NOVARTIS

Medical Grants Manager

Job ID
REQ-10091112
Nov 04, 2026
LOC_IN

About the Role

Medical Grants Manager
Location – Hyderabad #LI Hybrid

Major Accountabilities

- Manage and review external funding grant submissions to ensure completeness, accuracy, and compliance with internal and external policies.
- Assess grant requests against applicable regulations, grant definitions, timelines, scope, budget, and process requirements.
- Conduct reputational assessments, budget feasibility reviews, and historical analyses using the external funding system and SharePoint.
- Share relevant historical Grant Review Committee decisions with the ERC Advisor and NOGE Leads.
- Review submissions with the Associate Director before advancing them and escalate issues to the Associate Director or US team as needed.
- Maintain and update the Excel tracker for all new grant submissions and ensure final documents are uploaded to SharePoint.
- Complete initial reviews within three business days and participate in weekly reviews with the US team.
- Identify process efficiencies, including AI-enabled improvements, and support trend and outcomes analysis for grant programs.

Minimum Requirements

Education: Bachelor's degree required

Desirable: BS required in finance, commerce, or other related discipline

Experience

- Minimum 5+ year experience
- Knowledge with MS excel, MS word, MS PowerPoint
- Demonstrated innovative thinking and solution-oriented problem-solving skills
- Ability to manage work output within given timelines
- Ability to communicate effectively with internal teams
- Demonstrated innovative thinking and solution-oriented problem-solving skills
- Willingness to work and be available during US business hours (up to 9:00 p.m. IST or 11:30 a.m. EST), schedule coordination in advance to ensure US Holiday coverage, and on call for critical matters, based on business needs.

Employees are typically expected to be in their current role for at least 24 months before applying for a different role, per local guidelines. This allows them to gain sufficient experience and demonstrate their capabilities in their current position. Any transfer or application for a different role typically requires approval from the employee's current manager and the leadership team.

Essential Requirements

- Efficient and timely execution of assigned medical grants related responsibilities.
- Demonstrates knowledge and application of medical grant related policies and procedures
- Can identify risks and trends to effectively interpret and report data.
- Applies Medical grant review criteria to new submissions within 3 business days of submission.
- Manage risk, compliance and controls environment, measured through internal and external audits and reviews
- High employee engagement through ensuring collaboration with key internal stakeholders across NOGE, Medical Directors, and Ethics, Risk and Compliance.

Values and Behaviors - Demonstrates and upholds Novartis values and behaviors in all aspects of work and collaboration.

Location - Hyderabad NKC | Hybrid | 3 days a week in office is mandatory.

Role Requirements

Division
DIV_IU
Business Unit
Marketing
Location
LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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