



Submitting Interim Reports

If you receive a request from Gilead to file an interim report on 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 Interim Report. From the Homepage, under **My Grant Requests**, click the **More Options** icon and select **+ Submit Report** from the list.

The screenshot shows the Gilead Corporate Giving Portal homepage. The header includes a welcome message for Janet, navigation links (Home, Support, Log off), and the Gilead logo. The main content area features a 'Welcome Janet' message, a 'New Grant Request' button, and a 'Giving Stories' button. Below this is a 'My Grant Requests' table with columns for Program / Project Start Date, Grant ID Number, Current status, Grant Type, Title, Amount Requested from Gilead, and Amount Approved. The table lists three grant requests. The first request is highlighted, and a dropdown menu is shown with the option '+ Submit Report' selected. A red arrow points to the 'Submit Report' option.

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
18/2021		Active	Community/Pat...		\$200,000.00 USD	\$175,000.00 USD
14/2020		Closed	Sponsorship		\$50,000.00 USD	
01/2019		Closed	Community/Pat...		\$300,000.00 USD	\$225,000.00 USD

This will direct you into your **Add Report** page. Select **Interim** from the **Type** dropdown.

The screenshot shows the 'Add Report' page. The header includes a back arrow, 'Add Report' text, navigation links (Home, Support, Log off), and the Gilead logo. The main content area features a 'Details' section with a 'Type*' dropdown menu. The dropdown menu is open, showing three options: 'Interim', 'Final', and 'Disclosure Report'. The 'Interim' option is selected and highlighted. A red arrow points to the 'Interim' option.




Upon selection of **Interim**, the page will expand to display the required elements which Gilead wishes you to submit.

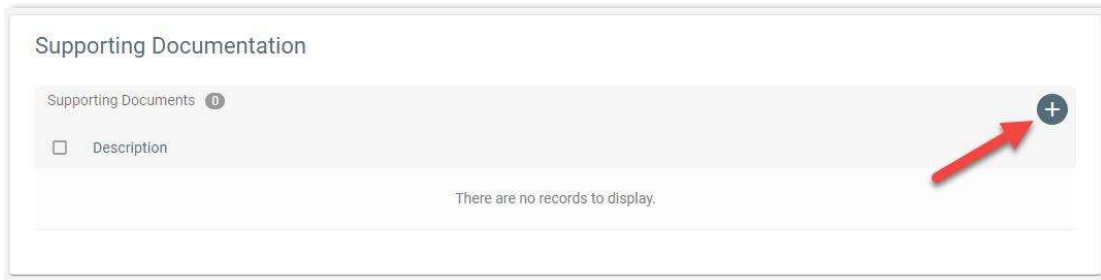
The screenshot shows the 'Add Report' form with the 'Details' section expanded. The 'Type' dropdown menu is set to 'Interim'. The left sidebar shows a progress indicator with 'Details' selected. The top navigation bar includes 'Home', 'Support', and 'Log off' links.

This may vary based on the type of program, the therapeutic or geographical area of focus, amongst other variables.



The screenshot shows the 'Add Report' form with the 'Progress Report Information', 'Budget', and 'Supporting Documentation' sections expanded. The 'To' field in 'Progress Report Information' is marked as required. The 'Budget' section contains two required fields: 'Since Gilead awarded the grant, has your organization sought or secured additional grant funding for the on-going maintenance of this project?*' and 'Current Budget Status*'. The 'Supporting Documentation' section shows a table with a 'Description' column, which is highlighted by a red arrow. The bottom of the form includes 'SAVE AS DRAFT' and 'SUBMIT' buttons, and a warning message: 'You have 10 incomplete fields.'

