Bristol Myers Squibb navigating our new funding process

User Training

Background

Effective March 2, 2020, Bristol Myers Squibb will begin using one new consolidated Letter of Request application form

This consolidated format will allow you to change to a specific language to view application questions

Agenda

The purpose of this training is to familiarize requestors with the process of submitting applications through the "Letter of Request"

Topics covered are:

Process Overview

Navigating the BMS Grants and Giving website

The Application Portal

The Letter of Request (LOR)

Application Support

Process overview

Funding Process

All funding requests are to be submitted through a "Letter of Request" (LOR) application

- Incomplete LORs will be rejected without review

- After review by BMS, if additional information is needed to make a decision, we will notify you via email

Multiple funding requests can be submitted

Funding requests can be submitted throughout the year

Requests submitted as a response to a "Request for Proposal (RFP)" or "Request for Education (RFE)" must be submitted by the deadline included in the RFP or RFE specifications

Process overview

Types of funding process

The system is used to request funding for:

- Corporate Sponsorship support
- Charitable Donations
- Independent Medical Education
- Continuing Medical Education
- Patient Education Support
- Support of Patient Advocacy organizations
- Scholarships
- Fellowships
- Corporate Memberships

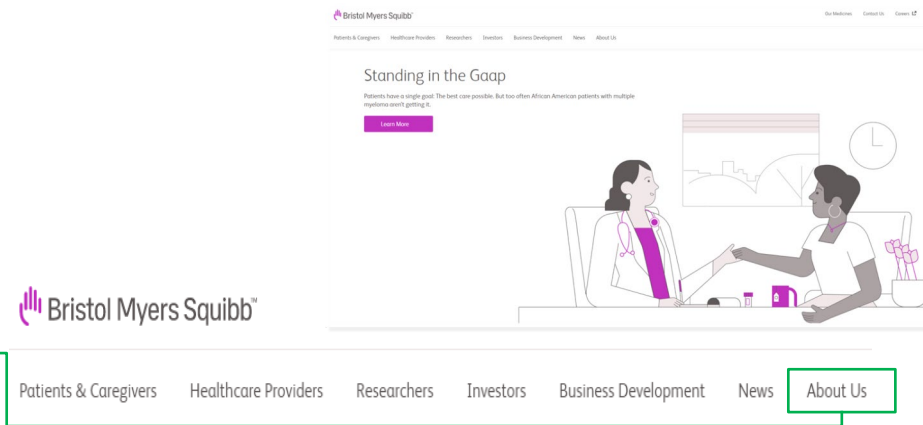**The consolidated LOR is used for all funding requests**
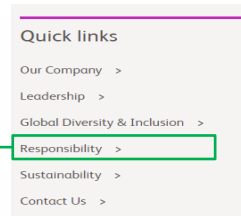
Navigating grants and giving website

