

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

1. Targeted Meeting

This grant target meeting is international research meeting held in Japan in the fields of biology / life science, related chemistry and information science based on the following criteria.

- 1) To be an international research congregation that includes participants who come from many countries / regions, has great academic significance
- 2) Large-scale research meetings with over 1,000 people will not be eligible for grant in principle. However, symposiums, invited speeches, seminars and the like sponsored by relevant domestic organizations are subject to subsidy
- 3) The bilateral research meetings are not subject to subsidization in principle
- 4) Prioritize research meetings that will benefit from the foundation rather than research meetings expected to yield substantial income from other sources
- 5) Research meeting will be held some days from April, 2025 to March, 2026

2. Applicants and Number of Applications

Only one application is allowed from one applicant. No more than one applicant may apply for a single meeting.

Trustees, Councilors and selection committee members of the Foundation are not eligible to apply.

3. Grant amount

One grant is 400,000 Japanese yen. About 5 grants.

4. Application method

Fill out the required information on the Foundation's website (<http://japanfoundation.novartis.org>). Complete the form (application form) downloaded from the website and submit it to the Foundation's office as follows (**by Friday, September 13, 2024**).

The application form should be filled out in a clear and concise manner. 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) Meeting Application Form.pdf"**

[e.g., "Nova Taro (University of 00) Meeting Application Form.pdf"].

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

5. Application period

From July 2024 to **September 13, 2024 (deadline)**

6. Selection method

After the selection by the selection committee, the final selection will be decided by the board of trustee meeting in February 2025.

7. Notification of Selection Results

Applicants will be notified of the selection results around March 2025.

8. Granting of Grants

Bank transfer to the designated bank account will be made in late April 2025 or later.

In the event that the meeting is cancelled or postponed to the next year or later, the grant will be returned in principle.

9. Use of Grant

Subsidies cannot be used other than expenses necessary for holding research meeting subject to subsidies.

Venue usage fee, invitation fee for speakers, printing expenses for abstract collection, etc., limited to expenses directly necessary for holding research meeting.

It should not be used for food and beverage etc.

As a general rule, grants should be used as stated in the application form

Before changing the use, approval from the Representative Trustee of the Foundation in advance is necessary.

If you do not use a subsidy, if grant money is surplus, return should be done in principle.

10. Indication of Grant Receipt

Symposia, invited lectures, seminars, etc. funded by the NOVARTIS Foundation must clearly state that they were funded by **"The NOVARTIS Foundation (Japan) for the Promotion of Science"** and send one copy of the materials, if any, to the Foundation's office (PDF files can be sent by e-mail).

When publishing meeting announcements, abstracts, reports, etc., clearly state that the research was supported by **"The NOVARTIS Foundation (Japan) for the Promotion of Science,"** and send one copy of the publication to the Foundation's office. (PDF file can be sent by e-mail)

11. Report on Results

Report the results of the meeting and the financial report to the Foundation within two months after the meeting (required).

The Foundation office will contact you about how to prepare the report.

The contents of the report will be published on the Foundation's website and in the annual report.

Receipts are not required to be submitted but must be kept for five years after use.

12. Others

In case of violating the above points or when there is an act that is not suitable as a grant recipient, there are cases such as stopping the application qualification for a certain period, and/or requesting the return of the subsidy.

Schedule of selection and acceptance / rejection notice may be changed.

Name of the person to be granted, affiliated institution, research meeting name, etc. will be announced at the press, the Foundation website, annual report etc..