



Upon selecting the **SAVE** button, you will be redirected back to your homepage. The Status of your grant will remain **Active**. Gilead Grant Managers will review your request of Change in Scope. They will then open up the pertinent fields for the Change in Scope request that you indicated that you would like to update and Managers will send the request back to you to complete. You will receive an email requesting additional information for your Change in Scope request.

Once you receive this email, you should then log in, and under the **Changes in Scope that require Action** section, you will see the **Change in Scope** that is pending clarifications listed. Click on the **three-dot** button and select **Submit Additional Information**.



You will be directed to the **Update Request for Scope Change** page. Update the information as requested. After completing your updates on the **Edit Scope Change** page, click on **SUBMIT TO GILEAD**. You can also save your changes as Draft to submit later.



Upon selecting the **SUBMIT TO GILEAD** button, you will be redirected back to your homepage and you will receive an email confirmation that your **Change in Scope** was resubmitted and is currently under review.

## Request for Payments

If your organization is registered as a **Not for Profit**, your payments will be generated based on grant milestones set at the time of your grant approval. The Milestone payments are scheduled by Gilead according to the completion of specified stages and payment needs for your grant.

To review the Payment Milestones which are set for your grant, from the My Grant Requests table on your homepage, click any place of the row of the grant you would like to check.

My Grant Requests							↓
Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
13-May-2022	17282	Active	Community/Pati...	Test 0511	\$1,000.00 USD	\$1,000.00 USD	⋮
12-May-2022		Pending/In Draft	Community/Pati...	test 0512	\$0.00 USD		⋮

On the grant page, a new tab will show with the label **PAYMENT INFORMATION**. Select the **PAYMENT INFORMATION** tab, and you will be able to review the details. The **Amount Approved**, **Amount Invoiced**, **Paid to Date** and **Payment Invoice / Requests** will display.

Foundation For HIV Programs

Title: Test 0511  
Grant ID Number: 17282  
Grant Status: Active

Home Support Log off GILEAD Creating Possible

DETAILS BUDGET DETAILS MANDATORY DISCLOSURES REVIEW DETAILS **PAYMENT INFORMATION** DATES FOR REMINDERS

Update  
Print / Print to PDF

Amount Approved: \$1,000.00 USD  
Amount Invoiced: \$1,000.00 USD  
Remaining Balance: \$1,000.00 USD

Payment Invoices / Requests

Date of Request	Invoice Amount	Status	Date of Approval
13-May-2022	\$1,000.00 USD	Approved	13-May-2022

Date of Last Payment Request: 13-May-2022

If your organization is a registered as **For Profit**, you will be able to directly request payments for your **IMED** grant’s milestones. The Milestone Payments are scheduled by Gilead according to the completion of specified stages and payment needs for your grant. To request a Milestone payment for your IMED grant, from your **My Grant Requests** table on your homepage, click on the **three-dot** button. Select **+ Request Payment**.

My Grant Requests

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
01/17/2022	14398	Active	IMED	Addressing Disparities in	\$199,625.00 USD	\$199,625.00 USD
02/08/2022	14266	Not Approved	IMED	Identifying Targets for	\$155,000.00 USD	
12/17/2021	14224	Not Approved	IMED	Novel Agents	\$135,000.00 USD	

Changes in Scope that require Action Reports that Require Action

Upon selection of **+Request Payment**, you will be directed to the **Add Grant Payment/Invoice Request** page. Click on the **calendar** icon. Click the drop-down list for the field, “Is this invoice for milestone payment(s)?” and select Yes/No.

If you select **Yes** for “**Is this invoice for milestone payment(s)?**”, the system will display a **Select Milestone(s) Reached** table. The milestones which apply to your grant will display. You may select an individual or multiple milestones. After selecting the applicable milestone(s), click **SUBMIT**.

The screenshot shows the 'Add Grant Payment / Invoice Request' form. The 'Details' section is active. The 'Date of Request\*' field is set to 05/06/2022. The 'Is this invoice for milestone payment(s)?\*' dropdown is set to 'Yes'. Below it, the 'Select Milestone(s) Reached\*' dropdown is open, showing a table with one entry: '14398\_Addressing Disparities in Caring for Patients with Triple-Negative Breast Cancer\_30 % upon con'. A 'SUBMIT' button is at the bottom left. Red arrows with numbers 1 through 4 point to the date field, the 'Yes' dropdown, the milestone dropdown, and the 'SUBMIT' button respectively.

If you select **No**, a new required field **Invoice Amount** will open for you to enter the Amount. Click **SUBMIT**.

