

# **Community-Based Participatory Research (CBPR) Request for Proposal (RFP) Program**

## **Letter of Intent (LOI)**

Instructions to Applicants

# Community-Based Participatory Research (CBPR) program

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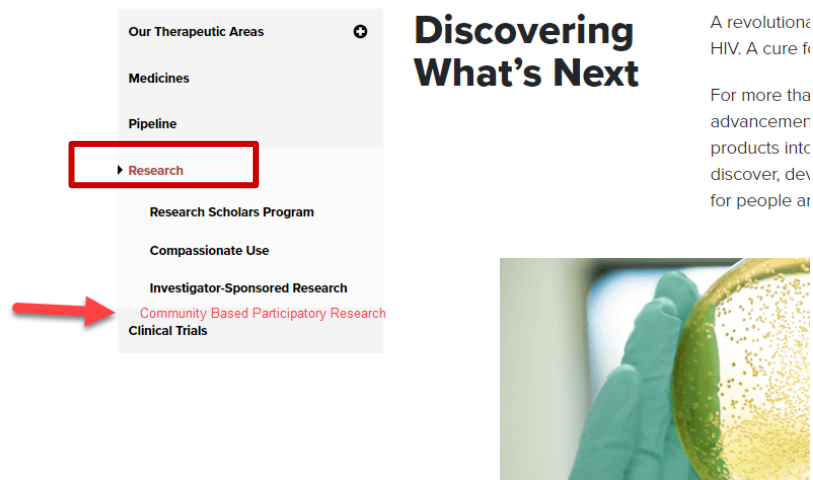
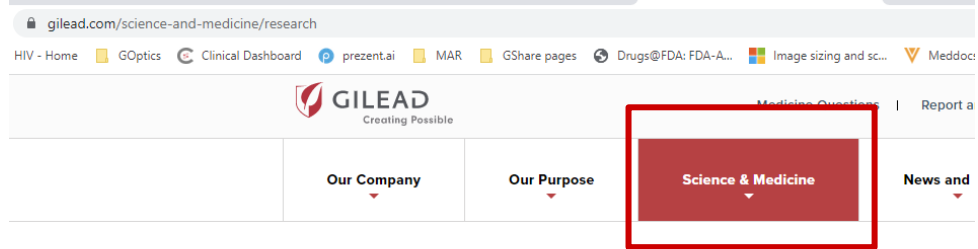
Thank you for your interest in applying for the Community-Based Participatory Research (CBPR) program through Gilead Sciences Inc. For easy reference, this document provides step-by-step instructions to submit a Letter of Intent (LOI).

1. Login to your GOptics account or create one if you do not already have one.
2. Start a New LOI submission.
3. Refer to this document for guidance filling out LOI fields for this CBPR program.
  - ***For some fields, the CBPR program will require information that is different from or not explained in the existing website fields, particularly the “Abstract” field.***

# LOI Submission 1: Navigating to the Request For Proposal (RFP) page

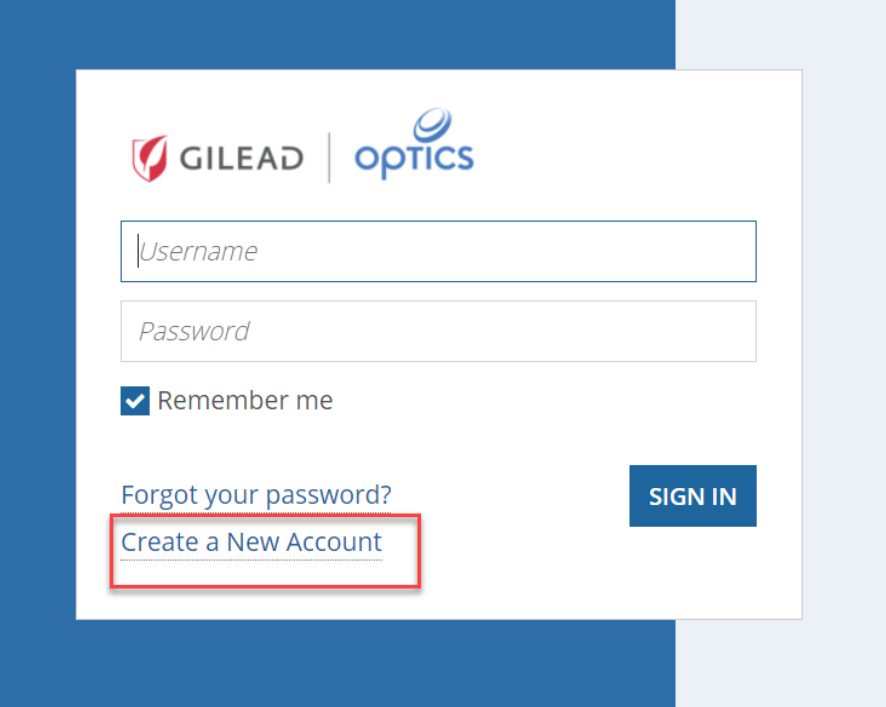
CBPR link: <https://www.gilead.com/science-and-medicine/research/CBPR>

