

The mission of Cystic Fibrosis Foundation (CFF) is to assure the development of the means to cure and control cystic fibrosis (CF) and to improve the quality of life for those with the disease. To meet this mission, various types of grants are offered to support meritorious research ranging from basic laboratory investigation to clinical management of CF.

For all awards, proposals that involve collaboration between an approved CFF Care Center and an institution with basic and/or clinical research programs are encouraged.

**SECOND YEAR CLINICAL FELLOWSHIP AWARDS
POLICIES AND GUIDELINES**

This award offers support for physicians interested in chronic pulmonary and gastrointestinal diseases of children, adolescents, and adults with cystic fibrosis (CF). The intent of this program is to encourage specialized training in the early career development stage and to prepare young, well-qualified candidates for careers in academic pulmonary or gastrointestinal medicine related to CF.

ELIGIBILITY

Applicants must have completed at least three years of training in an approved pediatric or internal medicine program by the time the fellowship is to begin. Adult caregivers in CF are encouraged to apply. The applicant’s institution must be accredited in pulmonary or GI medicine. Applicants must describe career goals related to a long-term commitment to CF research and care. The institutional status of a fellow (e.g., first or second year, etc.) must correlate with the CFF fellowship award. For example, those applicants that are not yet fellows in an accredited pulmonary or GI medicine program should apply for a first/second year clinical fellowship for the following two years. Likewise, a first-year fellow who is not already funded and is in an institutional training program should apply for a second-year fellowship from the CF Foundation for the following year. A second-year fellow should apply for a third-year fellowship and so forth. **All applicants must be either a citizen of the United States or have a permanent resident visa. Proof of citizenship status is required at time of application.**

Training must take place in one of the CF Foundation's recognized CF Care Centers or a Center-affiliated adult CF program, and should provide a thorough grounding in diagnostic and therapeutic procedures, comprehensive care and clinical research. Two types of fellowships are offered: Pulmonary and Gastrointestinal. Every fellow must have a Sponsor. The Sponsor will be responsible for the fellow's training and research activities. If the Sponsor is not the CF Center Director, the CF Center Director must be listed as the Co-Sponsor. Because of the limited funds available to the CF Foundation, only one fellowship will be funded per subspecialty, per year, per Center. **If, in the opinion of the Sponsor, more than one applicant is qualified to apply for this award, it is the responsibility of the Sponsor to determine which applicant should apply. Neither the CF Foundation nor the review committee will make this distinction.**

SUBMISSION INFORMATION

Application Deadline: First Wednesday of October at 5:00pm (Eastern Time)

Applications must be submitted at Proposal Central: <https://proposalcentral.altum.com/>. The signed, original Face Page should be returned to CFF and **postmarked by** the same date. Late applications will not be accepted and the deadline will not be waived. The Foundation reviews applications electronically; therefore **anything not submitted online will not be reviewed.**

General Timeline:

Application Deadline.....	1 st Wednesday of October
Review by Professional Education Committee.....	December
Review by Medical Advisory Council.....	January
Review by Board of Trustees.....	February
Applicant Notified.....	Early March
Earliest Start date.....	July 1

- Application must be typed in Times New Roman 12 or Arial 11 font.
- All signatures, on all parts of the application, must be in **BLUE INK ONLY**.
- See page 7 for a full list of Submission Guidelines.

REQUIREMENTS

Generally it is preferred that a second year fellowship program provide intensive experience in patient management, diagnostic, and therapeutic procedures. Three-year programs are encouraged, but not required. Funding for subsequent years is by competitive renewal and must be applied for separately.

A minimum of 30% of the trainee's total training time over a three-year period must be spent in research and so documented in the application. Third-Year, Fourth-Year, and Fifth-Year Clinical Fellowships, which include a research project by the fellow, are also available.

FUNDING LEVEL

The base salary support for second-year fellowships is \$49,250 plus \$500 for auxiliary training opportunities such as travel to educational meetings or purchase of materials. If other funds are available to the applicant, partial support may be requested. Supplementary funding from other sources is permissible in accordance with institutional policy and pending notification and approval by the CF Foundation. Furthermore, the CF Foundation will underwrite the interest payments of the grantee for educational loans for up to \$7,000 per year.

In addition, up to \$2,500 may be requested to support research done by the second-year fellow. If research support is requested, a description of the proposed research must be included.