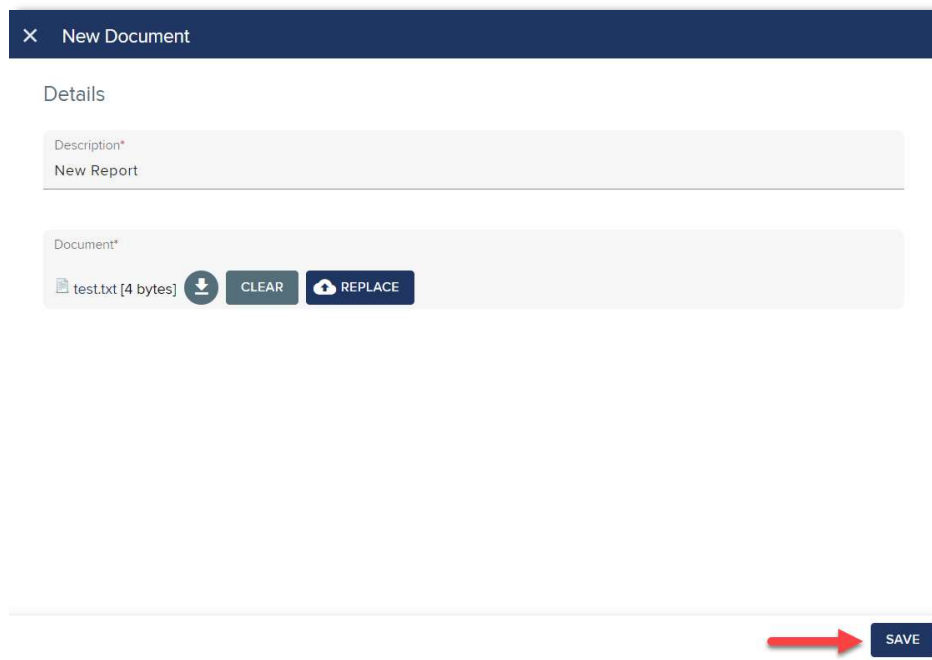


At the bottom of the page, within the **Supporting Documentation** section, you are able to include any additional materials you feel are relevant to share with Gilead. To attach a document, select the  button.



The image shows a 'Supporting Documentation' section. It has a header 'Supporting Documentation' and a sub-header 'Supporting Documents' with a plus icon. Below this is a table with one row: a checkbox, the text 'Description', and a plus icon. A red arrow points to the plus icon. Below the table is the text 'There are no records to display.'

Upon selecting the  button, the New Document window will appear with **Description** and **Document** fields. Enter the corresponding information and select a file to upload. You may add multiple rows by selecting the  button. To save each new row, select **SAVE**.



The image shows a 'New Document' window. It has a header 'New Document' with a close button. Below this is a 'Details' section. The 'Description*' field contains the text 'New Report'. The 'Document*' field shows a file 'test.txt [4 bytes]' with a download icon, a 'CLEAR' button, and a 'REPLACE' button. At the bottom right, there is a red arrow pointing to a 'SAVE' button.

Complete all of the required fields in this **Final Report**. When you have completed all required fields, select **SUBMIT**. You can also **SAVE AS DRAFT** if you are not ready to submit the Final Report.



The image shows two buttons: 'SAVE AS DRAFT' and 'SUBMIT TO GILEAD'.

Upon selecting the **SUBMIT** or **SAVE AS DRAFT** button, you will be redirected back to the Homepage. If the Report was Submitted, an email confirmation will be sent from Gilead confirming receipt of your Interim Report.



If the Report was Saved as a Draft, the Report will be located under the **Reports that Require Action** window on the Homepage. The Report will remain in **Draft** status until it is submitted to Gilead. Once submitted, the report will be removed from the **Reports that Require Action** window.

Once the Interim Report has been submitted, the report will not be marked as received until a grant manager reviews the submission and lists it as received in the Portal.

Submitting Final Reports

If you receive a request from Gilead to file a Final Report on 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 Final Report. From the Homepage, under **My Grant Requests**, select **+ Submit Report** from the **More** options icon.

The screenshot shows the Gilead Corporate Giving Portal homepage. The header includes a welcome message for Janet, navigation links (Home, Support, Log off), and the Gilead logo. The main content area features a welcome message, a 'New Grant Request' button, and a 'Giving Stories' button. Below this is a 'My Grant Requests' table with columns for Program / Project Start Date, Grant ID Number, Current status, Grant Type, Title, Amount Requested from Gilead, and Amount Approved. A dropdown menu is open for the first row, showing options: '+ Request Change in Scope' and '+ Submit Report'. A red arrow points to the 'Submit Report' option.

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
18/2021		Active	Community/Pat...		\$200,000.00 USD	\$175,000.00 USD
14/2020		Closed	Sponsorship		\$50,000.00 USD	
01/2019		Closed	Community/Pat...		\$300,000.00 USD	\$225,000.00 USD

This will direct you into your **Add Report** page. Select **Final** from the **Type** dropdown.