If you are searching on the Gilead home page, you can find it by navigating to Research in the Science and Medicine tab



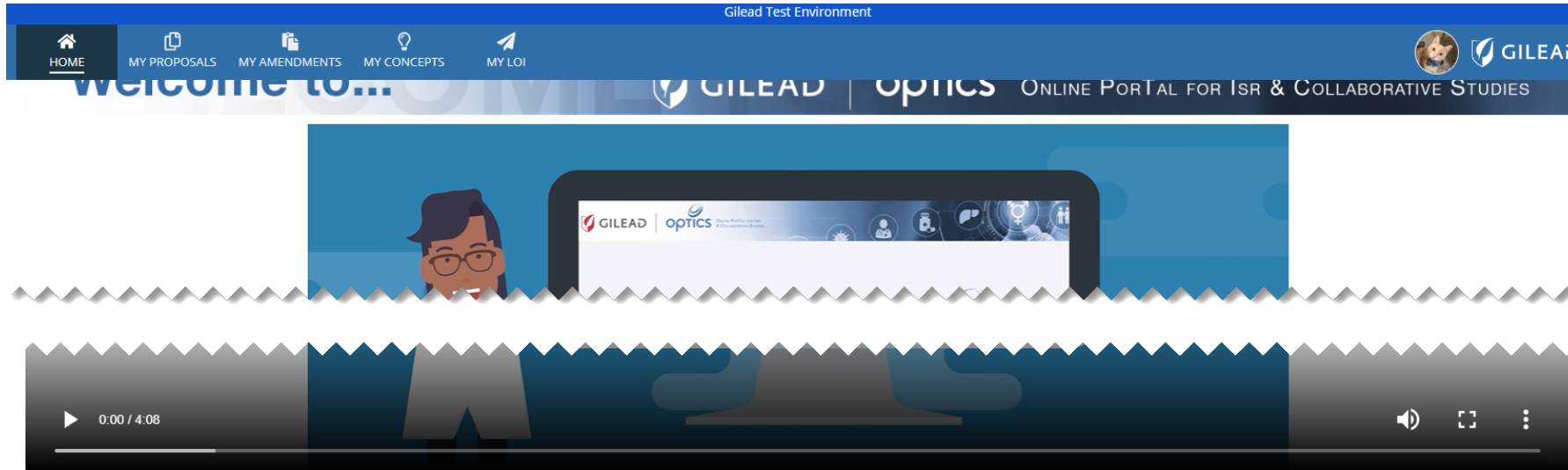
## LOI Submission 2: Create a G.Optics account





- A G.Optics account is needed to submit a LOI.
- Login to G.Optics here:  
<https://gileadmedaffairs.appiancloud.com/suite/portal/login.jsp>
- If you do not already have an account, click on the “Create a New Account” link on the login page
  - *When registering a new G.Optics account, use the email address of the research lead/applicant.*
  - *All communication including a temporary password will go to this email*
- Please contact [CREATE@gilead.com](mailto:CREATE@gilead.com) if you need assistance



The screenshot shows the Gilead Optics login interface. At the top left, the Gilead logo (a red shield with a white flame) and the Optics logo (a blue circle with a white dot) are displayed. Below the logos are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Underneath the password field is a checkbox labeled 'Remember me' which is checked. To the right of the input fields is a blue button labeled 'SIGN IN'. Below the 'Remember me' checkbox are two links: 'Forgot your password?' and 'Create a New Account'. The 'Create a New Account' link is highlighted with a red rectangular border.

