

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.

**POSTDOCTORAL RESEARCH FELLOWSHIPS POLICIES AND GUIDELINES**

Research fellowships are offered for support of postdoctoral research training related to CF. Postdoctoral applicants engaged in or planning CF-related research are eligible. Preference will be given to recent graduates and those just initiating their research careers. The applicant must indicate a commitment to CF-related research.

- Maximum level of support available under this program is \$42,500 in Year 1 and \$43,600 in Year 2.
- Fellowships may be approved for up to two years; however, support for year 2 is contingent upon submission and approval of a renewal progress report and availability of funds.
- The base stipend for fellowships is \$39,000 for first year fellows and \$40,100 for second year fellows.
- \$500 in travel funds for the Fellow to attend a national scientific meeting and \$3,000 for research expenses will be provided.
- **U.S. citizenship or permanent resident status is required.**
- **Candidates who are clinical fellows should apply to the CFF Clinical Fellowship program for the appropriate year.** Thus, an applicant in his/her second year of training at an institution should apply for a third year fellowship for the following year. Any applicant receiving third year CFF fellowship support should apply for a Fourth Year Fellowship for the following year.

A third year of support may be available as an option to highly qualified candidates. The third year will be considered after completion of 18 months of CFF-supported training. If funded, fellows should contact the Grants and Contracts Office at [grants@cff.org](mailto:grants@cff.org) for more information.

**SUBMISSION**

**Application Deadline: First Wednesday of September 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 <sup>st</sup> Wednesday of September
Review by Research and Research Training Committee.....	December
Review by Medical Advisory Council.....	January
Review by Board of Trustees.....	February
Applicant Notified.....	Early March
Earliest Start date.....	May 1

## REVIEW AND AWARD

All applications are evaluated by CFF's Research and Research Training (RRT) Committee, 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 RRT and MAC. Relevance of the proposed study to issues in CF is also considered in determining awards. All research awards are subject to observance of the regulations and policies of CFF related to that category of research support and are contingent upon the availability of CFF funds.

**Chief causes for assigning low priority during review include the following:**

1. Insufficient information or documentation;
2. Inadequate statement of hypothesis, experimental design or methods;
3. Failure of applicant to demonstrate awareness of and plans for coping with key problems and pitfalls associated with the proposed research;
4. Insufficient or improper controls;
5. Failure of applicant to describe potential relevance of the proposed study to issues in CF;
6. Failure of applicant to document the necessary skills or training to accomplish the goals of the proposal;
7. Failure of the applicant to meet all the criteria described in the policy statement for a given award;
8. Failure of applicant to describe career goals as they may be related to a long-term commitment to CF research.

## 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.
- The Research Plan section of the application, **including the Literature Cited**, is limited to fifteen (15) pages. Applications that exceed this page limit will not be reviewed.
- 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.

### ABSTRACTS

#### Lay Abstract

Please provide a statement of **no more than 250 words** explaining the subject of the research proposal and its relationship to CF. This statement will be used to inform the non-scientific departments of CFF and the general public of the nature of this work. Please write in terms applicable to an informed lay readership.

#### Scientific Abstract

Please provide a statement of **no more than 250 words** explaining the subject of the research proposal and its relationship to CF. This statement will be used to inform the scientific community of the nature of this work.

Please note that the abstracts should be completed online. An Abstracts page will be generated from the information entered in Proposal Central and a PDF will be created as part of the application. To avoid confusion, do not upload a separate abstracts document to Proposal Central.

## CRITIQUE RESPONSE

If the application is a resubmission, please provide a point-by-point response to the prior reviews. Be concise and succinct.

## BUDGET AND BUDGET JUSTIFICATION

**Please complete the online budget summary in addition to a detailed budget and budget justification for all years of support requested. Be sure that the detailed budget matches the online budget summary.**

### Detailed Budget – Direct Costs

**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 \$39,000 for Year 1 and \$40,100 for Year 2.

**Supplies** - Itemize supplies, such as glassware, chemicals, animals, etc., in separate categories and give the estimated cost of each category. If animals are involved, state the number, unit purchase cost, and unit care cost.

**Travel** - Describe the purpose of any travel. Funds for travel outside the North American continent are not permitted. Also note that requests for travel funds should be limited to \$500.00.

**Other Expenses** - Itemize other expenses by major categories, such as duplication costs, publication costs, etc. Justify all items.

**The maximum level of support available under this fellowship program is \$42,500 in Year 1 and \$43,600 in Year 2. CFF does not provide indirect costs on fellowship grants.**

## FACILITIES AVAILABLE

Describe the facilities and equipment available at the applicant organization that will be used for this study. Describe their pertinent capabilities, proximity and anticipated extent of use. If facilities or equipment at a consultant's or collaborative site will be used, they should be identified and clearly described. Use continuation pages, if necessary.

Describe facilities in terms of relevant areas, such as laboratory, clinical, animal, computer, office, etc. Provide any additional information about the environment, including any support services available that will be utilized for this project.

## 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) for this award.
- ❑ At least three (3) other individuals familiar with the applicant's scientific interests and abilities (with no more than two [2] from the same institution).

A letter of support from the current Sponsor(s) should clearly identify the merits of the applicant and must include a description of additional training the applicant will receive while working under the Sponsor's direction (i.e., seminars, new techniques, professional development, etc.).

The letters of recommendation should attest to the candidate's academic qualifications, motivation, research potential and commitment to CF-related research and care.

