



GUIDELINES FOR PREPARING THE FINANCIAL REPORT FOR RESEARCH GRANTS

PURPOSE: The Oncology Nursing Foundation requires all recipients of Oncology Nursing Foundation Research Grant funding to submit an annual financial report and a final financial report. The Foundation must document the expenditure of grant funds to be in compliance with the requirements of its annual audit.

AUTHORIZED EXPENSES: Authorized expenses include only the items listed in the line-item budget “approved” by the Oncology Nursing Foundation. Up to 10% of the total award (for RE33 or RE26 grants only) may be allocated for indirect costs.

FINANCIAL ACCOUNTABILITY: Official expenditure reports are required from the accounting or grants and contracts officer of the institution that is managing the grant. If the award was distributed to the individual Principal Investigator (PI), the PI is responsible for submitting the report. **Unexpended funds must be returned to the Foundation** at the time the final financial report is submitted (payable to the Oncology Nursing Foundation). Submit financial reports to the Oncology Nursing Foundation at grants@onfgivesback.org.

SUBMISSION DEADLINE AND POLICY FOR FAILURE TO SUBMIT REPORTS: Annual financial reports are due one year from the study start date. Final financial reports are due within 60 days following the study end date (or within 60 days following the completion of the study). The PI or the financial officer of the institution that managed the grant must submit the financial report detailing how the award funds were expended. Please document ALL expenses related to this grant. Undocumented expenses will not be considered allowable and will be billed to the awardee. Receipts are NOT required for any of the documented expenses.

DISTRIBUTION OF FUNDS (based on the following criteria):

- Year 1 Funding: Up to 50% of total grant amount (shown in Year 1 budget column on *ONF Budget Worksheet*)
- Year 2 Funding: Up to 50% of total grant amount (or remaining amount of funding)
- Final 10% of funding withheld, pending receipt of final reports

Grant recipients who do not submit the required financial and scientific reports will not be eligible for future Foundation grant funding until delinquent reports are received and approved.

The template for the Annual Financial Report and the Final Financial Report can be request at grants@onfgivesback.org or found on our [website](#).

All written inquiries pertaining to the financial report should include the year the award was given, name of the specific award, title of the project and PI's name.

Unexpended funds can be sent to the address below:

Oncology Nursing Foundation
PO Box 3258
Pittsburgh, PA 15230-3258