# LOI Submission 3: Submit a Letter of Intent (LOI)



Gilead OPTICS is where you can submit an investigator-sponsored research proposal  for Gilead to review. You can also send us a research concept  for feedback on your idea here or submit a letter of intent  for a Request for Proposal (RFP) Program. If you have any questions, please refer to the Help  area below or reach out to your Gilead Medical Scientist. [If it's your first time here, please watch this video !\[\]\(e6ed905df0a758e5645da36bf994d184\_img.jpg\).](#)

|   |  |  |  |
|---|--|--|--|
| <br><b>New Research Proposal</b><br>Submit a full research proposal | <br><b>New Concept</b><br>Get feedback on a research idea (Optional) | <br><b>New Letter of Intent (LOI)</b><br>Submit LOI for a RFP Program | <br><b>Help</b><br>Help documents |
|---|--|--|--|

You must start a New LOI in order to apply to the CBPR RFP.

## LOI Submission 4: Tips and navigation

- We recommend starting a LOI draft and reviewing the application data fields as a first step.
- It may be easier to draft text for longer fields in a word processing program, noting the character count, and pasting the final version into the submission website fields.

Note: you can scroll down to the bottom of the application page and click here to save your work at any time

I hereby certify that the above statements are true and correct to the best of my knowledge

**⚠ Please note:**

*If you have clicked on Submit and you are on the same page, mandatory fields are missing, please scroll up to see the highlighted fields that need addressing.  
"Submit" button is only available for Principal Investigator of this study.*

CANCEL

SAVE FOR LATER

SUBMIT

# LOI Submission 5: Filling in the LOI Application Name and Address

**LOI Status**

Draft      In-Review      Invited for Full Proposal / Declined

**Principal Investigator** ▼

|                            |   |   |               |               |
|----------------------------|---|---|---------------|---------------|
| <b>Prefix</b><br>Sele... ▼ | <b>First Name</b><br>Example                  | <b>Last Name</b><br>Name                | <b>Suffix</b> | <b>Degree</b> |
| <b>Institution Name</b>    |   | <b>Institution Type</b><br>--Select-- ▼ |               |               |
| <b>Address (Line 1)</b>    |   | <b>Address (Line 2)</b>                 |               |               |
| <b>City</b>                | <b>Country</b><br>Start typing the Country... |   |               |               |
| <b>State/Province</b>      |   | <b>Postal Code</b>                      |               |               |

Enter your highest academic degree here. If none, put N/A

Choose your organization type here. Select "Other" if none of the other choices apply.

Enter your community organization's name

Enter your community organization's address

Fill in all requested information throughout

# LOI Submission 6: Filling in the LOI Application Contact Information and Research Summary

|   |   |
|---|---|
| <b>State/Province</b><br><input type="text"/>   | <b>Postal Code</b><br><input type="text"/>  |
| <b>Email Address</b><br><input type="text" value="example370@gmail.com"/>   | <b>Phone Number</b><br><input type="text"/> |
| <b>Have you been in contact with anyone at Gilead regarding this submission?</b><br><input type="radio"/> Yes <input type="radio"/> No    |   |
| <b>Has your institution applied for/ received funding from Gilead in the past ?</b><br><input type="radio"/> Yes <input type="radio"/> No |   |

Click yes or no



**Research Summary** ▼

**Study Title**

**Study Design**  **Study Population**  **Study Topic**

Enter your study title here



Choose the best fit for each





# LOI Submission 7: Filling in the LOI Application Abstract and Background

## Abstract

Describe your community organization. Include the following information:

- Type of organization, mission statement, link to your organization's website
- Size of the organization (# staff/volunteers)
- Describe the population served and size
- Which tier you are applying for and how you chose that tier

0/2000 (max 2000 Characters)

## Background / Scientific Rationale

Tell us about the overall main concern that your proposed study will address. Tell us briefly what is already known and short descriptions of the key elements of your proposal. Then tell us the main thing that is unknown or the unmet need that you would like to investigate.

