



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 **Declined** 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.