

REQUEST FOR PROPOSAL (RFP) TIP SHEET



HOW TO COMPLETE A REQUEST FOR PROPOSAL (RFP)

- 1 **Login** to gene.com/funding
- 2 Select **New Funding Request**
- 3 Select the **Request for Proposal (RFP)** tab under Tell Us About Your Program
- 4 Select an **RFP** title, complete the questions
- 5 Check **RFP** status on your homepage
- 6 **View submitted RFPs** in Request for Proposal (RFP) section under **Submitted**
- 7 If **Invited to Apply**, complete full application

UNSOLICITED REQUESTS

- 1 Go to gene.com/funding and select **Apply for Funding/Login**
- 2 Select the Giving Priorities tab under **Tell Us About Your Program**
- 3 Select the specific Giving Priority aligned with your program
- 4 If you did not receive a tracking code, select an option and complete the **Pre-Application**
- 5 Check the **Pre-Application** status on your homepage
- 6 **View submitted Pre-Application** in the Request for Proposals section under **Submitted**

REQUESTS WITH TRACKING CODES

- 1 Go to gene.com/funding and select **Apply for Funding/Login**
- 2 Select the Giving Priorities tab under **Tell Us About Your Program**
- 3 Select **Yes** under **have you been invited to submit a full application** and enter the external tracking code that was provided to you
- 4 Complete the full application

NEED HELP?

[Contact Us](#)