

Frequently Asked Questions (FAQ)

Helpful answers to Good questions:

- Can IRSF funding be carried forward from one year to the next?
- Can I reallocate my budget?
- How do I make a no-cost extension request?
- Can I transfer funds to my new institution?
- What are IRSF's IP and sharing policies?
- Does IRSF ever terminate funding?
- Does IRSF cover travel costs?
- Does IRSF cover tuition reimbursement costs?
- What are general Awardee responsibilities?

Can IRSF funding be carried forward from one year to the next?

IRSF funding is automatically carried-forward from the first year of funding to the second; a formal request is not necessary.

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Can I reallocate my budget?

Before you may reallocate your budget, you must email a request that details the proposed changes along with justification of these changes to Janice Ascano, Ph.D. Manager of Grants and Research - jascano@rettsyndrome.org. We will notify you of our decision via email.

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How do I make a no-cost extension request?

You may submit such a request to Janice Ascano, Ph.D. Manager of Grants and Research - jascano@rettsyndrome.org.

A no-cost extension request must include the following information:

- Why the project will not be completed in the scheduled period
- The number of months needed to complete the project

Once reviewed, the principal investigator will receive approval via email.

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Can I transfer funds to my new institution?

If you change institutions, notify Janice Ascano, Ph.D. Manager of Grants and Research - jascano@rettsyndrome.org via email in advance of the transfer. The following materials are required before IRSF will approve the transfer of your award to another institution:

- Acknowledgment letters from both the current and future institutions recognizing the transfer of work as well as funding
- A current financial report detailing expenditures to date and remaining funds

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What are IRSF's IP and sharing policies?

Discoveries and related regulatory approvals made under IRSF's sponsorship are the property of the Sponsoring Institution or Principal Investigator conducting the research; provided, however, that IRSF shall have the right of royalty-free use for noncommercial purposes of such discoveries. The Sponsoring Institution and Principal Investigator are responsible for insuring that prompt public disclosure of all commercially usable information is made as soon as practical. The Principal Investigator and Sponsoring Institution are also responsible for notifying IRSF of the filing of any letters patent for any discovery made on research funded by IRSF.

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Does IRSF ever terminate funding?

Your award may be terminated under any of the following circumstances:

- The Principal Investigator's employment, affiliation or other relationship with the Sponsoring Institution is terminated for any reason.
- The Principal Investigator is unable to carry out, in a timely manner, the research for any reason
- The Principal Investigator or any member of his/her research team is found by an institutional investigation to have committed scientific misconduct or fraud
- The Principal Investigator has failed to comply with any of the terms and conditions of the Award
- IRSF concludes that the Principal Investigator has received overlap funding for the Award or that the funds are not being used for the purposes originally outlined in the Research Proposal

Please Note:

In the event of cancellation or termination, all unexpended funds as of the termination/cancellation date must be returned to IRSF within 45 days of such written notice.

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Does IRSF cover travel costs?

No. But if the parameters of a particular research proposal require travel to complete the research (such as traveling to give an examination to a patient who cannot travel), this expense can be included in the award. Also, travel costs are provided for funded investigators to attend the IRSF annual Symposium. (these costs are not to be included in grant budget requests).

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Does IRSF tuition re-imbursement costs?

IRSF does not normally allow tuition re-imbursement to be included in any of our grants. However, we may allow reallocation of such costs within the budgeted amount under one of the following circumstances:

- For any award that was made prior to 2008, where such a stipulation was not made within the original Grant Agreement.
- For an award that is a contract that was designed outside of our usual awards.

Under these circumstance the PI must contact Janice Ascano, Ph.D. Manager of Grants and Research - jascano@rettsyndrome.org to obtain prior approval. Please provide an idea of how much of the budget is to be allocated to this matter at this time. Additional funds will not be provided to cover these costs.

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What are the general Awardee responsibilities?

Please Note: All IRSF awardee responsibilities are detailed in the IRSF Policy Statement on Research Support, which can be downloaded on this page.

The timely submission of progress reports or correspondence with the Grants & Research Manager if unable to meet the deadline.

Report funding from other sources and any changes to the scope, timeline or budget of the project.

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Publication Policy

It is expected that the results of research supported by IRSF will be published as rapidly as possible in the open literature, consistent with high standards of scientific excellence and rigor. The responsibility for publication lies exclusively with the Principal Investigator and results of any work supported through IRSF may be published without prior review by IRSF.

Any publication arising in whole or in part from an Award funded by IRSF shall acknowledge funding support by IRSF. As soon as a manuscript is accepted for publication (whether during the term of the Award or after it has terminated) a copy of the publication along with the name of the journal and expected date of publication should be forwarded to IRSF's Chief Scientific Officer. As soon as reprints are available two copies of the reprint should be forwarded to IRSF's New York office.

Human Subjects

For research involving human subjects, the Sponsoring Institution shall ensure that the research proposal is reviewed and approved in writing by an Institutional Review Board constituted in accordance with current regulations promulgated by the United States Department of Health and Human Services and approved by the Department. Legally acceptable consent must be secured for all human subjects taking part in any research funded in whole or in part by IRSF. IRB approval forms from the an Institutional Review Board must be submitted for the life of the grant (whether granted for its entirety from the outset, or renewed during the grant.)

Use of Experimental Animals

For research involving animals, the Sponsoring Institution shall ensure compliance with applicable chapters of the Public Health Service Animal Welfare Policy, the NIH Manual for Grants and Contracts, and any and all requirements of the Sponsoring Institution concerning animal welfare. Approval forms from the Sponsoring Institution's Animal Welfare Committee must be submitted for the life of the grant (whether granted for its entirety from the outset, or renewed during the grant.)

Grant Program Contacts

For grant management and program related inquiries , please contact:

Janice Ascano, Ph.D. Manager of Grants and Research - jascano@rettsyndrome.org | 917-267-4504