Bristol-Myers Squibb
Navigating our New Funding Process

System User Training

Agenda

Topic	
Overview	
Accessing "Letter of Request"	
Registration and Login	
Letter of Request Submission	
Application Support	

Objective

The purpose of this training is to familiarise requestors with the new process of submitting applications through the "Letter of Request".

Effective November 1st, 2016, Bristol-Myers Squibb will begin the use of a new process and a new Request Management System 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

Accessing Letter of Request

Website Link for Grants, Giving and Corporate Sponsorship Support:
UK: http://www.b-ms.co.uk/responsibility/pages/GGCSS.aspx
Ireland: http://www.bmsireland.ie/responsibility/Pages/GGCSS.aspx

Click on this LOR link to apply for the funding request

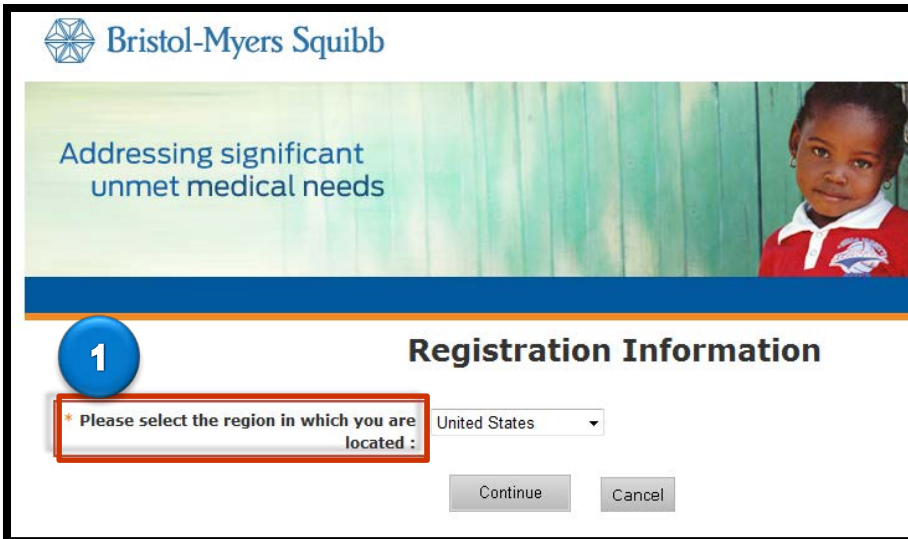Click here to access the "Letter of Request" page

Applicant Log In

➢ On this page you can:

1. Register and create a password if you are a first time user

2. Log in using your email address and password

3. Reset your password

New User Registration

If this is your first time using our system, please check to see if your organisation is in our database, before creating a new organisation. You can search your organisation by Tax ID or organisation 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 organisation based. A single user can be associated with multiple organisations.

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

Welcome Page

➢ Once you successfully login, this is your "Welcome Page"

➢ On this page you can:

1. Identify the name of your organisation

2. Add a new organisation to your account

3. Edit your profile

Welcome Page (cont'd)

- On this page you can also 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 organisations 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 Organisation

If you want to add a new organisation to your account, click on "click here to add a new organization to your account" link

Welcome, Suchitra Karriai

The organization you are currently associated with is AMERICAN NATIONAL RED CROSS.

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

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.

Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within

Organization Information

* indicates required field

* Organization Name: Enter the legal name of the organization for which you are applying.

Zip/Postal Code :

* Organization Country : [dropdown]

IRS AND/OR NCES Information

Tax ID/Charity ID (if applicable) :   Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500 ⓘ. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only) :   For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the NCES website.

School ID (U.S. Pre-K-12 public and private   For U.S. public schools, the School ID should be the last 5 digits of a 12 digit National Center for

Select Organization

○ AMERICAN NATIONAL RED CROSS
PO BOX 185
PITTSBURGH PA 15230-0185
United States

○ New MedEd Org
DPO AE 09876
United States

○ TRUSTEES OF PRINCETON UNIVERSITY
PO BOX 291
PRINCETON NJ 08542-0291
United States

Continue

Once you have multiple organisations associated with your account, you will always be taken to the organisation selection page after login, to select the organisation that you want to work with

Starting a Letter of Request (LOR)

➢ 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 **organisation you are associated with** before you start a new application

LOR - 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"

LOR - Organization Information

This section asks a series of questions about your organisation

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

NOTE: The Requesting organisation MUST be the Payee organisation.

LOR – Request Details

This section captures the details of the Funding Request. Complete the fields in the Letter of Request as per instructions. Incomplete applications will be rejected without review.

LOR - Attachments

This section asks you to upload attachments relevant to your request submission. All documents *MUST* be uploaded in *PDF* format

LOR - 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.

Application Support

➢ To get application support, please email

support_grantsandgiving@bms.com