PAYBACK AGREEMENT

After completion of CF Foundation-supported training, it is expected that the recipient of CF Foundation support will engage in biomedical research, teaching, and patient care or a combination of these activities in an academic environment. Failure to commence in such activities, and failure to sustain such activities for a period equal to the support of CFF (12 months – 2nd year; 12 months – 3rd year; 12 months – 4th; 12 months – 5th year) will subject the trainee to payback provisions as follows:

1 st year	\$ -0-
2 nd year	\$23,500.00
3 rd year	\$33,000.00
4 th year	\$33,000.00
5 th year	\$33,000.00

Further details of these payback provisions are outlined in the attached Letter of Agreement. **This agreement must be signed and included with the grant application at the time of submission, but need not be attached to the electronic grant application.**

FISCAL MANAGEMENT

Payments are made to the institution on a quarterly basis in arrears, with the first payment of the project period being made after the close of the first quarter, the second payment after the close of the second quarter, and so forth. The final quarterly payment (at the end of the total fellowship period) is made only after a final evaluation is received from the fellow and the sponsor(s). **No indirect costs are paid to the institution.**

REVIEW AND AWARD

All applications are evaluated by the CF Foundation's Professional Education Committee (PEC), whose recommendations are reviewed by the Medical Advisory Council (MAC) and the Board of Trustees for final approval and funding. Funding of awards is based on the priority score awarded each application and the recommendations of the PEC and MAC. Relevance of the proposed study to issues in CF is also considered in determining awards. All fellowships awarded are subject to the observance of the regulations, policies and objectives of the CF Foundation related to that category of training support and are contingent upon the availability of funds. Fellowships are awarded

on the basis of individual and institutional merit and, therefore, are not transferable either with respect to the trainee or the trainer.

INSTRUCTIONS FOR COMPLETING SPECIFIC APPLICATION COMPONENTS

- Application must be typed in Times New Roman 12 or Arial 11 font.
- Margins should be no less than a half inch on each side.
- Each section may be numbered individually. Once all documents are uploaded to Proposal Central, the system will compile them into one PDF file in the correct order.
- All signatures, on all parts of the application, must be in **BLUE INK ONLY**.
- See page 7 for a full list of Submission Guidelines.

FACE PAGES

The Face Page will be populated automatically with the application information (applicant's name, institution, title of application, etc.) entered into the Proposal Central website. Print the Face Page from the website for the hardcopy. It will include a second page with institution and contact information. **Sign the Face Page in BLUE INK ONLY**. Photocopied, stamped, or scanned signatures will not be accepted

BUDGET AND BUDGET JUSTIFICATION

Please complete the online budget summary in addition to a detailed budget and budget justification. Be sure that the detailed budget matches the online budget summary. Only one year of support should be requested.

Detailed Budget – Direct Costs Only

Personnel - List the name and title of the applicant. Indicate dollar amounts separately for salary and fringe benefits. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all sponsors. The total salary and benefits cannot exceed \$49,250.

Supplies / Travel / Other Expenses - Up to \$500 for auxiliary training opportunities, such as travel to educational meetings or purchase of materials, may be requested. Add each item to the appropriate budget category. If travel costs are requested, describe the purpose of such travel. Funds for travel outside the North American continent are not permitted. **Justify all items.**

Optional – up to \$2,500 may be requested for supplies to support a research project. If research support is requested, a description of the proposed research must be included. **Justify all items.**

Computers, laptops, and/or other computer equipment are not allowable expenses on fellowship grants.

The maximum level of support available under this fellowship program for a Second-Year Clinical Fellow is \$49,750 without a research project, or \$52,250 if requesting supplies for support of a research project. CFF does not provide indirect costs on fellowship grants.

BIOGRAPHICAL SKETCH

A biographical sketch in CFF format should be completed for all key project personnel, beginning with the **applicant** (fellow), **the Sponsor(s)**, and **other key personnel**. CFF defines “key project personnel” as anyone with an advanced degree who will play an instrumental role in the accomplishment of the training or project. The complete Biographical Sketch should not exceed three (3) pages. Clearly identify the results of any previous CFF support (i.e., funding from other sources, journal articles, invited presentations, etc.). Prior publications relevant to the present application should be clearly identified. **NIH Biosketches are NOT accepted as CFF requires additional information.**

OTHER SUPPORT

Other Support pages should be completed for all key project personnel. List only current funding. There is no page limitation for other support.

