



# Novartis GEMS portal for Grant application

An introduction for external users

Global Governance Office

# Welcome to the Novartis GEMS online portal for Grant application

This online Grant application submission portal is part of a new, global, end-to-end management system, designed to make the application process faster and simpler.

The system offers a number of key benefits to users including:

- Easy-to-complete application forms
- Shorter processing time for most applications
- Clear progress tracking
- Flexibility to use via any mobile device including iPhone, iPad and Android.

The process is largely intuitive. However, should you require any technical assistance, there is a link to a support team provided at the bottom of each page, and they will either answer your query or redirect it to the correct team for response.

## 1. Registration

- Begin by clicking on the link below, which takes you to the welcome page. Here, you will first be asked to complete a brief registration form.

<https://www.cybergrants.com/novartis/grants>

## 2. Making your application

- Once registered, complete your application by entering information about your organization, your proposal and the requested funding.
- Upload a formal Letter of Request as well as a full program proposal.
- Complete an Attestation and the declaration of any conflicts of interest.
- Submit your request. Please note that once you submit your application, it is locked meaning you will not be able to make any changes to the content.
- Once submitted, your application will transfer to our internal portal where we will manage the review and approval process.
- Your application will show as **Under Review** once it is assigned for review internally. If we require further information before making a decision, we will contact you.

## 3. Notifying you of our decision

- If we approve your application, status on your dashboard will change to **Approved**
- If we reject your Request, status will change to **Denied** and a member of our team will contact you separately to provide the reasons for the rejection.

## 4. Requesting Impact Reports

- After the end date of your request is reached, we require you to submit an impact report. An impact report will appear under your status in a **Pending Impact Report** section and can include outcomes and transparency reports.

- You should complete any requested Impact Report within the GEMS portal within 90 days of notification.

## **5. Making future applications**

- You can make multiple applications using the same login.
- Your user registration information will auto-fill for all future applications, but you will be required to complete new proposal information at the time of each new application.