The screenshot shows the 'Add Report' page. The header includes navigation links (Home, Support, Log off) and the Gilead logo. The main content area has a 'Details' section with a 'Type*' dropdown menu. The dropdown menu is open, showing options: 'Interim', 'Final', and 'Disclosure Report'. A red arrow points to the 'Final' option.



Upon selection of **Final**, the page will expand to display

Complete all of the required fields in this **Final Report**. When you have completed all required fields, select **SUBMIT**. You can also **SAVE AS DRAFT** if you are not ready to submit the Final Report.

Upon selecting the **SUBMIT** or **SAVE AS DRAFT** button, you will be redirected back to the Homepage. If the Report was Submitted, an email confirmation will be sent from Gilead confirming receipt of your Final Report.



If the Report was Saved as a Draft, the Report will be located under the **Reports that Require Action** window on the Homepage. The Report will remain in **Draft** status until it is submitted to Gilead. Once submitted, the report will be removed from the **Reports that Require Action** window.

Welcome, Janet

HomeSupportLog offGILEAD
Creating Possible

Welcome Janet,

The Gilead Corporate Giving Portal is designed to streamline the request submission process and its intent is to make submitting your proposal as easy as possible. Gilead will consider supporting programs that are independently developed and conducted by a qualified third party. All programs must be objective, fair and balanced, and scientifically rigorous. Gilead will not exercise any control over the selection of content, faculty, speakers, educational methods, materials or venue for third party educational grants.

For program questions not answered by viewing the Gilead website, please contact the relevant Gilead team by emailing either: grants@gilead.com or imed@gilead.com. Gilead will respond at their earliest opportunity.

New Grant Request

Giving Stories

My Grant Requests

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
09/23/2021		Active	Sponsorship		\$50,000.00 USD	\$50,000.00 USD
01/18/2021		Active	Community/Pat...		\$200,000.00 USD	\$175,000.00 USD
05/11/2020		Closed	Sponsorship		\$50,000.00 USD	\$50,000.00 USD

Changes in Scope that require Action

Date of Submission	Grant ID Number	Additional Information Requested	Status
There are no records to display.			


Reports that Require Action

Report Date	Grant ID Number	Type	Report Status
01/15/2021		Final	Draft

Once the Final Report has been submitted, the report will not be marked as received until a grant manager reviews the submission and lists it as received in the Portal.

Responding to Questions on Interim and Final Reports

Upon submission of your Interim or Final Report, you may receive a request from the Gilead Grants Manager asking for additional information. The notification will be sent via email and will detail any questions requested by Gilead on your submitted Interim or Final Report.

You will find the Grant, which has report follow-up questions for you to address, located on the Homepage in the **Reports that Require Action** table. Click on the **More Options** icon  and the **Update** button will display. Click on the **Update** button.

Reports that Require Action				
Number	Type	Report Status	Title	
	Interim	Draft	Interim Report for 823 on	
	Interim	Additional Report Info	Interim Report for 823 on	
				 Update

The system will take you to the Update Report page. The information you had previously entered will be displayed and the text will be editable. Based on the email that you have received, update the report as necessary. Upon completion of all the requested and required fields, select **SUBMIT** at the bottom of the screen. You can also select the **SAVE DRAFT** option.

SAVE AS DRAFT

SUBMIT TO GILEAD

Upon selection of **SAVE DRAFT**, you will be returned to your Homepage. The Grant will remain on the **Reports that Require Action** table until submitted to Gilead.



