



CYSTIC FIBROSIS FOUNDATION

First/Second Year Clinical Fellowship

POLICIES AND GUIDELINES

Updated on November 15, 2017

I. ABOUT THE CYSTIC FIBROSIS FOUNDATION

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high-quality, specialized care.

To achieve this mission, various types of grants and awards are offered to support meritorious research in CF.

The Cystic Fibrosis Foundation Therapeutics, Inc. (CFFT), established in 2000, is the non-profit drug discovery and development affiliate of the Cystic Fibrosis Foundation. CFFT supports and governs activities related to cystic fibrosis drug discovery through the many stages of drug development and clinical evaluation.

II. FIRST/SECOND YEAR CLINICAL FELLOWSHIP AWARD OVERVIEW

CFF invites applications for the First Year and/or Second Year Clinical Fellowship award from physicians interested in chronic pulmonary and gastrointestinal diseases of children, adolescents, and adults with CF. The intent of this program is to encourage specialized training in the early career development stage and to prepare well-qualified candidates for careers related to CF.

Applications can be submitted for a first year only, a second year only, or a first and second year combined. If the applicant applies for a first and second-year combination, the second year of funding, if requested, is contingent upon submission and approval of a renewal progress report indicating the satisfactory performance for the portion of the first year that will have been completed at the time of submission.

CFF generally prefers that the first year of training provides intensive experience in patient management, diagnostic, and therapeutic procedures. The second-year clinical fellowship may include a research project for which additional funding is provided.

Note: CFF also offers third, fourth, and fifth year clinical fellowships which include funding for a research project (visit www.cff.org for more information on these funding opportunities).

All CFF-supported Clinical Fellows in internal medicine, pulmonology, gastroenterology, family practice, and other subspecialties must submit a case study for presentation at the annual North American Cystic Fibrosis Conference (NACFC), at either the Pediatric Clinical Fellows session or the Adult Care Clinical Fellows session. This involves submitting a one-page description of the case, including clearly defined discussion points prior to the conference. Please check the NACFC website at www.nacfconference.org for further details and specific deadlines.

Eligibility:

- Applicants may be either US citizens, permanent residents, or non-US citizens. International applicants must have the ability to obtain the appropriate visas, as applicable.

- Applicants must have completed at least three (3) years of training in an approved pediatric and/or internal medicine program by the time the fellowship begins. International applicants must be certified by the Educational Commission for Foreign Medical Graduates (ECFMG) and be able to fulfill the eligibility requirements of the Accreditation Council for Graduate Medical Education (ACGME) for entry into an accredited fellowship.
- Adult caregivers in CF are encouraged to apply.
- The applicant's institution must have Accreditation Council for Graduate Medical Education (ACGME) accredited training programs 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 must correlate with the CFF fellowship award to which the applicant is applying.

Sponsor and Applicant Institution Requirements:

- Training must take place in a CFF-recognized CF Care Center or a Center-affiliated adult CF program, and should provide a comprehensive educational curriculum in diagnostic and therapeutic procedures, comprehensive care, and clinical research. Two types of fellowship training are generally offered: Pulmonary and Gastrointestinal.
- Each fellow must have a Sponsor who will be responsible for the fellow's training and research activities. If the CF Program Director is not the Sponsor, then s/he must be listed as the Co-Sponsor in the application.
- CFF can only fund one (1) fellowship per subspecialty, per fellowship year, per accredited CF Program (i.e. adult and pediatric).
- CFF will accept applications from applicants with different subspecialties (e.g. pulmonary, endocrine, gastrointestinal, transplant, infectious diseases, etc.) from the same accredited CF Program. However, in the event that more than one (1) applicant **from the same subspecialty** is qualified to apply for the award, the CF Program Director must determine which applicant should apply.