PROOF OF CITIZENSHIP

CFF fellowships are restricted to individuals who are United States citizens or Permanent Residents. Proof of Citizenship or Permanent Residency must be provided (e.g., copy of passport, birth certificate, or Permanent Resident Visa).

NAMES AND ADDRESSES OF REFERENCES

Letters of recommendation and/or support must be submitted by the following:

- The Sponsor(s)
- The Co-Sponsor (The CF Center Director must be listed as the Co-Sponsor if s/he is not the Sponsor and must submit a letter of support.)
- At least two other individuals with whom the applicant has been closely associated during medical training.

The letter of support from the Sponsor(s) must outline why the applicant was selected for the fellowship.

In the applicable section on Proposal Central, list the names and addresses, including e-mail addresses, of the individuals who have been asked to submit letters of recommendation. **The applicant should inform those individuals to submit the letters at least one (1) week prior to the application deadline.** This helps to ensure that the letters have been uploaded **before** the application must be submitted. Once the applicant has submitted his/her application, no further documents can be added on-line. Therefore, if the application is submitted prior to the Sponsor(s) or other Referee(s) uploading their letters, the Sponsor(s)/Referee(s) will be unable to do so.

Letters of recommendation and support are weighted heavily during the review. These letters must be submitted electronically through the Proposal Central website BEFORE the application deadline and the original letters must be sent directly to the Foundation from the referee.

PREVIOUS FELLOWS

The Sponsor(s) must provide a list of all previous fellows under his/her supervision over the past 10 years, including the fellows' source(s) of support.

DESCRIPTION OF PREVIOUS TRAINING/FUTURE PLANS

The applicant should prepare a brief description of previous training, achievements, and experience in pediatric or adolescent/adult pulmonary or gastrointestinal disease and cystic fibrosis, including plans for utilization of training and demonstration of long-term commitment to CF care. **The personal statement is weighed heavily by the Professional Education Committee.**

TRAINING PROGRAM

Detailed description of the proposed training program submitted and signed by the sponsor(s) with a clear statement regarding the nature of the CF-related experience.

APPENDIX

Research Involving Human Subjects

CF Foundation policy pertaining to the protection of individuals as research subjects requires that for each proposal submitted, the grantee institution certify in writing that an Institutional Review Board (IRB) has reviewed and approved the procedures for the use of human subjects, or human organs, tissues and body fluids, in the proposed research, in accordance with Department of Health and Human Services policies. This certification should accompany the application and **must** be received before activation of any grant. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The IRB application must be submitted to the grantee institution BEFORE the CFF application deadline.** The approved certification should be submitted as soon as it is available.

Research Involving Recombinant DNA

All research involving recombinant deoxyribonucleic acid (DNA) techniques and human gene transfer supported by CFF must meet the requirements contained in the document NIH Guidelines for Research Involving Recombinant DNA Molecules (revised April 2002). This publication and announcements of modifications and changes to the Guidelines are available from the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Suite 750, MSC 7985, Bethesda, MD, 20892-7985 or accessed on-line at http://oba.od.nih.gov/rdna/nih_guidelines_oba.html. The purpose of this document is to specify practices for the construction and handling of recombinant DNA molecules and organisms or viruses containing recombinant DNA. As defined by the Guidelines, recombinant DNA molecules are either: (1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (2) DNA molecules that result from the replication of those described in (1) above.

Many types of studies involving recombinant DNA are exempt from the Guidelines while others are prohibited. The applicant organization is required to establish and implement policies that provide for the safe conduct of the research in full conformity with the Guidelines. This responsibility includes establishing an Institutional Biosafety Committee to review all recombinant DNA research to be conducted at or sponsored by the applicant organization, and to approve those projects it finds are in conformity with the Guidelines.

CF Foundation policy pertaining to recombinant DNA research requires that the grantee institution certify in writing that an institutional committee has reviewed and approved the procedures involving recombinant DNA in accordance with NIH guidelines. This certification should accompany the application and **must** be received before activation of any grant. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The recombinant DNA application must be submitted to the grantee institution BEFORE the CFF application deadline.** The approved certification should be submitted as soon as it is available.

