**Program Scope Change Request**

**INSTRUCTIONS**

Any change to a grant proposal post-approval requires review and approval by the IME Team prior to implementation of scope change(s) and program initiation. **Requestors must notify BMS of any changes to the approved grant proposal, per the Letter of Agreement (LOA), immediately and no fewer than 60 days prior to the original program start date.**

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

* Addition or deletion of activities
* 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 requested support and any attendee registration fees
* Intended purpose, goals/learning objectives of proposed program or activities
* Educational partner or accredited provider
* Modality (any change in activity type)
* Date, time, and venue/location of live activities
* Launch date and/or expiration date of enduring activities
* Continuing education certification
* 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 impacts the program costs) must be submitted to the Grants & Giving department at BMS 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 ***Program*** ***Scope Change Request Form (applicable to IME requests only)*.** Final decisions regarding scope change requests will be communicated to the requestor by the Grants & Giving department.

**Submit your completed Program Scope Change Request Form and revised budget (if applicable) to the Cybergrants portal. Utilizing the following steps:**

1. Sign into the portal and scroll down to the section titled “Impact Reports requiring Action”

 

1. Click on the Change of Scope associated with the Request ID that requires a Change of Scope submission



**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 grant proposal. **If a scope change is not submitted or the request is not approved,** the LOA may be nullified according to the Terms and Conditions described therein. Any funds already provided toward start of the activity must be returned to BMS within 15 business days. A paper check (with the grant ID included within the MEMO) should be mailed to:

Bristol Myers Squibb

Attn: Thomas Vilorio

3401 Princeton Pike

Lawrenceville, NJ 08648

**Program Scope Change Request Form**

Please complete the following information and submit to the Cybergrants portal **no fewer than 60 days** prior to the activity’s start date.

|  |  |
| --- | --- |
| **Reason for Change of Scope Request** |  |

**Your grant ID** #

Form submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate **all** relevant types of proposed changes:

|  |  |  |
| --- | --- | --- |
|[ ]  Additions to approved grant |[ ]  Deletions from approved grant |[ ]  Other changes to approved grant |

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

***If no changes please indicate by stating “no changes.***

|  |  |  |
| --- | --- | --- |
| **Request Element** | **Original Proposal** | **Requested Change** |
| **Program Title** |  |  |
| **Overall Description (activity details)** |  |  |
| **Program Partner** |  |  |
| **# 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 activity launch date** |  |  |
| **Enduring activity end date** |  |  |
| **Learning objectives** |  |  |
| **Cost per learner, estimate** |  |  |
| **Interim outcomes report due dates\*** |  |  |
| **Final outcomes report due date\*** |  |  |
| **Changes to Crediting (# or type of CME/CE credits)** |  |  |
| **Other changes** |  |  |
| *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/IME.html) ***under the Outcomes Reporting heading.***