



Preparing requestors to use the GEMS* online portal for the submission and ongoing management of Grant requests

* Grants, External Studies and Managed Access System

Version 2.0
Effective Date November 2nd 2020

Introduction

- Novartis will introduce GEMS, a new global cloud-based system for the submission and ongoing management of all Grant requests;
- From the date of launch, all requests must be submitted via the GEMS online portal accessed from www.novartis.com.
- The introduction of GEMS will make it easier for applicants to submit and manage their requests and for Novartis to review and potentially approve them more quickly;
- This deck provides external requestors with the information they need to submit their requests in GEMS.

Benefits of GEMS

Easier
submission of
applications

Ability to
manage the
application
process in
one place

Quicker
review and
approval of
applications
by Novartis

Application
can be made
from any
device

Contents


Section no.	Section name	Page
1	Registering on the GEMS portal	5
2	Submitting a new request	10
3	Managing a request	21
4	Additional information	42

Section 1

Registering on the GEMS portal

Registering on the portal

GEMS
Grants, External Studies and
Managed Access System



NOVARTIS
Reimagining Medicine

First time user? [Create your password](#)

Please Log In

* E-mail Address:

* Password:
Show password

LOG IN

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

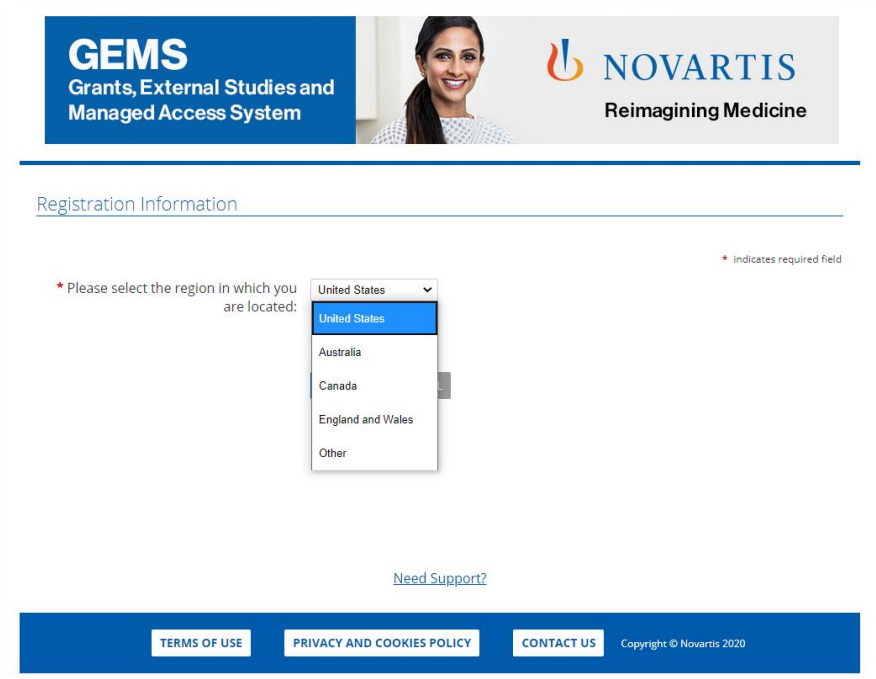
[Need Support?](#)

[TERMS OF USE](#) [PRIVACY AND COOKIES POLICY](#) [CONTACT US](#) Copyright © Novartis 2020

Step 1

- Click on **Create a Password** at the top of the screen

Registering on the portal



The screenshot displays the registration interface for the GEMS (Grants, External Studies and Managed Access System) portal. At the top left, the GEMS logo is shown in a blue box. To its right is a photograph of a smiling woman. Further right is the Novartis logo and the tagline "Reimagining Medicine". Below this header is a horizontal line, and under it, the text "Registration Information" is displayed. The main content area contains a required field for region selection, indicated by an asterisk and the text "Please select the region in which you are located:". A dropdown menu is open, showing options: "United States", "Australia", "Canada", "England and Wales", and "Other". A small asterisk and the text "indicates required field" are positioned to the right of the dropdown. Below the dropdown is a link for "Need Support?". At the bottom of the page, there is a blue footer bar with three white buttons: "TERMS OF USE", "PRIVACY AND COOKIES POLICY", and "CONTACT US", followed by the text "Copyright © Novartis 2020".

Step 2

- Select your **Region** (i.e. country) from the drop-down box
- Organizations located outside of *Australia, Canada, England and Wales, United States*, please select *Other* to proceed with the account registration.

Registering on the portal

PLEASE NOTE: Any field marked with a * (red asterisk) is mandatory for completion

For US organizations–It's not required to be a 501(c)(3) non-profit organization to submit a request. However, you must enter Tax ID.

* First Name:

* Last Name:

* Telephone Number:

* E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

* Password: The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&'. The password "password" is not valid.

* Confirm Password:

* Organization Name: Enter the legal name of the organization for which you are applying.