Research Involving Animals

Grant applications submitted to CFF involving the use of animals must meet the guidelines of the National Institutes of Health, U.S. Public Health Service, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). Written documentation of approval should accompany the application and **must** be received before activation of any award. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The IACUC application must be submitted to the grantee institution BEFORE the CFF application deadline.** A copy of the IACUC approval should be submitted as soon as approval is received. In addition, CFF grantee institutions and laboratories must be accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) and/or have other verifiable assurances that the institution and laboratory meet appropriate standards.

Additional Material

- Proof of Citizenship or Permanent Residence (Copy of Passport, Birth Certificate, or Permanent Resident Visa)
- Other materials pertinent to the grant proposal, not already described.

Keep in mind that extensive appendix material may not be reviewed. Please upload only the most relevant documents.

SUBMISSION GUIDELINES

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- Application must be typed in Times New Roman 12 or Arial 11 font.
- Margins should be no less than a half inch on each side.
- Each section may be numbered individually. Once all documents are uploaded to Proposal Central, the system will compile them into one PDF file in the correct order.
- Original letters of recommendation and support should be submitted directly to the CFF and uploaded to the Proposal Central website **by the referee 1 week before** the application deadline.
- All third party material (copy of birth certificate, etc.) should be scanned and uploaded as PDF appendix material online.
- The Face Page and Payback Agreement must be signed in **BLUE INK ONLY** and returned to CFF:

**Cystic Fibrosis Foundation
Grants and Contracts Office
6931 Arlington Road
Bethesda, MD 20814**

To submit the electronic application, please visit: <https://proposalcentral.altum.com/>. **REMEMBER TO CLICK “SUBMIT” WHEN THE APPLICATION IS FINISHED.** An e-mail will be generated automatically from Proposal Central confirming that the application has been successfully uploaded. **If you DO NOT receive a confirmation e-mail, please contact Proposal Central (see e-mail address and telephone number below).**

Do not submit an incomplete application. An application will be considered incomplete if it fails to comply with instructions or if the material is insufficient to permit adequate review.

Revisions, insertions or appendices to applications will not be accepted after the receipt date unless agreed to by CFF’s Grants and Contracts Office. Even if a part of an application is approved for late submission, there is no guarantee that the application will be reviewed. Only Human Subjects Certification, Use of Animals Certification, and Recombinant DNA Approval will be accepted apart from the body of the grant application if they are not available at time of submission.

Requests to submit supplemental data must be received before November 1st, and even if accepted, review of these items is not guaranteed.

For questions regarding application contents:

E-mail CFF’s Grants and Contracts Office at grants@cff.org or call (301) 951-4422.

For questions regarding the application website:

E-mail Proposal Central at pcsupport@altum.com or call (800) 875-2562 during business hours (Monday – Friday, 8:30am – 5:00pm Eastern).

ELECTRONIC APPLICATION CHECKLIST

- ❑ **Face pages which include:**
 - ❑ Signatures*
 - Principal Investigator
 - Sponsor(s)
 - The Official authorized to sign on behalf of the Sponsoring Institution
 - ❑ Applicant/PI Information
 - ❑ Organizational Assurances
 - Human Subjects Certification
 - Recombinant DNA Biosafety Certification
 - Research Involving Animals Certification
 - ❑ Complete Institution and PI Contact information, including correct mailing address

- ❑ **Training Plan, Supporting Documents and Appendix**
 - ❑ Budget and Budget Justification
 - ❑ Biosketches for all key personnel (*use CFF format*)
 - ❑ Other Support for all key personnel (*use CFF format*)
 - ❑ Proof of Citizenship
 - ❑ Names and Addresses of References
 - ❑ Letters of Support and Recommendation
 - Sponsor
 - Co-Sponsor (when applicable)
 - Two letters of recommendation
 - Electronically submitted **by the referee** through the Proposal Central website
 - Original sent **by the referee** directly to the Foundation
 - ❑ List of Previous Fellows of Sponsor(s)
 - ❑ Description of Previous Training/Future Plans
 - ❑ Training Program
 - ❑ CFF Payback Agreement with Signature*
 - ❑ Appendix
 - ❑ Written confirmation of organizational assurances (when applicable)
 - ❑ Other supporting documents

* CFF does not expect signatures to be included in the electronic copy, but the submitted hardcopy must include **original** signatures on the Face Page **in blue ink**. Photocopied, stamped, or scanned signatures will not be accepted