



## GUIDELINES FOR PREPARING THE ANNUAL FINANCIAL REPORT FOR RESEARCH GRANTS

**PURPOSE:** The Oncology Nursing Foundation requires all recipients of Oncology Nursing Foundation research grant funding to submit a yearly financial report due on the first anniversary of the original funding start date. The Foundation must document the expenditure of grant funds 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.

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

**SUBMISSION DEADLINE AND POLICY FOR FAILURE TO SUBMIT REPORTS:** Annual Financial Reports are due on the first anniversary of the original funding start date. The investigator or financial officer of the institution that managed the award must submit the attached financial report detailing how the award funds were expended. Please document ALL expenses related to the 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 - Up to 75% of total grant or the amount shown in the Year-1 Budget Column
- Year-2 - 15% of the remaining grant funds
- Final 10% withheld, pending receipt of final report (*due 60 days after funding period ends*)

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

**All written inquiries pertaining to the financial accounting report should include the year the award was given, name of the specific award, title of the project and PI's name. Address all inquiries and/or submit the final report to:**

Oncology Nursing Foundation  
125 Enterprise Drive  
Pittsburgh, PA 15275-1214

Phone: 866/257-4667 (Option 4)      Email: [grants@onfgivesback.org](mailto:grants@onfgivesback.org)

**ONCOLOGY NURSING FOUNDATION  
125 ENTERPRISE DRIVE  
PITTSBURGH, PA 15275-1214**

**RESEARCH GRANT  
FINANCIAL EXPENDITURE ACCOUNTING REPORT**

**Title of Funded Project:** \_\_\_\_\_

**Funding Source:** Oncology Nursing Foundation through an unrestricted grant from (Sponsor Name) \_\_\_\_\_

**Year Grant Funded:** \_\_\_\_\_

**Project Started: (mo/day/yr)** \_\_\_\_\_

**Project Completed: (mo/day/yr)** \_\_\_\_\_

**NAME OF PRINCIPAL INVESTIGATOR & PREFERRED MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal Investigator / Date**

**Name, Title of Fiscal Officer & Address of the Institution Managing the Award:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Fiscal Officer Submitting/Approving this Report & Date**

Principal Investigator Name (Last, First, Middle): \_\_\_\_\_

Grant Title: \_\_\_\_\_

\_\_\_\_\_

Year of Grant: \_\_\_\_\_

**ONCOLOGY NURSING FOUNDATION RESEARCH GRANT  
FINANCIAL EXPENDITURE ACCOUNTING REPORT**

YEAR 1 EXPENSES	(Cannot exceed 75% of total budget)				Year 1 Total
	Salary		Fringe		
	% Effort	\$	%	\$	
Personnel (list individually)					0
					0
					0
					0
					0
					0
					0
	<b>Personnel Year 1 Total</b>				0
Supplies					0
					0
					0
					0
	<b>Supplies Year 1 Total</b>				0
Equipment					0
					0
					0
	<b>Equipment Year 1 Total</b>				0
Travel (Travel to conferences for presentations cannot be incorporated into this					0
					0
					0
	<b>Travel Year 1 Total</b>				0
Software					0
					0
	<b>Software Year 1 Total</b>				0
Other Expenses					0
					0
					0
					0
	<b>Other Year 1 Total</b>				0
	<b>Year 1 Grand TOTAL</b>				0

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