The screenshot shows the 'Add Grant Payment / Invoice Request' form. The 'Details' section is active. The 'Date of Request\*' field is set to 05/06/2022. The 'Is this invoice for milestone payment(s)?\*' dropdown is set to 'No'. Below it, the 'Amount Approved:' is \$218,225.00 USD. The 'Invoice Amount\*' field is set to 10000. The 'Currency' dropdown is set to USD. A 'SUBMIT' button is at the bottom left.

## Check Status of Payment Request

If your organization is registered as a **Not for Profit**, Gilead will arrange the payment. The Applicant does not need to submit any payment request. After your payment is arranged by Gilead, there will be a new tab on your grant record, **PAYMENT INFORMATION**. Click this tab and you will see a Payment / Invoice request record. Click any place of the row to view the record.

Master Organization  
Title: Test Grant 0504  
Grant ID Number: 17280  
Grant Status: Active

Home Support Log off GILEAD Creating Possible

DETAILS BUDGET DETAILS MANDATORY DISCLOSURES REVIEW DETAILS **PAYMENT INFORMATION** DATES FOR REMINDER

Update  
Print / Print to PDF

Budget Details

Amount Approved: HK\$1,000.00 HKD  
Amount Invoiced: HK\$1,000.00 HKD  
Remaining Balance: HK\$1,000.00 HKD

Payment Invoices / Requests

Date of Request	Invoice Amount	Status	Date of Approval
04-May-2022	HK\$1,000.00 HKD	Approved	04-May-2022

You will be taken to a new page, and the **Amount Approved, Amount Invoiced, etc.** will display.

Payment Request for Test Grant 0504 on 05/04/2022 Home Support Log off GILEAD Creating Possible

Print / Print to PDF

Details

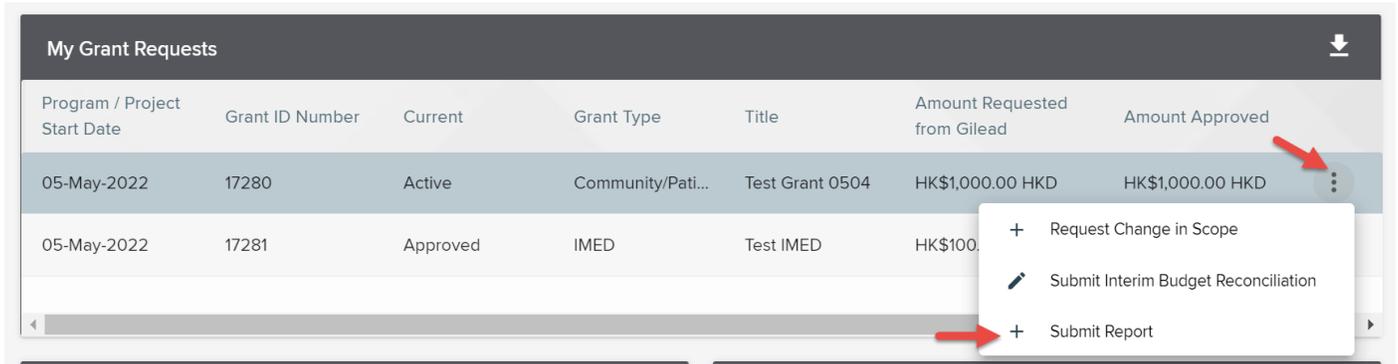
Grant Request: Test Grant 0504  
Date of Request: 04-May-2022  
Is this invoice for milestone payment(s)?  
No  
Invoice Amount: HK\$1,000.00 HKD