Grants, giving & corporate sponsorship support website

To access the Grants and Giving website from bms.com

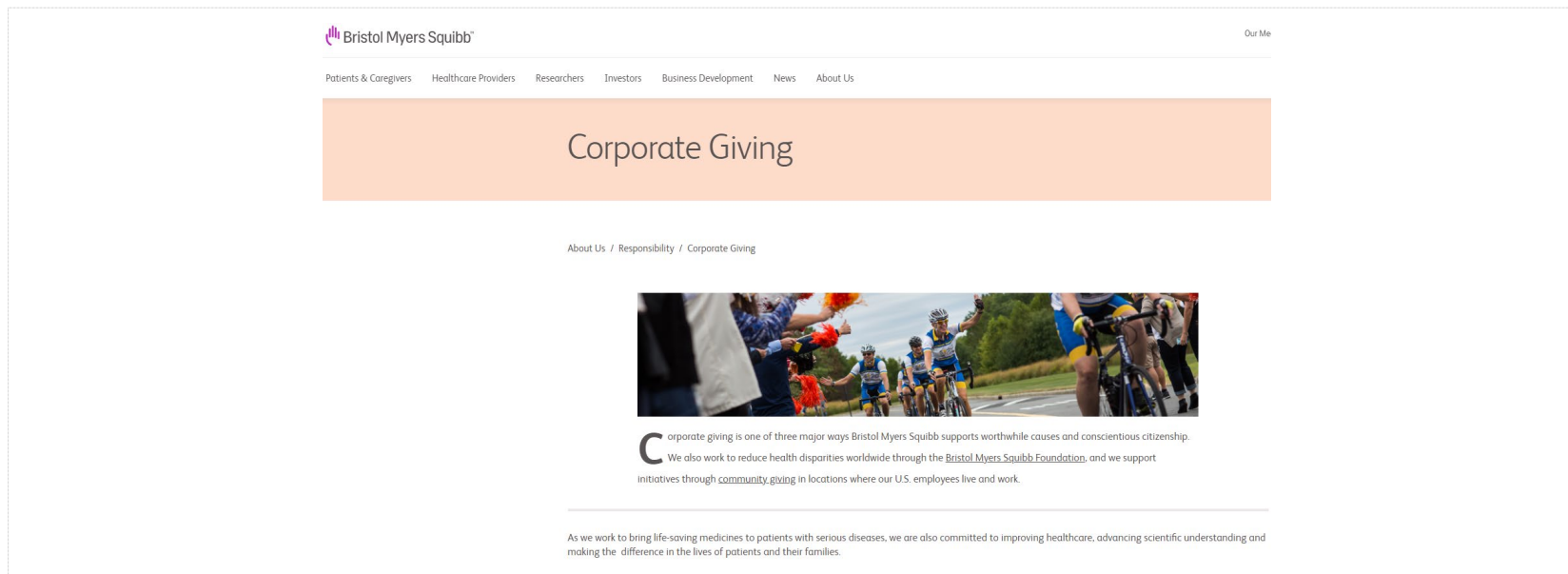**1** Click on "About Us"

2 Click on "Responsibility"

3 Click on "View Programs and Apply"
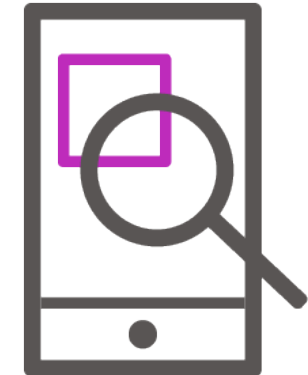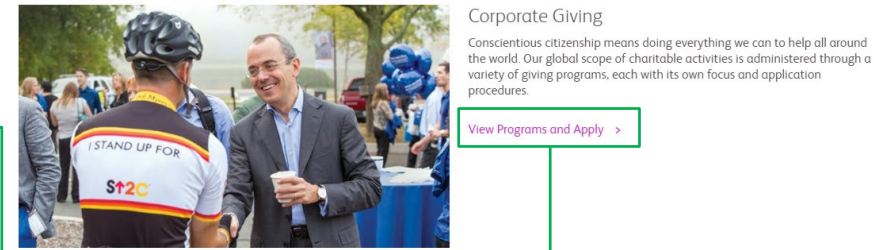
Navigating grants and giving website

Grants, giving & corporate sponsorship support website (continued)

Link: https://www.bms.com/about-us/responsibility/corporate-giving.html
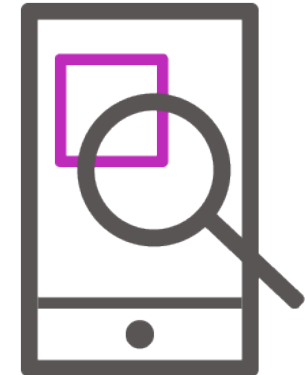
Navigating grants and giving website

When you are ready to submit your application click on the "Letter of Request" link under "How to Apply"
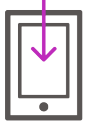
How To Apply

You can submit a simple Letter of Request, track the status of your requests and communicate with Bristol Myers Squibb through our secure portal.