Zip/Postal Code:

* Organization Country:

IRS AND/OR NCES Information

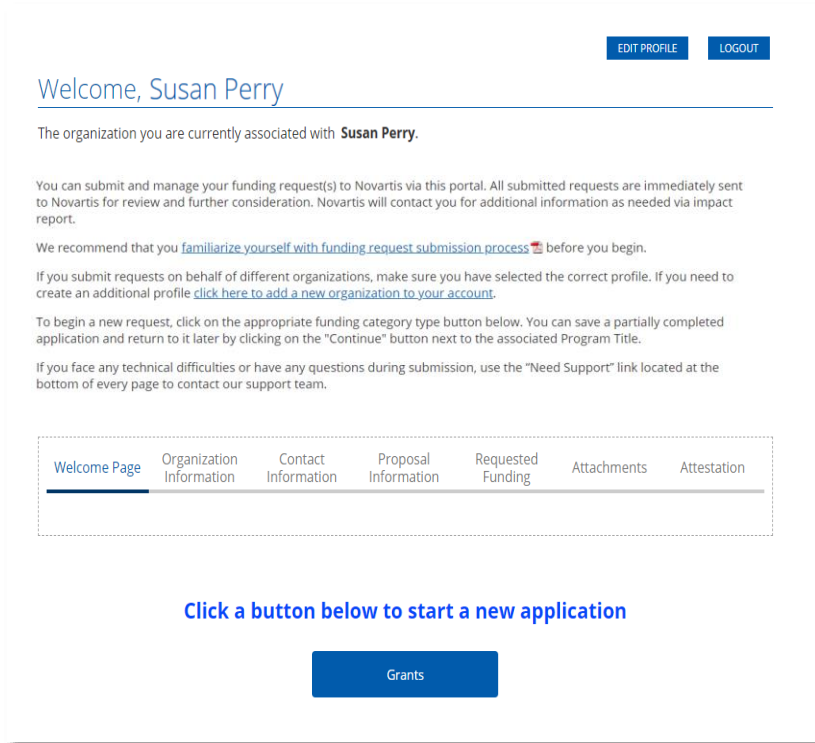
Tax ID/Charity ID (if applicable): Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at [1-877-829-5500](tel:1-877-829-5500). If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only): For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

Step 3

- Please include your local country code with your telephone number
- Complete the remaining **Registration Information**
- Click **Submit**.
- An activation email will be sent to the email address you have given. This can be either your organization email address or a personal email address. Click on the link contained in the email to proceed and confirm your registration details.
- If you do not see an activation email in your inbox, please check your Junk / Spam or Trash folder for a message from donotreply@cybergrants.com.
- If you still cannot locate the activation email, please click on the link given on the registration page: **Click here to send a new activation email**

Registering on the portal



The screenshot shows a user interface for a portal. At the top right, there are two buttons: "EDIT PROFILE" and "LOGOUT". Below them, the user is greeted with "Welcome, Susan Perry". A horizontal line separates the header from the main content. The main content includes a paragraph stating the user is associated with "Susan Perry". Below that, there are three paragraphs of instructions: one about submitting funding requests, one recommending to familiarize oneself with the submission process, and one about creating additional profiles. A fourth paragraph explains how to begin a new request. A fifth paragraph provides information on technical difficulties. At the bottom, there is a navigation menu with seven items: "Welcome Page", "Organization Information", "Contact Information", "Proposal Information", "Requested Funding", "Attachments", and "Attestation". The "Welcome Page" item is underlined. Below the navigation menu, there is a blue button labeled "Grants" with the text "Click a button below to start a new application" above it.

EDIT PROFILE LOGOUT

Welcome, Susan Perry

The organization you are currently associated with **Susan Perry**.

You can submit and manage your funding request(s) to Novartis via this portal. All submitted requests are immediately sent to Novartis for review and further consideration. Novartis will contact you for additional information as needed via impact report.

We recommend that you [familiarize yourself with funding request submission process](#) before you begin.

If you submit requests on behalf of different organizations, make sure you have selected the correct profile. If you need to create an additional profile [click here to add a new organization to your account](#).

To begin a new request, click on the appropriate funding category type button below. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the associated Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Welcome Page Organization Information Contact Information Proposal Information Requested Funding Attachments Attestation

Click a button below to start a new application

Grants

Step 4

- Once registered, you have access to your own **Welcome Page**.
- If you have made requests in the past, these will show on the dashboard on your Welcome Page. If you have not submitted any past requests, the dashboard will be blank.
- You can use the dashboard to manage all ongoing requests and submit new ones.

Section 2

Submitting a new request

Submitting a new request

[EDIT PROFILE](#) [LOGOUT](#)

Welcome, Susan Perry

The organization you are currently associated with **Susan Perry**.

You can submit and manage your funding request(s) to Novartis via this portal. All submitted requests are immediately sent to Novartis for review and further consideration. Novartis will contact you for additional information as needed via impact report.

We recommend that you [familiarize yourself with funding request submission process](#) before you begin.

If you submit requests on behalf of different organizations, make sure you have selected the correct profile. If you need to create an additional profile [click here to add a new organization to your account](#).

To begin a new request, click on the appropriate funding category type button below. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the associated Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

[Welcome Page](#) [Organization Information](#) [Contact Information](#) [Proposal Information](#) [Requested Funding](#) [Attachments](#) [Attestation](#)

[Click a button below to start a new application](#)

[Grants](#)

Step 1

- If you work with multiple organizations and you are making the first application for a new organization, please use the link **click here to add a new organization to your account**. You will be asked to select the organization's region and complete basic registration information (refer slide 7 & 8) .

Submitting a new request

The screenshot shows a user interface for a funding request submission portal. At the top right, there are two buttons: "EDIT PROFILE" and "LOGOUT". Below these, the user is greeted with "Welcome, Susan Perry". A message states: "The organization you are currently associated with **Susan Perry**." Further down, there is explanatory text about submitting requests and a recommendation to familiarize oneself with the submission process. A navigation menu is visible, with "Welcome Page" highlighted. At the bottom, a blue button labeled "Grants" is highlighted with a red box, and text above it says "Click a button below to start a new application".