0/2000 (max 2000 Characters)

# LOI Submission 8: Filling in the LOI Application Research Proposal

## Primary Objective

Describe in a sentence or two what you plan to investigate (for example, the goal of your proposed program or intervention) Provide a specific research question, if possible.

0/2000 (max 2000 Characters)

## Research Methods (include overall study design, objectives, endpoints, analytic considerations including sample size, potential impact of the research project, and preliminary studies)


Tell us how you plan to study this research question. Include all the details asked for in the above list, if possible. Give details of your proposed program or intervention, what data you will collect, how it will be collected, how it will be analyzed, and how results will be applied/released to the community.

0/5000 (max 5000 Characters)

## Study Duration (in months) ?

Give your best estimate for each

## Estimated first publication date

# LOI Submission 9: Filling in the LOI Application CV and Attachments

You must upload your most recent resume or curriculum vitae (CV; includes a full list of authored articles and/or books)

Attachments ▼

*Please upload your curriculum vitae and any supporting documents that may be relevant for this Letter of Intent (LOI)*  
**Uploading curriculum vitae is mandatory**

| #                                    | Type | File |
|--------------------------------------|------|------|
| No items available                   |      |      |
| <a href="#">+ Add New Attachment</a> |      |      |

You can also upload any other documents you feel may be relevant for your LOI; any previous study reports from your organization, for example.

# LOI Submission 10: Filling in the LOI Application Budget and Submit

Enter your estimated full budget amount.  
Tier A budget maximum is \$200,000.  
Tier B budget maximum is \$50,000.

**Budget Details** ▼

*Publication costs, overhead costs and all applicable taxes must be included in your study budget. Overhead in excess of 30% will not be approved.*

**Estimated Budget Requested from Gilead in US Dollar**

**Funding Requested from Other Sources?**  
 Yes  No

I hereby certify that the above statements are true and correct to the best of my knowledge

**Please note:**  
*If you have clicked on Submit and you are on the same page, mandatory fields are missing, please scroll up to see the highlighted fields that need addressing.  
"Submit" button is only available for Principal Investigator of this study.*

**CANCEL** **SAVE FOR LATER** **SUBMIT**

Click Here

Click yes or no

Click here when Finished

# LOI Submission 11: Filling in the LOI Application Troubleshooting an Incomplete Submission

If you are returned to this page after you confirm submission, scroll up, find all the red-highlighted fields that need your attention, and fill in the required information. Then click SUBMIT again.



**Budget Details** ⚠

*Publication costs, overhead costs and all applicable taxes must be included in your study budget. Overhead in excess of 30% will not be approved.*

|   |  |
|---|--|
| <p><b>Estimated Budget Requested from Gilead in US Dollar</b></p> <div style="border: 1px solid red; height: 20px; width: 200px; margin-bottom: 5px;"></div> <p style="color: red; font-size: small;">A value is required</p> | <p><b>Funding Requested from Other Sources?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="color: red; font-size: small;">A value is required</p> |
|---|--|

Example



Example



Example



I hereby certify that the above statements are true and correct to the best of my knowledge

Please click on the checkbox to Submit

**⚠ Please note:**  
*If you have clicked on Submit and you are on the same page, mandatory fields are missing, please scroll up to see the highlighted fields that need addressing.  
"Submit" button is only available for Principal Investigator of this study.*

CANCEL

SAVE FOR LATER

SUBMIT



Scroll up to find them all

# LOI Submission 12: How to Follow Progress

Thank you for submitting your Letter of Intent.  
Check back in your account to follow the progress of your application.



Submit New LOI For RFP Test on Score

**Deadline: Mar 31, 2023 4:30 AM GMT**

LOI Status



LOI Status will move from Draft to In-Review once the LOI is successfully submitted.

Check back to follow the status from In-Review to Invited for Full Proposal/Declined here.

Note this deadline. Application submission automatically stops at the time posted on the submission website.