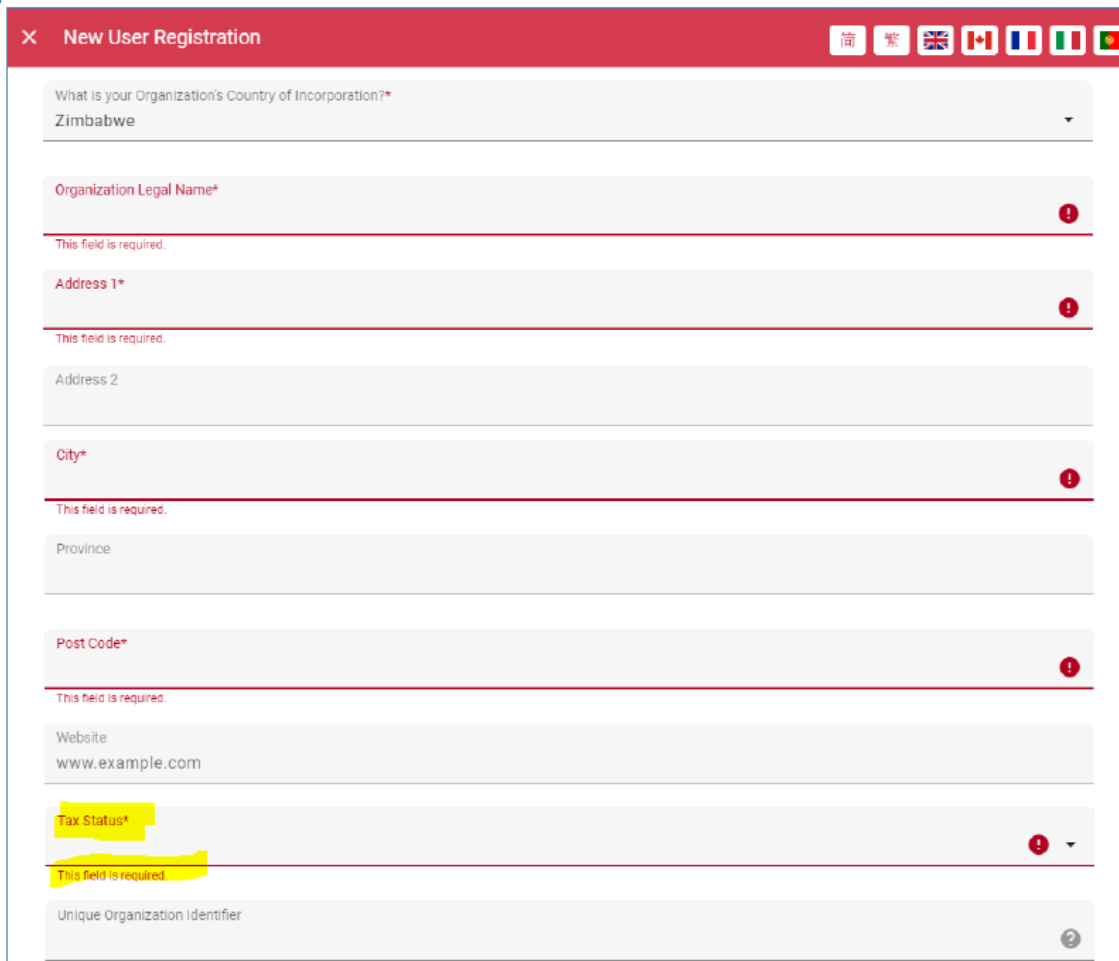


Gilead Australia Fellowship - Research Grants Program

Application Portal Guidance Document

If you have any questions regarding the application process, please contact admin@gileadfellowship.com.au

- **Tax Status:** Select “other” in this box if the drop-down box options don’t match
- **Tax Documentation:** This field requires you to upload a document
 - Upload a screenshot of your company ABN
 - Or alternatively, please upload a blank document to satisfy this field (this is a mandatory field and requires a file to be uploaded)

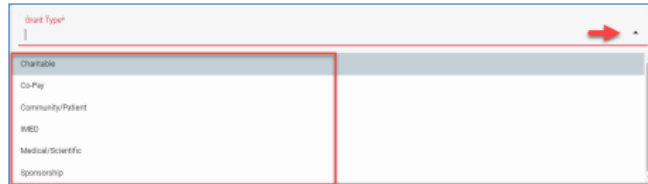


The screenshot shows a 'New User Registration' form with the following fields and status:

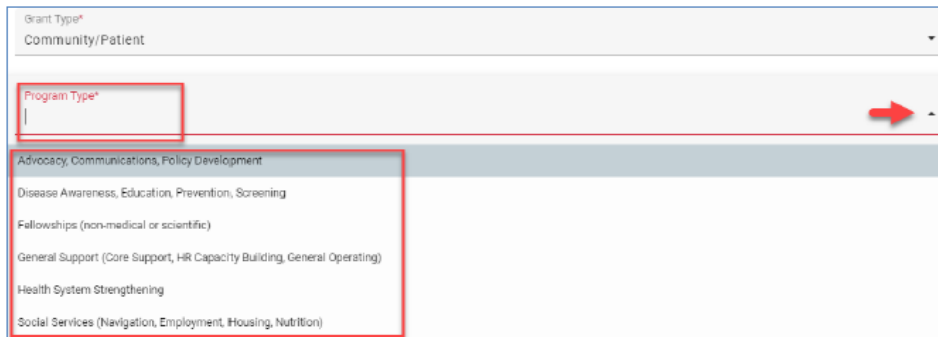
- What is your Organization's Country of Incorporation?***: Zimbabwe (dropdown menu)
- Organization Legal Name***: This field is required. (Error icon)
- Address 1***: This field is required. (Error icon)
- Address 2**: (Empty field)
- City***: This field is required. (Error icon)
- Province**: (Empty field)
- Post Code***: This field is required. (Error icon)
- Website**: www.example.com
- Tax Status***: (Dropdown menu, highlighted in yellow, with error icon and 'This field is required' message)
- Unique Organization Identifier**: (Empty field with help icon)