[EDIT PROFILE](#) [LOGOUT](#)

Welcome, Susan Perry

The organization you are currently associated with **Susan Perry**.

You can submit and manage your funding request(s) to Novartis via this portal. All submitted requests are immediately sent to Novartis for review and further consideration. Novartis will contact you for additional information as needed via impact report.

We recommend that you [familiarize yourself with funding request submission process](#) before you begin.

If you submit requests on behalf of different organizations, make sure you have selected the correct profile. If you need to create an additional profile [click here to add a new organization to your account](#).

To begin a new request, click on the appropriate funding category type button below. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the associated Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

[Welcome Page](#) [Organization Information](#) [Contact Information](#) [Proposal Information](#) [Requested Funding](#) [Attachments](#) [Attestation](#)

Click a button below to start a new application

[Grants](#)

Step 2

- Click on the **Grants** button at the bottom of your Welcome Page.

Grants

Unsolicited, independently requested monetary contribution for a specified purpose to support medical / scientific research, education, policy initiatives, and patient advocacy activities where Novartis will receive no benefit. Grants will not be provided to political parties

Submitting a new request

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LOGOUT

Welcome Page | Organization Information | Contact Information | Proposal Information | Requested Funding | Attachments | Attestation

Organization Information

* Indicates required field

* Organization Legal Name

* Country

* Address

Address 2

* City

Province

Zip/Postal Code

* E-mail Address

* Telephone

Step 3

- Review the auto-completed information (taken from the Registration Information) and edit or update any further information as required.
- Once complete, select **Save and Proceed** to move to the next tab. This will also ensure the content is saved should you need to return to the request.
- You will be able to see your progress on the dashboard shown at the top of each page. You can use the headings on the dashboard to move around within the application by clicking on them and you do not have to complete one section before moving to another. However, to avoid losing any information you have inserted on a page, you must click **Save and Proceed** before leaving any page.
- **IMPORTANT NOTE:** GEMS does not automatically save data, so it is important to click **Save and Proceed** when you complete any page.

Submitting a new request

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LOGOUT

Welcome Page Organization Information **Contact Information** Proposal Information Requested Funding Attachments Attestation

Contact Information

* indicates required field

Check the box to link the contact person with this request or create a new Contact Person using the 'Create New' button

Match: Check the box to associate this individual with this application. Name: [SUSAN PERRY](#)
Telephone Number: 07799404002
E-mail Address: susan@startadialogue.co.uk
Contact Type: Primary Contact

Match: Check the box to associate this individual with this application. Name: SUSANPERRY@HOTMAIL.COM
Telephone Number: 06776
E-mail Address: susanperry@hotmail.com
Contact Type: Primary Contact

Match: Check the box to associate this individual with this application. Name: [\(Unknown\)](#)
Telephone Number: 07799404002
E-mail Address:
Contact Type:

SAVE AND PROCEED CREATE NEW

Step 4

- To create a new contact, click on **Create New** button.
- Provide contact information and save. Once saved, contact information will be displayed.
- Check/ Tick the box which relates to your **Contact Details**. There may be more than one box, in this case ensure you select the correct box as these will become your primary contact details.
- Select **Save and Proceed** to move to the next tab.

Note: The contact information provided here can be used by Novartis to communicate with you if required. Therefore provide the updated information for every request you submit.

Submitting a new request

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LOGOUT

Welcome Page Organization Information Contact Information **Proposal Information** Requested Funding Attachments Attestation

Proposal Information * indicates required field

- * Division (?) Please select Novartis Division you would like to submit this request.
- * Geographical Outreach of the Program Please indicate if the Program activity and/or Target Audience are limited to one country or multiple countries.
- * Program Start Date
- * Program End Date
- * Source of Funding Support
- * Currency of Request
- * Amount of Request

Step 5

- Complete all required information on the **Proposal Information** tab, including **Program Details** and **Event Details** (if appropriate).
- A **(?)** to the right of any field title indicates that further explanation of the field requirement is available by clicking on the **(?)** icon.
- **Geographical Outreach of the Program:** select *single country* and corresponding *country of request*.
- **Program start date*** (US date format: MM/DD/YYYY): this is the planned 'Day One' date when the activity for your program will start.
- **Program end date** (US date format: MM/DD/YYYY): this is the planned date you expect to close your program following completion.

* Countries may require different lead time after request submission, the exact requirement is noted in the application when a country is selected.

Submitting a new request

Proposal Information

* indicates required field

* Division (?)	Please select Novartis Division you would like to submit this request.
	<input type="text"/>
* Geographical Outreach of the Program	Please indicate if the Program activity and/or Target Audience are limited to one country or multiple countries.
	<input type="text"/>
* Program Start Date	<input type="text" value="MM/DD/YYYY"/>
* Program End Date	<input type="text" value="MM/DD/YYYY"/>
* Source of Funding Support	<input type="text"/>
* Currency of Request	<input type="text"/>
* Amount of Request	<input type="text"/>
* Total Estimated Program Cost	Provide the total estimated cost of the program.
	<input type="text"/>

Step 5 (Continued)

- In “**Currency of Request**”, select the local currency code and then enter “**Amount of Request**”.
- Enter **Total Cost of the Program**. Do not use any special character (for e.g. , .) when entering cost in this field.
- Select **Save and Proceed** to move to the next tab.