Fulfillment Details

Status: Approved  
Date of Approval: 04-May-2022

## Submitting Disclosure/Interim/Final Reports

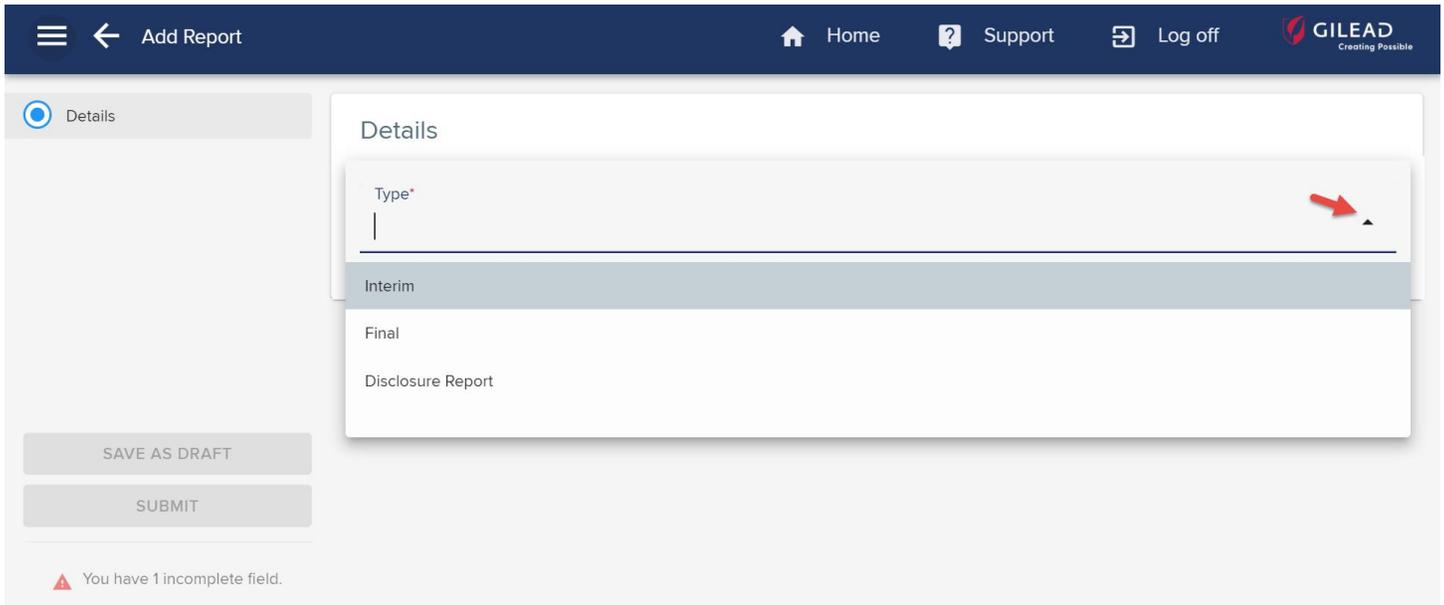
If you receive a request from Gilead to file a disclosure, interim or final report for your grant request, an email will be sent to your registered email address. The system will guide you through the required fields to complete your report. From the homepage, under **My Grant Requests** click the **three-dot** button and select **+ Submit Report** from the list.



Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
05-May-2022	17280	Active	Community/Pati...	Test Grant 0504	HK\$1,000.00 HKD	HK\$1,000.00 HKD	⋮
05-May-2022	17281	Approved	IMED	Test IMED	HK\$100...		

- + Request Change in Scope
- ✎ Submit Interim Budget Reconciliation
- + Submit Report

This will direct you into your **Add Report** page. Select **Interim**, **Final** or **Disclosure Report** from the **Type** drop-down list.



Details

Type\*

Interim

Final

Disclosure Report

SAVE AS DRAFT

SUBMIT

⚠ You have 1 incomplete field.

Upon selection of each type of the report, the page will dynamically display different required fields which Gilead requires you to submit. Here we use **Interim** as an example.

Details

Type\*  
Interim

Progress Report Information

List Program's Objectives: x

Describe progress toward project goals to date\*

SAVE AS DRAFT

SUBMIT

You have 10 incomplete fields.

At the bottom of the page, in the **Supporting Documentation** field, you can include any additional materials that are relevant to share with Gilead. To attach a document, select the + button.

Supporting Documentation

Supporting Documents 0

Description

There are no records to display.

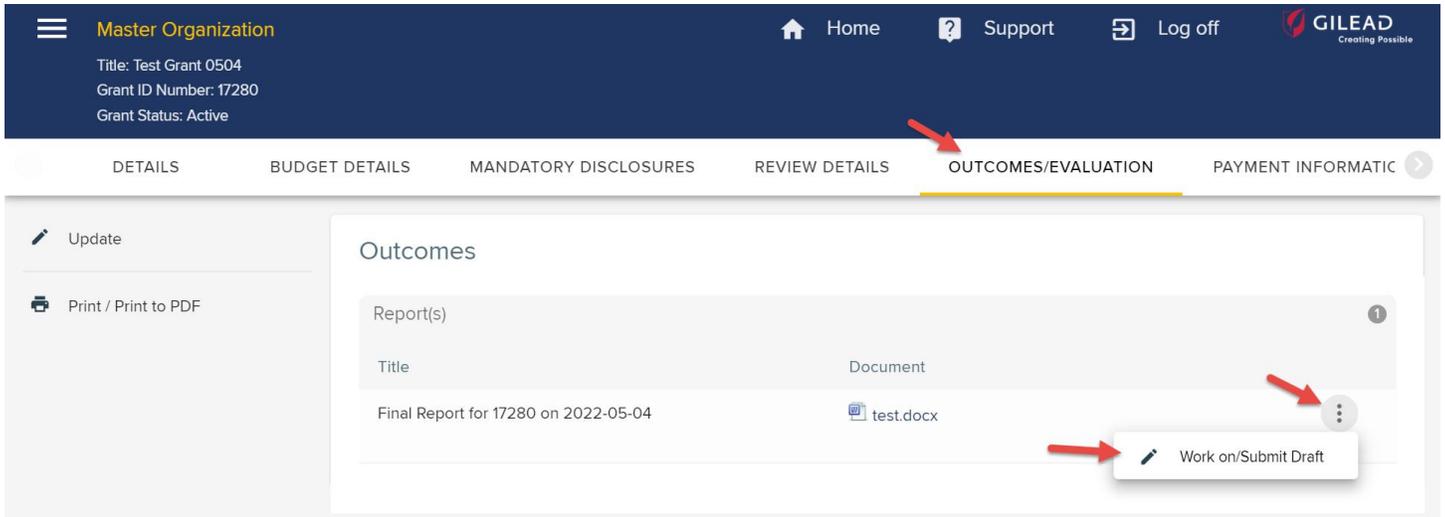
Upon selecting the + button, the New Document window will appear with **Description** and **Document** fields. Enter the description and select a file to upload. To save the document, select **SAVE**. You may add multiple rows by selecting the + button.