- **Grant Type:** Select “Medical Scientific”
- **Program Type:** Select “Fellowships/Scholarships”

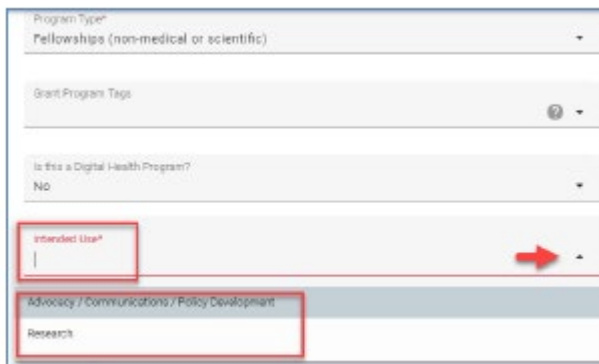
Click on the arrow next to **Grant Type** and select from the 6 options for Organizations with a Tax Status of Not-for-Profit.



Based on your **Grant Type** selection, applicable **Program Type** options will display in a dropdown list next to the field. A scroll bar on the right will show you all available options. Click the listed **Program Type** option that applies to your grant request.



- **Intended Use:** Based on your grant type and program type selection, applicable use options will display a dropdown list next to the field. For Fellowships/Scholarships, select “Research”




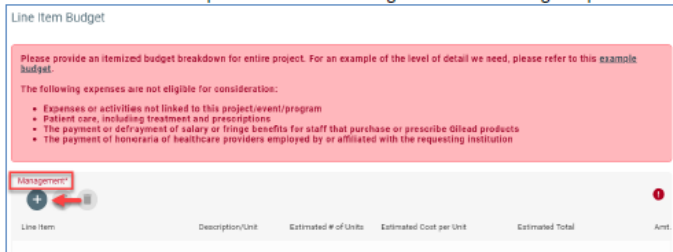
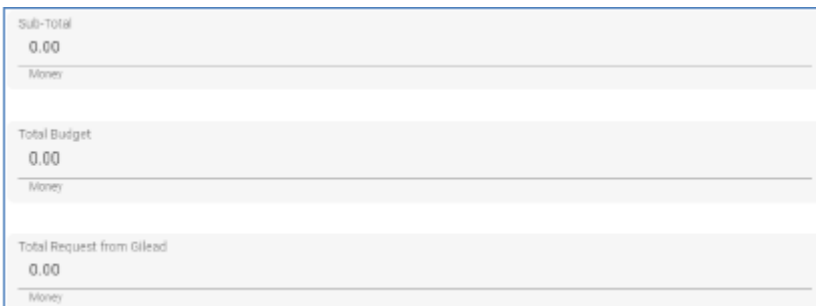
- **Line Item Budget:** If there is a line item within the budget that does not apply to your grant, choose “Not Applicable” and enter in “0” in all those boxes to satisfy the field.

Line Item Budget

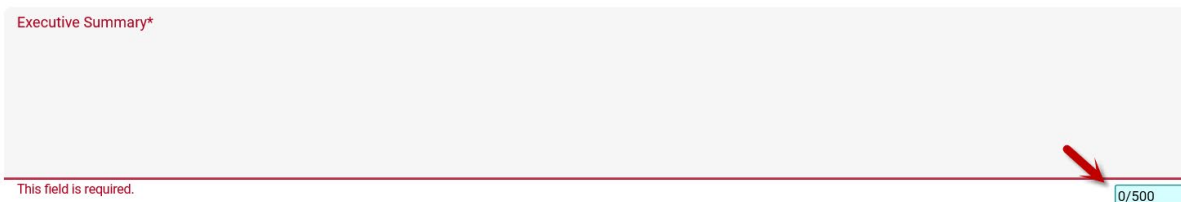
The Line Item Budget section will provide areas to add your Grant Budget Documentation. For each of the 8 Budget Expenses listed below, a separate Line Item exists for entry:

- ✓ Management
- ✓ General Program Expenses
- Meals
- ✓ A/V+
- ✓ Educator Travel
- ✓ Staff Travel
- ✓ CME Fees
- ✓ Honoraria

For Budget Items you wish to request, you will need to click on the  underneath the Budget Expense title. The process is the same for all Budget Expenses. You can add multiple budget expense items by clicking the plus sign if needed. The Line Item drop down values will change based on the Budget Expense.

- **Character Limits:** There is no specific guidance regarding the word (character) limitations for applicants in free text fields; however, brevity is highly recommended. For certain fields, there is a reminder set up in the bottom right hand side of the field (e.g. Executive Summary, which has a 500-character limit, shown in the screenshot below), applicants should abide by the rule for the specific field. Otherwise, the information they attempt to input in the field will not be completely saved in the Grant portal.



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