



Research Grants
Funding & Annual Report Policy

RESEARCH FUNDING POLICY

As of August 1, 2024 the Oncology Nursing Foundation research grants are funded based on the following payment schedule breakdown:

Year 1 Funding Payment	50%	<i>Released upon receipt of IRB approval and signed ONF Research Grant Agreement.</i>
Year 2 Funding Payment	40%	<i>Released upon receipt and approval of annual scientific and annual financial reports.</i>
Final Funding Payment (released 60 days after end date of study)	10%	<i>Withheld until final scientific and final financial reports are received and approved by ONF leadership.</i>

ANNUAL REPORTING REQUIREMENTS

The following annual reports are due to the Oncology Nursing Foundation on the first anniversary of the original funding start date:

1. **Financial Report** – Requires the Principal Investigator (PI) to provide an updated budget that reflects project spending to-date and projected spending for the next twelve months.
2. **Scientific Report** – Requires the Principal Investigator (PI) to provide accomplishments of the study to-date and a timeline for the next twelve months including goals for the study.

A final version of both the Financial Report and the Scientific Report are due to the Oncology Nursing Foundation 60-days after the original funding end date. Reports should be submitted via email to grants@onfgivesback.org.

DELINQUENT REPORTING

The PI is responsible for coordinating with their institution's grants officer to generate official financial reports and submit to Oncology Nursing Foundation by the report due date. The PI is responsible for completing and submitting the Scientific Report to the Oncology Nursing Foundation by the report due date.

If the required annual reports are not received by the report due date, all funding will be withheld until reports are received and approved by Oncology Nursing Foundation leadership.

Reports that are delinquent by over one year will automatically deem the PI of that study ineligible for future funding from the Oncology Nursing Foundation. If a PI submits delinquent reports more than one year after they were originally due to the Foundation for approval, withheld funding may be released for the remaining of that study (pending ONF Executive Director approval). However, the PI who submits delinquent reports late will NOT be eligible for funding from the Foundation in the future.

INADEQUATE ANNUAL REPORTING

Annual reports submitted to the Oncology Nursing Foundation will be reviewed by the Oncology Nursing Foundation Executive Director and the ONS Research Scholar in Residence. All sections of the annual report forms must be completed.

If the PI submits an annual report or financial report that does not meet the Oncology Nursing Foundation's reporting requirements or provides inadequate evidence to suggest the project on-track, the Oncology Nursing Foundation reserves the right to withhold further funding until the following requirements are met:

1. **MEET WITH THE FOUNDATION** – PI and Grant Officer/institution representative must schedule a virtual meeting with the Foundation Programs Coordinator, the Foundation Executive Director and the ONS Research Scholar in Residence to discuss concerns about the progress of the research study.
2. **COMPLETE A RESEARCH GRANT PROGRESS REPORT FORM** – PI must complete the Research Grant Progress Report in its entirety and include specific, realistic tactics that will be used to get the study back on-track. Their

report must address any of the challenges discussed with ONF and any updates, materials or missing from the original annual report submitted to the Foundation. The Progress Report must be approved by Oncology Nursing Foundation leadership before funding will resume; approval may also require a revised annual scientific report and budget in addition to the Progress Report form.