How to Guide
UK & Ireland Fellowship Programme

This How to Guide will assist with basic navigation and frequently used features within the online Gilead Contribution Portal for fellowship grant applicants. This guide provides useful tips for fellowship applicants when using the portal for submission and supplements the Guidance for Applicants document with information; it is located in the 'Useful Documents' page on the Gilead Giving website. This guide is based on frequently asked questions received from fellowship applicants during previous fellowship programmes. Please note that **this document should only be used when applying for a fellowship programme** and **should not be used** when applying to other types of applications such as grant applications or investigator sponsored research (ISR).

Registration process

- The 2019 fellowship applications should be made using an account set up within 2019.

  o Existing accounts from the 2018 or earlier fellowship programmes can no longer be used when submitting your project for this year's fellowship. Please create a new account when applying to the 2019 fellowship programmes.

- The 'Tax status' field should be 'not for profit or other'. Gilead is unable to provide grant support to 'for-profit' organisations.

Application process

- Select 'Medical/Scientific' as the 'Grant type'.

- Select 'Fellowships/Scholarships' as the 'Programme Type'.

- Attach the completed 'Supplementary Questionnaire' as a supporting document for your application. This is mandatory for your application to be considered. You can download the 'Supplementary Questionnaire' from the useful documents page of the Gilead Giving website.

- Attach a letter of support on letterheaded paper from one of the following who are in a position to support your application:

  o Your local healthcare organisation (e.g NHS Trust)
  o Your local Operational Delivery Network
  o Your local Primary Care Organsiation (PCO)
  o Your local Clinical Commissioning Group (CCG)
  o Your local Health Board
  o Your local Health Office

- When completing the 'Line item budget' section, if you are not sure which line item to select from the drop down list, you can select 'Other Fees: (please specify)' and then describe the line item in the Description/Unit section.

- To ensure consistency and clarity, the 'Amount requested from Gilead' should be the same in the 'Summary' section as in the 'Line item budget' section of the application.

- To ensure consistency and clarity, the 'Total project budget' should be the same in the 'Summary' section as in the 'Line item budget' section of the application.

- Please respond yes to the question 'will individuals/entities receive transfers of value for this event/program/project that are reportable under regulatory requirements' in the budget details section of the application. If your application for a grant is successful, the payment of a grant would result in the applicant individuals/entities receiving a transfer of value. We require the applicant to respond yes in order for Gilead to record that the recipient of the grant has received a transfer of value so that the same can be processed and disclosed by Gilead. Further information about what information shall be disclosed can be found in the Guidance for Applicants located in the 'Useful Documents' page on the Gilead Giving website

- After submission, if you would like to create a PDF of your application using the portal, you can select *Print/Print to PDF* on the left of your screen which allows you to download the grant in PDF format. The *Print Preview* page will display all Grant Details. On the left of the screen, there are editable checkboxes allowing you to select only the Sections and Fields you wish to include in your Save to PDF file or Print of the Grant. Please refer to page 51 of the Gilead Giving Guidance for Applicants for more details.

Further information on the registration and application process is available on the Guidance for Applicants located in the 'Useful Documents' page on the Gilead Giving website. Please note that the 'Gilead Giving Guidance document' is a general guide to be used by all applicants regardless of the type of the grant application submitted.

If you have any other questions regarding the grants process that are not covered in this section, please send them to gileadfellowship@ch-iscience.co.uk.

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www.gileadgiving.co.uk.

Gilead Sciences is a research-based biopharmaceutical company that discovers, develops and commercialises innovative medicines in areas of unmet need for life threatening diseases

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