

## Medical, Fellowship, Journal Club and Rounds Grants Program FAQs

Through the Medical, Fellowship, Journal Clubs and Rounds Grants program, Gilead supports healthcare-focused organizations to develop innovative, high-impact projects that deliver measurable benefits to patients, healthcare providers and communities impacted by Gilead’s therapeutic areas of expertise.

Gilead supports many organizations and projects via the Gilead Canada Medical, Fellowship, Journal Club and Rounds Grants program, but we receive more grant requests than we can fund. Applying for a grant is not a guarantee of funding.

Medical, fellowship, journal club and rounds grants are separate from the company’s commercial activities; sales and marketing personnel are not involved in grant decisions or in the grants process. Grants are not connected to, or conditioned upon, purchasing, prescribing, recommending, or otherwise supporting Gilead products. The Gilead Medical, Fellowship, Journal Club and Rounds Grants Program is a competitive medical grants program funded by Gilead Sciences Canada, Inc.

This document is intended to answer some common questions regarding the Gilead Medical, Fellowship, Journal Club and Rounds Grants program. If you do not find an answer to your question here, please email our support team at [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

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### About the Gilead Canada Medical, Fellowship, Journal Club and Rounds Grants Program

**1. What is the aim of the Gilead Medical, Fellowship, Journal Club and Rounds Grants Program?**

The aim of the Gilead Medical, Fellowship, Journal Club and Rounds Grants program is to support healthcare-focused organizations to develop innovative, high-impact projects that deliver measurable benefits to patients, healthcare providers and communities impacted by Gilead’s therapeutic areas of expertise.

**2. What kinds of projects do the Gilead Medical, Fellowship, Journal Club and Rounds Grants program fund?**

The Gilead Medical, Fellowship, Journal Club and Rounds Grants program provides select funding for projects and initiatives that support local innovation and best practices in caring for people living with HIV, liver disease, and cancers, and aims to advance medical and scientific education programs that expand the knowledge and skills of healthcare professionals. Specific criteria are set for each therapeutic area and applications for grants are reviewed according to these criteria. Successful applicants are expected to communicate interim and final progress reports to Gilead and are encouraged to present or publish project outcomes. Projects that fall outside of the scope, but which will add clinical value, or which investigate an area of unmet need, can also be submitted and will be reviewed on their merit.

**3. When can I apply for a grant?**

Funding requests for fellowships, journal clubs and rounds are accepted throughout the year. Funding requests for HIV, Liver Disease, Oncology & Hematology medical grants will be accepted during two specified intake periods. If your organization or project does not fulfil the criteria for Medical, Fellowship, Journal Club and Rounds Grants program funding, an application may be suitable for our Community Grants Program. Please visit <https://www.gilead.ca/purpose/giving/what-we-fund> for more information on community grants.

**Project Eligibility**

**4. I would like to check the suitability of a project idea for submission to the Gilead Medical, Fellowship, Journal Club and Rounds Grants program. Is it possible to discuss this on the telephone?**

Gilead is unable to provide input on whether or not a specific project will be successful prior to submission. If you have questions regarding the application process, please contact the support team at [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

**5. Is my proposed project suitable for Medical, Fellowship, Journal Club and Rounds Grants program funding from Gilead Canada?**

Gilead Canada can only provide grants for medical projects that are not studies. If your project meets the definition of Investigative Sponsored Research, either interventional or non-interventional, we encourage you to discuss the project with your local Gilead medical representative.

**6. What should I do if the project objectives for my grant request fall outside of the program criteria?**

Gilead is unfortunately unable to support all projects. Projects which fall outside of the scope of the specific program criteria, but which will add clinical value, or which investigate an area of unmet need can still be submitted and will be reviewed on their merit. If you are unsure of the eligibility of your project, we encourage you to contact the support team at [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

**7. Can I apply for 100% of project funding from Gilead?**

Yes, but seeking other sources of funding is highly recommended and is a factor in the evaluation process. Gilead encourages all applicants to apply for grants from a wide range of sources, including other pharmaceutical companies. Co-funding from other sources may be in the form of contributed staff time for project execution, supervision or evaluation. It is important that you clearly outline any other sources of funding on the application form to ensure transparency.

**8. Can I apply for a grant to support a current or ongoing project?**

Yes, so long as the current funding has a defined end date. This should be explained on the application form. Please note, however, that Medical, Fellowship, Journal Club and Rounds Grants program funding is not provided for more than one year at a time, and Gilead cannot provide funding for any work that has already been completed.

**9. Can I apply for funding for a project that has already been carried out?**

No, Gilead cannot provide retrospective funding for any activity that has already been completed.

**10. Can I apply for funding from the program for more than one project?**

Yes, but please note you must submit a separate application for each individual project. Every application will be assessed in line with the specific criteria for the Program and reviewed on individual merit.

