Bristol-Myers Squibb
Navigating our New Funding Process

User Training
Effective November 16, 2015, Bristol-Myers Squibb will begin the use of a new process 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
The purpose of this training is to familiarize requestors with the new 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 on the request, you will be notified by an email.
- 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 request
Types of Funding Requests

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 same LOR is used for all funding requests.
NAVIGATING GRANTS AND GIVING WEBSITE
To access the Grants and Giving website from bms.com:
1. Click on “Responsibility”
2. Click on “Grants & Giving”
3. Click on “Grants, Giving & Corporate Sponsorship support”

Link:
Accessing the Letter of Request

When you are ready to submit your application click on the “Ready to Apply” link. This link is available throughout the Grants, Giving and Corporate Sponsorship Support website.

Link: http://www.bms.com/responsibility/grantsandgiving/support/Pages/Letter-of-Request.aspx
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

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

FORGOT PASSWORD:
CLICK HERE

HAVE AN ACCOUNT:
Login using your credentials 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.
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 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.
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.
Account Portal – Welcome Page

• 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
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

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

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

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. 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.
All documents *MUST* be uploaded in *PDF* format.
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
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](http://www.bms.com/responsibility/grantsandgiving/support/Pages/Resources.aspx)

- Email support_grantsandgiving@bms.com

- Call the Help Desk: 1-800-831-9008