Funding Process - What to Expect

8 Submission closed/completed

Once you complete the Tangible Benefit Reconcilliation step the Portal Admin will validate your information and close the submission. You will receive an email confirmation advising you that this submission has been closed.

1 Review Online Resources

Review training resources and FAQs on how to use the sponsorship portal.



2 Submit your request via our sponsorship request portal

You will receive a confirmation email upon the completion of your submission.

7 Tangible Benefit Reconcilliaton

After your activity occurs, you must return to the Portal to complete the Tangible Benefit Reconcillation. You can access this via the Audience/Benefits/ Venue section, where you must update the status of each Tangible Benefit provided to Merck to either received or cancelled. You must also upload any required tangible benefit proof in the Document Upload section. Example: for Corporate Visability, upload your Program.

3 Submission Review and Approval

Your submission will be reviewed for completeness and compliance to Merck's Funding's Requirements and Principles.



If you indicated that you wished to be paid sales tax, payment will be issued once we receive your detailed invoice. Your invoice must be received within 5 days of your email notification of approval. If you did not indicate that you wished to be paid sales tax, payment will be issued as soon as the request has been fully approved.



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5 Decision

You will be able to track the status of your submission and will receive an email communication once a final decision is reached.

4 If Additional Information is Needed

If we need more information to make a decision, you will receive an email from the Portal Administrator.