How to Apply   >

Letter of Request   >

Application portal

Applicant Log-in

New User Registration

Add a New Organization

Account Portal - Welcome Page

Edit Profile

Applicant log-in

On this page you can:

1 Register and create a password – First time users only

2 Log in using your email address and password
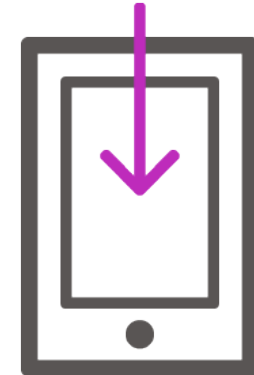
3 Reset your password

1 **FOR FIRST TIME USERS:** If you do not have a login account, CLICK HERE

2 **HAVE AN ACCOUNT:** Login using your credentials HERE
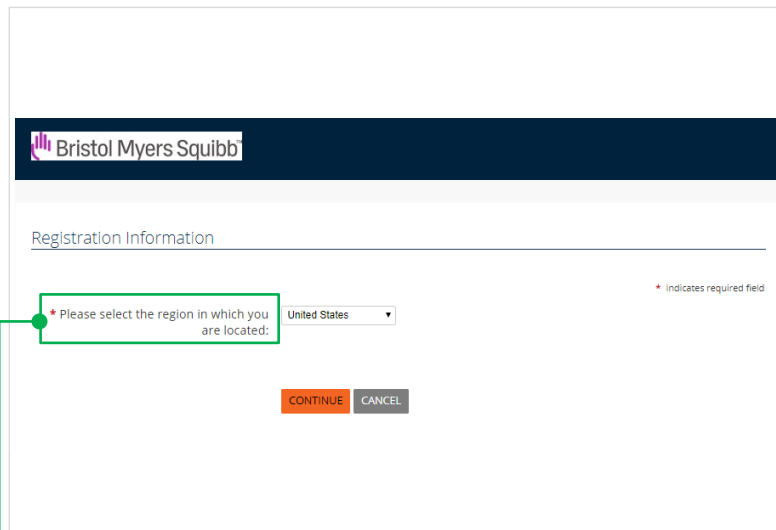
3 **FORGOT PASSWORD:** CLICK HERE

New user registration
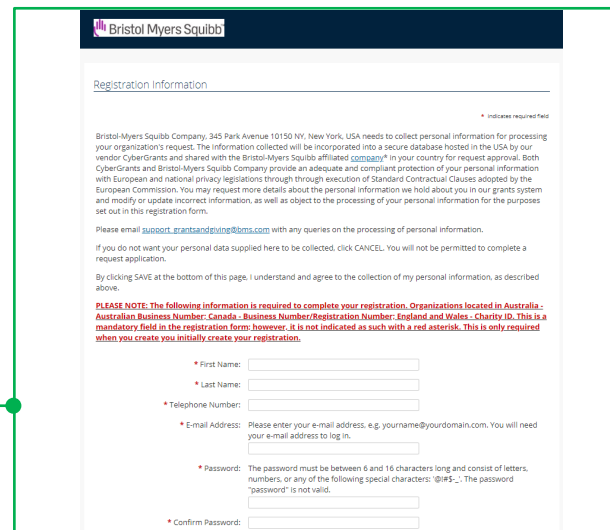
Please note: If this is your first time using our system, please check to see if your organization is in our database, before creating a new organization. You can search your organization by tax ID or organization name in the system

1 Select the region in which you are located

2 Complete the Registration fields

User Accounts in CyberGrants are individual based and not organization based. A single user can be associated with multiple organizations

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New user registration (cont'd)

On the *"New Registration"* page, we ask you to please read the listed Privacy laws. By proceeding to register, you agree to the collection of your personal information. If you do not wish your personal data to be collected, click CANCEL. You will not be permitted to complete a request

Bristol-Myers Squibb Company, 345 Park Avenue 10150 NY, New York, USA needs to collect personal information for processing your organization's request. The Information collected will be incorporated into a secure database hosted in the USA by our vendor CyberGrants and shared with the Bristol-Myers Squibb affiliated company* in your country for request approval. Both CyberGrants and Bristol-Myers Squibb Company provide an adequate and compliant protection of your personal information with European and national privacy legislations through through execution of Standard Contractual Clauses adopted by the European Commission. You may request more details about the personal information we hold about you in our grants system and modify or update incorrect information, as well as object to the processing of your personal information for the purposes set out in this registration form.

Please email support_grantsandgiving@bms.com with any queries on the processing of personal information.

