



Grants & Donations

Guidance for External Organizations

February 2019

General Information

Novartis Pharmaceuticals Canada Inc. uses science-based innovation to address some of society's most challenging healthcare issues. We discover and develop breakthrough treatments and find new ways to deliver them to as many people as possible.

Funding is provided responsibly, avoiding any potential conflicts of interest and must never be used to gain an improper advantage or prompt favor with a funding recipient.

As part of our giving philosophy, we provide **Grants** to Canadian organizations to support medical/scientific, education, policy initiatives, and patient advocacy related activities in our areas of interest.

We provide **Charitable Donations** for altruistic purpose to enhance healthcare in general, or to support communities.

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

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

Funding will only be given to **legitimate organizations, never to individuals**, and must have clear and transparent objectives.

All requests are evaluated by an internal committee.

Types of requests that will not be supported by Novartis

- Activities that have already been performed or events that have passed;
- Result in Novartis receiving ownership of intellectual property rights;
- Directly involve the use of Novartis products;
- From or to institutions, associations, or organizations outside Canada;
- Entertainment, gifts and promotional items;
- Activities held in lavish venues/resorts;
- Training of staff organized and performed by the same organization;
- Equipment, textbooks, infrastructure or operating expenses and/or "bricks & mortar";
- Support for legal or litigation costs;
- Sponsorship or travel to attend congresses/meetings held in Canada;
- Subscription to publications.

Submission Process

All requests should be submitted, **at least 90 days prior to the activity start date**, using the online application on the Novartis Canada website (www.novartis.ca) in order to be considered. Novartis does not accept requests via mail, e-mail, or fax.

Upon the successful submission of their application to Novartis, Requesters will receive an acknowledgement email with a reference number and a copy of your application. Requesters may receive emails requesting additional information or clarification prior to approval.

Information Required

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

Declined Requests

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

Approved Requests

If a request is approved, Requesters will receive a confirmation email including a Funding Agreement (“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.

Payments

All payments will be remitted by Electronic Fund Transfer (EFT). For approved requests, customers will receive an EFT form to complete with detailed banking information for their organization.

Grants 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. You 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:

- Email: contributions.canada@novartis.com
- Phone: 514-631-6775 – Grants & Donations Department