



Independent Medical
Education Grants

FREQUENTLY ASKED QUESTIONS

Technical Issues/Support

1. [I am unable to upload my W9, how do I proceed?](#)

If you receive an error message when uploading your organization's W9, please email educationalgrants@sparktx.com and provide your funding request ID #. and include your organization's name, tax ID #, and attach the W9.

2. [How do I change the authorized signer?](#)

Email educationalgrants@sparktx.com and provide your funding request ID # and new authorized signer contact information.

3. [When I log in I don't see the LOA.](#)

Email educationalgrants@sparktx.com and provide your funding request ID #.

4. [I received an Evaluation Reminder, but I cannot access/view it.](#)

Email educationalgrants@sparktx.com and provide your funding request ID # and your username.