If you do not want your personal data supplied here to be collected, click CANCEL. You will not be permitted to complete a request application.
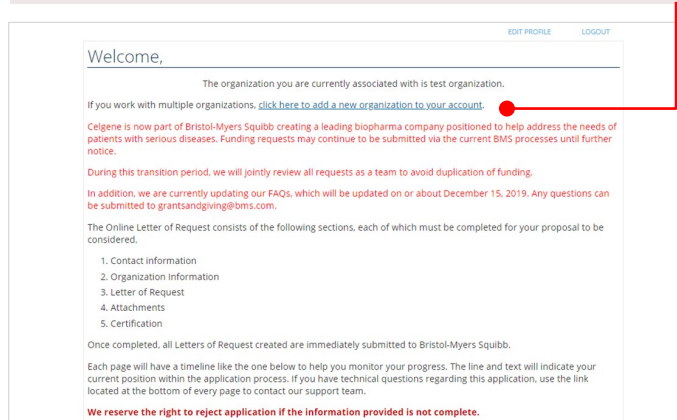
By clicking SAVE at the bottom of this page, I understand and agree to the collection of my personal information, as described above.

Please Note: These privacy laws apply to ex-US applicants

Add a new organization

If you want to add a new organization to your account, click on "click here to add a new organization to your account" link

Once you have multiple organizations associated with your account, you will always be taken to the organization selection page after login, to select the organization that you want to work with

Add a new organization (cont'd)
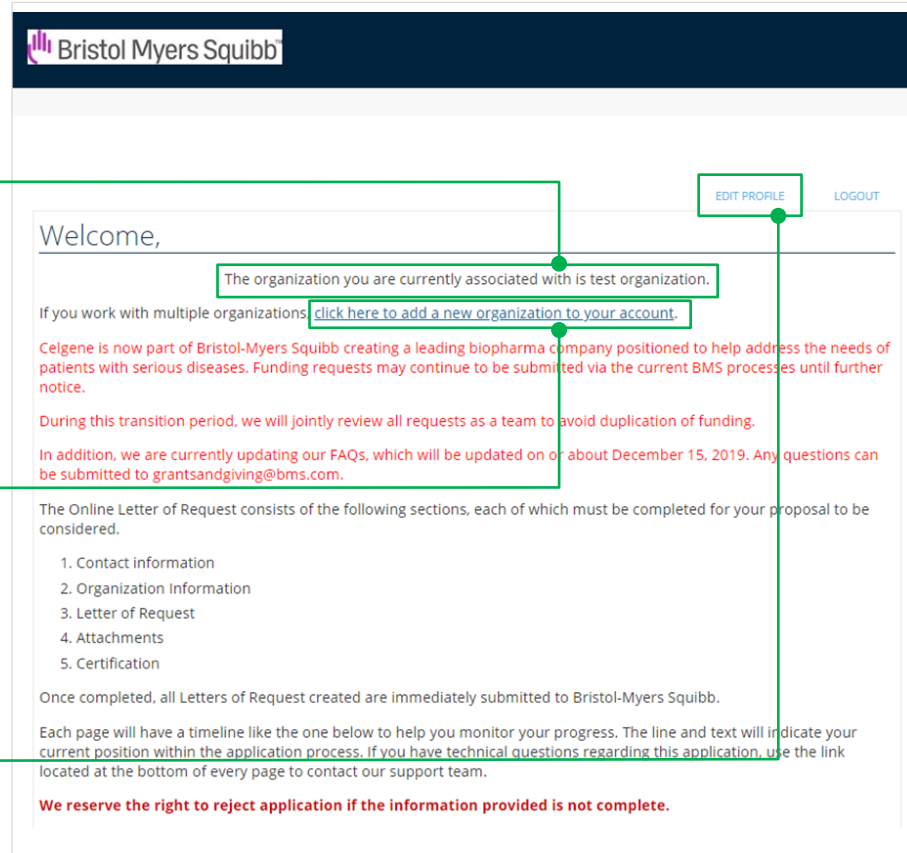
Once you successfully login, this is your "Welcome Page"

On this page you can

1 Identify the name of your organization

2 Add a new organization to your account

3 Edit your profile

Account portal – Welcome page

The "Welcome Page" will be your home page each time you login

Please **check the accuracy of your name** and the **organization you are associated with** before you start a new application

On this page you can find

1. "Start a New Letter of Request" link

2. Impact Reports* requiring action

3. All your application(s) requiring action

4. Submitted Applications

5. "My Organizations" showing all the organizations you are associated with

*Impact Reports are follow up reports that will be sent to you via the system to gather additional information about the request. These can be pre or post-approval of a request

Edit profile

The organization you are currently associated with is test organization.