Submitting a new request

* Outcome Measurement Plan Describe the plan to measure the effectiveness of the program to meet the objectives.

(1000 character maximum)

* Is this request for an Independent Medical Education Program?

Educational Activity Details

* Will this Activity be certified for continuing education credits for Healthcare Professionals?

* Do you have an Education Partner(s) associated with this program?

* Delivery of Format (?)

Step 5 (Continued)

- If the Grant Request is for a medical education program, Select “Yes” for “**Is this Request for an Independent Medical Education Program**”.
- When selected “Yes”, additional Fields related to educational activity details will be displayed which needs to be completed

Independent Medical Education Program: An Independent Medical Education Program is generally defined as an educational program for healthcare professionals (HCPs) provided by an independent educational provider, such as a community hospital, academic centre, society/association or medical education and communication company.

Submitting a new request

Event Details

* Does this program include any Live Events?

* How many Live Events will take place?

* Event Venue 1

* Event Address 1

* Event City 1

* Event Country 1

[Need Support?](#)


[SAVE AND PROCEED](#)

Step 5 (Continued)

- If the Grant program include any Live Events, i.e. face-to-face meetings, summits, conferences, etc. select “Yes” for **Does this program include any Live Events?**
- When selected “Yes” additional field will be displayed to provide additional information about live event. Select no. of events and provide details such as Venue, Address, City and Country for each event.

Submitting a new request

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Welcome Page Organization Information **Requested Funding** Attachments Attestation

Requested Funding

Please fill in the request for the entire program. [Click here to view the portion of what's being requested](#)

Line Item	Category	Description/Details of Spend	Estimated Cost	Currency
1	Management Fees			USD
Grand Total			0	

[Add Line Item](#)

SAVE AND PROCEED

[Need Support?](#)

Step 6

- The next screen for completion will ask you for further detail around the breakdown of the total program cost.
- For every category of the spend all fields need to be completed.
- Select from the drop down appropriate category of spend.
- Dependent on which category is selected, a selection of sub-categories will be provided in a drop-down list.
- An open field box is provided for **Description / Details of Spend**.
- Fill in the **Estimated Cost** for each category. Grant total for estimated cost must be equal to the **Total Program Cost** under **Program Details** in the Proposal Information section. Do not use any special character (for e.g. , .) when entering cost in this field.
- Should you wish to add a further line item, click **Add Line Item**.
- Click **Save and Proceed**.

Submitting a new request

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LOGOUT

Welcome Page Organization Information Contact Information Proposal Information Requested Funding **Attachments** Attestation

Attachments

* Indicates required field


- * Formal Letter of Request **UPLOAD FILE**
- * Full Program Proposal **UPLOAD FILE**
- Program Objectives **UPLOAD FILE**
- Agenda **UPLOAD FILE**
- Needs Assessment **UPLOAD FILE**
- Outcomes Measurement Plan **UPLOAD FILE**
- Other Supporting Documents **UPLOAD FILE**
- Additional Comments

Step 7

- For Grant application, mandatory upload of a **Formal Letter of Request (LOR)** as well as a **Full Program Proposal** is required.
- To upload a document, click the blue **Upload File** button. A pop-up window will appear with instructions on locating the correct file.
- Once located click the **Upload File** instruction in the pop-up window to upload the selected file.
- Following upload, click **Close window**.
- Any additional documents can be uploaded under OTHER Supporting Documents. If you would like to provide any additional information use **Additional Comments**.

Submitting a new request

GEMS
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Managed Access System



LOGOUT

Welcome Page Organization Information Contact Information Proposal Information Requested Funding Attachments **Attestation**

Attestation

* indicates required field

I acknowledge that Novartis support must not in any way (directly or indirectly) be connected to or conditioned upon any prescribing, purchasing or recommending any product manufactured or marketed by Novartis.

I confirm that this proposal is unsolicited and has been developed independently with no (direct or indirect) influence or prior discussion with any Novartis associate.

Where Novartis has obligations to report transfers of value and/or direct and indirect payments to relevant authorities, I commit to provide accurate and timely data to Novartis to comply with applicable laws, regulations, or codes.

I acknowledge that the information and responses provided in this application are truthful, accurate and complete to the best of my knowledge.

* I confirm/agree to the statements above Yes

* I acknowledge that any real, potential or perceived conflicts of interest are described here. (?)

(4000 character maximum)

SAVE AND PROCEED

Step 8

- The final page is for the **Attestation**.
- An open field dialogue box is available for the declaration of any conflicts of interest.
- Click **Save and Proceed**.

Submitting a new request

GEMS

Grants, External Studies and
Managed Access System



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Review Your Application

Please review the details carefully before you click on "SUBMIT" button. After clicking the Submit button, you will not be able to make any further changes.

If you need to change any information, click on appropriate section link. You will then be re-directed to appropriate section to make the changes. If you don't want to submit your request at this time, click the "Save Only" button. The request will then be saved under "In-progress Requests."

