

# FOUNDATION REQUEST TIP SHEET



## HOW TO COMPLETE A REQUEST FOR PROPOSAL (RFP)

- 1 Login** to [gene.com/foundation](https://gene.com/foundation)
- Select **New Funding Request**
- Select the **Request for Proposal (RFP)** tab under Tell Us About Your Program
- Select an **RFP** title, complete the questions
- Check **RFP status** on your homepage
- View submitted RFPs** in Request for Proposal (RFP) section under **Submitted**
- If **Invited to Apply**, complete full application

## REQUESTS WITH APPLICATION CODES

- Go to [gene.com/foundation](https://gene.com/foundation) and select **Apply for Funding/Login**
- Select the Giving Priorities tab under **Tell Us About Your Program**
- Select **Yes** under **have you been invited to submit a full application** and enter the external tracking code that was provided to you
- Complete the full application

## NEED HELP?

[Contact Us](#)