



Job-Aid to Submit a Sponsorship Online

IMPORTANT

- All Requests MUST be submitted **45 days in advance of the event/activity**. Portal will not accept submission under 45 days.
- All Sponsorship requests MUST be submitted via the online Sponsorship Portal
- Requests from Solely Owned Organizations/Entities cannot be processed. The system will give you an error message
- You MUST complete your one-time Organization/Profile Setup the first time you access the Portal. Instructions on how to do this can be found under “Resources” on the Sponsorship Portal section of Merck.ca

Mandatory Documents Required

In order to expedite the completion of your submission you will need the following documents:

- **Conference/Congress/Symposia:** You must provide a copy of the Agenda
- **For Package/Tier Request(s):** You must provide Meeting Prospectus, Program/Brochure
- **Patient Support Initiatives with Multiple Activities:** You must provide a detailed breakdown of all the objectives related to each activity
- **Budget Information:** Budgets must be itemized in the tool. You can also attach a detailed budget in the Document Upload section. The budget details should show the amount of support being requested from Merck.

Email Notifications

You will receive the following email Notifications related to your submission:

- Confirmation of receipt of your submission
- A “Request for Additional Information”, *only if more information about your submission is required*
- Confirmation that your request was either Approved or Rejected.
- Notification for “Event Reconciliation” advising you to Confirm the Tangible Benefits you entered. You will receive this notification 5 days after your event /activity due date. Note: you will receive daily email reminders until you have completed this task.
- Confirmation that your submission has been Closed.

Questions

Should you have a question regarding your submission or a general inquiry, please email fundingrequest@merck.com and reference your Request ID (MT-2022-xxxx), if applicable. The Portal Administrator will respond within 48 hours.