Organization Information

Please review your Organization information provided below and ensure it is up-to-date and reflects updated information (including organization type). Please note that the Requesting Organization will be the Payee if the funding request is approved

* Organization Legal Name Susan Perry

* Country United Kingdom

* Address Bridge End

Address 2

* City London

Province

Zip/Postal Code 12345

* E-mail Address susan@startdialogue.co.uk

* Telephone 07799404002

Fax

Step 9

- The final page requests a review of the application information
- If there are no changes to be made, click **Submit**. Please note that once submitted, no further changes can be made to the request.
- The information submitted can be viewed by selecting **View** for the relevant request on the **Welcome Page**.
- Once request is submitted, you will see a confirmation message on screen.
- Your funding request is successfully submitted to Novartis. You will be notified in due course of time about Novartis's decision on your request.
- To print a copy of this request, press **ctrl + P** on the keyboard and select appropriate printer.

Section 3

Managing a request

Introduction

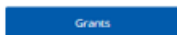
- This section covers:
 - Reviewing and approving your request
 - Providing further information
 - Reconciling your request

Reviewing and approving your request

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Welcome Page	Organization Information	Contact Information	Proposal Information	Requested Funding	Attachments	Attestation
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Click a button below to start a new application



Pending Impact Report

Action	Project Title	Report Type	Report Due Date
Due	International Brain Tumour Alliance 2020 Programme of Works	Grants Change of Scope	08/13/2020
Due	test	Grants Outcome Report	03/12/2020
Due	test	Grants Program and Educational Outcomes Report	11/03/2020
Due	test	Grants Program and Educational Outcomes Report	11/03/2020
Due	test	Grants Transparency Report	06/21/2020
Due	test	Grants Outcome Report	06/21/2020

In-progress Requests

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	Project Title ↕	03/02/2020	Grant Application	\$0.00
Continue	Project Title ↕	03/03/2020	Grant Application	\$0.00
Continue	test ↕	04/14/2020	Sponsorship & Membership Application	1.00 CNY
Continue	test ↕	04/14/2020	Grant Application	1.00 ARS
Continue	test ↕	04/17/2020	Grant Application	1.00 AUD
Continue	test ↕	04/17/2020	Sponsorship & Membership Application	1.00 AUD
Continue	test ↕	04/27/2020	Sponsorship & Membership Application	1.00 AUD
Continue	Project Title ↕	06/25/2020	Grant Application	\$0.00
Continue	Project Title ↕	07/08/2020	Grant Application	\$0.00

Submitted Requests

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
Display activity for year: 2020 2019					
View	test	04/27/2020	Donations	1.00 AUD	Approved 1.00 AUD

- After the request is submitted, it will appear in the **Submitted Requests** section on your Welcome Page whilst it undergoes a formal review process.
- The status will show in the Status column with and include one of the following:
 - **Submitted** meaning it has been received by Novartis but has not yet been assigned to a Novartis Request Owner
 - **Under review** meaning it has been assigned to a Novartis Request Owner and the internal review is ongoing
 - **Approved** meaning it has been approved
 - **Declined** meaning it has been rejected
 - System will share auto notification at the time of request submission as well as, once request is Approved and/ or Declined.

Providing further information

- During the review process, the Novartis Request Owner may require further information from you.
- There are two ways in which this might happen:
 - By using the **Return to Applicant** functionality and requesting further information
 - By triggering a **Grants Additional Information Impact Report**.
- We explain the process for both in the following slides.

Return to Applicant

Click a button below to start a new application

Grants

Pending Impact Report

Action	Project Title	Report Type	Report Due Date
Due	GEMS Virtual Training - Bangladesh Team	Grants Transparency Report	11/22/2020
Due	GEMS Virtual Training - Bangladesh Team	Grants Outcome Report	11/22/2020
Due	Return applicant Aug 24	Grants Additional Information	08/28/2020

In-progress Requests

Action	Project Title	Application Date	Proposal Type	Application Amount
Revise	Welcome Grant Test	08/20/2020	Grant Application	2,000.00 EUR

Comments: Please provide more information

Continue	Project Title	08/24/2020	Grant Application	\$0.00
Continue	Project Title	08/24/2020	Grant Application	\$0.00
Continue	Project Title	08/28/2020	Grant Application	\$0.00

- If the Novartis Request Owner uses the **Return to Applicant** functionality, you will receive an automated email and the request will move to the **In-progress Requests** section. It will also include a comment explaining why it has been returned to you.
- To provide the information, click on the blue **Revise** link and follow the on-screen instructions.

Grants Additional Information Impact Report

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

[Welcome Page](#)
[Organization Information](#)
[Contact Information](#)
[Proposal Information](#)
[Requested Funding](#)
[Attachments](#)
[Attestation](#)

Click a button below to start a new application

Grants

Pending Impact Report

Action	Project Title	Report Type	Report Due Date
Due	International Brain Tumour Alliance 2020 Programme of Works	Grants Additional Information	08/13/2020
Due	test	Grants Additional Information	03/12/2020
Due	test	Grants Program and Educational Outcomes Report	11/03/2020
Due	test	Grants Program and Educational Outcomes Report	11/03/2020
Due	test	Grants Transparency Report	06/21/2020
Due	test	Grants Outcome Report	06/21/2020

In-progress Requests

Action	Project Title	Application Date	Proposal Type	Application Amount
Continue	Project Title ↕	03/02/2020	Grant Application	\$0.00
Continue	Project Title ↕	03/03/2020	Grant Application	\$0.00
Continue	test ↕	04/14/2020	Sponsorship & Membership Application	1.00 CNY
Continue	test ↕	04/14/2020	Grant Application	1.00 ARS
Continue	test ↕	04/17/2020	Grant Application	1.00 AUD
Continue	test ↕	04/17/2020	Sponsorship & Membership Application	1.00 AUD
Continue	test ↕	04/27/2020	Sponsorship & Membership Application	1.00 AUD
Continue	Project Title ↕	06/25/2020	Grant Application	\$0.00
Continue	Project Title ↕	07/08/2020	Grant Application	\$0.00

Submitted Requests

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	test	04/27/2020	Donations	1.00 AUD	Approved 1.00 AUD

- If the Request Owner triggers a **Grants Additional Information Impact Report**, it will appear in this section along with the date by when it needs to be completed.
- To access the report, click on the relevant blue **Due** link.
- Once completed, the Impact Report will no longer appear on this list.