**Project Classification Matrix**

Please read through the matrix and select the project classification which aligns most with the application you are submitting. Please note, this is not an exhaustive list of project types that can be funded through

the Gilead Medical, Fellowship, Journal Club and Rounds Grants Program. If you have any further questions, please reach out to [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

<b>Audits</b>	<b>Best practice sharing initiatives</b>
Projects can include the analysis of the quality of medical care, including the procedures used for diagnosis, treatment, care provision, patient profiling and the resulting outcomes. Projects or audits involving Gilead products cannot be funded through this Program.	Projects can include support for updating guidelines focused on identifying and sharing the most effective and efficient ways of working to enhance patient care. The aim of a best practice sharing initiative should be to promote excellence by sharing knowledge and experiences that have led to an improved standard of care provided within an organization.
<b>Community outreach, education and engagement programs</b>	<b>Frameworks to improve monitoring of patient-reported outcome measures</b>
Projects can include those aimed at connecting patients and the broader community to promote health/well-being and involve patients in their own health care. Projects can be designed to build relationships, increase awareness, and encourage active participation in health-related activities.	Projects can include those that review current “patient-reported outcome measures” and determine how best to improve the monitoring of outcomes, to enhance patient’s health and well-being when engaging with an organization and service.
<b>Infrastructure for better diagnosis or detection of disease</b>	<b>Patient support programs and tools</b>
Projects can include the development of pathways or services designed to improve the ability to identify diseases accurately and promptly to enhance overall patient care.	Projects can include programs and tools offered by a service or organization to help patients manage their medical condition(s) and navigate the healthcare system more effectively, to improve the overall patient experience when engaging with healthcare services.
<b>Access to care and patient pathways</b>	<b>Other</b>
Projects can include those aimed at optimizing processes and systems within healthcare that can guide patients through their journey from initial contact with the service/organization to the completion of their treatment and follow-up care.	Should your project fall out of these classifications please contact <a href="mailto:Canada.Grants@gilead.com">Canada.Grants@gilead.com</a> to further discuss the eligibility of your project.

## Application Process

### 11. How do I apply for a Gilead Medical, Fellowship, Journal Club and Rounds Grants Program?

The application process is online only. You will need an account to access the application portal. Your account can be created and accessed via the program webpage [here](#). More detailed instructions on the application process are available in the User Guide [here](#).

### 12. What does my application need to include?

Gilead has one standard application for all organizations. The following information will be required for all applications:

- Organization Contact Information
- Therapeutic Area of Focus
- Total Project Budget and Amount Requested from Gilead
- Project/Event Start and End Dates
- Anticipated Reach (i.e. number of individuals benefited/educated)
- Organization Overview/Description
- Event/Program Description
- Event/Program Objectives

- List of Event/Program Activities
- Expected Outcomes/Impact
- Sustainability Plans
- Detailed Budget – including description and breakdown of costs
- Annual Report or a Tax Document, as applicable

Please check the User Guidance Document for more detailed information on the application process.

To ensure your application is tagged correctly, please select the following option within the “Summary” section of the online application form and ensure you select the programme tag – ‘CA - Medical, Fellowship, Journal Club and Rounds Grants Program’ – in the dropdown options:

Field	Guidance
Therapeutic Area	Select the relevant option
Primary Sub-Therapeutic Area	Select the relevant option
Grant Type	Medical Scientific
Program Type	Select the relevant option
Program Tag	CA - Medical, Fellowship, Journal Club and Rounds Grants Program

**13. Do applications need to include references?**

Appropriate citations should be provided for all statistics, and references should be listed in the application.

**14. What information should I include in the budget?**

Budgets must be fully completed and provide the appropriate level of detail for Gilead to understand clearly how the funds will be spent - if there is not an appropriate level of detail, the grant request will be declined. You should include the overall amount of funding needed for a specific line item and the cost per unit for each line item. We also ask for the applicant to delineate the amount of funding requested from Gilead for each specific line item. Generally, Gilead does not fund the salaries of practicing clinicians. Additional details on staff salaries and a full list of funding exclusions are outlined in the [Grant Making Exclusions](#) section found at the end of this document.

**15. I need to submit my proposal for review at my institution. Is it possible to create a PDF of my application using the website form?**

It is not possible to create a PDF version of your specific application. We recommend that you complete your application under the same headings and then copy the details into the online application form when you are ready to submit.

**16. How much funding can I apply for?**

Please refer to the funding categories and intake periods.

**17. Can I recall an application to make changes?**

If you need to make changes to a submitted application, please email [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

**18. Who can I contact if I need help with the application process?**

You can email the support team at [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).

**19. How will I know if my application is approved or declined?**

All applicants will receive a formal email notification as to whether their application has been approved or declined following the closing date for applications.

### Following Application: Successful Applicants

**20. Will feedback be provided once applications are submitted?**

Once an application is submitted, it will be reviewed for completeness and quality. If, for any reason, further clarity is required to fully evaluate your application, you will receive an email for clarification and, if needed, a request for resubmission. Please note, Gilead representatives cannot comment on the decision process related to specific grant requests.