The screenshot shows a 'New Document' window with a dark blue header containing a back arrow and the text 'New Document'. Below the header, the word 'Details' is displayed. There are two main input fields: 'Description\*' and 'Document\*'. The 'Description\*' field is empty and has a red arrow pointing to it. The 'Document\*' field contains a dark blue button with a white cloud icon and the text 'SELECT FILE...', with a red arrow pointing to it. At the bottom of the form, a red error bar contains a warning icon and the text 'You have 2 incomplete fields.'. To the right of the error bar is a grey 'SAVE' button with a red arrow pointing to it.

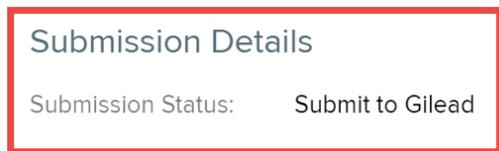
When you have completed all required fields, select **SUBMIT**. You can also **SAVE AS DRAFT** if you are not ready to submit the report.



Upon selecting the **SAVE AS DRAFT** button, you will be redirected back to the homepage. If the report was saved as a draft, the Report will be located under the **OUTCOMES/EVALUATION** tab on the grant record. Click the **three-dot** button next to the report and select **Update**.

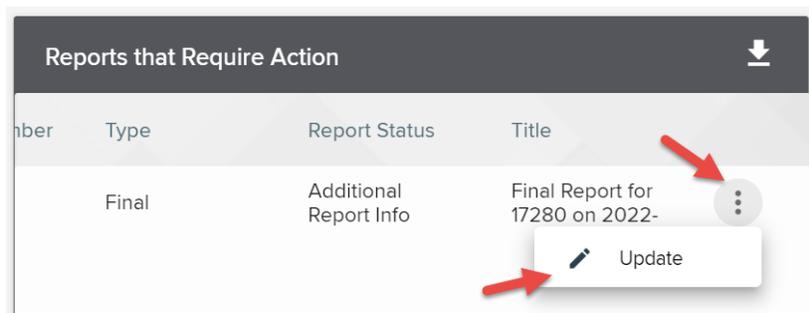


If the report has been submitted, an email will be sent from Gilead confirming receipt of your report. The status of the report will be **Submitted**. You will not be able to edit your report again.

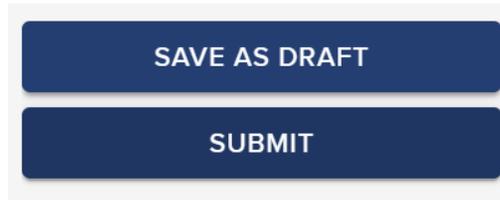


### Reports that Require Action

Upon submission of your report, you may be asked to submit additional information by an email and the email will include the specific additional information requested by Gilead. You will have to log in to the portal and find your grant from your homepage, the report will show in the section of **Reports that Require Action**. Click the **three-dot** button next to your grant and select **Update**.



The system will take you to the **Update Report** page. The information you had previously entered will be displayed and the fields will be editable. Based on the email that you have received, update the report accordingly. Upon completion of all the requested and required fields, select **SUBMIT**. You can also select the **SAVE AS DRAFT** option. Upon selection of SAVE AS DRAFT, you will be returned to your homepage.

