Bristol-Myers Squibb
Navigating our New Funding Process

System User Training
Agenda

<table>
<thead>
<tr>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
</tr>
<tr>
<td>Accessing “Letter of Request”</td>
</tr>
<tr>
<td>Registration and Login</td>
</tr>
<tr>
<td>Letter of Request Submission</td>
</tr>
<tr>
<td>Application Support</td>
</tr>
</tbody>
</table>
The purpose of this training is to familiarize requestors with the new process of submitting applications through the “Letter of Request”.

Effective December 31, 2016, Bristol-Myers Squibb will begin the use of a new process and a new Request Management System for funding requests. As of that date, all funding requests should be submitted through an online “Letter of Request” to Bristol-Myers Squibb. The new process will enable you to:

- Track the status of your requests
- Communicate with BMS through a secure portal
- Manage Request information
**Accessing Letter of Request**

Website Link for Grants, Giving and Corporate Sponsorship Support:
- **Belgium (English):** [http://www.bms.be/been/Responsibility/Pages/GGCSS.aspx](http://www.bms.be/been/Responsibility/Pages/GGCSS.aspx)
- **Belgium (Nederlands):** [http://www.bms.be/bede/Verantwoordelijkheid/Pages/GGCSS.aspx](http://www.bms.be/bede/Verantwoordelijkheid/Pages/GGCSS.aspx)
- **Belgium (Français):** [http://www.bms.be/befr/Responsabilite/Pages/GGCSS.aspx](http://www.bms.be/befr/Responsabilite/Pages/GGCSS.aspx)
- **Netherlands:** [http://www.b-ms.nl/Verantwoordelijkheid/Pages/GGCSS.aspx](http://www.b-ms.nl/Verantwoordelijkheid/Pages/GGCSS.aspx)

Click here to access the “Letter of Request” page

Click on this LOR link to apply for the funding request
**Applicant Log In**

- Register and create a password if you are a first time user
- Log in using your email address and password
- Reset your password

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

**FORGOTTEN PASSWORD:**
Click here to create your password.

**HAVE AN ACCOUNT:**
Login using your credentials HERE

**Log In**

* indicates required field

Forgot your password?
New User Registration

If this is your first time using our system, please check to see if your organisation is in our database, before creating a new organization. You can search your organization by Tax ID or organisation 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 organisation based. A single user can be associated with multiple organisations.
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.

Please note: These privacy laws apply to ex-US applicants.

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\textsuperscript{TM} 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 SAVE at the bottom of this page, I understand and agree to the collection of my personal information, as described above.
Welcome Page

- Once you successfully login, this is your “Welcome Page”
- On this page you can:
  1. Identify the name of your organisation
  2. Add a new organisation to your account
  3. Edit your profile
On this page you can also 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.
Add a New Organization

If you want to add a new organisation to your account, click on “click here to add a new organisation 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.
Starting a Letter of Request (LOR)

- When beginning a New Request click the “Start a New Letter of Request” link on the Welcome Page.

- Please check the accuracy of your name and the organisation you are associated with before you start a new application.
This section allows you to select all the individuals you would like to receive correspondence for this request.

1. You may select multiple individuals to receive correspondence for this grant.
2. Click “Create New” to add additional contacts
   - Once an individual(s) information is added, this contact information will remain under this section.
3. To delete a “contact,” click on the name of the individual THEN, when prompted, click on “delete contact.”
This section asks a series of questions about your organization

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

NOTE: The Requesting organisation MUST be the Payee organisation.
LOR – Request Details

This section captures the details of the Funding Request. Complete the fields in the Letter of Request as per instructions. Incomplete applications will be rejected without review.

Letter of Request

We reserve the right to reject application if the information provided is not complete.

* Request Title

* Request Start Date (MM/DD/YYYY)

* Currency type for funds being requested

* Total Amount of funding being requested from BMS

* Charitable? Can any portion of the funds being requested be considered a charitable donation? No

* Currency type for total budget

* Total budget amounts

* Where is the proposed request being implemented? Include Country/Geographic region. For Live programs, please include venue site(s), if applicable.

* Therapeutic Area of Request (?) Please select all applicable Therapeutic area of Request.
**LOR - Attachments**

This section asks you to upload attachments relevant to your request submission. All documents *MUST* be uploaded in *PDF* format.

- **Budget Form (if providing budget)**: Must be in PDF format. [Upload File]
- **Sponsorship Packet (if applicable)**: Must be in PDF format. [Upload File]
- **Full Proposal (if applicable)**: Must be in PDF format. [Upload File]
- **RFP Attachment (if applicable)**: Must be in PDF format. [Upload File]
- **Other Attachments**: Must be in PDF format. [Upload File] [Save and Proceed]
In this section, you are requested to read the certification statement and certify your agreement with it.

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

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.
To get application support, please email support_grantsandgiving@bms.com