

Gilead UK & Ireland ‘HIV Engage’ Grants Programme to Tackle Inequalities in HIV Care FAQs

Through the ‘HIV Engage’ Community Grants Programme, Gilead intends to support projects that will specifically support and find those out of care, address barriers to inequalities in HIV care, peer-to-peer support programmes as well as educational programmes across the UK and Ireland. We believe that everyone should have access to the same quality healthcare, regardless of their background and circumstances.

This document is intended to answer some common questions regarding the Gilead HIV Engage Grants Programme. If you do not find an answer to your question here, please email our support team at UKIgrants@gilead.com.

Grants are separate from the company’s commercial activities; sales and marketing personnel are not involved in grant decisions. Grants are not connected to, or conditioned upon, purchasing, prescribing, recommending, or otherwise supporting Gilead products. Applying for a grant is not a guarantee of funding.

The ‘HIV Engage’ Grants Programme is a grants programme organised and funded by Gilead Sciences Ltd.

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About the 'HIV Engage' Grants Programme

1. What is the aim of the 'HIV Engage' grants programme?

Through the 'HIV Engage' Community Grants Programme, Gilead intends to support projects that will specifically support and find those out of care, address barriers to inequalities in HIV, peer-to-peer support programmes as well as educational programmes across the UK and Ireland. We believe that everyone should have access to the same quality healthcare, regardless of their background and circumstances.

2. How will applications be reviewed and successful bids decided?

Following the submission deadline, grant applications will be reviewed by a panel of Gilead employees, as well as independent experts. Each application will be assessed against a variety of criteria including uniqueness, relevance, and scalability.

In particular, submissions will be reviewed according to whether they contribute to reducing inequalities, one of Gilead's giving pillars. People should have access to the same healthcare, regardless of their background. At Gilead, we fund projects that support underserved communities that have systematically experienced greater social or economic obstacles to health.

3. When will I know if the grant application has been successful?

Successful applications will be announced in Spring 2023 with funding agreed in line with signed grant agreement.

Project Eligibility

4. I would like to check the suitability of a project idea for submission to the ‘HIV Engage’ Grants Programme. Is it possible to discuss this?

Gilead are unable to provide input on whether or not a specific project will be successful prior to submission, but we can answer questions on the general suitability or eligibility of a project for submission to the Programme. As a first step please contact the support team at UKIgrants@gilead.com.

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

Yes, but other sources of funding should also be sought. 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.

6. Can I apply for a ‘HIV Engage’ grant to support a current or ongoing project?

Yes, as long as the current funding period has a defined end date. This should be explained on the application form.

7. 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 carried out.

Application Process

8. How do I apply for a ‘HIV Engage’ grant?

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 ‘HIV Engage’ Grants Programme webpage: <https://www.gilead.co.uk/our-purpose/giving/hiv-engage-grants-programme>.

9. What does my application need to include?

Gilead has one standard application for all organisations. The online application form includes a number of sections and free text fields for you to enter the details of your proposed project. For detailed guidance on the application form please see the User Guidance Document on the “Help” section of the portal.

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 - ‘*HIV Engage*’ - in the dropdown options:

Field	Guidance
Therapeutic Area	HIV
Primary Sub-Therapeutic Area	N/A
Grant Type	Corporate
Programme Type	<i>HIV Engage</i>

10. Do applications need to include references?

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

11. What information should I include in the budget?

Budgets must be fully completed and provide the appropriate level of detail for Gilead to ensure compliance - 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 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.

Additional details on funding exclusions are outlined in the Grant Making Exclusions section of this document.

12. What additional documents do I need to include with my application?

In addition to completing the standard form you will need to attach the following as

“Supporting Documents” within the portal to be considered for funding.

- a. Supplementary Questionnaire
- b. Supplier Creation Form with digital signature
- c. Organisation’s most recent annual report

13. 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.

14. Can I recall an application to make changes?

If you need to make changes to a submitted application, please email UKGrants@gilead.com.

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

You can email the support team at UKIgrants@gilead.com.

16. 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 within one month following the closing date for applications.

Following Application

17. May further details be asked for, by Gilead, once applications are submitted?

Once an application is submitted, it will be reviewed for completeness and to ensure quality of applications. 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.

18. What can I expect if my application is successful?

If your grant request is successful, once you have been notified you will receive a grant contract for signature as per the ABPI Code of Practice. Gilead should be acknowledged as providing funding to the organisation for the approved project or initiative, and any specific activity or project should be funded in accordance with EFPIA, ABPI and MHRA codes of practice.

The contract summarises the core requirements of the grant award, the funding amount, and the responsibilities for 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 grants team. Projects will require to submit a final or interim report to Gilead as per the agreement.

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

Gilead typically request for applications to be submitted at least 6–12 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 – Gilead typically fund projects of approximately 12 months.

20. When will funding be provided?

On the successful award of a '*HIV Engage*' grant, Gilead UK and Ireland 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 two weeks of receiving a fully executed agreement

21. How will funding be paid?

Grants will be paid direct to the organisation's bank account by BACS payment. 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.

22. Does my '*HIV Engage*' grant have to be paid in a specific currency?

Yes, Gilead will pay '*HIV Engage*' grants in GBP or EUR as relevant.

23. Will details of the '*HIV Engage*' grants be published?

In order to comply with EFPIA and country Codes of Practice, Gilead will disclose grant support to a patient organisation or healthcare organisation via its website. This will include the name of the organisation, a brief description of the activity and, where required, the local amount of money provided.

24. Where will details of the award be published?

Details of all successful grantees from Gilead UK and Ireland will be published on an annual basis on www.gilead.co.uk/about/transparency

25. Will unsuccessful applicants get feedback?

If you are unsuccessful, you will receive an email within one month following the closing date, confirming that Gilead are unable to support your application. Due to the number of grant requests received, we cannot guarantee detailed feedback on any unsuccessful application.

Grant Making Exclusions

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:

- Gilead cannot provide grant support to for-profit organisations
- 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 organisation, 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
- Gilead cannot pay for salaries to any healthcare institution or provider that is able to purchase or prescribe Gilead products
- Gilead cannot provide compensation in the form of a grant, to individuals or organisations for services provided to Gilead, such as speaking or advising
- Gilead cannot provide compensation in lieu of a discount or price concession or related to a commercial contract negotiation

If you have any other questions regarding the ‘HIV Engage’ Grants Programme application process that are not covered in this document, please send them to UKIgrants@gilead.com.