Submitting a Budget Reconciliation

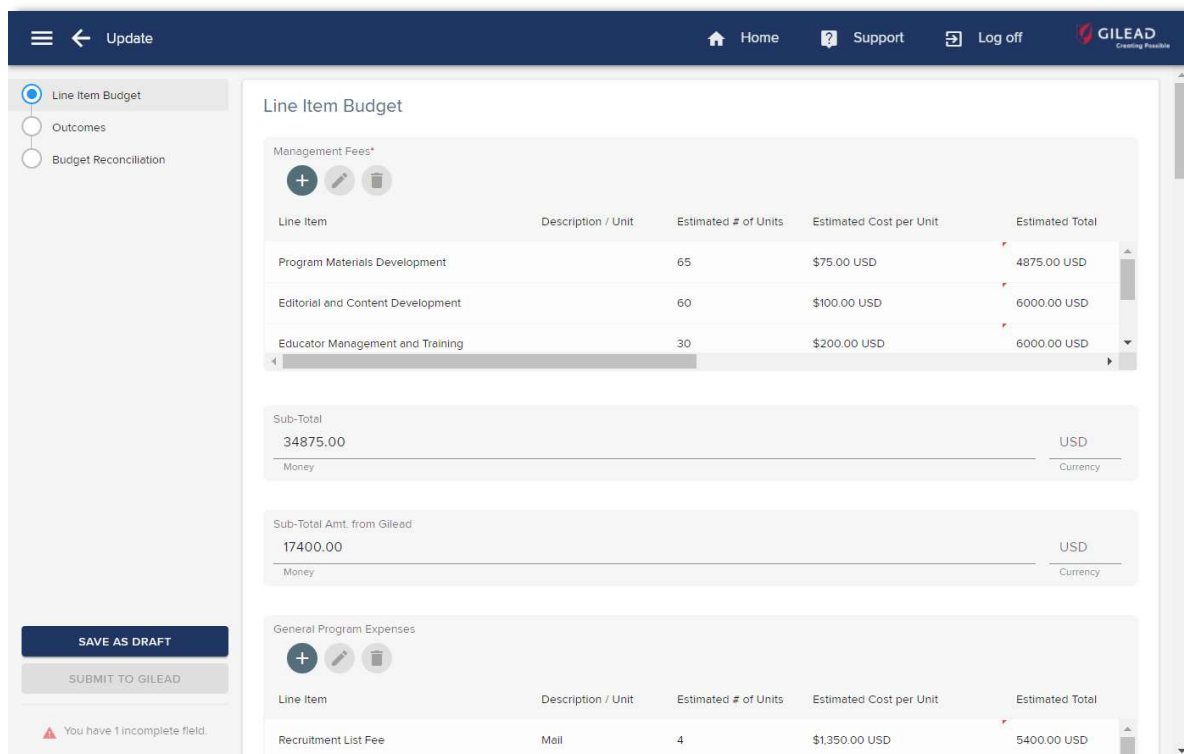
If you receive a request from Gilead to reconcile your line item budget on your grant request, an email will be sent to your registered email address. The system will guide you through the required fields to complete your Budget Reconciliation.

On your Homepage, under **My Grant Requests**, the Grant Status will display as **Reporting Due**. Click on the **More Options** icon and then click on the **+ Submit Reconciliated Budget** option.



Program/Project Start Date	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved	
10/21/2018	Reporting Overdue	Medical/Scientific	HIV Research	\$50,000.00 USD	\$50,000.00 USD	⋮
10/21/2018	Reporting Due	Sponsorship	HIV Research	\$100,000.00 USD		+ Request Change in Scope + Submit Reconciliated Budget + Submit Report

The Update page will display. Each **Line Item** that you had previously entered a value into will be displayed. For each **Line Item** that previously had an entered amount for your supported Budget, the amount initially entered will display. It will be necessary to confirm an **Actual Total**.



Update

Line Item Budget

Management Fees*

Line Item	Description / Unit	Estimated # of Units	Estimated Cost per Unit	Estimated Total
Program Materials Development		65	\$75.00 USD	4875.00 USD
Editorial and Content Development		60	\$100.00 USD	6000.00 USD
Educator Management and Training		30	\$200.00 USD	6000.00 USD

Sub-Total
34875.00 USD

Sub-Total Amt. from Gilead
17400.00 USD

General Program Expenses

Line Item	Description / Unit	Estimated # of Units	Estimated Cost per Unit	Estimated Total
Recruitment List Fee	Mail	4	\$1,350.00 USD	5400.00 USD

SAVE AS DRAFT

SUBMIT TO GILEAD

You have 1 incomplete field.



For a Line Item that has an entry, select the Row and then click the **Pencil Icon**. The Row will open up two entry fields, **Actual # of Units** and **Actual Cost per Unit**. Make sure to scroll the table field to the right if these fields are not immediately visible. Enter the actual values that applied to your grant. This will need to occur for each line with an entry.

After completing your entry of **Actual # of Units** and **Actual Cost per Unit**, click on the **Update** button. Upon selecting **Update**, the **Actual Total** will recalculate and display the value.

The screenshot shows a table with columns: Budgeted Total, Amt. from Gilead, Actual # of Units, Actual Cost per Unit, and Actual Total. The first row shows 00 USD, \$2,719.00 USD, and 0.00 USD. The second row shows 1.00 USD, \$18,181.00 USD, and a dash. A red arrow points to the pencil icon in the first row. Another red arrow points to the 'UPDATE' button in the second row. A third red arrow points to the 'Actual Total' column header.

