Effective March 2, 2020, Bristol-Myers Squibb will begin using one new consolidated Letter of Request application form. This consolidated format will allow you to change to a specific language to view application questions.
The purpose of this training is to familiarize requestors with the 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
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, we will notify you via email

Multiple funding requests can be submitted

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 RFP or RFE specifications
Types of funding process

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 consolidated 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 “About Us”
2. Click on “Responsibility”
3. Click on “Corporate Giving”
How To Apply
You can submit a simple Letter of Request, track the status of your requests and communicate with Bristol Myers Squibb through our secure portal.

How to Apply  
Letter of Request

Giving Guidelines
Learn more about the guidelines we use to review requests.

Download Guidelines

Giving FAQs
View frequently asked questions about our giving programs.

View All FAQs

Link: https://www.bms.com/about-us/responsibility/corporate-giving.html
Navigating grants and giving website

Accessing the Letter of Request

When you are ready to submit your application click on the “Letter of Request” link under “How to Apply”

How To Apply

You can submit a simple Letter of Request, track the status of your request and communicate with Bristol-Myers Squibb through our secure portal

How to Apply
Letters of Request

We are implementing a change to our online application form. Effective, Monday March 2, 2020 there will no longer be a list of application forms (Letter of Request) in multiple languages. Instead, there will be one consolidated Letter of Request which can be viewed in 11 different languages.

Upon logging in to your account, notifications will be displayed in the language based on your browser's default language setting. But, there is also the ability to manually change the language by clicking on the drop-down located in top right corner of the log-in confirmation page. Once a new letter of Request is open, it will be possible to change the language again.

The languages we support are: English, French, German, Italian, Spanish, Japanese, Chinese, Dutch, Russian, Turkish, Korean and Portuguese.

For questions or issues, please email us at grantsandgiving@bms.com

Consolidated Letter of Request

Templates

Training
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

HAVE AN ACCOUNT: Login using your credentials HERE

FORGOT PASSWORD: CLICK 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.

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

1. Select the region in which you are located

2. Complete the Registration fields
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 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 clicking SAVE at the bottom of this page, I understand and agree to the collection of my personal information, as described above.
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.

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 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
To make changes to your profile, click on “edit profile”

Here, you can make all the appropriate edits you need

Once you are finished, click “save” located at the bottom of the screen

Click, “return to the home page” to proceed with your application
<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Page</td>
</tr>
<tr>
<td>Contact Information</td>
</tr>
<tr>
<td>Organization Information</td>
</tr>
<tr>
<td>Letter of Request</td>
</tr>
<tr>
<td>Attachments</td>
</tr>
<tr>
<td>Certification</td>
</tr>
<tr>
<td>Reviewing and Submitting Application</td>
</tr>
</tbody>
</table>
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.
This section allows you to select all the individuals you would like to receive correspondence for this request.

You may select multiple individuals to receive correspondence for this grant.

Click “Create New” to add additional contacts:
- Once an individual(s) information is added, this contact information will remain under this section.

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 organization. Please complete the information as per directed in the application.

**Organization Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>Please provide the Legal Name of the Organization.</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>List of Board Members, Principals and/or Key Executives</td>
<td>Please provide the first and last names of your organization's current board members, principals, and key executives. With each individual’s name, please include the company they work for, if applicable.</td>
</tr>
<tr>
<td>Website Address</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The Requesting organization MUST be the Payee organization.
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.
In this section, you are requested to read the certification statement and certify your agreement with it.

Once you agree to all the statements provided on this page as well as the “Terms and Conditions”, check “I Certify” to proceed further.

Please Note: Privacy laws apply to ex-US applicants.
Reviewing and submitting application

**Incomplete Application**

You have not filled in the following required fields. Click on the section name to return to that section and then provide valid responses to the following questions. These fields must be completed in order to submit your application.

**Contact Information**
- First Name
- Last Name
- Email Address

**Organization Information**
- Address
- List of Board Members, Principals and/or Key Executives
- Website Address
- Mission statement and purpose
- Is your organization a non-profit or non-governmental organization (NGO)?
- Is the organization Accredited?
- State

**Letter of Request**
- Request Title
- Request Start Date
- Request End Date

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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, 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)

For non-support questions: send email to grantsandgiving@bms.com

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