

Neuroendocrine Tumor Research Foundation

Award Budget and Expenditure Policy

1. Purpose and Scope

This policy defines the requirements governing the preparation of grant application budgets, and the administration, use, and expenditure of funds awarded by NETRF.

It applies to all applicants submitting budgets to NETRF; all recipient institutions and Principal Investigators (PIs); all expenditures charged to NETRF awards; and all subawards, subcontracts, and third-party arrangements supported by NETRF funds.

If this policy conflicts with terms in the Award Letter or Award Agreement, those terms take precedence. NETRF reserves the right to interpret this policy and approve or deny exceptions.

2. Definitions

Award Agreement — The formal legal document executed between NETRF and the Recipient Institution that sets forth the terms and conditions governing the use of NETRF funds.

Award Letter — The written notification issued by NETRF confirming the grant award, including the award amount and any special conditions.

Award Period — The time interval specified in the Award Agreement during which NETRF funds may be obligated and expended, beginning on the Grant Start Date and ending on the Completion Date.

Budget Period — A defined segment within the Award Period for which a discrete budget is approved. An award may have one or more budget periods.

Carryforward — The transfer of unexpended funds from one budget period to the next within the same Award Period, subject to NETRF approval as described in Section 10.

Direct Costs — Costs that can be specifically identified with and charged directly to the approved project.

Indirect Costs (Facilities & Administrative, or F&A Costs) — Costs incurred for common or shared objectives that cannot be attributed directly to a single project, including institutional overhead, facilities, and general administrative expenses.

Key Personnel — Individuals named in the approved application whose roles are considered essential to the conduct and completion of the funded project. Changes to Key Personnel require prior NETRF approval.

No-Cost Extension (NCE) — An approved extension of the Award Period that provides additional time to complete the approved project without additional NETRF funding.

Principal Investigator (PI) — The individual designated by the Recipient Institution who is responsible for the scientific and technical direction of the funded project and for ensuring compliance with all applicable award terms.

Recipient Institution — The organization to which NETRF makes an award and which assumes legal and financial responsibility for the administration of NETRF funds.

Rebudgeting — The reallocation of funds between approved budget categories within the Award Period, subject to the conditions described in Section 8.

Subaward / Subcontract — An agreement under which the Recipient Institution transfers a portion of the NETRF award to a third-party organization to carry out part of the approved project scope.

3. Award Amounts

Award amounts vary by award mechanism and may differ by funding cycle. For a complete list of award mechanisms and current funding limits, please visit: <https://netrf.org/for-researchers/about/funding-for-research-grants/>.

4. General Standards for Allowable Costs

Costs charged to a NETRF award must be reasonable, allocable to the project, incurred during the Award Period, compliant with this policy and award terms, and adequately documented. The Award Period is the time interval between the Grant Start Date and the Completion Date, during which NETRF funds may be obligated and expended.

Reasonable costs are those that reflect what a prudent person would incur under similar circumstances and are consistent with institutional standards and the needs of the project.

5. Budget Preparation (Pre-Award)

Budgets must be proportional to the scope of the proposed project, include only allowable costs, and comply with all NETRF program limits.

5.1 Salary and Personnel

Salary and fringe benefits for personnel may be budgeted for and allocated from the Award. NETRF follows the NIH salary cap for applicable personnel. Salary support must reflect actual effort. NETRF funds may not be used entirely for salaries and must include other project-related costs. NIH salary scale requirements do not apply to graduate students or postdoctoral fellows.

5.2 Indirect Costs

For Accelerator, Investigator, and Pilot Awards, up to 10% in indirect costs may be taken. Indirect costs (Facilities and Administrative, or F&A Costs) are included in the total budget. NETRF does not pay indirect costs for Mentored Research Awards. Routine administrative and institutional expenses, including standard postage, mail services, and office operations, are considered indirect costs and may not be charged directly to a NETRF award.

5.3 Required Budget Elements

Applicants are expected to budget for attendance at the annual NETRF Research Symposium, where they are required to present their project results if awarded the grant. Expenses related to resource sharing should be included (e.g., data or cell line deposition). Costs should be necessary and appropriate for project execution.