Additional information to support your Budget Reconciliation may be submitted by using the **Supporting Document(s)** field. Your supporting budget documents can be added by selecting the + icon next to **Supporting Document(s)**.

The screenshot shows a field labeled 'Supporting Document(s)' with a plus icon to its right. A red arrow points to the plus icon.

The **New Document** page will open. Enter your document title in the **Description** field. Next, click **SELECT FILE** in the **Document** field. This will allow you to upload your supporting Budget Documents.

The screenshot shows the 'New Document' page. It has a 'Description*' field and a 'Document*' field. The 'Document*' field has a 'SELECT FILE...' button. A red arrow points to the 'SELECT FILE...' button. At the bottom, there is a red bar with the text 'You have 2 incomplete fields.' and a 'SAVE' button.




This process can be repeated multiple times until all supporting documents are uploaded. Upon completion, select the Save button on the bottom right. This will direct you back to the **Budget Reconciliation** page. Once you have completed the required Budget Reconciliation page and submitted (uploaded) any supporting documents, you will need to certify the information submitted is a true and correct representation. To complete this, click on the **box** to the left of the certification statement.

☐ I certify that, to the best of my knowledge, the information included in this budget reconciliation is a true and correct representation of actual costs incurred in the performance of the activity.*

At this time, the **SUBMIT TO GILEAD** button will become active. Click this button to Submit your Budget Reconciliation to Gilead.

Once the Budget Reconciliation has been submitted, it will not be marked as received until a grant manager reviews the submission and lists it as received in the Portal.

Submitting Disclosure Reports

If you receive a request from Gilead to submit a Disclosure 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 submit your Disclosure Report spreadsheet which you would have received with your Grant Agreement from Gilead. From the Homepage, under **My Grant Requests**, select **+ Submit Report** from the More options icon .

Welcome Janet,
The Gilead Corporate Giving Portal is designed to streamline the request submission process and its intent is to make submitting your proposal as easy as possible. Gilead will consider supporting programs that are independently developed and conducted by a qualified third party. All programs must be objective, fair and balanced, and scientifically rigorous. Gilead will not exercise any control over the selection of content, faculty, speakers, educational methods, materials or venue for third party educational grants.
For program questions not answered by viewing the Gilead website, please contact the relevant Gilead team by emailing either: grants@gilead.com or imed@gilead.com. Gilead will respond at their earliest opportunity.

My Grant Requests

Program / Project Start Date	Grant ID Number	Current	Grant Type	Title	Amount Requested from Gilead	Amount Approved
1/18/2021		Active	Community/Pet...		\$200,000.00 USD	\$175,000.00 USD
1/14/2020		Closed	Sponsorship		\$50,000.00 USD	
1/01/2019		Closed	Community/Pet...		\$300,000.00 USD	\$225,000.00 USD

Buttons: New Grant Request, Giving Stories, + Request Change in Scope, + Submit Report



This will direct you to your **Add Report** page. Select **Disclosure Report** from the **Type** dropdown.

The screenshot shows the 'Add Report' page with a dark blue header containing navigation links: Home, Support, Log off, and the Gilead logo. The main content area has a sidebar with 'Details' selected. The 'Details' section contains a 'Type*' dropdown menu. The dropdown is open, showing three options: 'Interim', 'Final', and 'Disclosure Report'. The 'Disclosure Report' option is highlighted with a red border.

Upon selection of **Disclosure Report**, you will have the ability to upload your completed **Disclosure Report File**. When you have uploaded the **Disclosure Report**, select **SUBMIT** at the bottom left of the page. You can also save your **Disclosure Report** as a Draft.

The screenshot shows the 'Add Report' page after selecting 'Disclosure Report'. The 'Type*' dropdown now displays 'Disclosure Report'. Below it is a file upload section labeled 'Disclosure Report File*'. It shows a file named 'test.txt [4 bytes]' with a download icon, a 'CLEAR' button, and a 'REPLACE' button. At the bottom left of the page, there are two buttons: 'SAVE AS DRAFT' and 'SUBMIT'.

Upon selecting the **SUBMIT** button, you will be redirected back to the **Homepage**. Email confirmation will be sent from Gilead confirming receipt of your Disclosure Report.

Once the Disclosure Report has been submitted, the report will not be marked as received until a grant manager reviews the submission and lists it as received in the Portal.