



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

**PURPOSE:** The Oncology Nursing Foundation requires all recipients of Oncology Nursing Foundation research grant funding to submit a final financial report within 60 days of completion of the project. 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.

**FINANCIAL ACCOUNTABILITY:** Official expenditure reports are required from the accounting or grants and contracts officer of the institution managing the grant. If the award was distributed to the 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:** Final Financial Reports are due within 60 days of the end of the funding period. The investigator or the 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 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 - 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*)

**YEAR-2 TOTAL CALCULATIONS:** The Year-2 Totals should include the entire remaining grant funds, including the 10% that is being withheld pending receipt of the final report. Although the final 10% will not be released until after the final report is received, the year-2 expenditures should include this amount, so that all grant fund expenditures are documented in the final report.

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 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**



**Year-2 Totals** - Should include the entire remaining grant funds, including the 10% that is being withheld pending receipt of the final report. Although the final 10% will not be released until after the final report is received, the year-2 expenditures should include this amount, so that all grant fund expenditures are documented in the final report.