Bristol-Myers Squibb
Navigating our Funding Process

Applicant Guide
# Table of Contents

<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 process of submitting applications through the “Letter of Request”.

Effective January 2, 2017, Bristol-Myers Squibb has put in place a common request process for all types of funding requests. All funding requests must be submitted through an online “Letter of Request” to Bristol-Myers Squibb. This process enables 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:

Click on the Letter of Request title to expand the list, then select the Letter in your preferred language to apply for the funding request.

Click here to access the “Letter of Request” page.
Applicant Log In

- On this page you can:
  1. Register and create a password if you are a first time user
  2. Log in using your email address and password
  3. Reset your password

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

HAVE AN ACCOUNT:
Login using your credentials HERE

FORGOT PASSWORD:
CLICK HERE
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 registration number or organization name in the system.

1. Select the region in which you are located

2. Complete the Registration fields

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

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™ 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 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 log in, 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

Once completed, all Letters of Request created are immediately submitted to Bristol-Myers Squibb.
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 organization to your account, click on “click here to add a new organization to your account” link.

Select Organization

The Foundation
123 Fourth Ave.
Toronto, ON M5W 3X3
Canada

The Charity
456 Seventh Ave.
Edmonton, AB T8X 2G9
Canada

The Organization
789 Avenue Vingt
Montreal, QC H4N 1V2
Canada

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 organization you are associated with before you start a new application.
LOR - Contact Information

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 request.
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”
LOR - 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 instructions in the application.

NOTE: The Requesting organization MUST be the Payee organization.
**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.

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**
- **Currency type for total budget**
- **Total budget amount**
- **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. Immunology, Arthritis, Rheumatoid (RA), Oncology, CMI.
This section asks you to upload attachments relevant to your request submission. All documents** MUST** be uploaded in **PDF** format.
LOR - Certification

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.
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.
Application Support

➢ To get application support, please email

support_grantsandgiving@bms.com