Funding:

The maximum award amount is as follows:

- First-year clinical fellows: US\$61,750 in direct costs for one year (indirect costs are not allowable). This includes up to:
 - US\$60,000 for salary and benefits
 - US\$1,250 for travel to NACFC
 - US\$500 for registration fees for NACFC
- Second-year clinical fellows: US\$69,250 in direct costs for one year (indirect costs are not allowable). This includes up to:
 - US\$65,000 for salary and benefits
 - US\$1,250 for travel to NACFC
 - US\$500 for registration fees for NACFC
 - US\$2,500 for research expenses (Research Plan required)

Educational Loan Interest Re-payment

CFF will underwrite the interest payments for CF-relevant educational loans for up to US\$7,000 per year of a CFF fellowship. (Please contact the CFF Grants and Contracts Office for more information on this program. In general, grantees will need to submit a request to the CFF Grants and Contracts Office for approval which includes a letter requesting payment of accumulated interest for the year in which the award is received, proof of interest accumulated during the fellowship period, and a signed W-9 form no later than 90 days after the fellowship ends.)

All other costs are non-allowable without prior written approval from the CFF Grants and Contracts Office.

Award Transfers:

Awards are made on the basis of individual and institutional merit, therefore fellowships are not transferable to another trainee or institution without prior written approval from the Grants and Contracts Office.

III. REVIEW AND AWARD

CFF's Professional Education Committee (PEC) will evaluate all applications on the training program content and applicant. Funding of awards is based on the priority score awarded to each application and the recommendations of the PEC. All 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.

Applications will be reviewed and scored by the PEC. CFF may withdraw applications receiving low scores, and/or those deemed nonresponsive to the program announcement before the review meeting. In these cases, CFF will notify applicants if their application has been withdrawn without discussion.

Applications will be evaluated in the following areas:

Applicant	Sponsor(s)	Environment	Training Program
<ul style="list-style-type: none">• Commitment to, or intent to pursue, a career related to CF• Potential to develop a career related to CF• Quality of academic background and previous training	<ul style="list-style-type: none">• Established CF clinician/physician-scientist with experience in training fellows• Commitment of the primary Sponsor for the duration of the applicant's training plan• Strong track record of successful trainees who continue in CF field	<ul style="list-style-type: none">• Quality of institution's CF research and training programs• Institution's commitment and ability to provide opportunities and facilities necessary for career development related to CF	<ul style="list-style-type: none">• Overall quality and organization of the training program• Didactic course work required by the applicant (if indicated)• Scientific and technical merit of the proposed research (if applicable)

Chief causes for assigning low priority scores to applications during review include the following:

- Insufficient information or documentation
- Failure of the applicant to meet all criteria described in the policy and guidelines for a given award
- Failure of the applicant to describe career goals as they may be related to a long-term commitment to CF research

IV. SUBMISSION INFORMATION & GENERAL TIMELINE

Application Deadline: Thursday, February 15, 2018 at 5:00 PM (ET)

Submit online through proposalCENTRAL: <https://proposalcentral.altum.com/>
(Refer to Section VI of these guidelines for specific submission instructions)

An application will be considered incomplete if it fails to comply with the instructions, or if the submitted material is insufficient to permit adequate review. CFF reviews applications electronically, and only documents submitted online at proposalCENTRAL will be reviewed. Late applications will not be accepted, and the deadline will not be waived.

General Timeline:

Application Deadline _____	February 15, 2018
Review by Committee _____	April 2018
Notification to Applicants _____	mid-May 2018
Earliest Start Date for Awarded Projects _____	July 1, 2018

V. FULL APPLICATION GUIDELINES

Applications must be submitted online at proposalCENTRAL: <https://proposalcentral.altum.com/>

Documents should be typed using:

- Font: Times New Roman 12 or Arial 11
- Margins: No less than a half inch on each side

Note: *When all the documents have been uploaded to proposalCENTRAL, the system will compile them into a single PDF file in the correct sequence, as shown in Section VI. ELECTRONIC APPLICATION CHECKLIST. Page numbering is not necessary for all uploaded templates except as noted in the instructions for specific templates in this section.*

Log-in at proposalCENTRAL: <https://proposalcentral.altum.com/>.