Grants Additional Information Impact Report

The screenshot shows the Novartis web interface for the 'Grants Additional Information Impact Report'. At the top left is the Novartis logo. A horizontal navigation bar contains three tabs: 'Welcome Page', 'Request Information' (which is the active tab), and 'Impact Information'. A 'LOGOUT' button is located in the top right corner. Below the navigation bar, the 'Request Information' section is displayed. It includes a red asterisk icon with the text 'Indicates required field'. The form contains three input fields: 'Program Title' with the value 'test', 'Program Start Date' with the value '03/02/2020', and 'Program End Date' with the value '03/03/2020'. A blue 'SAVE AND PROCEED' button is positioned at the bottom of the form.

- When you click on the blue **Due** link, you will be taken to the **Request Information** tab which includes the program title, start and end dates per your original request.
- Click **Save and Proceed** to continue.

Grants Additional Information Impact Report



WELCOME TO THE GRANTS PORTAL

LOGOUT

Welcome Page Request Information **Impact Information**

Impact Information * indicates required field

Additional Comments
(4000 character maximum)

Additional Documents

[Need Support?](#)

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- This takes you to the **Impact Information** tab.
- Provide information as requested by Novartis.
- Additional supporting documents can be uploaded by selecting **Upload File**.
- Select **Save and Proceed** to continue.

Grants Additional Information Impact Report



[Review Your Impact Report](#)

Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.

[Request Information](#)

Program Title Return applicant Aug 24

Program Start Date 08/25/2020

Program End Date 08/25/2020

[Impact Information](#)

* Indicates required field

Additional Comments Additional Information is uploaded

Additional Documents • [Test.docx \(11.24 k\), uploaded by Kathy Hartmann on 08/28/2020](#)

[SUBMIT](#) [SAVE ONLY](#)

[Need Support?](#)

- This takes you to the **Review Your Impact Report** tab.
- Review the information you have submitted carefully before submitting.
- If any changes to be made, click on impact information link and update as necessary.
- Once you are ready to submit, click **Submit**. After submitting no further changes can be made.

Reconciling your request

- When your program is completed, you will need to reconcile your request by completing further **Impact Reports**.
- There are three in total and these are explained on the next slide.
- Your Welcome Page includes a section for **Pending Impact Reports** (see slide 28).
- When an Impact Report becomes due, it will appear in this section along with the date by when it needs to be completed.
- To access the report, click on the relevant blue **Due** link.
- You have 90 days in which to complete any Impact Report from the date of notification.
- Once completed, the Impact Report will no longer appear on this list.

Impact Reports for Reconciliation

Name of report	Required for	Purpose	When triggered
Transparency Report	All Grants requests	To confirm how the funds were used and if funding was given to other individuals or organisations	Sent automatically by GEMS once the Program End Date is reached
Outcomes Report	All Grants requests	To confirm how much money has been spent and if any refund may be due	Sent automatically by GEMS once the Program End Date is reached
Program and Educational Outcomes Report	Grants requests involving educational activities	To confirm whether the educational outcomes for the project were achieved	If applicable, sent automatically by GEMS once the Program End Date is reached

Transparency Report



WELCOME PAGE **Request Information** IMPACT INFORMATION

[Request Information](#)

* indicates required field

Program Title

Program Start Date

Program End Date

SAVE AND PROCEED

[Need Support?](#)

- When you click on the blue **Due** link, you will be taken to the **Request Information** tab which includes the Program title, start and end dates per your original request.
- Click **Save and Proceed** to continue.

Transparency Report

NOVARTIS

LOGOUT

Welcome Page Request Information **Impact Information**

Impact Information * indicates required field

* Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities?

No
Yes

SAVE AND PROCEED

Impact Information * indicates required field

* Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities? Yes

Search:

Action	Recipient Type	Organization Name	Tax ID/EIN	Contact First Name	Contact Middle Name	Contact Last Name	Contact Suffix
--------	----------------	-------------------	------------	--------------------	---------------------	-------------------	----------------

Showing 0 to 0 of 0 entries
[Create New](#)

- This takes you to the **Impact Information** tab.
- Answer the question by selecting either **No** or **Yes** from the drop-down list.
- If the answer is **Yes**, you are required to provide further information.
- To do this, select **Create New**.
- This brings up the **Spend Detail Information Window**, Complete all details and click **Save**.
- This returns you to the Impact Information tab where you click **Save and Proceed** to continue.

Transparency Report



[Review Your Impact Report](#)

Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.

[Request Information](#)

Program Title Test

Program Start Date 07/08/2020

Program End Date 07/08/2020

[Impact Information](#)

* indicates required field

* Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant

- This takes you to the **Review Your Impact Report** tab.
- Review the information you have submitted carefully before submitting.
- If any changes to be made, click on impact information link and update as necessary.
- Once you are ready to submit, click Submit. After submitting no further changes can be made.

