



Novartis Oncology

Professional Medical Education and Patient Advocacy Grants

For more information, please visit the
Novartis Grants Central Station website
at www.ngcs.novartis.com.

 NOVARTIS

Professional Medical Education

The Novartis Oncology Office of Grants and Education (OGE) supports independent medical education programs intended to provide nonpromotional, current scientific information to health care professionals (HCPs) and improve patient care. Supported programs must be compliant with all applicable legal and regulatory guidelines and consistent with federal laws and regulations and the ethical standards under which Novartis Pharmaceuticals Corporation conducts business. Funding may never be linked to prescribing, purchasing, formulary status, or reimbursement activities.

As a commitment to improving patient care, OGE will accept funding requests from the following entities:

- Accredited continuing medical education providers
- Hospitals, community health centers
- Academic medical centers, medical universities
- Professional medical associations/societies
- Managed care organizations
- Medical education companies/providers

Any funding requests for activities taking place within the United States must be submitted to OGE for review and consideration.

Requests for funding of professional medical sponsorships can be submitted via Novartis Grants Central Station (NGCS) using the request type OTHER.

- Medical sponsorships must include a tangible benefit; categories include professional membership dues and sponsoring of medical congresses.

NOTE: Grant requests for activities taking place outside of the US must be submitted to Global Oncology Scientific Affairs at: globaloncology.grants@novartis.com.

Examples of educational grants *that will not be considered*

- **Grant requests received less than 60 days prior to the activity start date**
- Grants not within the therapeutic areas of interest to OGE (see *Areas of therapeutic interest for educational grants*)
- 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
- Grants to individuals
- Personal travel

- Expenses related to HCP attendance at major meetings to conduct postmeeting reviews
- Website development or mass media production not associated with an accredited provider
- Entertainment
- Capital campaigns, building funds, or operating expenses
- Travel costs for any nonfaculty participant
- Professional career development (eg, office/practice management skills, presentation skills)
- Events that do not have an educational focus
- Requests for programs that have already started or are in progress
- Service contracts
- Textbooks or equipment-related requests
- Promotional exhibit and display fees
- Charitable contributions
- Grant requests for meals only
- Activities held in lavish venues/resort locations

Areas of therapeutic interest for educational grants

OGE will accept and review educational grant requests, as well as grant requests for scientific awards and fellowships in the following therapeutic area:

- Breast Cancer
- Cancer Care Continuum
 - Prevention to Survivorship
- Melanoma
 - BRAF-therapies in Melanoma
- Sickle Cell Disease
- T-Cell Therapies in B-Cell Malignancies

Where to submit an educational grant request

To submit an oncology educational grant request for support, please visit the Novartis Grants Central Station website at www.ngcs.novartis.com.

NOTE: OGE does not accept requests via mail, email, or fax. If you have questions, please review the frequently asked questions on the Novartis Grants Central Station website (www.ngcs.novartis.com) or contact OGE.

Process for educational grant submission

The following items must be completed and submitted to NGCS at least 60 days prior to the activity start date:

- Grant application
- Educational needs assessment
- Program learning objectives
- Outcomes measurement plan
- Proposed agenda
- Detailed line-item budget
- W-9 that is dated and signed within 1 year of grant submission

NOTE: For grants that are reviews of data presented at conferences, your grant request must be received at least 60 days prior to the start of the medical conference.

Key factors for consideration

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

- Clear goals of improvements to patient care
- Quality of the program, scientifically rigorous
- Status of program provider (eg, must be reputable, accreditations in good standing, if applicable)
- Educational needs assessment and predefined outcomes measures
- Therapeutic areas of educational interest to Novartis Oncology
- Compliance with applicable laws, regulations, codes, and guidelines
- Detailed budgetary analysis and reconciliation of a prior event

Postsubmission 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 any time to monitor the status of your grant request
- During the OGE 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 (LOA). NOTE: The receipt of an LOA for signature is **not** an indication that the grant request has been approved
- Your prompt response to an OGE inquiry is critical to continue the OGE grant review process

- No requestor should consider any funding request, or any expense related thereto, approved until having received an email notification from the NGCS system approving the grant request, and **Novartis reserves the right to reject any request for expenses incurred prior to sending the email notification**
- Previous support by OGE does not guarantee future support. Each grant is evaluated on its individual merit

OGE is aware of the growing need for support of medical education. Many more requests are received than can be funded and each request receives careful consideration