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 uploaded to Proposal Central should not be password protected or otherwise encrypted.** Such encryption will cause errors in assembling a single-print PDF of the application. The applicant should inform the individuals writing letters to not include password protection on the documents.

**Letters of support and recommendation 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.**

## CRITIQUE RESPONSE

If the application is a resubmission, please provide a point-by-point response to the prior reviews. Be concise and succinct in the response.

## RESEARCH PLAN

The Research Plan for Postdoctoral Research Fellowships is limited in length to fifteen (15) single-sided pages, **including the Literature Cited. Applications exceeding this page limit will not be reviewed.**

In the Research Plan, include sufficient information to permit effective review without reference to previous applications. Information should be presented in a clear, concise manner, while being specific and informative.

**If this application is a resubmission of an earlier proposal, the changes should be clearly indicated by a change in the typeface, underlining or marks in the margins. Unchanged protocols should not be resubmitted and will not be reviewed.**

At the top of each page, type the PI's name. Each page must be sequentially numbered at the bottom of the page.

- A. **Hypothesis and Specific Aims.** State concisely and realistically the intent of the proposed research and the hypothesis to be tested. Do not exceed one page. **When preparing the specific aims, keep in mind the mission of the Cystic Fibrosis Foundation.**
- B. **Significance.** Briefly describe the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. Concisely state the importance and rationale of this research by relating the specific aims to longer-term objectives. This section should also show the potential importance of the proposed work to CF. In addition, the applicant should describe the relationship of the proposed work to his/her long-term career goals. Preference will be given to those applicants who have expressed an interest in a long-term career in CF related research.
- C. **Preliminary Results.** If applicable, provide a detailed discussion of any preliminary results.
- D. **Experimental Design and Methods.** Provide a detailed discussion of the experimental design and procedures to be used to accomplish the specific aims. Describe the protocols, including methods for new techniques, and explain the advantages over existing methodologies. Discuss the kinds of data expected to be obtained and the means by which data will be analyzed and interpreted. If clinical studies are involved, provide details of the methods for patient selection and care. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims. Point out any procedures, situations or materials that may be hazardous to personnel or patients and the precautions to be exercised.
- E. **Consultant Arrangements.** If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant's group, describe the working relationships and support this description by letter(s) of intent signed by collaborating individual(s). If clinical material required by this grant is to be furnished by other individuals, include a statement from these individuals agreeing to the participation.
- F. **Literature Cited.** References should be numbered in the sequence that they appear in the text and listed at the end of the Research Plan. Each citation must include the names of authors, the name of the journal or book, volume number, page number and year of publication. Providing titles is optional.

## APPENDIX

### **Research Involving Human Subjects**

CF Foundation policy pertaining to the protection of individuals as research subjects requires that for each proposal submitted, the applicant 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 applicant 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 September 2009). This publication and announcements of modifications and changes to the *NIH 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](http://oba.od.nih.gov/rdna/nih_guidelines_oba.html). The purpose of the *NIH Guidelines* is to specify practices for the construction and handling of: (i) recombinant deoxyribonucleic acid (DNA) molecules, and (ii) organisms and viruses containing recombinant DNA molecules. As defined by the *NIH Guidelines*, recombinant DNA molecules are either: (i) 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 (ii) molecules that result from the replication of those described in (i) above.

Many types of studies involving recombinant DNA are exempt from the *NIH 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 *NIH 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 *NIH 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 the *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 applicant 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**

- ❑ Up to four reprints of the applicant's work relating to the general area of research in the grant proposal may be uploaded in PDF format.
- ❑ Letters of support, recommendation and collaboration.
- ❑ 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

### **Application Deadline: First Wednesday of September at 5:00pm (Eastern Time)**

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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.
- The Research Plan section of the application, **including the Literature Cited**, is limited to fifteen (15) pages. Applications that exceed this page limit will not be reviewed.
- 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 additional material (Use of Animals Certification, publications, etc.) should be scanned and uploaded as PDF appendix material online.
- The Face Page 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 1<sup>st</sup>, 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](mailto:grants@cff.org) or call (301) 951-4422.

**For questions regarding the application website:**

E-mail Proposal Central at [pcsupport@altum.com](mailto: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
  - ❑ Organization Assurances
    - ❑ Human Subjects Certification
    - ❑ Recombinant DNA Biosafety Certification
    - ❑ Research Involving Animals Certification
  - ❑ Complete Institution and PI Contact information, including correct mailing address
  
- ❑ **Research Plan, Supporting Documents and Appendix**
  - ❑ Abstracts
  - ❑ Budget and Budget Justification
  - ❑ Facilities Available
  - ❑ Biosketches for all key personnel (*use CFF format*)
  - ❑ Other Support for all key personnel (*use CFF format*)
  - ❑ Proof of Citizenship or Permanent Residency
  - ❑ Names and Addresses of References
  - ❑ Letters of Support and Recommendation
    - Electronically submitted **by the referee** through the Proposal Central website
    - Original sent **by the referee** directly to the Foundation
  - ❑ Critique Response (if applicable)
  - ❑ Research Plan
    - ❑ Specific Aims
    - ❑ Significance
    - ❑ Preliminary Results (when applicable)
    - ❑ Experimental Design and Methods
    - ❑ Consultants/Collaborative Arrangements
    - ❑ Literature Cited
  - ❑ Appendix
    - ❑ Written confirmation of organizational assurances (when applicable)
    - ❑ Reprints
    - ❑ 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.