

Advocacy & Alliance Development

The Novartis General Medicines Advocacy & Alliance Development department is committed to supporting the needs of the patient community. Our department provides grant funding to non-profit patient advocacy groups and professional associations for activities that bring value to the patient community.

Grant request submissions are reviewed by Advocacy & Alliance Development and the Novartis Office of Grants and Education (NOGE) within General Medicines.

Applications for funding can be submitted via the NGCS system by logging onto www.ngcs.novartis.com. No commitment of funds can be made until the grant request is approved by Advocacy & Alliance Development. Approval of similar grant activities in previous years does not guarantee future approval.

Eligibility Requirements

- 501(c)3 or (c)6 organization
- **Complete grant applications must be submitted at least 60 days prior to the event date.**

Therapeutic Areas of Focus within Advocacy & Alliance Development (include but are not limited to):

- Alzheimers
- Arthritis
- Asthma/Allergy
- Cardiovascular/Heart Failure
- Cystic Fibrosis
- Dermatology
- Migraine
- Multiple Sclerosis
- Non-Therapeutic Area Specific* (excludes philanthropic requests)
- Ophthalmology
- Rare Disease
- Transplant

Examples of Support

- Patient Education
- Other, which includes:
 - Walks, Runs, Bike Rides
 - Roundtables/Meetings
 - Fundraising Events/Award Ceremonies
 - Policy Initiatives
 - Membership Dues
 - Community Outreach

Key Factors for Consideration of Patient Education Grants

- Clear goals of improvement to patient care
- Innovative, stimulating programs
- Needs assessment and outcome measures
- Therapeutic areas of interest
- Full compliance with laws, regulations and guidelines as established by OIG, PhRMA Code, and other relevant regulatory agencies
- Reasonable detailed budget

For “Other” General Medicines Advocacy Grant Requests, please see the application instructions at www.ngcs.novartis.com.

Examples of Grant Requests that will not be considered by Advocacy & Alliance Development

- **Grant requests received less than 60 days prior to activity start date**
- Grants to individuals
- Housing or travel for event/program attendees
- Operating expenses (e.g. salaries, benefits)
- Exhibit and display fees
- Grants that include alcohol-themed events and/or gambling
- Grants which include spa or resort activities
- Requests for building funds
- Product-specific education

Post Grant Submission – Patient Education

Upon successful submission of your application to NGCS:

- You will receive a confirmation email with a grant tracking number.
- You may log onto NGCS at anytime to monitor the status of your grant request.
- During the Advocacy & Alliance Development review process, you may receive emails requesting additional information/clarification regarding your submission. You may also receive an email to complete the Novartis Letter of Agreement. NOTE: The receipt of a Letter of Agreement for signature is **not** an indication that the grant has been accepted. Please note that the LOA cannot be altered in any way.
- Your prompt response to an Advocacy & Alliance Development inquiry is critical to continue the grant review process.
- No requestor should consider any grant request approved until they have received an email notification from the NGCS system.

- Any expenses incurred by the requestor prior to receiving an approval email notification from Advocacy & Alliance Development are done so at the requestor's own risk.
- Previous support by Advocacy & Alliance Development does not guarantee future support. Each grant is evaluated on its individual merit relative to other grant requests.

If your grant request is approved by Advocacy & Alliance Development:

- You will be sent an email containing a fully executed Letter of Agreement, or you may download and print by simply logging onto NGCS with the grant tracking number and clicking on the attachment tab.

Post Approval of Grant Submission – Patient Education

- You will be asked, via email, to provide the following within 90 days of completion of the event or enduring material.
 - Report summarizing the outcomes measured
 - Financial reconciliation and check issued to Novartis Pharmaceuticals Corporation for any unused funds in implementation of the activity
 - Final program agenda
 - Sunshine Act Reporting as applicable

You must submit these by logging onto NGCS within 90 days after completion of your activity.

Failure to reconcile your grant and/or return unused funds may jeopardize the review of future grant submissions (including sponsorship requests).

Advocacy & Alliance Development is aware of the growing need for support of Patient Education. Many more requests are received than can be funded and we regret all requests cannot be accommodated. However, you should note that every grant request submitted through the NGCS website will receive a full and fair review.

Contact Information

Phone: 1-888-NOW-NOVA (669-6682)
Novartis Office of Grants and Education
E-mail: grants.office@novartis.com
Advocacy & Alliance Development
E-mail: genmedsadvocacy.grants@novartis.com

Novartis
General Medicines



Novartis Grants Central Station

Professional Medical Education and Advocacy & Alliance Development Grants

For more information, please visit: www.ngcs.novartis.com





Novartis Pharmaceuticals Corporation (Novartis) discovers and develops innovative products to cure diseases, ease suffering and enhance patient quality of life. Novartis is committed to the advancement of these goals through education, advocacy and outreach. Consistent with this mission, Novartis will consider funding the following types of grant requests:

- **Professional Medical Education grants** that support independent accredited and non-accredited medical education for healthcare professionals.
- **Advocacy & Alliance Development grants** that support patient advocacy and professional medical organizations. Associations applying for these grants must be tax exempt according to paragraph 501(c)3 or (c)6 of the US Internal Revenue code.

Please review the **Professional Medical Education** and **Advocacy & Alliance Development** sections of this brochure in order to direct your request to the appropriate area.