First-time applicants must register to create a user name and password for proposalCENTRAL and will need to complete a profile online before applying. If you are already registered and cannot remember your password, click on the **“Forgot Your Username/Password?”** link below the **“Application Login”** fields.

Note: Use the Customer Service link on the top right of each screen as needed.

Grant and award opportunities, including this, are listed on the opening screen, but you must be logged in first to see them.

Select the gray tab labeled **“Grant Opportunities”** found in the upper right-hand side of the page.

Click on the light blue **“Filter by Grant Maker”** button to the left and scroll down to locate **Cystic Fibrosis Foundation** in the list.

Locate the listing for the **“First/Second Year Clinical Fellowship”** program. Click on the **“Apply Now”** button in the column on the far right to open the application form.

Applicants may stop at any point, but must click the **“Save”** button before exiting in order to save their work. When logging in to continue, click on the blue tab, **“Manage Proposals”**, and then the **“Edit”** button.

The following sections are listed in the navigation menu to the left of the application screen. Click on each section and follow the directions.

- 1. Title Page:** Select a project title from the choices available in the dropdown menu based on the fellowship year(s) for which you are applying. Answer the required questions about the number of years of residency completed, the type of fellowship, the subspecialty the applicant is interested in pursuing, if the applicant received a Student Traineeship previously, and whether the applicant’s institution has ACGME-accredited training programs in pulmonary or GI medicine. If the applicant is an international applicant, then answer whether s/he is certified by the Educational Commission for Foreign Medical Graduates (ECFMG).
- 2. Download Templates & Instructions:** Download the available templates applicable to the project, fill them out and upload them when completed in Section #9. Templates available include: Biographical Sketches of Key Personnel, Sponsor’s Results of Past and Current CFF/CFFT Support, Other Support, Facilities Available (if applicable), Budget Detail, Budget Justification, Second Year Research Plan (if applicable), Sponsor’s List of Previous Fellows, Personal Statement (Previous Training and Future Plans), Training Plan, Names and Addresses of References, International Institution Form (if applicable), and Appendices.
- 3. Enable Other User to Access this Proposal:** Complete this section online if you wish to designate access to another individual, such as an assistant who has registered on proposalCENTRAL. Enter the email address of the individual and in the **“Permissions”** column, use the pulldown menu to select the type of access you wish to give. Please note that only delegates who are granted **“Administrator”** rights can submit applications on behalf of the applicant. Check the **“Auto Notify”** box and then **“Save”**.

4. **Applicant/PI:** If a profile was completed upon registration, the fields in this section will already be populated with the information entered in your Professional Profile. If you need to make any changes, click the **“Edit Professional Profile”** button and follow the instructions. If a profile was not completed, enter the required information and click **“Save”**.
5. **Institution & Contacts:** If a profile was completed upon registration, the Principal Investigator’s (PI) institution will be preloaded as Lead Institution. If a profile was not completed, enter the required information and click **“Save”**. Be sure to use the full legal name of the institution.
6. **Letters of Support/Reference:** Letters of Support and Reference are weighted heavily in the review. At least five (5) Letters of Support/Reference are required as follows:

Letters of Support

- **Sponsor:** Please describe the types of CF learning experiences to which the applicant will be exposed. If the application includes a research project, please describe in detail on how you will provide the fellow with the tools and resources necessary for her/him to develop into a CF-focused independent investigator.
- **Co-Sponsor(s):** The CF Program Director(s) at the sponsoring/nearby institution if s/he is not a Sponsor, should be listed as Co-Sponsor. Please describe the types of CF learning experiences, tools and resources to support the fellow.
- **Division or Program Chief (if you are not the Program Director):** Please describe career and faculty development plans and opportunities, as well as institutional resources available and relevant to the applicant.

