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**.**

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

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

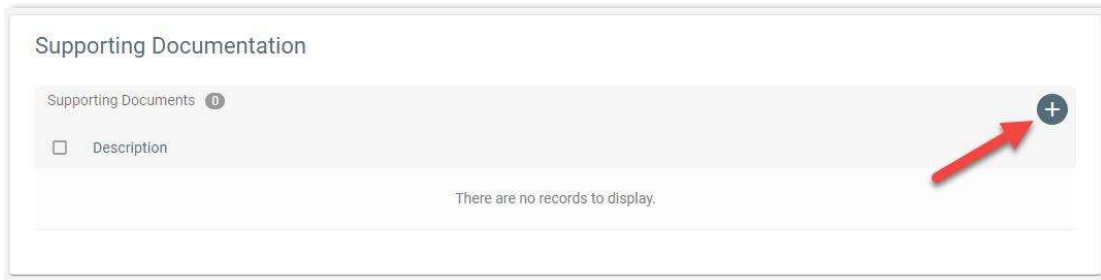This may vary based on the type of program, the therapeutic or geographical area of focus, amongst other variables.

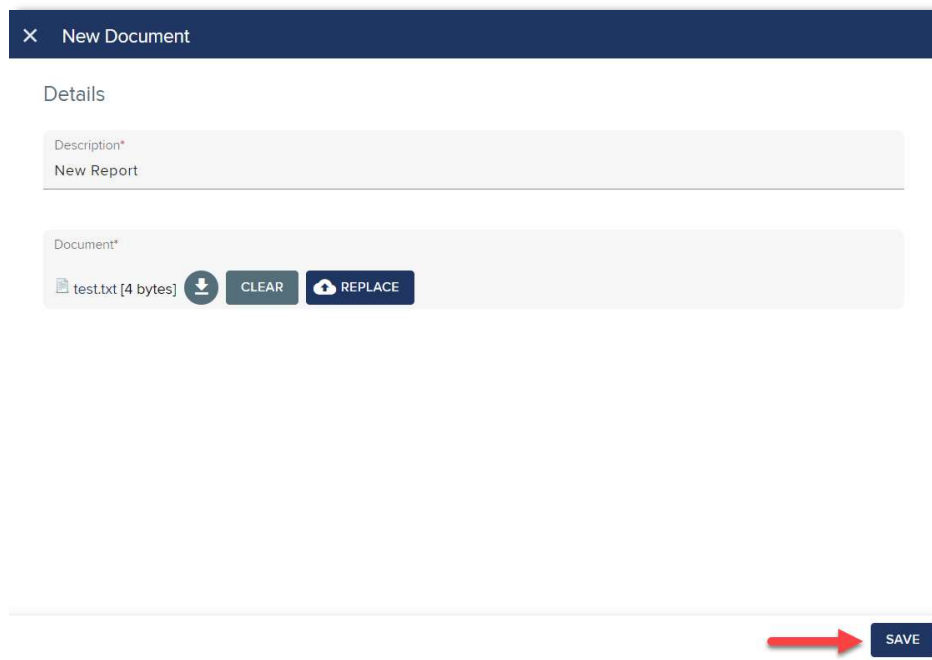At the bottom of the page, within the **Supporting Documentation** section, you are able to include any additional materials you feel are relevant to share with Gilead. To attach a document, select the ⊕ button.

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**.

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 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.

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

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.

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.

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.

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.
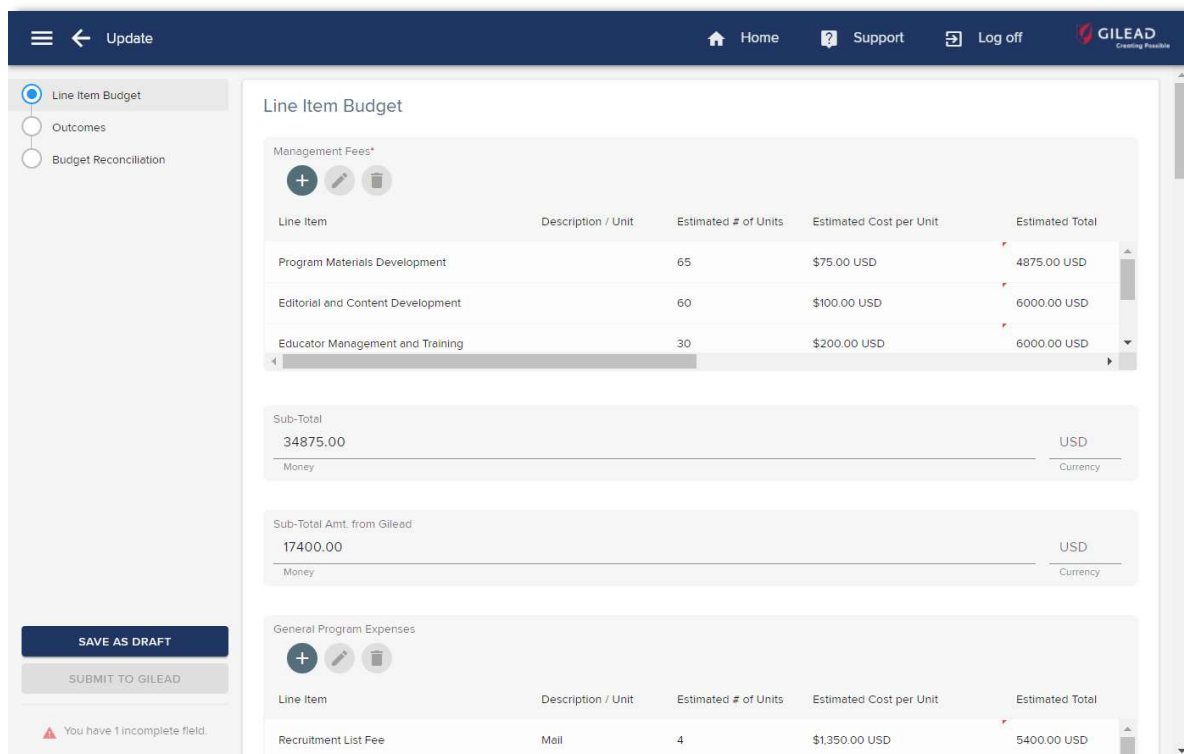
Submitting a Budget Reconciliation

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.

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**.

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.

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 **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.

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 ⋮.

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

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.

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.