Navigating our funding process

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
- Log-In
- New User Registration
- Add a New Organization
- Edit Profile

The Letter of Request (LOR)

Application Support

User Training

Process overview

Funding Process

All funding requests are to be submitted through a "Letter of Request" (LOR) application

- This Letter of Request application form will allow requestor to change to a specific language to view application questions

- 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

Process overview

Types of funding process

The system is used to request funding for all funding requests such as:

- Corporate Sponsorship support
- Charitable Donations
- Independent Medical Education
- Continuing Medical Education
- Patient Education Support
- Support of Patient Advocacy organizations
- Scholarships
- Fellowships
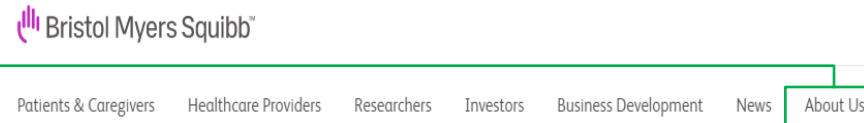- Corporate Memberships

Navigating grants and giving website

Grants, giving & corporate sponsorship support website

To access the Grants and Giving website from bms.com

1 Click on the three lines

2 Click on "About Us"

3 Click on "Responsibility" then "Corporate Giving"
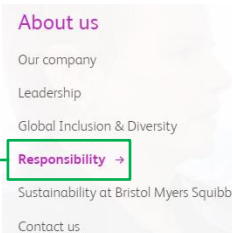
4 Click on "View Programs and Apply"
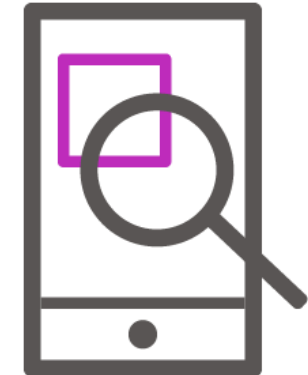
Navigating grants and giving website

Grants, giving & corporate sponsorship support website (continued)

Corporate Giving

About Us / Responsibility / Corporate Giving

Corporate giving is one of three major ways Bristol Myers Squibb supports worthwhile causes and conscientious citizenship. We also work to reduce health disparities worldwide through the Bristol Myers Squibb Foundation, and we support initiatives through community giving in locations where our U.S. employees live and work.

As we work to bring life-saving medicines to patients with serious diseases, we are also committed to improving healthcare, advancing scientific understanding and making the difference in the lives of patients and their families.

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 >
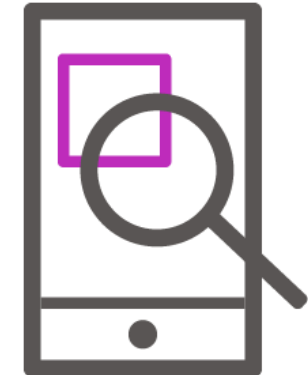
Link: https://www.bms.com/about-us/responsibility/corporate-giving.html

Navigating grants and giving website

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 requests and communicate with Bristol Myers Squibb through our secure portal.

How to Apply >

Letter of Request >
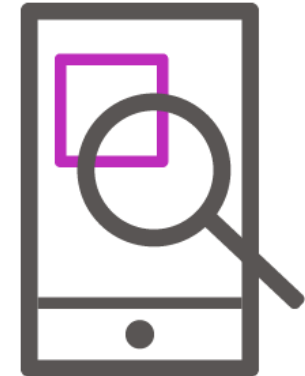
Application portal: Applicant log-in

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

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

2 **HAVE AN ACCOUNT:** Login using your credentials HERE

3 **FORGOT PASSWORD:** CLICK HERE
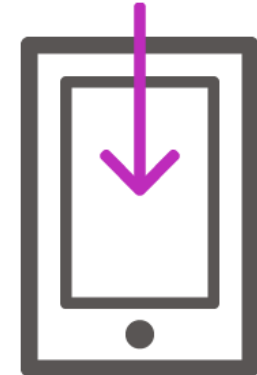
New user registration

Please note: If this is your first time using our system, you will need to create a user account.

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

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.

Please Note: These privacy laws apply to ex-US applicants

New user registration

Please note: You will receive an email requesting you to activate your email address. Once you have activated your email address, you may return to the login page and enter your credentials.

Bristol Myers Squibb™

LOGOUT

Help us activate your email address

An activation email has been sent to ▉▉▉▉▉▉▉. Please open the email and click on the link inside to proceed.

No activation email in your inbox? First, check your spam, junk, or trash folders for a message from donotreply@cybergrants.com. You can also click here to send a new activation email if necessary.

Security is very important to us and activating your email address will add an extra layer of protection to your account. Thank you for your understanding and for helping us keep your information safe!