Letters of Reference

- **Additional referees** – At least two (2) other individuals who were closely associated with the applicant during his/her medical training.

***Note:** If a letter from any one referee listed above fulfills two or more of the required roles, additional letters from referees who can speak to the applicant’s scientific and clinical abilities, interests, and potential to become an independent investigator must be provided to meet the minimum requirement of five (5) letters.*

Enter the email addresses of the individuals who will be asked to submit Letters of Support/Reference for the applicant. Automated emails (with instructions) will be sent to each Referee through the proposalCENTRAL website. **The letters must be uploaded by the referees prior to submitting the application, preferably one (1) week before the application deadline.** Applicants are strongly encouraged to start this process early. Additionally, applicants must complete the “Names and Addresses of References” template and upload it in Section #9.

***Note:** Detailed Instructions on how to invite referees to submit the Letters of Support/Reference are also available in a downloadable document found in Section #2. Letters uploaded to proposalCENTRAL 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 their documents.

- 7. Budget Summary:** Fill in the start and end date and applicable amounts for the support requested by completing the applicable online fields (Period 1 and/or Period 2). The total requested salary and benefits must not exceed US\$60,000 for first-year fellows and US\$65,000 for second-year fellows. The total budget requested cannot exceed US\$61,750 for first-year fellows and US\$69,250 for second-year fellows.

Note: The Budget Detail and Budget Justification templates downloaded in Section #2 must also be completed for each year of support requested and uploaded in Section #9.

- 8. Organization Assurances:** Select the type of assurances that are applicable to the project and provide all required information (i.e. IRB, IACUC, and/or IBC/rDNA approval letter and status at the time of submitting the application). Refer to Section L. ORGANIZATION ASSURANCES & CERTIFICATIONS in these guidelines for details.
- 9. Training Program & Supporting Documents:** In this section, upload the completed templates downloaded in Section #2 above in PDF format. Click on **“Attach Files”** and in the next screen select the attachment type from the pulldown menu, enter a description for the attachment in the corresponding field, choose the file to be uploaded, and drag and drop it as indicated in the online form. Click **“Upload and Continue”**. Do this for each attachment. Click the **“Back”** button when all required files have been uploaded to go back to the main screen.

Below are instructions specific to each template as well as additional information regarding other application components.

A. BIOGRAPHICAL SKETCHES FOR KEY PERSONNEL (template available online)

Complete and upload an NIH Biographical Sketch for all key project personnel, beginning with the Applicant/Principal Investigator (fellow) and the Sponsor(s). (CFF defines “key project personnel” as any individual with an advanced degree that will play an instrumental role in the accomplishment of the research project.) Do not exceed five (5) pages per person.

B. SPONSOR’S RESULTS OF PAST AND CURRENT CFF/CFPT SUPPORT (template available online)

Sponsors (and co-sponsors, if applicable) are requested to identify the results of past and current CFF/CFPT support (e.g., subsequent funding from other sources, journal articles, and invited presentations) and the CFF/CFPT grant/award from which they resulted for the past three (3) to five (5) years. Please note that the following information must be included with each research project identified:

- CFF/CFPT Award #
- Principal Investigator (PI)
- CFF/CFPT Project Title

- Sponsor's Title on Project
- Project Start/End Dates
- Total CFF/CFFT Award Amount
- Results of Support

C. OTHER SUPPORT (template available online)

Complete and upload an "Other Support" form for all key project personnel, beginning with the Applicant/Principal Investigator (fellow) and the Sponsor(s). There is no page limitation.

D. FACILITIES AVAILABLE (template available online)

Not applicable to applicants applying only for the first year of the fellowship. Describe the facilities and equipment available at the applicant's institution that will be used for this project, such as laboratory, clinical, animal, computer, office, etc. Provide any additional information about the environment, including any support services available that will be utilized. 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. There is no page limit. Use continuation pages, if necessary.