Outcome Report

The screenshot shows the Novartis Outcome Report interface. At the top left is the Novartis logo. A horizontal navigation bar contains four tabs: 'Welcome Page', 'Request Information' (which is highlighted with a blue underline), 'Impact Information', and 'Spend Details'. A 'LOGOUT' button is located in the top right corner. Below the navigation bar, the 'Request Information' section is displayed. It includes the following fields: 'Program Title' with the value 'Test', 'Program Start Date' with the value '07/06/2020', and 'Program End Date' with the value '07/07/2020'. A red asterisk with the text '* indicates required field' is positioned to the right of the 'Program Title' field. At the bottom center of the form is a blue button labeled 'SAVE AND PROCEED'.

- When you click on the blue **Due** link, you will be taken to the **Request Information** tab which includes the project title, start and end dates per your original request.
- Click **Save and Proceed** to continue.

Outcome Report

The screenshot shows the 'Impact Information' tab of a Novartis web form. At the top left is the Novartis logo. A 'LOGOUT' button is in the top right. A navigation bar contains 'Welcome Page', 'Request Information', 'Impact Information' (highlighted), and 'Spend Details'. Below the navigation bar, the title 'Impact Information' is followed by a red asterisk and the text '* indicates required field'. The form contains several required fields: a dropdown menu for 'Did your Program occur?', two text areas for 'Please describe the Actual Results of the program' and 'Please describe the objectives fulfilled' (both with a 4000 character maximum limit), a dropdown for 'Are there any payments required to be disclosed under Sunshine Act Payment?', and another dropdown for 'Are there any future activities Planned?'. At the bottom, there is a section for 'Supporting Documents' with the instruction 'Please upload supporting documents.' and an 'UPLOAD FILE' button. A 'SAVE AND PROCEED' button is located at the very bottom of the form.

- This takes you to the **Impact Information** tab.
- Complete all fields marked with a red asterisk.
- Depending on the answers given, additional details may be required. Complete these as necessary.
- While not mandatory, you can upload additional supporting documents by selecting **Upload File**.
- Click **Save and Proceed** to continue.

Outcome Report

NOVARTIS

LOGOUT

Welcome Page Request Information Impact Information Spend Details

Spend Details * Indicates required field

Requested Funding						Novartis Entries		
#	Category	Sub-Category	Description/Details of Spend	Estimated Cost	Currency	Novartis Support Category	Novartis Total Approved Amount	Actual Cost
1	Honoraria	Others	test	10000	EUR	Yes		<input type="text"/>
Grand Total				10000				0

SAVE AND PROCEED

- This takes you to the **Spend Details** tab.
- Enter the **Actual Cost** of the spend category in the field to the right-hand side.
- Once completed, select **Save and Proceed** to continue.

Outcome Report

NOVARTIS

Review Your Impact Report

Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.

Request Information

Program Title Test
Program Start Date 07/06/2020
Program End Date 07/07/2020

Impact Information

* Indicates required field

* Did your Program occur? Yes

* Please describe the Actual Results of the program test

* Please describe the objectives fulfilled test

* Are there any payments required to be disclosed under Sunshine Act Payment? Yes

* Are there any future activities Planned? No

Supporting Documents

Spend Details

* Indicates required field

Requested Funding	Novartis Entries	

- This takes you to the **Review Your Impact Report** tab.
- Review the information you have submitted carefully before submitting.
- If any changes to be made, click on impact information link and update as necessary.
- Once you are ready to submit, click Submit. After submitting no further changes can be made.

Program and Educational Outcomes Report

The screenshot displays the Novartis user interface for the 'Request Information' tab. At the top left is the Novartis logo. A navigation bar contains three tabs: 'Welcome Page', 'Request Information' (which is active), and 'Impact Information'. A 'LOGOUT' button is located in the top right corner. Below the navigation bar, the 'Request Information' section is titled, followed by a small asterisk and the text '* indicates required field'. The form contains three input fields: 'Program Title' with the value 'grant portlet july 16', 'Program Start Date' with the value '07/16/2020', and 'Program End Date' with the value '07/17/2020'. A blue 'SAVE AND PROCEED' button is positioned below these fields. At the bottom of the form, there is a link that says 'Need Support?'.

- When you click on the blue **Due** link, you will be taken to the **Request Information** tab which includes the project title, start and end dates per your original request.
- Click **Save and Proceed** to continue.

Program and Educational Outcomes Report

Impact Information

* Indicates required field

* Provide actual numbers for the Target Audiences for which this activity was certified

<input type="text"/>	Allied Health Professionals
<input type="text"/>	Caregivers
<input type="text"/>	Dietitian
<input type="text"/>	General Public
<input type="text"/>	Healthcare Administrators
<input type="text"/>	Nurse Practitioners
<input type="text"/>	Nurses
<input type="text"/>	Patients
<input type="text"/>	Payers
<input type="text"/>	Pharmacists
<input type="text"/>	Physician Assistants
<input type="text"/>	Physicians - Primary Care
<input type="text"/>	Physicians - Specialty

0.00 Total

* Please indicate the highest number of education outcomes achieved, based on Moon's levels

* Approximately what percentage of learners indicated there was no bias within this IME Activity?

* Approximately what percentage of learners stated the educational objectives for the activity were achieved?

* Approximately what percentage of learners indicated they learned something new as a result of this educational activity?