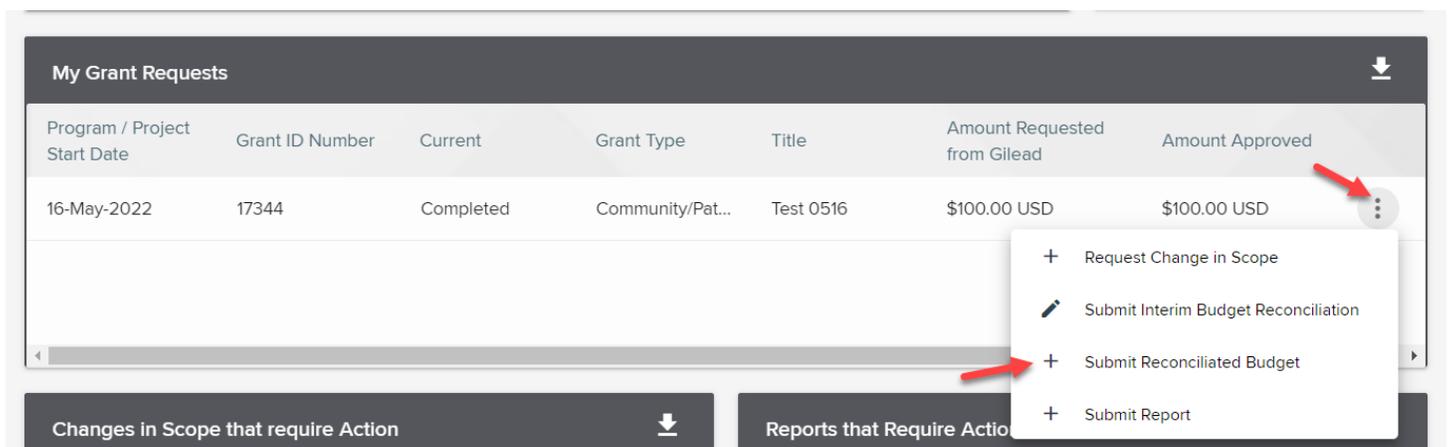


### Submitting a Budget Reconciliation

If you receive a request from Gilead to reconcile your **Line Item Budget** for your grant, an email will be sent to you. The system will guide you through the required fields to complete your Budget Reconciliation. There are two kinds of Budget Reconciliation requested from Gilead: One is **Interim Budget Reconciliation**; the other is **Reconciliated Budget**.

The format of these two kinds of reconciliation is the same, but the Interim Budget Reconciliation is requested after the activity is completed, and the Reconciliated Budget is supposed to be submitted as a final budget reconciliation within one month after the activity has been completed. Below we will demonstrate how to submit Reconciliated Budget only.

On your homepage, under **My Grant Requests** the Grant Status will display as **Completed**. Click on the **three-dot** button and then select **+ Submit Reconciliated Budget**.

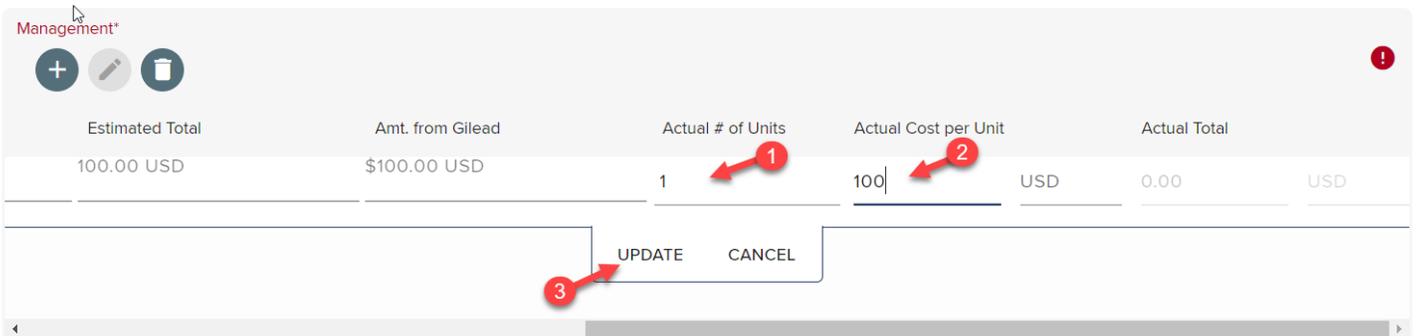


The **Update** page will display. Each **Line Item Budget** has a value you entered previously. Click the **row** of each line item and select the **pencil** icon. Scroll the bar at the bottom of the spreadsheet to the right.

