



GUIDELINES FOR PREPARING THE FINAL SCIENTIFIC REPORT FOR RESEARCH GRANTS

Congratulations on the successful completion of your funded research project. The Oncology Nursing Foundation is committed to the dissemination of the findings of funded projects. If there is any way that we can assist you in disseminating the results, either through publication in journals or media press releases, please contact us at grants@onfgivesback.org.

PURPOSE: The final scientific report is designed to give the Oncology Nursing Foundation a brief accounting of the scientific findings of the study. A compilation of the final reports is used by the Oncology Nursing Foundation to solicit additional research funding and for public relations and grant promotion activities.

SUBMISSION DEADLINES: The grant recipient will receive an email reminder from grants@onfgivesback.org prior to the due date for the final reports. The final scientific report and the final financial report should be submitted within 60 days of the completion of the study OR within 60 days of the end of the funding period, whichever comes first. Grant recipients who do not submit the required scientific and financial final reports will be ineligible for future grant funding from the Oncology Nursing Foundation until delinquent reports are received and approved.

UNEXPENDED FUNDS: Unexpended funds must be returned to the Oncology Nursing Foundation. Please return unspent funds to:

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

EQUIPMENT: If equipment was purchased, ownership of the item will be individually assessed. Please provide the following information on the budget section of the report form (page 5): 1) initial cost of the equipment, 2) today's value of the equipment due to depreciation, and 3) if you would like to own the item or return to the Oncology Nursing Foundation.

KEY POINTS: The final report needs to reflect the key findings of the study. The findings are needed in two formats: a) a research abstract to be filed with the final report, and

b) a short paragraph relaying the findings that would be appropriate for posting online and for sharing with the media. Oncology Nursing Foundation recognizes your right to first disclose of findings in publications. Therefore, we are requesting that you provide the information about the results of your study that we can share with others.

APPENDICES: Note the appendices to be included in the final scientific report:

- A. Financial Report (use Oncology Nursing Foundation template form only)
- B. IRB Approval (since last update/report submission)
- C. Abstract
- D. Copies of Publications (published and/or submitted).

Templates for the Annual Scientific Report and the Final Scientific Report can be requested at grants@onfgivesback.org or found on our [website](#).