Bristol Myers Squibb Health Equity Outcomes Report Submission



Overview







Bristol Myers Squibb (BMS) requests Outcomes report for BMS funded proposals that have been identified as an initiative/program related to Health Equity and addressing disparities

Organizations are required to submit Outcomes Reports every six months throughout the lifetime of the project

- Reports can be marked "Interim" or "Final"
- Submit cumulative data through each report

- Outcomes reports must be submitted within 4 weeks of becoming available in system
- Final Outcomes report must be submitted within 90 days from program end date

How to access outcomes reports

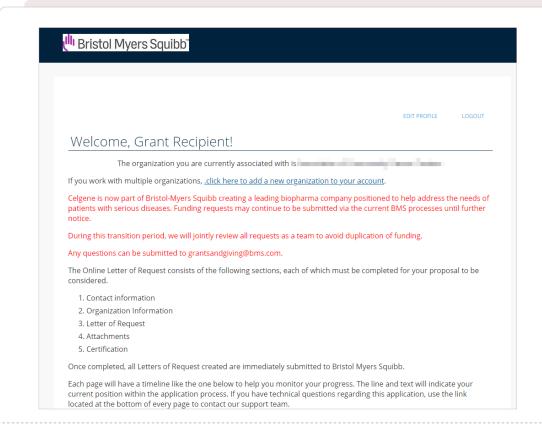
Outcomes Reports are available through CyberGrants portal twice a year

Log in to CyberGrants portal

Scroll down to the section "Impact Reports Requiring Action"

Click on "Health Equity Outcomes"

Submit the Outcomes report by the due date listed in the system



| Impact Reports Requiring Action | | | | |
|---------------------------------|------------|-------------------|------------|------------|
| | Request ID | Activity and Type | Occurrence | Due Date |
| Health Equity Impact Report | 70553121 | | | 01/28/2022 |
| Health Equity Outcomes | 65237695 | | | 02/25/2022 |
| Health Equity Outcomes | 05237095 | | | 02/25/202 |

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Email notification

Organization's contact (Grant seeker) will receive an email when an Outcomes report is assigned

Subject: Request ID {12345678}: BMS Health Equity Outcomes Due

Dear John Doe,

Ref: 12345678 - Program Title

The above referenced grant was made to your organization on 1/1/2022

This proposal has been identified as an initiative/program related to Health Equity and addressing disparities. You are receiving this report to provide the 6-month "Outcomes" for this request. Please complete the information to the best of your ability and submit by due date.

We do hope that your organization will take the time to complete the requested information so we can continue to learn and share together. If you have any questions before submitting your Outcomes Report, do not hesitate to reach out to us directly. We look forward to learning about your progress and the impact that your continued commitment to Health Equity is having on the communities you serve.

Please email grantsandgiving@bms.com if you have any questions regarding this request.

