

Guidance Document for Requesting Funding from Novartis

Information for Requestors

Novartis supports requests for funding, responsibly, avoiding any potential conflicts of interest and ensuring that funding is never used to gain an improper advantage or prompt favour with a funding recipient.

Funding will only be given to UK-based **legitimate organizations, never to individuals or political parties**, and must have clear and transparent objectives.

Funding is provided without the intent to receive any benefit in exchange.

The provision of funding must not interfere with the independence of the recipients and/or their associates. Nothing may be offered or provided to an external stakeholder that is intended to have an inappropriate influence on the stakeholder's decision to prescribe, dispense, recommend, purchase, supply or administer products.

Funding cannot be provided or be considered for activities which occurred prior to the time of the request.

Funding will only be considered when deemed to be reasonable in light of the activity being funded and the requested funding must be commensurate with the budget for the activity.

The provision of funding to healthcare organisations, patient organisations and patients must be publicly disclosed as transfers of value.

The personal information that you submit in your application will be used by Novartis for the purposes of evaluating the funding request and any associated disclosure. Any and all uses will comply with the Novartis Data Privacy Policy and all applicable laws.

All requests are evaluated by an internal review committee.

All requests are monitored for reporting adverse events. You agree to be contacted should your completed application form contain information relevant to our adverse event reporting commitments

Submission Process

All **grant** requests should be submitted, **at least 90 days prior to the activity start date**, using the online application system, located on the Novartis UK website. Novartis does not accept requests via mail, e-mail, or fax.

Charitable Donation requests must be submitted via email using the templates available on the Novartis website.

Information Required

Ensure your submission includes all relevant details to facilitate review such as detailed budget breakdowns, agenda, programmes, etc.

Status of Requests If a request is approved, Requestors will receive a confirmation email and a Funding Agreement. Novartis requires that the Agreement be returned within the identified timelines. Funding will not be provided if the signed Agreement is not returned before the activity start date.

In the event a request is declined, Requestors will receive a notification email from Novartis.

Post-Funding Process

Depending on the nature of the funding, a post-approval reconciliation will be requested to confirm the funds were used for the intended purpose. Requestors will be asked to provide supporting documentation to provide evidence that the funds were used (i.e. agenda or invitation for events, invoices or documents created for projects, etc.). You may also be asked to provide a financial reconciliation of the expenditure

incurred against the budget. Failure to provide the requested information within required timelines may result in future requests being declined.

For More Information

Questions regarding the application process should be directed to: funding.uk@novartis.com