* Approximately what percentage of learners indicated they intend to change behaviors by applying new learning/knowledge or skills in clinical practice?

* Approximately what percentage of learners indicated they did change their behaviors as a result of this educational activity?

* Were any new findings, barriers, or insights gained by learners as a result of the IME activity? Yes

* Please describe new findings, barriers, or insights gained by learners as a result of the IME activity.

(4000 character maximum)

If measured, please indicate the approximate number of patients that learners indicated would benefit from them having participated in this IME activity.

Supporting Documents Please upload supporting documents.

[Need Support?](#)

- This takes you to the **Impact Information** tab.
- Complete all fields marked with a red asterisk.
- Depending on the answers given, additional details may be required. Complete as necessary.
- While not mandatory, you can upload additional supporting documents by selecting **Upload File**.
- Click **Save and Proceed** to continue.

Program and Educational Outcomes Report

[Review Your Impact Report](#)

Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.

[Request Information](#)

Program Title test
Program Start Date 08/04/2020
Program End Date 08/05/2020

[Impact Information](#)

* indicates required field

* Provide actual numbers for the Target Audiences for which this activity was certified

• Allied Health Professionals	10.00
• Caregivers	10.00
• Dietitian	0.00
• General Public	0.00
• Healthcare Administrators	0.00
• Nurse Practitioners	0.00
Total	20.00

* Please indicate the highest number of education outcomes achieved, based on Moore's levels

Level 4 - Competency

* Approximately what percentage of learners indicated there was no bias within this IME Activity?

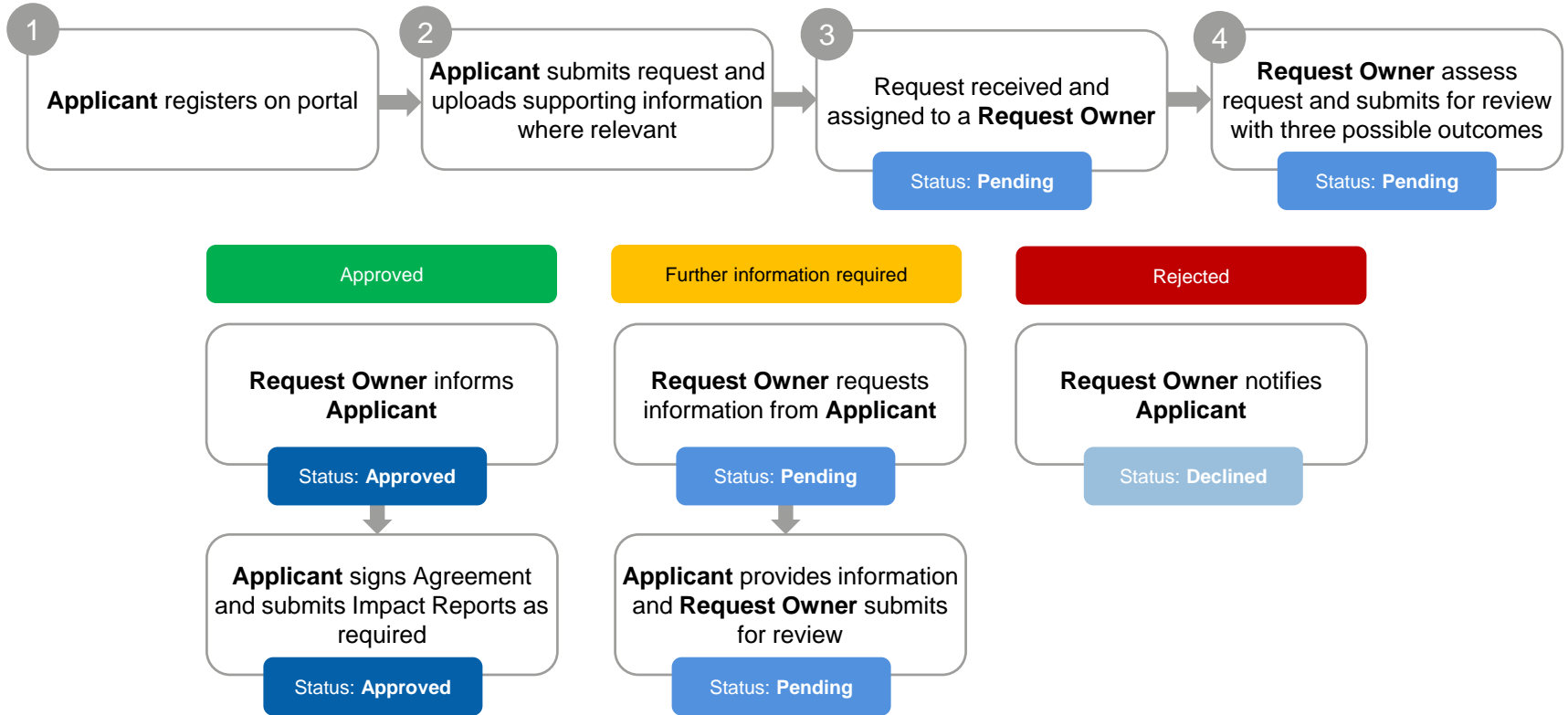
70-84%

- This takes you to the **Review Your Impact Report** tab.
- Review the information you have submitted carefully before submitting.
- If any changes to be made, click on impact information link and update as necessary.
- Once you are ready to submit, click Submit. After submitting no further changes can be made.

Section 4

Additional information

Approval workflow





Thank you