

Grants, Giving and Corporate Sponsorship Support: Request Close Out Process

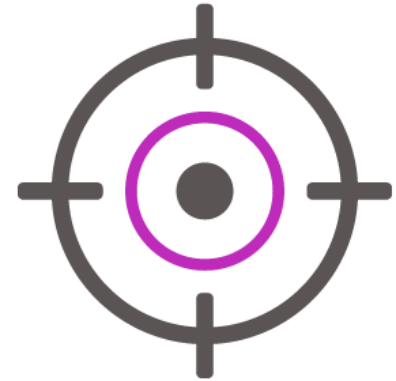
March 2021



Objective

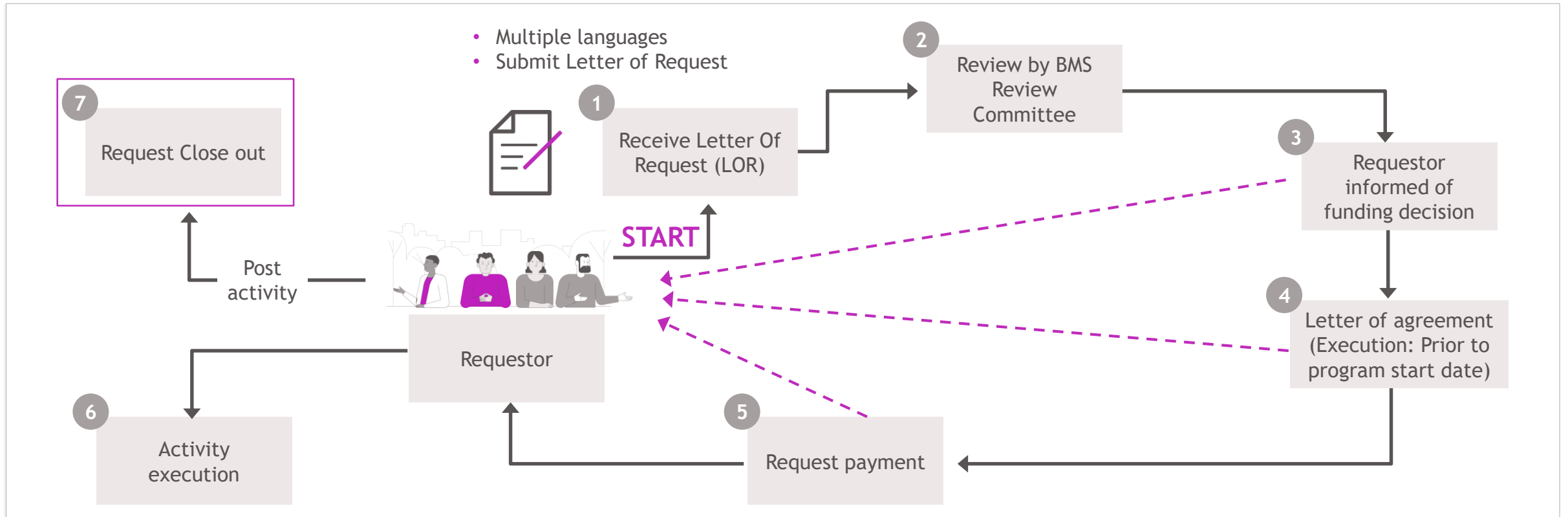
The purpose of this training is to

- Provide an overview of the **close out process** for a request funded by Bristol Myers Squibb (BMS).
- Familiarize the requestors receiving BMS funding with the process and information that is required to complete the close out process



Close out process

Organizations receiving support from Bristol Myers Squibb are required to close out the activity/program after its completion in the Request Management System (CyberGrants)



Types of support requiring close out

Corporate Sponsorship Support	Independent Medical Education Support
Fellowship Support	Patient Education Support
Umbrella Research Grant	Scholarship Support

Close out is not needed for charitable donation, co-pay donation or a corporate membership support.

Close out report

Request Closeout Form

Did the activity(ies) occur as detailed in the original funding request?

- Yes
 No

If you answered "No" to previous question, describe why activity(ies) did not take place

Was the funding received for this request used as stated in the original funding request and as per the Letter of Agreement?

- Yes
 No

If you answered "No" to the previous question, describe why funds were not used as intended.

Total Amount of BMS funding used

Close out report (cont'd)

- Close out report collects information regarding:
 - Activity Execution
 - Actual Budget for the program (Total Amount)
- Close out for a request needs to be completed within **90 days** from the program completion date
- Email notifications will be sent to the organization on a periodic basis to complete the request close out
- Once the close out report is received, BMS will analyze the information to determine if there is a refund due based on the actual expenses and proposed expenses at the time of request submission



Refund process

- If it is determined that a refund is due, a BMS Corporate Giving Grant Analyst will reach out to the organization with a refund notification
- The Grant Analyst will provide further instructions on the refund to the organization
- Refund is due within **30 days** of notification
- For any questions, please contact the Grant Analyst who sent out the notification through email



Support

For general support questions regarding request close out process, please contact:

Email: close.out@bms.com