E. BUDGET DETAIL AND BUDGET JUSTIFICATION (separate templates available online)

Fill out the Budget Detail and Budget Justification templates for all years of support requested. In the space provided on the templates, indicate the year as well as start and end dates for the proposed budget period. (Be sure the amounts entered in the Budget Detail(s) match the amounts in the online budget summary in Section #7).

- **Budget Detail – Direct Costs Only**

Personnel - List the names and positions of all professional and non-professional personnel involved in the project, whether or not salaries are requested. Indicate the percent effort on the project for all personnel. For each individual, be sure to complete all fields on the Budget Detail in full on the template provided. In accordance with National Institutes of Health (NIH) policy, salary requests may not use an institutional base salary in excess of the current federal salary cap of US\$187,000. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all funding agencies and foundations.

Supplies - For second-year applicants submitting a Research Plan, itemize supplies e.g. glassware, chemicals, animals, 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 – Limited to attending NACFC only. Please note: expenses for travel outside the North American continent, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses without prior written approval from the Grants and Contracts Office. Travel expenses are limited to the applicant.

Other Expenses

- NACFC conference registration fees for first and second-year applicants.
- For second-year applicants submitting a Research Plan, itemize other expenses by major categories, such as duplication costs, publication costs, minor equipment items under US\$5,000, etc.
- **Budget Detail – Indirect Costs**
Indirect costs are not allowable.
- **Budget Justification**
Describe costs listed in the Budget Detail. Use major categories, such as Personnel, Supplies, and Travel. Justify all items.

F. SECOND YEAR RESEARCH PLAN (template available online)

If research funding is requested, a research plan must be uploaded. Please follow the instructions below.

- Key figures and legends must be included in the Research Plan. If uploaded as Appendices, they will NOT be reviewed.
 - At the top of each page, type the Applicant's name. The template available will track page numbers at the bottom.
 - *Page limit:* Five (5) single-sided pages, not including the Literature Cited. Applications exceeding this page limit will not be reviewed. Include sufficient information to permit effective review without reference to previous applications. Information should be presented in a clear and concise manner, while being specific and informative.
- a. Scientific Abstract:** Provide a statement of no more than 250 words explaining the subject of the research proposal and its relationship to CF. This will be used to inform the scientific community.
 - b. Hypothesis and Specific Aims:** State concisely and realistically the intent of the proposed research and the hypothesis to be tested. The specific aims should be relevant to the mission of the Cystic Fibrosis Foundation. Do not exceed one page.
 - c. Background and Significance:** Briefly describe the background. 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, describe the relationship of the proposed work to your long-term career goals. Preference will be given to applicants who express an interest in a long-term career in CF-related research.

- d. Experimental Design and Methods:** Provide a concise discussion of the experimental design and methods to be used to accomplish the specific aims. Discuss the 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.
- e. 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 (titles are optional).

G. SPONSOR'S LIST OF PREVIOUS FELLOWS (template available online)

The current Sponsor(s) must provide a list of all previous fellows under his/her supervisions over the past ten years, including the fellows' source(s) of support and current position for the applicant to upload.

H. PERSONAL STATEMENT (PREVIOUS TRAINING AND FUTURE PLANS) (template available online)

Upload a brief description of the applicant's residency training and a summary of future plans in CF-related research and/or clinical care. The personal statement is weighted heavily in the review.

I. TRAINING PLAN (template available online)

The applicant, in conjunction with the Sponsor(s), should provide a brief summary of the applicant's previous research and/or clinical fellowship training, including the reasons for entering the fields related to CF research and care. In addition, the applicant and Sponsor(s) should develop a training plan that outlines skills and techniques that will be learned during this fellowship period as well as CF-specific training that will be available to the applicant, including participation in supplemental course work and special seminars. Further, this section should clearly indicate plans for introducing the applicant to research study planning and design, statistical methods, data management, etc. This plan should address the applicant's long-term career goals and include training and professional development activities that will facilitate the applicant's transition to the next phase of their career. Do not exceed five (5) pages.