If you work with multiple organizations, click here to add a new organization to your account.

Celgene is now part of Bristol-Myers Squibb creating a leading biopharma company positioned to help address the needs of patients with serious diseases. Funding requests may continue to be submitted via the current BMS processes until further notice.

During this transition period, we will jointly review all requests as a team to avoid duplication of funding.

In addition, we are currently updating our FAQs, which will be updated on or about December 15, 2019. Any questions can be submitted to grantsandgiving@bms.com.

The Online Letter of Request consists of the following sections, each of which must be completed for your proposal to be considered.

1. Contact information
2. Organization Information
3. Letter of Request
4. Attachments
5. Certification

Once completed, all Letters of Request created are immediately submitted to Bristol-Myers Squibb.

Your Profile

* indicates required field

* First Name:
* Last Name:
* Telephone Number:
* E-mail Address:

Change E-mail

Password: Change Password

SAVE CANCEL

Need Support?

1 To make changes to your profile, click on "edit profile"

2 Here, you can make all the appropriate edits you need

3 Once you are finished, click "save" located at the bottom of the screen

4 Click, "return to the home page" to proceed with your application

Letter of request

Welcome Page

Contact Information

Organization Information

Letter of Request

Attachments

Certification

Reviewing and Submitting Application

Welcome page

When beginning a *New Request* click the **"Start a New Letter of Request"** link on the Welcome Page

Welcome Page	Contact Information	Organization Information	Letter of Request	Attachments	Certification

» START A NEW LETTER OF REQUEST «
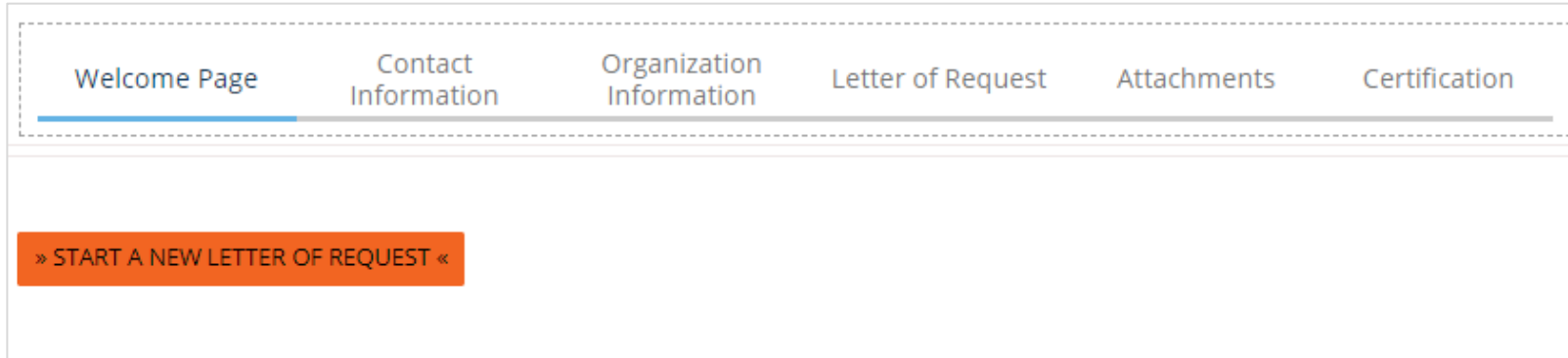
All Corporate Giving and IME Requests can be requested throughout the year except for the Letter of Requests that are made in response to a specific **Request for Proposal or Request for Education** with a submission deadline

Contact information

This section allows you to select all the individuals you would like to receive correspondence for this request

You may select multiple individuals to receive correspondence for this grant

Click "Create New" to add additional contacts
- Once an individual(s) information is added, this contact information will remain under this section

To delete a "contact," click on the name of the individual THEN, when prompted, click on "delete contact"

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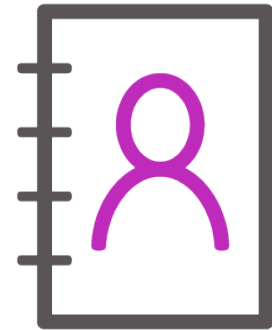
Organization information

This section asks a series of questions about your organization

This section displays/ captures information regarding your organization. Please complete the information as per directed in the application

NOTE: The Requesting organization MUST be the Payee organization

Letter of request

This section captures the details of the Funding Request

Complete the fields in the Letter of Request as per instructions. Incomplete Letter of Requests will be rejected without review

Attachments

All documents *MUST* be uploaded in *PDF* format

Certification

LOGOUT

| Welcome Page | Contact Information | Organization Information | Letter of Request | Attachments | Certification |

Certification

* indicates required field

I am fully authorized to submit this request on behalf of the requesting organization and any partner organization, and I affirm that all responses and information provided in response to this application are truthful, accurate and complete.