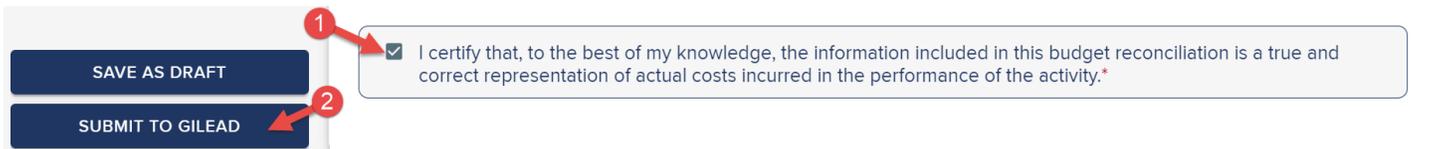


Fill in two required fields for each line item: **Actual # of Units** and **Actual Cost per Unit**. Click on the **UPDATE** button to save the entry. If no expenses are spent for a line item, you still need to enter 0 (zero) and save the entry. This process can be repeated multiple times until all the information is in place.

Line Item Budget



Check off the box next to the certification that the information submitted is a true and correct statement. Then, the **SUBMIT TO GILEAD** button will be available. Click the button when you are ready to submit the budget reconciliation back to Gilead.



## Print to PDF/Create PDF file of Grant

The Print / Print to PDF button from the left allows you to download the grant into a PDF format.

Test Master Organization

Title: Test 0516  
Grant ID Number: 17344  
Grant Status: Activity Complete

DETAILS BUDGET DETAILS MANDATORY DISCLOSURES REVIEW DETAILS

Update

Print / Print to PDF

Applying Organization Information

Applicant Name: Test, America  
Institution/ Department/ Group: Test Institution  
Department/ Group:

The **Print Preview** page will display all grant details. All check boxes will be pre-filled. Uncheck the box next to the information you don't need on your PDF to Print. The right side will display the information selected for your review. After selecting **Sections and Fields to Include** in your PDF file, click **PRINT**.

Print Preview

To print this page, click the print button below.

Fit to Page Width

Sections and Fields to Include

- Details
- Applying Organization Information
  - Applicant Name
  - Institution/ Department/ Group
  - City
  - State
  - Country
  - Region

CANCEL

PRINT

Test Master Organization

Title: Test 0516  
Grant ID Number: 17344  
Grant Status: Activity Complete

Details

Applying Organization Information

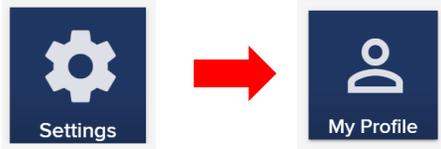
Applicant Name: Test, America  
Institution/ Department/ Group: Test Institution  
City: Pomona  
State: California  
Country: United States  
Region: North America  
Organization Classification: Charitable Organization (Non-Healthcare)  
Tax Status: Not For Profit or Other  
Tax ID Number: 051620221  
Year of Inception: 1985

W-9

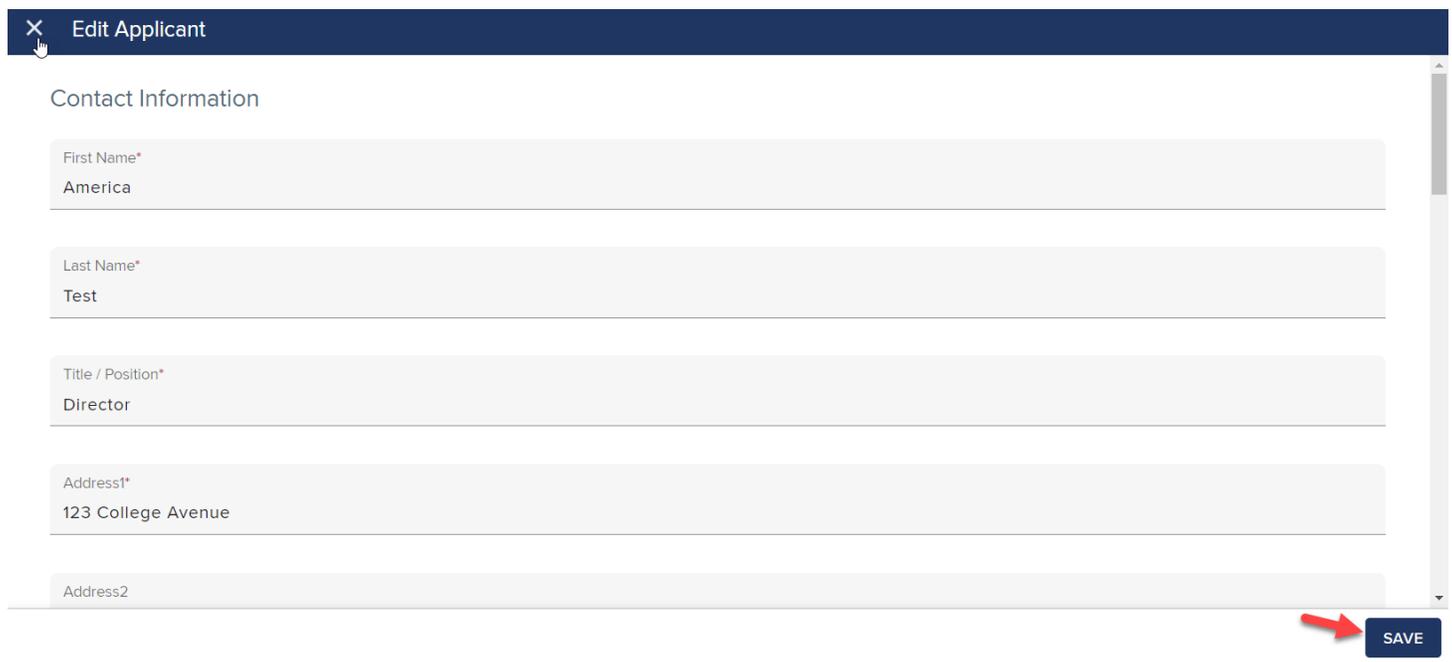
Title: W-9 for Marin Brain Injury Network dba Schurig Center for Brain Injury Recovery - 10/18/2017  
W-9: MBIN Schurig Center W9 Taxpayer ID Number.pdf