Welcome Page / Home

Once you successfully login, this is your "Welcome Page". It will be your home page each time you login

On the Welcome page, the organization with which you are currently associated will be listed. If this is the correct organization for your new request, proceed further down the page.
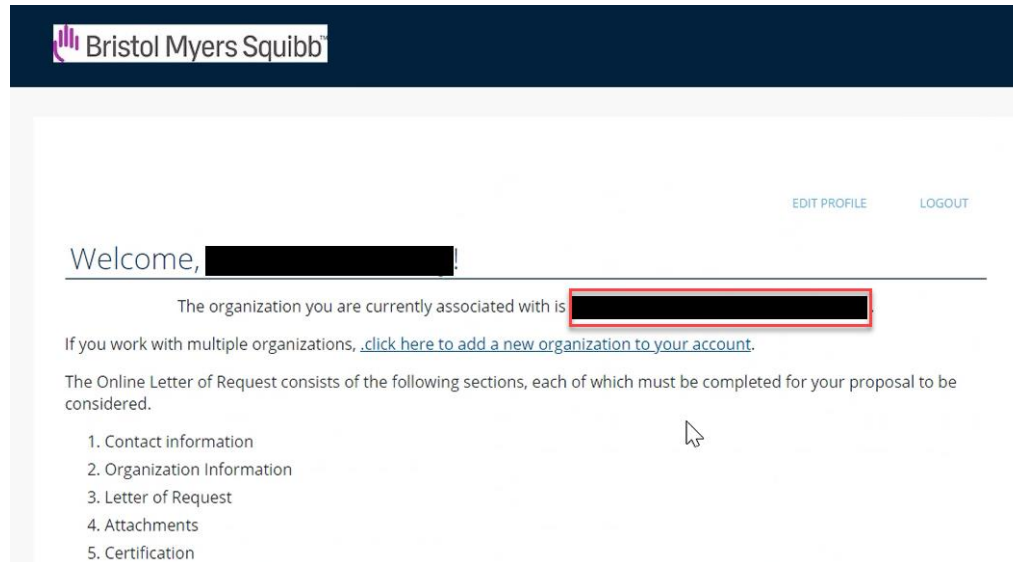
Please note: User Accounts in CyberGrants are individual based and not organization based. A single user can be associated with multiple organizations.

Welcome Page / Home

The "Welcome Page" also shows your Corporate Giving Dashboard

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

Add a new organization

If you need to submit a Corporate Giving request for multiple organizations, please add all applicable organizations to your account. Do NOT change existing organization information for a different organization.

There are multiple places to add an organization. Click on "click here to add a new organization to your account" link

Add a new organization

When 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

Edit profile

Welcome,

The organization you are currently associated with is test organization.

If you work with multiple organizations, click here to add a new organization to your account.

Celgene is now part of Bristol-Myers Squibb creating a leading biopharma company positioned to help address the needs of patients with serious diseases. Funding requests may continue to be submitted via the current BMS processes until further notice.

During this transition period, we will jointly review all requests as a team to avoid duplication of funding.

In addition, we are currently updating our FAQs, which will be updated on or about December 15, 2019. Any questions can be submitted to grantsandgiving@bms.com.

The Online Letter of Request consists of the following sections, each of which must be completed for your proposal to be considered.

1. Contact information
2. Organization Information
3. Letter of Request
4. Attachments
5. Certification

Once completed, all Letters of Request created are immediately submitted to Bristol-Myers Squibb.

Your Profile

* indicates required field

* First Name:

* Last Name:

* Telephone Number:

* E-mail Address:

Change E-mail

Password: Change Password

SAVE   CANCEL

Need Support?

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

Welcome page

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

Welcome Page	Contact Information	Organization Information	Letter of Request	Attachments	Certification

» START A NEW LETTER OF REQUEST «

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"

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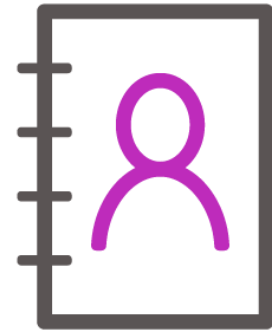
Organization information

This section asks a series of questions about your organization

This section displays/captures information regarding your organization. Please complete the information as directed in the application

Letter of request

This section captures the details of the Funding Request

Welcome Page   Contact Information   Organization Information   **Letter of Request**   Attachments   Certification

Letter of Request

* indicates required field

We reserve the right to reject application if the information provided is not complete.

* Request Title

* Request Start Date   Anticipated meeting start date or launch date for enduring/online/recurring programs.
MM/DD/YYYY

* Request End Date   MM/DD/YYYY

* Currency type for funds being requested:

* Total Amount of funding being requested from BMS: Amount being sought from BMS for this request

* Charitable?   Can any portion of the funds being requested be considered a charitable donation?

* Total budget amount: The total budget for this request including funds being sought from BMS

* Where is the proposed request being implemented?   *Include Country/Geographic region. For Live programs, please include venue site(s), if applicable.*

(2000 character maximum)

* Therapeutic Area of Request (?)   Please select all applicable Therapeutic area of Request.

Cardiovascular - General Education - Anticoagulation
Cardiovascular - Stroke Prevention/Atrial Fibrillation
Cardiovascular - VTE Treatment and Prevention
Immunoscience - Arthritis - Rheumatoid (RA)
Immunoscience - Psoriasis

Complete the fields in the Letter of Request as per instructions. Incomplete Letter of Requests will be rejected without review

Attachments

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

Reviewing and submitting application

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

LOGOUT

Welcome Page   Contact Information   Organization Information   Letter of Request   Attachments   Certification

Incomplete Application

* indicates required field

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
- E-mail 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

Bristol Myers Squibb™

Additional resources/contact information

Please refer to the Corporate Giving [FAQs](#) for more information on Corporate Giving Principles

If you have any questions on Corporate Giving please email:
grantsandgiving@bms.com