6. Allowable and Unallowable Costs

NETRF funds may be used only for personnel salaries, research supplies, small equipment, and research-related services, unless otherwise explicitly approved in writing by NETRF.

6.1 Allowable Cost Table

Expense Type	Allowable?	Conditions / Notes
PI / Personnel Salaries	Yes	Must reflect effort and comply with the NIH salary cap where applicable.
Consultants / Research Services	Yes	Must be necessary for the approved project and reasonable in cost.
Subawards / Subcontracts	Yes	Must be included in the approved budget.
Research Supplies	Yes	Must be directly related to the approved project.
Core Facilities / Shared Resources	Yes	Allowed when directly supporting the approved project.
Data Analysis / Bioinformatics	Yes	Allowed when directly related to the approved project.
Software	Yes, with restrictions	Must be specifically required for the approved project.
Equipment	Yes, with restrictions	Funds may be used for small equipment with a per-unit acquisition cost of less than \$5,000. Larger items require prior approval.
Computers / Devices	Yes, with restrictions	Must be primarily dedicated to the approved project and justified.
Publication fees	Yes	Must relate to NETRF-funded work. Costs should be reasonable.
Resource and Data Sharing Costs	Yes	Must relate to NETRF-funded work.
Shipping / Postage	Yes	Allowed only for project-related materials or samples.
Human Subject / Participant Compensation	Yes, with restrictions	Must be IRB-compliant and included in the approved budget or otherwise approved by NETRF.
Travel – NETRF Research Symposium	Yes	Budgeting required; must follow institutional policy.
Travel – Other Scientific Meetings	Yes, with restrictions	Only for dissemination of NETRF-funded work.
Indirect Costs	Yes, with restrictions	Limited to 10% of total award for the Accelerator, Investigator, and Pilot awards.
Books	No	Not allowable.
Construction / Renovation	No	Not allowable.

Data Network Chargebacks	No	Not allowable.
Expenses in Obtaining a Visa	No	Not allowable.
Office Furniture / General Office Supplies	No	Not allowable as direct costs.
Administrative / Clerical Salaries	No	Not allowable as direct costs.
Tuition / Membership Dues	No	Not allowable.
Patient Care / Routine Clinical Costs	No	Not allowable unless approved.
Entertainment / Alcohol	No	Not allowable.
Costs Covered by Other Sources	No	No duplicate funding allowed.

If an expense category is not listed above, allowability will be determined by NETRF in accordance with Section 3.

7. Financial Management

All NETRF funds are awarded to and administered by the recipient institution, which is responsible for financial oversight and compliance.

Costs must follow the approved budget and be properly documented.

Costs incurred prior to or after the Award Period are not allowable unless approved.

8. Rebudgeting and Prior Approval

Principal Investigators may rebudget within allowable categories without NETRF approval as long as the overall project scope does not change and all costs remain allowable under NETRF policy. However, budgetary updates to an Award that involve changes in project scope, PIs, Key Personnel, institutional transfer of award, or a leave of absence must be requested with a letter of explanation and an updated budget for approval by NETRF.

9. Subawards

Subawards and subcontracts must be included in the approved budget. The primary recipient institution remains fully responsible for financial oversight of subawards, review and approval of invoices, ensuring compliance with NETRF policies, and completion of the approved project.

While for-profit organizations may not serve as the primary award recipient, they may participate as subcontractors or service providers, provided such arrangements are appropriately justified, consistent with the project scope, and compliant with NETRF policies.

10. Carryforward of Funds

NETRF may permit the carryforward of unexpended funds from one budget period to the next, consistent with the terms of the Award Agreement.

All carryforward is subject to review.

- Carryforward of up to 25% of the annual budget may be permitted with brief justification.
- Carryforward of greater than 25% requires detailed justification and prior written approval from NETRF.

NETRF reserves the right to deny or limit carryforward and to defer or adjust future payments if funds are not spent at a reasonable rate.

