

# FAQ's for Orthopaedic Research and Education Foundation (OREF) Grant Recipients:

1. Q: When will funding begin?

A: In most cases, grants follow the academic calendar and funding begins on July 1, provided the fully executed grant contract and any necessary approvals have been received by OREF.

2. Q: What are my responsibilities as an OREF Grant Recipient?

A: Responsibilities specific to a particular grant are outlined in the grant contract. In general, grantees must contact OREF if they receive additional funding for the project and if any changes need to be made to the grant (scientifically, financially or regarding the timeline). Grantees must provide financial reports every six months, progress reports each April 1 (for multi-year grants), and final reports (scientific, financial and lay) at the end of the grant. Grantees must also provide valid approvals (IRB, IACUC, etc.) for the project.

3. Q: When are reports due?

A: Financial reports are due every six months during the period of the grant. If you have a multi-year grant, a progress report is due on April 1 of each year of the grant. A final scientific and a final lay report are due at the end of the grant. Please see your grant contract for the due dates of your reports.

4. Q: Is there a specific format for the required reports?

A: The grant reporting forms are available on our website, click to download the appropriate form.

- [Grant Budget Revision Form \[.xls\]](#)
- [Grant Progress Report Form \[.doc\]](#)
- [Grant Financial Reporting Form \[.xls\]](#)
- [Grant Final Scientific Reports Form \[.doc\]](#)

5. Q: What if my report is delinquent?

A: Reports are expected to be submitted on a timely basis. OREF reserves the right to deny any additional payments to the PI and/or PI's Institution if the required reports have not been submitted. In cases of severe delinquency, OREF may deny future grants to the PI and/or PI's Institution until such time that all delinquent reports have been properly submitted.

6. Q: Can OREF funding be carried over from one year to the next?

A: For multiple year grants, a progress report is required every April 1 and subsequent year funding will be determined by our Research Grants Committee. Investigators will be notified of continued funding in June.

**7. Q: Can funds be reallocated?**

**A: If budget changes are required, the PI and the financial officer of PI's Institution must complete and sign a revised budget form with justification for the change. A current expense report should be included with the request. Fund reallocation requests are not guaranteed and are subject to approval.**

**8. Q: Can the aims of my project be changed?**

**A: If the PI finds that the original aims of the grant cannot be accomplished and that to continue the project substantial changes to the aims or methodology are required, the PI must submit a written request with details on why the project needs to be revised. Revisions of the aims of the project are not guaranteed, and are subject to approval by our Research Grants Committee.**

**9. Q: Can I request a no-cost extension?**

**A: If the PI is unable to complete the project during the designated grant period, the PI may submit a written request for an extension, detailing the reason for the request and new timeframe to OREF. Requests should be made at least thirty (30) days before the grant expiration date. Extensions are not guaranteed and are subject to approval by OREF on a case-by-case basis.**

**10. Q: Can I transfer my grant to my new institution?**

**A: If PI moves to a new institution, PI must submit a letter detailing institutional resources, key personnel and curriculum vitae of co-investigators and/or mentor(s) at the new institution. OREF's Research Grants Committee will consider the request and make a final decision as to whether the change should be approved or the grant terminated.**

**11. Q: What does OREF do with my final report?**

**A: When executing the OREF Grant contract, the Grantee and Grantee's Institution grant to OREF a perpetual, non-exclusive license to publish the scientific and/or lay versions of the report or excerpts thereof. This allows OREF to share with the orthopaedic community some of the exciting research being done by our grantees.**

**12. Q: Do I need to acknowledge OREF in my publications resulting from the grant?**

**A: Grantees are required to acknowledge OREF as the funder in any resulting publications (during or after the grant period). Exact wording is found in the grant contract.**

**13. Q: If I receive funding from another source for the same research project, should I report the development to OREF, and how might it affect my grant award?**

**A: If a Grantee receives NIH or other funding for the project before or during the term of the grant, the Grantee must notify OREF of such funding. If funds have been released, the PI must**

submit a financial report and any unexpended funds must be returned to OREF. OREF will then cancel the grant.

**14. Q: How do I terminate a grant award?**

**A: A PI may terminate a grant prior to the expiration date by notifying OREF in writing and stating the reasons for termination. Unexpended funds must be returned to OREF within sixty (60) days along with a final financial report.**