## My Profile

From the homepage click **Settings** and then **My Profile** to display the **Edit Applicant** page which includes information for the logged-in user.

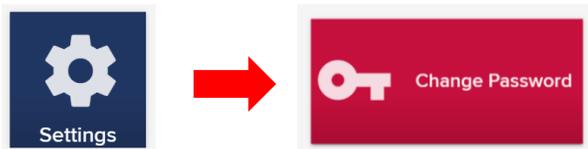


The user can update their contact information and language preference by making the necessary changes and selecting **SAVE** at the bottom right corner.

A screenshot of a web application interface. At the top is a dark blue header with a white 'X' icon and the text "Edit Applicant". Below the header is a section titled "Contact Information". It contains five text input fields: "First Name\*" with the value "America", "Last Name\*" with the value "Test", "Title / Position\*" with the value "Director", "Address\*" with the value "123 College Avenue", and "Address2" which is empty. At the bottom right of the form area is a blue button with the text "SAVE" in white. A red arrow points to this button.

## Change Password

To change your password, select the **Settings** and select **Change Password** tiles. The **Change Password** page will appear, fill in the **Password** and **Password (Confirm)** fields.



**Please note:** Your password must contain at least **8** characters and include at least one uppercase character, one lowercase character, one number and one symbol. The new password may not be the same as any of the previous 10 passwords. Click **SAVE** when done.

## Change Password

Your password must contain at least 8 characters and include at least one uppercase character, one lowercase character, one number and one symbol. The new password may not be the same as any of the previous 10 passwords.

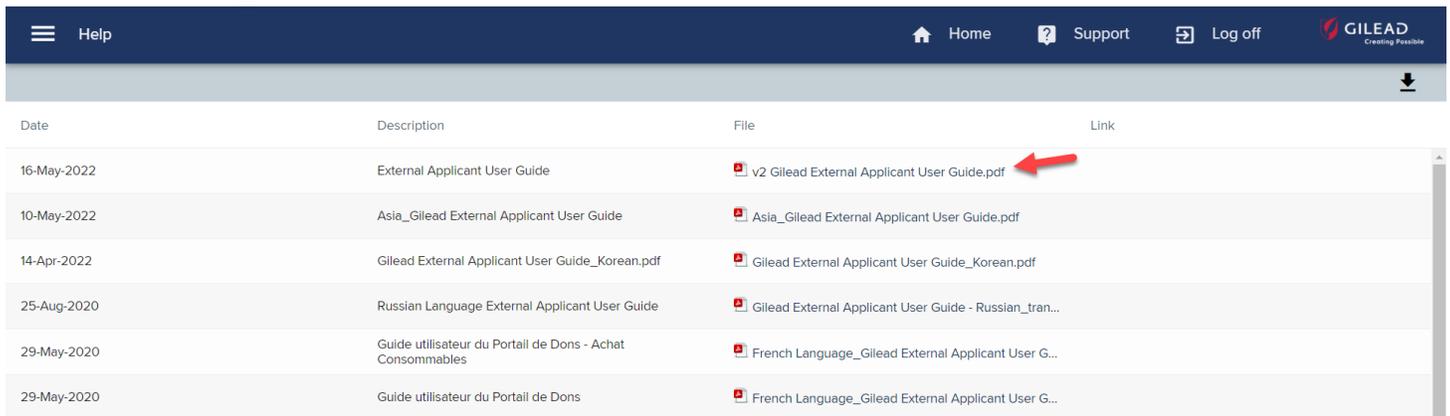
CANCEL SAVE

## User Guides and Support

To locate this External Applicant User Guide and other helpful resources, click on the **Help** tile from your homepage.