**21. What can I expect if my application is successful?**

After the review committee approves a medical grant, fellowship, journal club or rounds request, you will receive an email confirming approval. The email will attach a grant contract which applicants will be asked to sign. Gilead should be acknowledged as providing funding to the organization for the approved project or initiative. The contract summarizes the core requirements of the grant award, the funding amount, and the responsibilities of each party. The contract must be fully executed prior to the release of payment and could include additional documents needed to effectively process payment. Successful applicants will be required to engage with members of the Gilead grant team. Some projects will require a mid-term report, and all projects will require a final report that includes details of spend and confirmation of the grant support being spent as agreed.

**22. If an application is successful, when does the work for the project have to be completed?**

Gilead typically requests for applications to be submitted at least 12 weeks prior to the project or event start date. Please build this into your grant application timeline. Please know that an incomplete or insufficient proposal could lengthen the review process and impact a project timeline. The project end date must be outlined in the grant application – the Medical Grants, Fellowships, Journal Clubs and Rounds Grants program typically funds projects of no longer than 12 months' duration.

**23. When will funding be provided?**

Upon the successful award of a grant, the approval letter will state which items of the project they are supporting and, in some cases, project milestones for payment will be outlined. Gilead commits to processing payment within one month of receiving a fully executed agreement.

**24. How will funding be paid?**

Funding will be paid by cheque or EFT. Payments will not be made to an individual. Depending on the scope of the project and the amount funded, Gilead will either make a lump sum payment or milestone payments based on project deliverables. A fully executed agreement is required prior to the release of any funding.

**25. Does my grant have to be paid in a specific currency?**

Yes, Gilead will pay all medical, fellowship, journal club and rounds grants in Canadian dollars.

**26. If I am successful in one year, does that guarantee the receipt of a grant, fellowship, journal club or rounds the following year?**

No, funding is not provided for more than one year at a time. You are welcome to apply for a Medical, Fellowship, Journal Club or Rounds Grant each year, but you will have to submit a new application, which will be subject to the usual review process.

**27. Will details of the program grants be published?**

Gilead may disclose grant support to a patient organization or healthcare organization via its website or press release. An announcement of funding may include the name of the organization, a brief description of the activity and the local amount of money provided.

### Following Application: Unsuccessful Applicants

**28. Will unsuccessful applicants get feedback?**

If your grant application is unsuccessful, you will receive an email confirming that Gilead is unable to support your application. Due to the number of grant requests received, we cannot guarantee detailed feedback on any unsuccessful application.

### **29. Can applicants reapply if unsuccessful?**

Yes, applicants who are unsuccessful can submit applications for different projects or activities when the application window reopens the following year.

## **Grant Making Exclusions**

### **Salary reimbursement**

Should salaries be included within the budget request of the application, it is important to note the following criteria:

- Gilead cannot fund the salary of anyone who is in a position to prescribe our products
- Gilead can potentially fund a salary, or a proportion of a salary, directly related to the project. Please note that this will be assessed on a case-by-case basis, and salary funding is not guaranteed
- If the funding required from Gilead will be used to support salaries for any role, please confirm whether it is a new role specific to the project
  - If it is not, please explain how the organization will allocate existing staff to the role and whether any backfill will be required.
  - If any permanent roles will be created for the project, please explain how these roles will be sustained after the period of Gilead funding.

### **Participation reimbursement**

- Gilead cannot fund the payment of honoraria of healthcare providers employed by or affiliated with the requesting institution
- Gilead may fund reimbursements for participants and patients directly involved in the project. Please ensure detailed information on reimbursement values is included in the budget breakdown.
- Gilead cannot fund individuals or organizations through grants for services provided to Gilead, such as speaking or advising.

Fundamental to Gilead is our adherence to the highest legal and ethical standards of business conduct. As such, the following points outline what is not eligible to be funded as a grant:

- Organizations must be incorporated as a not-for-profit or registered charity in Canada in order to be eligible. For fellowships, journal clubs and rounds, Gilead will consider applications from a range of healthcare organizations.
- Gilead cannot provide grant support to any retrospective activities that have already taken place
- Gilead cannot provide grant funding for investment in medical equipment or medical hardware as one-off purchases
- Gilead cannot provide grant funding to any individual or group of individuals, rather than an organization, group or association that is a legally constituted entity
- Gilead will not fund any projects that may be linked, or may infer a link, to the purchasing, prescribing, providing of favourable recommendations for, or otherwise supporting Gilead products
- Gilead cannot directly fund patient treatment and/or prescriptions
- Gilead cannot pay or defray operating expenses (e.g. fringe benefits, office equipment etc.) or purchase of standard equipment or hardware, i.e. the purchase of laptops, tablets, mobile phones, or other electronic devices that can be used beyond the scope of the project funding period
- Gilead cannot pay for expenses or activities not linked to this project/event/program
- Gilead cannot provide compensation in lieu of a discount or price concession or related to a commercial contract negotiation
- Gilead cannot pay for catering costs for project employees or volunteers (justified catering costs for participants/patients are permissible)
- Gilead cannot pay for unspecified contingency allowances (all budget line items must be specific and relevant to the project delivery)



If you have any other questions regarding the Gilead Medical, Fellowship, Journal Club and Rounds Grants Program application process that are not covered in this document, please send them to [Canada.Grants@gilead.com](mailto:Canada.Grants@gilead.com).