

## **NOVARTIS VACCINES AND DIAGNOSTICS: EDUCATIONAL GRANT REQUEST OVERVIEW**

The Novartis Vaccines and Diagnostics Grant Request Review Committee (GRRC) reviews requests for non-promotional continuing medical education (CME) programs from accredited and non-accredited providers, as well as patient advocacy and education / outreach initiatives from certified 501(c)3 organizations.

Novartis Vaccines and Diagnostics seeks to provide appropriate recognition and support to organizations active in the areas of vaccine science, education, and / or delivery.

Criteria for review of grant requests include:

1. a logical linkage between implementation of the proposed activity and patient benefit
2. activity within a preventive / therapeutic area of interest to Novartis Vaccines and Diagnostics
3. evidence of a scientifically sound needs assessment consistent with general public health / scientific practice (mainly for CME, but beneficial for all requests)
4. a sensible post-intervention assessment tool to measure and report impact for educational programs (mainly for CME activities)
5. effective, proven, or innovative approaches in design or content to achieve the project aims

### **Grant Request Policy:**

Requests for Charitable / Philanthropic support or Sponsorship agreements (e.g., fund-raising events where NVD may be asked to purchase a booth, tickets for a dinner, or signage) are not reviewed by the GRRC. These requests are managed by the NVD Philanthropy and Contributions policy (LINK) and Commercial Operations (LINK), respectively. Requests for support for investigator-initiated research are not reviewed by the GRRC; these requests can be directed to Medical Communications for routing to the appropriate reviewers.

Novartis Vaccines and Diagnostics will not approve grant requests where the accredited continuing medical education provider (or educational partner or any sister companies) is now or has been in the past six (6) months the advertising agency of record for, or is otherwise involved in, promotional / commercial activities with Novartis Vaccines and Diagnostics.

All complete grant requests are reviewed by the GRRC on a monthly basis. The GRRC does not review or approve grant requests for programs that have already occurred. A complete grant request must be reviewed and approved prior to the date of the program. In order to allow adequate time for review and any required processing, requests should be submitted at least 60 days prior to the intended event.

## **Grant Request General Process:**

In order to request a grant from Novartis Vaccines and Diagnostics, please send a completed Grant Request Form and all required materials to Novartis Vaccines & Diagnostics, attention Medical Affairs by email, postal mail, or facsimile.

### Contact information:

Novartis Vaccines and Diagnostics  
ATTN: Medical Affairs  
350 Massachusetts Ave  
Cambridge, MA 02139

[grants.vaccines@novartis.com](mailto:grants.vaccines@novartis.com)

Phone: 800.200.4278

Fax: 617.871.8115

A complete grant request application includes the following required materials:

1. Completed Grant Request Form (LINK)
2. Requestor's formal letter of request
3. Program objectives or agenda (mainly for CME) or summary of specific funding purpose (for non-CME, and may be addressed in letter of request)
4. Detailed line item budget (all grant requests)
5. Outcome measures (mainly for CME)
6. Educational needs assessment (mainly for CME)
7. IRS Form W9 (if applicable)
8. Statement of tax-exempt status (if applicable)
9. On approval of the grant request, a signed NVD Letter of Agreement will be required and will be sent to you under separate cover from the GRRC.

Any questions regarding the Novartis Vaccines and Diagnostics grant request process may be directed to Medical Affairs by e-mail at [grants.vaccines@novartis.com](mailto:grants.vaccines@novartis.com).