Professional Medical Education

The Novartis Office of Grants and Education (NOGE) supports independent medical education programs which provide non-promotional, current scientific information to healthcare professionals (HCPs). Programs should strive to improve patient care and must be compliant with all applicable legal and regulatory guidelines.

Consistent with Federal Laws and regulations and the ethical standards under which Novartis Pharmaceuticals Corporation (NPC) conducts business, grants may never be linked to prescribing, purchasing, formulary status or reimbursement activities.

As part of Novartis' ongoing commitment to improving patient care, NOGE will accept grant requests from the following:

- Accredited continuing medical education providers
- Continuing Medical Education Offices of academic medical centers, medical universities, hospitals, community health centers
- Professional medical associations/societies
- Managed care organizations
- Medical education partner companies/providers

NOGE will evaluate grant requests for support of Research Fellowships (for Residents and Fellows) submitted by professional medical associations/societies and medical institutions. Fellowship award recipients should not have already been chosen.

Any requests for grants made to Novartis for US events or events with US participants must be made to NOGE.



Examples of Medical Education grant requests that will *not* be considered by NOGE

- Grant requests received less than 60 days prior to the activity start date
- Grants which are not within the therapeutic areas of interest to NOGE (see Areas of Therapeutic Interest for Medical Education Grants)
- Events that do not have an educational focus
- Request for programs that have already started or are in progress
- Grant requests for meals only
- Grants to individuals
- Personal travel
- Entertainment
- Activities held in lavish venues/resort locations are strongly discouraged
- Capital campaigns, building funds or operating expenses
- Professional career development (e.g. office/practice management skills, presentation skills, etc.)
- Service contracts
- Text books or equipment related requests
- Promotional exhibit and display fees
- Recognition awards
- Charitable contributions
- Website development or mass media production not associated with an accredited provider
- Clinical grants, including Investigator Initiated Trials. This type of grant request may be supported within other areas of Novartis. Please contact your local Novartis Scientific Operations Medical Science Liaison for more information.

Areas of Therapeutic Interest for Medical Education Grants

NOGE will receive and review medical education grant requests in the following general therapeutic areas. Please note that these are subject to change:

- Cardiovascular
- Dermatology
- Multiple Sclerosis
- Neuroscience
- Ophthalmology
- Respiratory
- Rheumatology
- Transplant

Please visit our website at www.ngcs.novartis.com for the most current list of therapeutic areas of interest.

Medical Education Grant Request

To submit a medical education grant request for consideration of support, please visit the Novartis Grants Central Station (NGCS) website: **www.ngcs.novartis.com**. Please note: NOGE does not accept requests via mail, e-mail or fax.

Grant Request Submission Process

The following items must be completed and submitted to NGCS at least 60 calendar days prior to the activity start date **or the request will be denied:**

- Grant application
- Educational needs assessment
- Program learning objectives and proposed agenda
- Outcomes measurement plan
- Detailed line-item budget
- W-9

Key Factors for Consideration

In determining whether funding will be provided, NOGE will assess, among other items:

- Clear goals of improvements to patient care
- Innovative, stimulating programs
- Status of program provider (e.g., must be reputable, accreditations in good standing, if applicable)
- Educational needs assessment and pre-defined outcomes measures
- Therapeutic areas of educational interest
- Full compliance with laws, regulations and guidelines as established by OIG, PhRMA Code, ACCME and other relevant regulatory agencies
- Detailed budgetary analysis and reconciliation of a prior event

Post-Submission of Grant Request

Upon successful submission of your application to NGCS:

- You will receive a confirmation email with a grant tracking number.
- You may log onto NGCS at anytime to monitor the status of your grant request.
- During the NOGE review process, you may receive emails requesting additional information/clarification regarding your submission. You may also receive an email to complete the Novartis Letter of Agreement. NOTE: The receipt of a Letter of Agreement for signature is **not** an indication that the grant has been accepted. Please note the LOA cannot be altered in any way.

- Your prompt response to a NOGE inquiry is critical to continue the NOGE grant review process.
- No requestor should consider any grant request approved until they have received an email approval notification from the NGCS system.
- Any expenses incurred by the requestor prior to receiving an email approval notification from NOGE are done so at the requestor's own risk.
- Previous support by NOGE does not guarantee future support. Each grant is evaluated on its individual merit relative to other grant requests.

NOGE is aware of the growing need for support of Medical Education. Many more requests are received than can be funded and we regret all requests cannot be accommodated. However, you should note that every grant request submitted through the NGCS website will receive a full and fair review.

Post-Approval of Grant Request

If your grant request is approved by NOGE:

- You will be sent an email containing a fully executed Letter of Agreement, or you may download and print by simply logging onto NGCS with the grant tracking number and clicking on the attachment tab.
- If the scope or terms of an approved grant change, you must clearly document the change of scope and submit to NOGE (via NGCS) for review and approval in advance of program execution.
 - The modified activity will be evaluated on individual merit by NOGE to determine approval as described, or if a return of funds is warranted.
- You will be asked, via email, to provide the following within 90 days of completion of the event or enduring material.
 - Report summarizing the outcomes measured
 - Financial reconciliation and check issued to Novartis Pharmaceuticals Corporation for any unused funds in the implementation of the activity
 - Final program agenda
 - Sunshine Act Reporting
 - You must submit these by logging onto NGCS within 90 days following the completion of your activity. Failure to reconcile your grant and/or return unused funds may jeopardize the review of future grant submissions.