I acknowledge that grants made by BMS must not in any way be connected to, or conditioned upon, any prescribing, purchasing, or recommending any product manufactured or marketed by BMS.

I acknowledge that submission of a request for a BMS Charitable Giving or an educational grant does not mean that the request will be funded by BMS, and that only a BMS grant review committee can approve funding of such requests.

I understand that BMS cannot and will not commit to process any request within a specific period of time. I understand that in certain instances where BMS decides to make a grant, the company may choose to award that grant in installments and/or for a lesser amount than the original request.

Bristol-Myers Squibb Company, 345 Park Avenue 10150 NY, New York, USA needs to collect personal information for processing your organization's request. The Information collected will be incorporated into a secure database hosted in the USA by our vendor CyberGrants and shared with the Bristol-Myers Squibb affiliated company* in your country for request approval. Both CyberGrants and Bristol-Myers Squibb Company provide an adequate and compliant protection of your personal information with European and national privacy legislations through through execution of Standard Contractual Clauses adopted by the European Commission. You may request more details about the personal information we hold about you in our grants system and modify or update incorrect information, as well as object to the processing of your personal information for the purposes set out in this registration form.

Please email support_grantsandgiving@bms.com with any queries on the processing of personal information.

* AS A CONDITION TO THE SUBMISSION OF YOUR REQUEST, PLEASE READ AND INDICATE AGREEMENT BY CERTIFYING THE ABOVE STATEMENT.   ☐ I Certify

SAVE AND PROCEED

1 Once you agree to all the statements provided on this page as well as the "Terms and Conditions", check "I Certify" to proceed further

2 Please Note: Privacy laws apply to ex-US applicants

Reviewing and submitting application

Incomplete Application

LOGOUT

| Welcome Page | Contact Information | Organization Information | Letter of Request | Attachments | Certification |

Incomplete Application

* indicates required field

You have not filled in the following required fields. Click on the section name to return to that section and then provide valid responses to the following questions. These fields must be completed in order to submit your application

Contact Information
- First Name
- Last Name
- E-mail Address

Organization Information
- Address
- List of Board Members, Principals and/or Key Executives
- Website Address
- Mission statement and purpose
- Is your organization a non-profit or non-governmental organization (NGO)?
- Is the organization Accredited?
- State

Letter of Request
- Request Title
- Request Start Date
- Request End Date

1 Under each section heading, the system will identify what required field(s) were not completed

2 Complete the missing fields by returning to each section and adding in the missing information

3 Review all information you entered for accuracy

4 Submit the application once you are finished

Application support

To get application support, follow the steps below

1 Click the "Need Help?" link at the bottom of the application

2 Review listed application support questions. If you still have question(s), click on the "I still have a question" link

3 Fill out the form with your question(s)

4 Allow 24-48 business hours for the support team to respond

Check FAQs located on the BMS Grants and Giving website

- Link:http://www.bms.com/responsibility/grantsandgiving/support/Pages/Resources.aspx

For non-support questions: send email to
grantsandgiving@bms.com

Need Support?

How do I upload a file?   +

How will I know if you received my application?   +

What does it mean I must select the lowest level?   +

If an answer has a 'character maximum', what characters are included?   +

Back To Top

* I still have a question

Support Request

* indicates required field

* First Name:
* Last Name:
* Telephone Number:
* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com.
* Confirm E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com.
* Organization Name: Please enter the legal name of your organization.
* Organization Address:
* Organization City:
* Organization State/Province:
* Organization Zip/Postal Code: Please enter your organization's zip code or postal code (required if your organization is located in the U.S.).
* Organization Country:
Tax ID/Charity ID (if applicable):