



Scleroderma Foundation Research Awards

CONDITIONS OF GRANT AWARD

Welcome

Congratulations on your Scleroderma Foundation research award. This document was prepared to answer most of your questions concerning the administration of your award. If you have questions that are not answered here, please e-mail the Scleroderma Foundation Research Committee at research@Scleroderma.org

Start Date

Awards funded by the National Office begin on the first of April (except in pre-arranged instances.) ***Please refer to your award letter for the starting date.***

Annual Scientific Progress Reports

Scientific Progress Reports are due annually from all awardees and may be requested more frequently in certain instances. Publications resulting from grant must be included. Renewal is based on evidence of accomplishment. Report forms may be downloaded from the Scleroderma Foundation's Web site and are due **no later than thirty (30) days after the end of the award period.** *Failure to meet this requirement will result in withholding of funds until all reports are submitted and approved and may result in termination of the award.*

Financial Accounting

Financial Progress Reports are due annually from all awardees and may be requested more frequently in certain instances. Report forms may be downloaded from the Foundation's Web site and are due **no later than thirty (30) days after the end of the award period.** *Failure to meet this requirement will result in withholding of funds until all reports are submitted and approved and may result in termination of the award.* Failure to report missing checks within six months after the end of each award year will result in forfeiture of those payments.

Final Reports

Final scientific and financial reports are due no later than ninety (90) days after the completion of the award. Upon termination of the award, all unexpended funds must be returned within ninety (90) days to the Scleroderma Foundation. Report forms may be downloaded from the Foundation's Web site. Failure to meet this requirement may result in future ineligibility to apply to the Foundation's research program for the PI, key personnel, and other investigators at your institution.

Payment

Payment will be made directly to the sponsoring institution, which in turn will be responsible for payment to the awardee. The Scleroderma Foundation is not responsible for income taxes.

Budget Changes:

Any requests for changes in the budget over \$1,000 must be submitted in writing. Eight percent indirect costs are allowed for awards. Funds may not be transferred to other accounts or used for any other purpose.

Carry-Over Requests:

The Investigator must request a carry-over approval from the Foundation for any unexpended grant balance remaining at the end of the grant year that exceeds 5% of annual grant award. The carry over request must be in writing and include a justification and plan for expenditure of those funds if carried forward, as well as the previously mentioned financial and progress reports. Carry-Over report forms may be downloaded from the Foundation's Web site and are due **no later than thirty (30) days after the end of the award period**. *Failure to meet this requirement will result in withholding of funds and may result in termination of the award.*

No carry over amount greater than 20 percent (20%) of the annual grant award will be approved, nor will any approval for use of the carried over funds be given for greater than a six (6) month period. Only one carry-over request per grant award will be considered.

Salary Supplementation

Some recipients of Scleroderma Foundation awards may receive salary supplementation by accepting another fellowship or similar award. The sponsoring institution may supplement an award from other sources up to a level consistent with institutional policies. The extent of this supplementation must be stated on the Payment Form and the Foundation must be notified of subsequent support. Questions about supplementation should be directed to the Scleroderma Foundation Research Committee.

Termination of Award by Awardee

If you wish to terminate your award, please contact the Scleroderma Foundation Research Committee immediately. A Termination of Award Form, co-signed by the awardee, the financial officer of the institution, and a director of research administration or dean should be submitted as soon as possible. A final Scientific Progress Report and Final Accounting Report are due within sixty (60) days of the termination along with any unused portion of grant award funds.

Transfers and Changes

If an awardee wishes to move to a new institution, change supervisors, or take a leave of absence, the Scleroderma Foundation Research Committee must be notified immediately in writing.

To transfer from one institution to another, an awardee must submit a letter of request to the Scleroderma Foundation Research Committee explaining the change. A final accounting report will be due from the existing institution and a proposed budget from

the new institution must be submitted with the request. Please see the document "Transfer of Award" for more specific instructions.

To *change sponsors within the same institution*, an award recipient should submit a letter to the Scleroderma Foundation Research Committee requesting the change, along with a letter of support from the existing sponsor. For new investigators, the proposed sponsor must submit a letter and a copy of his/her *curriculum vitae*.

The Scleroderma Foundation does not review applications for part-time awards. Any requests for a reduction in the time on the approved award, a change in the April 1st start date, or a *leave of absence* will be reviewed individually by the Scleroderma Foundation Research Committee. A letter requesting and explaining the change and any effect the request would have on the original proposal should be submitted to the Scleroderma Foundation Research Committee.

Research Assurance Form

Ethical Standards - All research involving human subjects, laboratory animals, and recombinant DNA techniques must show documented compliance with NIH guidelines for the same as provided by the appropriate sponsoring institution's review committee (s). Awardees must assure compliance with regulations promulgated by the U.S. Department of Agriculture under amendments of the Animal Welfare Act, Public Law 99-198. In addition, any of the activities supported by a Scleroderma Foundation research award must comply with all applicable U.S. Department of Health and Human Services regulations with respect to the rights and welfare of human subjects.

All Research Assurance Forms (i.e., IRB/IACUC) MUST be received by April 1st and research may not be initiated unless all assurance forms have been received. Failure to meet this requirement will result in withholding of funds and possible termination of the award.

Malpractice Disclaimer - The Scleroderma Foundation is not responsible for any malpractice suit arising from any activity supported by the award. The awardee also agrees to hold the Scleroderma Foundation harmless from any claims arising from such programs.

Media/Acknowledgments

Any publication or exhibit resulting from work done with the support of a Scleroderma Foundation Research Grant Award must bear a credit line stating that the investigator is a recipient of such an award, e.g., "_____ is supported by a research award from the Scleroderma Foundation" or "_____ is a recipient of a Scleroderma Foundation Research Grant Award." Logos are available by contacting research@scleroderma.org.

Reprints

One copy of any publication or manuscript accepted for publication and supported by a Scleroderma Foundation award must be sent to the Scleroderma Foundation Research Committee at the time of the acceptance of the manuscript. If an institution has prepared a press release on an awardee's work, the Scleroderma Foundation must be notified in advance so that we can answer inquiries that may be directed to us as a result of media coverage.