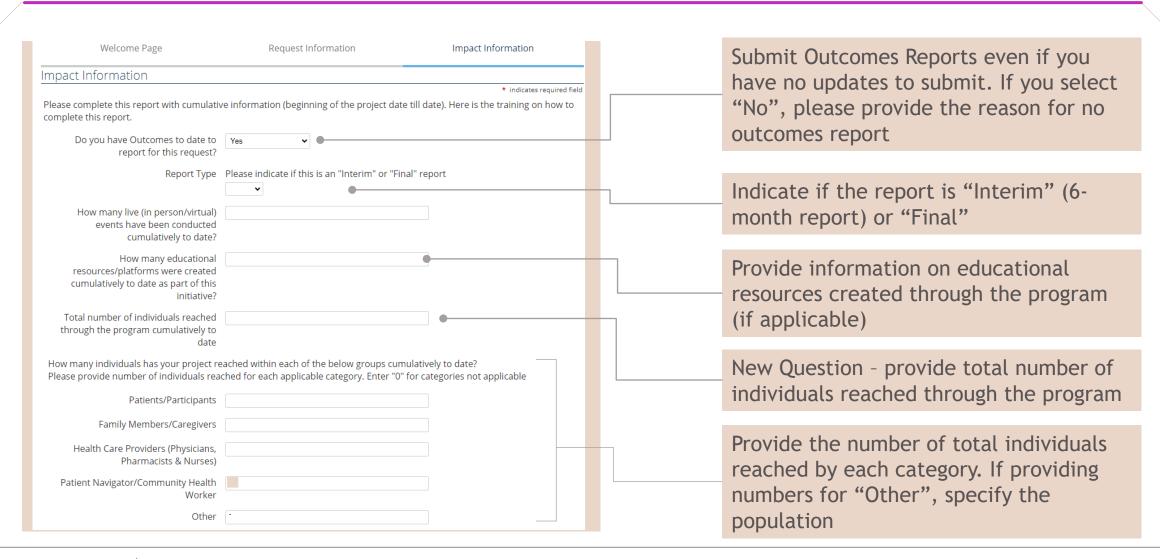
Sincerely,

Corporate Giving Department

Bristol Myers Squibb

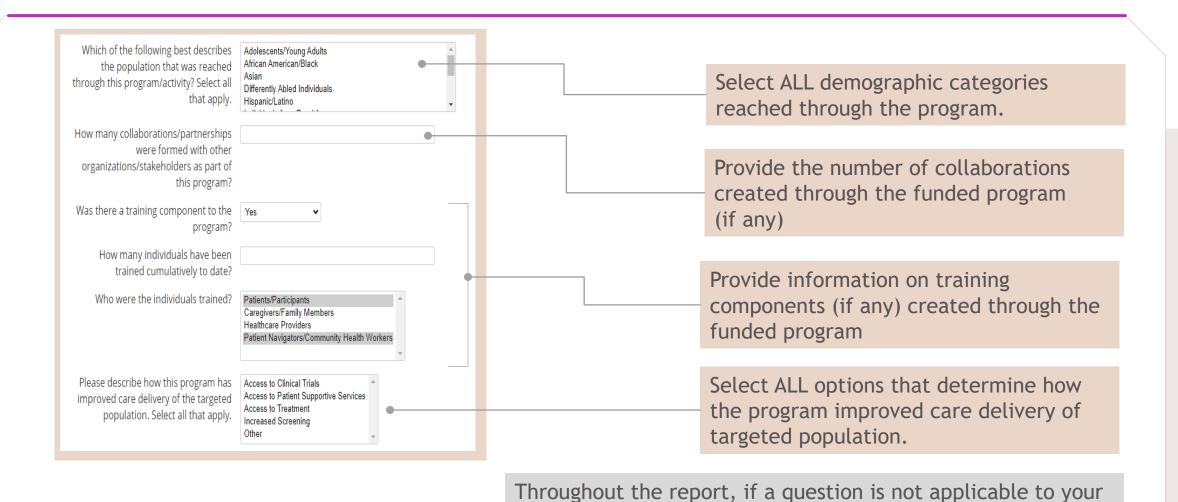
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Outcomes report template