11. No-Cost Extensions

A No-Cost Extension (NCE) allows additional time to complete the approved project without additional funding. An NCE may be requested from grants@netrf.org. An NCE request form will then be provided and must be completed in Proposal Central for NETRF's review. NETRF reserves the right to approve or deny the NCE based on the reason provided.

- NCEs may be requested for 6 or 12 months.
- Requests must be submitted at least 60 days prior to the end of the Award Period.
- Requests must include scientific and financial justification.

NCEs may not be used to expand the scope of the project or to expend remaining funds without scientific justification. If at the end of the no-cost extension period funds remain, they should be returned payable to NETRF. A second no-cost extension is not allowed.

NETRF will not accept no-cost extension requests for balances under \$5,000. In this case, the balance of funds should be returned payable to NETRF.

12. Reporting Requirements

Recipient institutions must submit required reports in accordance with NETRF guidelines.

- Progress and expenditure reports are required every six (6) months.
- Reports must include scientific progress, milestone updates, and a detailed accounting of expenditures.
- A final report is required within 45 days after the end of the Award Period and must include a full financial accounting of funds expended and a summary of project outcomes. Unexpended funds of less than \$100 may be retained by the Institution. Balances above this threshold should be returned payable to NETRF.

13. Payments

All Payments by NETRF to the Grantee will be made in U.S. Dollars. Funds will be wired electronically to the Grantee's bank, using information provided on the Award Letter.

Continued funding and release of subsequent payments for active awards are tied to the successful meeting of milestones and are contingent upon NETRF's review and approval of submitted reports. If progress reports are not received by the due date, NETRF will withhold funds until the progress report has been submitted and approved, and in some cases may elect to terminate the project. All withheld award payments revert to NETRF if NETRF does not

receive reports within 6 months of the award ending. NETRF withholds 20% of award funding until the final progress report and expenditure reports are submitted and approved.

- In general, expenditures are expected to align with project progress over the Award Period. Early-stage deviations are expected; however, sustained under-spending or over-spending relative to project progress may be subject to review.
- As a general guideline, cumulative underspending of more than 25–50% relative to the expected project pace may result in deferral of the next scheduled payment.

14. Publication, Resource and Data Sharing Costs

Costs associated with the dissemination of NETRF-funded research are allowable as direct costs when they are necessary and directly related to the approved project.

NETRF requires that manuscripts arising from funded research be made publicly available through posting to a preprint server (e.g., bioRxiv or medRxiv) at or prior to submission for publication. This requirement is intended to promote timely access to and broad dissemination of research findings.

Allowable costs may include publication fees and reasonable expenses associated with preparing and sharing research outputs. All such costs must be reasonable in amount and consistent with the scope and objectives of the project.

Investigators are expected to pursue cost-effective publication options. Open access journal publication is encouraged but not required, as preprint posting satisfies NETRF's requirement for public access. Excessive publication fees may be subject to review and may not be approved.

Costs associated with data and resource sharing, including data preparation, curation, formatting, and, where applicable, repository or archiving fees, are allowable when directly related to NETRF-funded work. Investigators are expected to use established public repositories where available, many of which do not charge deposition fees. Limited, project-specific costs for distributing research materials (e.g., shipping reagents) may also be included.

Costs that are general institutional expenses, long-term data storage unrelated to the project, or duplicative of indirect costs are not allowable as direct charges.

All investigators must comply with NETRF's Resource and Data Sharing Policy. Failure to meet sharing requirements may result in delayed payments or impact future funding eligibility.

15. Compliance and Enforcement

Failure to comply with this policy or the terms of the award may result in withholding of payments, suspension or termination of the award, and/or requirement to return unexpended or improperly used funds.

Recipient institutions must reimburse NETRF for any funds determined to have been used in violation of award terms.

16. Record Retention

Recipient institutions must retain financial records, supporting documentation, and other relevant records for at least three years following submission of the final financial report. Specific research records, such as laboratory notebooks, shall be maintained until seven years after the end of the Award Period.

NETRF reserves the right to review such records to verify compliance with this policy and award terms.

17. Contact

Questions and requests for prior approval should be directed to NETRF at grants@netrf.org before costs are incurred or changes are implemented.