

The NOVARTIS Foundation (Japan) for the Promotion of Science
The Guideline for Application to “The Novartis Research Grant” FY 2024

1. Objective of the Grant

This program is aimed to support creative research in the field of biology, life sciences, related chemistry and information sciences. By using medicines (including unapproved drugs) for human, research that clarifies the effectiveness and/or safety of the medicines is out of scope in the grants.

2. Amount of the Grant

The grant is offered to about 36 researchers in amount of JPY 1.0 million/researcher.

3. The Period of the Grant

The period of the grant is one year (April 1, 2025 – March 31, 2026). No expansion is allowed.

4. Qualification of the Candidate

- (1) The grant is offered to the research to be carried out in Japan. The candidate must, in principle, have a doctorate (including those who expect to obtain such a degree by the end of March 2025). Nationality of the candidate is not asked.
- (2) The research must be conducted solely by the applicant, Joint research is also acceptable if the applicant plays a central role.
- (3) Researchers affiliated with a designated nominating organization designated by the Foundation must apply with the recommendation of the head of the university or research institution to which he/she belongs, the dean of the graduate school, the dean of the faculty, the director of the institution, or the director of the hospital. Researchers affiliated with a designated organization are not allowed to receive the recommendations from persons affiliated with the Foundation. (The Foundation will announce the designated nominating organization on its website at the start of the application process.)
- (4) Applicants from other than the designated nominating organizations may request the Foundation Secretariat for recommendation. In such a case, the applicant must send an e-mail with the application documents to the Foundation Secretariat by August 24.
(Note: Applicants may also ask the Foundation directly for recommendations without going through the Foundation Secretariat, but if a recommendation is obtained, the applicant must contact the Foundation Secretariat as soon as possible.)
- (5) In case the candidate received the grant in the past, three years will have to elapse, and the objective of research must be different from the one then received.
In case the co-researcher, who received the grant in the past, takes a role of co-researcher in the form of a joint research, the objective of the research to be applied by the candidate must be different from the one then received by the co-researcher.

- (6) A researcher who belongs to laboratory of the selection committee member or who collaborates with selection committee member(s) of the Foundation shall not be an applicant for the grant program.

5. Recommendation of the Candidate

- (1) The head of a nominating organization may not nominate a researcher who is not affiliated with that organization.
- (2) Current and former trustees, and former councilors of the Foundation may nominate researchers other than nominating organizations.
- (3) A nominator may only nominate one candidate (even if the nominator holds the same position).
- (4) The right to make a recommendation may not be transferred to any other person.

6. Submission of Application Paper

Fill out the required information on the Foundation's website (<https://japanfoundation.novartis.org/>).

Complete the forms (application form and recommendation form) downloaded from the website, and submit them to the Foundation's office as follows.

-The application form should be clear and concise. Figures and tables may be used (color is acceptable). The application form should be no longer than 6 pages.

-In principle, the seal on the nomination form should be an official seal. If an official seal is not available, please use a personal seal with a note to that effect in the margin. If a person associated with the foundation is the nominator, his/her personal seal should be used.

-In principle, application documents will not be returned.

- 1) Application form: After filling out the form, a PDF file should be stored on the website.

The file name should be **"Name (abbreviation of affiliation) Application Form.pdf"**

[e.g., NovaTaro(OUniv.) Application Form.pdf].

- 2) Recommendation form: After filling out the form and affixing the official seal, the PDF file should be stored on the website.

The file name should be

"Applicant's name (abbreviation of affiliation) Recommendation Form.pdf"

[e.g., "Taro Nova (OKenkyukai) Recommendation Form.pdf"].Application form:

Documents and files are to be stored on the website in a single file (all files must be submitted **by Friday, September 13**).

The file name must be the name of the file highlighted in yellow.

For non-Japanese applicants, an application form in English is acceptable.

(Notification of receipt will be sent automatically to the applicant's e-mail address.)

<Check the items to be submitted> To be confirmed at the time of application

-Items to be stored on the website

1) Application form (PDF)

(2) Recommendation form (PDF, sealed)

-Items to be sent in writing: "None". From FY2024, the original recommendation form is not required.

<Note>

-After the application has been submitted, no modifications will be allowed, so please check carefully before submitting the application.

-If the application is incomplete, do not submit a new online application but contact Foundation office.

-Applications may take a long time due to the high concentration of applications just before the application deadline. After the deadline, the system will not be able to process applications.

Please submit your application well in advance.

7. Period for application

July 2024 ~ Friday, September 13, 2024 (deadline)

8. Selection Method

After selection by the Selection Committee established at the Foundation, a decision will be made by the Board of Trustees (around February 2025).

9. Notification of the Result of Selection

Both the applicant and the recommender will be notified of the selection results in or around March 2025.

10. Granting of the Grant

The grant will be transferred to the designated bank account in late April 2025 or later.

Please refer to the grant handling regulations of each research institute and follow the procedures if the grant is a delegated account. The grant is paid via bank deposit transfer in April 2025.

11. Use of the Grant

In principle, use the grant as stated in the application form (use up the grant within the grant period)

In principle, if the grant is not used or if there is a surplus, the grant must be returned to the applicant.

Any change in the use of the grant must be approved by the Foundation's Representative

Trustee.

The grant cannot be used for research other than that for which the grant is intended (the grant recipient cannot be changed).

If there is a significant change in the research subject of the grant, the applicant must notify the Foundation's office as soon as possible.

Indirect costs and general administrative costs (overhead) of the applicant's institution are not eligible for the grant.

12. Research Results and Financial Reports

Grant recipients are required to submit research results and financial reports to the Foundation Secretariat **by the end of May 2026**.

The Foundation Secretariat will inform the recipients of the reporting method (format) by the end of March 2026.

Research reports will be published on the Foundation's website and in the annual report.

The financial report will be kept for five years after the end of the grant period, although receipts will not be required.

13. Notes on Publication and Publication of Research Results

When publishing the results, clearly state that you have received a grant from "The NOVARTIS Foundation (Japan) for the Promotion of Science" should be clearly indicated.

After publication, send one reprint or other copy to the Foundation's office (PDFs may be sent by e-mail).

14. Others

If any of the above points is violated, or if there is any conduct unbecoming a recipient of the grant, the applicant's eligibility will be suspended for a certain period of time. In addition, the applicant may be asked to return the research grant, etc.

The schedule for selection and notification of results is subject to change.

The names of recipients, their affiliations, and research topics will be announced on the Foundation's website and in the annual report.

Depending on the nature of the research, the Foundation may require prior review by the institution or ethics committee to which the recipient belongs.