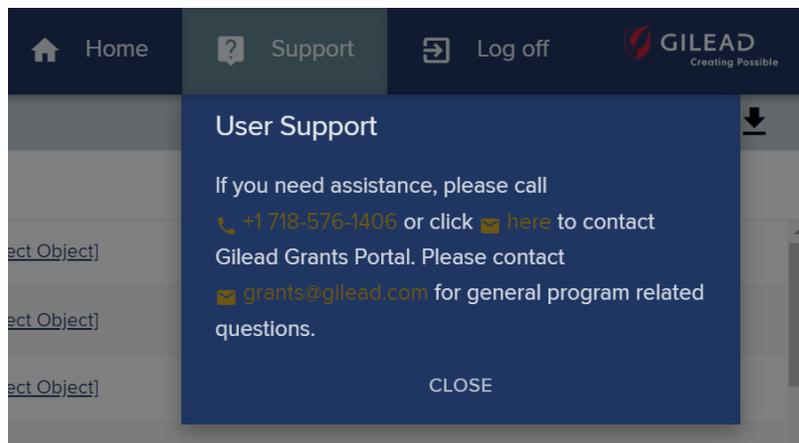


You will see this User Guide listed. Click on the file name to download the PDF.



Date	Description	File	Link
16-May-2022	External Applicant User Guide	 v2 Gilead External Applicant User Guide.pdf	
10-May-2022	Asia_Gilead External Applicant User Guide	 Asia_Gilead External Applicant User Guide.pdf	
14-Apr-2022	Gilead External Applicant User Guide_Korean.pdf	 Gilead External Applicant User Guide_Korean.pdf	
25-Aug-2020	Russian Language External Applicant User Guide	 Gilead External Applicant User Guide - Russian_tran...	
29-May-2020	Guide utilisateur du Portail de Dons - Achat Consommables	 French Language_Gilead External Applicant User G...	
29-May-2020	Guide utilisateur du Portail de Dons	 French Language_Gilead External Applicant User G...	

Additionally, the technical support phone number and email address can be found by clicking the **Support** button on the top right of the page. Click the **envelope** icon to find our support email address ([gilead@steeprocks.com](mailto:gilead@steeprocks.com)). For general program related inquiries, please email to [grants@gilead.com](mailto:grants@gilead.com).



## Browser Settings

Pop-up windows must be allowed for certain features on the site to work.

1. Open **Microsoft Edge**.
2. Click the **ellipsis** icon (...) in the upper right corner of your web browser, and then click **Settings** and click **Cookies and site permissions** from the left menu.
3. Scroll down to **Pop-ups and redirects** from the right of the browsing page.
4. Select **Add** next to the **Allow** option.
5. A new window **Add a site** will appear.
6. Type in **https://acadia-grants.steeprocks.com/** in the **site** field.
7. Select the **Add** button.

1. Open **Firefox**.
2. Select the  button to open application menu.
3. Go to **Privacy & Security** from the left menu.
4. Scroll down to the section of **Permissions**.
5. Click the **Exceptions** button next to **Block pop-up windows**.
6. Type **https://acadia-grants.steeprocks.com/** in the **Address of website** field.
7. Click **Allow**.
8. Click **Save Changes**.

1. Open **Chrome**.
2. Select the **Chrome** menu  button on the top right corner.
3. Select **Settings**.
4. Select **Privacy & Security** from the left menu.
5. Click **Site Settings**.
6. Select **Pop-ups and redirects**.
7. Select **Add** next to the **Allowed to send pop-ups and use redirects** option.
8. A new window **Add a site** will appear.
9. Type in **https://acadia-grants.steeprocks.com/** in the **Site** field.
10. Select the **Add** button.

1. Open **Safari**.
2. Select the **'Safari'** tab.
3. Select **'Preferences'** and **'Security.'**
4. In the pop-up window that opens, click the **Security** icon along the top.
5. Make sure the **"Block pop-up windows"** selection is not checked. Close the Security pop-up window.