**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 request, no less than 30 days prior to the original program start date, by submitting a completed Program Scope Change Request Form.

Changes to request elements requiring review include, but are not limited to­:

* Support
	+ Reduced number of intended supporters, particularly conversion from multi-support to single support, reduced level of secured funding, or insufficient funding to deliver original proposal.
	+ 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
* Change of modality
* Number or scope of proposed activities
* Change in timing of live and/or enduring activities
* Continuing education certification
* Learning Objectives
* Outcomes analysis and timing of outcomes report submission

The Program Scope Change Request Form and a revised BMS Program Budget (in instances where the change in scope has impacted any of the program costs) must be submitted to the Grants & Giving department at Bristol-Myers Squibb for review. Revised budget information must be provided using the BMS budget template; click [HERE](https://www.bms.com/about-us/responsibility/corporate-giving/how-to-apply-for-corporate-giving.html) and look in the template drop down folder to download. Final decisions regarding scope change requests will be communicated to the requestor by the Grants & Giving department.

Email your completed Program Scope Change Request Form to erin.gilbert@bms.com.

**If the scope change request is approved**, the Program 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 not 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: Erin Gilbert

3401 Princeton Pike

Lawrenceville, NJ 08546

Please complete the following information and email it to erin.gilbert@bms.com no less than 30 days prior to the activity’s implementation date.

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

|  |  |  |
| --- | --- | --- |
| **Request Element** | **Original Proposal** | **Requested Change** |
| **Overall Description (activity details)** |  |  |
| **# of live activities** |  |  |
| **Potential live reach****(estimated # of learners)** |  |  |
| **Live start date** |  |  |
| **Live end date** |  |  |
| **# of enduring activities** |  |  |
| **Potential enduring reach (estimated # of learners)**  |  |  |
| **Enduring start date** |  |  |
| **Enduring end date** |  |  |
| **Cost per learner, estimate** |  |  |
| **Interim outcomes report due dates** |  |  |
| **Final outcomes report due date** |  |  |
| *BMS Internal Use Only* |

***Please refer to the BMS Guidance for IME Outcomes Reports for questions pertaining to due dates and timing of the interim and outcomes reports. This guidance can be downloaded by clicking*** [***HERE***](https://www.bms.com/about-us/responsibility/corporate-giving/how-to-apply-for-corporate-giving.html) ***and look in the training drop down folder.***