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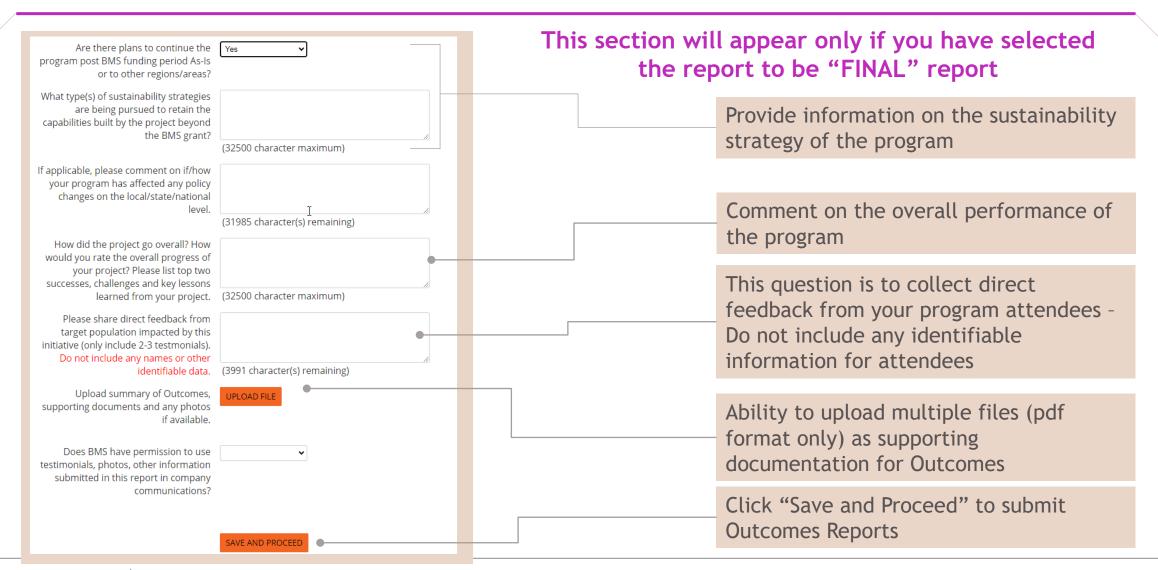
Outcomes report template - cont'd



program, enter "NA" (text) or "0" (numeric) in the box

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Outcomes report template - cont'd (Final Report only)



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Change of scope

During the course of the program, if there is any change in the scope including but not limited to dates, venue, format, budget, deliverables etc., please submit a Change of Scope form to BMS. The form template is available at -

https://www.bms.com/asset s/bms/us/englishdocuments/corporategiving/BMS-Program-Scope-Change-Form.docx

Bristol Myers Squibb Program Scope Change Request Form

INSTRUCTIONS

Changes to elements of a Request post-approval require review and approval prior to implementation of scope change(s) and program initiation. Per the Letter of Agreement (LOA), the requestor must notify Bristol Myers Squibb in writing of any change to the approved grant request no less than 30-days prior to program initiation by submitting a completed Program Scope Change Request Form.

Changes to Request elements requiring review include but are not limited to:

- Suppor
- Reduced number of intended supporters in particular conversion from multi-support to single support, reduced level of secured funding, insufficient funding to deliver original proposal.
- o Excess funding including request support and any attendee registration fees
- Program or activity location
- Intended purpose, goals/objectives of proposed program or activities
- Change in educational partner or accredited provider
- Number or scope of proposed activities
- Continuing education certification
- Learning Öbjectives
- Outcomes analysis

The Scope Change Request Form and a revised BMS Program Budget (in instances where the change in scope has impacted any of the program costs) <u>must</u> be submitted to the Grants & Giving department at Bristol Myers Squibb for review. Final decisions regarding scope change requests will be communicated to the requestor by Grants & Giving department.

Email your completed Scope Change Request Form to grantsandgiving@bms.com

If the scope change request is approved, the Scope Change Request Form and any supporting documentation (e.g., revised BMS Program Budget) will become official documentation for the existing request file. If the scope change request is <u>not</u> approved, the LOA will be nullified according to the Terms and Conditions described therein. Any funds already provided toward implementation of the activity must be returned to BMS within 15-business days. A paper check should be mailed to -

Bristol-Myers Squibb Attn: Lauren Graham 3401 Princeton Pike Lawrenceville, NJ 08546

Program Scope Change Request Form

Please complete the following information.

Proposed scope change (Describe change requested for all elements in the initial proposal that are affected by the request):

Implications of change (Describe the implications and potential impact of all changes from the initial proposal):

Corporate Philanthropy

Contact



If you have questions regarding Outcomes submission, you can reach out to -

- grantsandgiving@bms.com
- suchitra.kurria@bms.com

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