Postapproval of grant request

- You may download and print your fully executed LOA from NGCS or via the approval email
- If the scope or terms of an approved grant change, you must clearly document the change of scope and submit to OGE (via NGCS) by uploading the request to the grant under Scope Change Request for review and approval in advance of program execution
 - The modified activity will be evaluated on individual merit by OGE to determine approval as described, or if a return of funds is warranted
- For reconciliation purposes, you must provide the following within 90 days of the activity end date (as listed in NGCS):
 - Final program agenda
 - Outcomes measurement report
 - Budget reconciliation
 - If any funds are required to be returned to Novartis, a notification will be sent via email
 - Sunshine Act attestation letter and spend report, if applicable
- **Failure to reconcile your grant and/or return unused funds may jeopardize the review/support of future grant submissions**

Contact Information

Oncology Professional Medical Education

Novartis Oncology Office of Grants and Education
One Health Plaza, East Hanover, NJ 07936

Phone: 1-877-662-4833

Email: onc.grants@novartis.com

Oncology Patient Advocacy

The Patient Advocacy department is committed to meeting the needs of patients by providing funding for activities that advance the objectives of nonprofit patient advocacy organizations.

Applications for funding, educational grants, and sponsorship requests can be submitted via the NGCS system by logging onto www.ngcs.novartis.com. Approval of similar grant activities in previous years does not guarantee future approval. **No requestor should consider any request approved until having received an email notification of approval from the NGCS system.**

Minimum Eligibility Requirements

- 501(c)(3), 501(c)(4), or 501(c)(6) nonprofit organization

Therapeutic areas of focus within Oncology Patient Advocacy Patient Advocacy will accept and review requests including, but not limited to, the following therapeutic areas:

- Breast cancer
- Cell and gene therapies
- Gastrointestinal stromal tumors (GIST)
- General education for patients with cancer
- Immune thrombocytopenia (ITP)
- Iron overload
 - Thalassemia
 - Myelodysplastic syndromes
- Leukemia/lymphoma
- Lung cancer
- Melanoma
- Multiple myeloma
- Neuroendocrine tumors
- Rare diseases
 - Acromegaly
 - Cushing disease
 - Tuberous sclerosis complex
- Renal cell cancer
- Sickle cell disease
- Soft tissue sarcoma

Patient Advocacy accepts funding requests for:

- Patient education
- Sponsorship request types include:
 - Community outreach
 - Fundraising events, galas, and balls
 - Health policy initiatives
 - Corporate membership dues
 - Walks, runs

Examples of requests that will not be considered by Patient Advocacy

- Grant requests received less than 60 days prior to the activity start date
- Grant requests not directly submitted by the 501(c)(3), 501(c)(4), or 501(c)(6) nonprofit organization
- Grants not within the therapeutic areas of interest to Patient Advocacy

- Grants to individuals
- Personal travel
- Entertainment aspects of events
- Capital campaigns, building funds, or operating expenses (eg, salaries, benefits)
- Requests for programs that have already started
- Service contracts
- Textbooks or equipment-related requests
- Promotional exhibit and display fees
- Grant recognition awards
- Grant requests for meals only
- Activities held in lavish venues/resort locations
- Housing or travel for event/program attendees
- Grant requests that include activities such as smoking and/or gambling
- Grant requests which include spa or resort activities
- Treatment-specific education
- Activities involving predominantly HCPs

Key factors for consideration for patient education grants

- Clear goals of improvement to patient care
- Needs assessment and outcomes measures
- Therapeutic areas of interest to Novartis Oncology
- Compliance with applicable laws, regulations, codes, and guidelines
- Reasonable detailed budget
- **Grant requests submitted at least 60 days prior to the activity start date**

Postsubmission – patient education

Upon submission of your grant application to NGCS:

- You will receive a confirmation email with a grant ID number
- You may log onto NGCS at any time to monitor the status of your grant request
- During the Patient Advocacy review process, you may receive emails requesting additional information/clarification regarding your submission. You may also receive an email to complete the Novartis LOA

NOTE: The receipt of an LOA 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 a Patient Advocacy inquiry is critical to continue the grant review process

- No requestor should consider any funding request, or any expense related thereto, approved until having received an email notification from the NGCS system **approving the grant request, and Novartis reserves the right to reject any request for expenses incurred prior to sending the email notification**

If your grant is approved by Patient Advocacy:

- You may download and print your fully executed LOA from NGCS by simply logging onto NGCS with the grant ID number and clicking on the attachment tab

Postapproval 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
 - Outcomes measurement 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 as applicable

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 (including sponsorship requests).

Patient Advocacy is aware of the growing need for support of patient education. Many more requests are received than can be funded and each request receives careful consideration.

Contact Information

Novartis Oncology Patient Advocacy
 One Health Plaza, East Hanover, NJ 07936
 Phone: 1-877-778-2530
 Email: oncadvocacy.grants@novartis.com