J. NAMES AND ADDRESSES OF REFERENCES (template available online)

List the names, titles, and contact information of the individuals who have been asked to submit Letters of Support/Reference on the applicant's behalf via Section #6 in proposalCENTRAL. A PDF copy of the completed form should be uploaded.

K. VERIFICATION OF APPLICANT INSTITUTION'S TAX STATUS (upload as PDF documents)

The Grants and Contracts Office must have a copy of the applicant institution's current W-9 and 501(c)3 letter, or other documentation verifying its Federal tax status and will not issue Award Letters to Grantees if these documents are not received and on file.

- Applicants from for-profit organizations must submit a copy of the applicant institution's W-9 and IRS Form 147C, or other documentation verifying the organization's Federal tax status. Awards are not issued prior to having these documents on file with the Grants and Contracts Office.
- Non-U.S. applicants must provide a copy of the W-8BEN-E form (required). In addition, a tax equivalency letter should be uploaded, if available. If a tax equivalency letter is not available, applicants must upload a letter stating this documentation is not available.

L. ORGANIZATION ASSURANCES & CERTIFICATIONS

Research Involving Human Subjects: CFF policy pertaining to the protection of individuals as research subjects requires that for each proposal awarded, 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 found at <https://www.hhs.gov/ohrp/regulations-and-policy/index.html>. IRB status must be indicated on the "Organization Assurances" section of the application in proposalCENTRAL. CFF will not release awarded funds until this certification of IRB approval is received and on file with the Grants and Contracts Office. This certification of IRB approval, if available at the time of application, should be included as an appendix to the application. For interventional and observational studies involving human subjects, the IRB submission date must occur within 30 days following award issuance (if not done prior to submission of the application).

Research Involving Recombinant DNA: All research involving recombinant or synthetic nucleic acid and human gene transfer studies supported by CFF must meet the requirements contained in the document *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (updated April 2016)*. This publication and announcements of modifications and changes to the *NIH Guidelines* are available from the Office of Science and Policy, National Institutes of Health, 6705 Rockledge Drive, Ste 750, MSC 7985, Bethesda, MD, 20892-7985 or online at <http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines>.

The purpose of the *NIH Guidelines* is to specify practices for the construction and handling of: (i) recombinant nucleic acid molecules; (ii) synthetic nucleic acid molecules, including those that are chemically or otherwise modified but can base pair with naturally occurring nucleic acid molecules, or (iii) cells, organisms, and viruses containing such molecules.

CFF policy pertaining to recombinant and synthetic nucleic acid research requires that the applicant institution certify in writing that an IBC has reviewed and approved the procedures involving recombinant and synthetic nucleic acids in accordance with the *NIH Guidelines*. IBC

status must be indicated on the “Organization Assurances” section of the application in proposalCENTRAL. CFF will not release awarded funds until this certification of IBC approval is received and on file with the CFF Grants and Contracts Office. This certification of IBC approval, if available at the time of application, should be included as an appendix to the application. The IBC submission date must occur within 30 days following award issuance (if not done prior to submission of the application).

Research Involving Animals: Applications submitted to CFF involving the use of animals must meet the guidelines of the National Institutes of Health found at <https://grants.nih.gov/grants/olaw/olaw.htm>, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). 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. IACUC status must be indicated on the “Organization Assurances” section of the application in proposalCENTRAL. CFF will not release awarded funds until this certification of IACUC approval is received and on file with the CFF Grants and Contracts Office. This certification of IACUC approval, if available at the time of application, should be included as an appendix to the application. The IACUC submission date must occur within 30 days following award issuance (if not done prior to submission of the application).

M. INTERNATIONAL INSTITUTION FORM (template available for download, if applicable)

Applicants whose applicant institution is not a United States based entity must complete the International Institution Form. **Upload a PDF version of the completed and signed form, together with the following documents*:**

- A copy of the institution’s most recent Mission Statement.
- A copy of the institution’s Tax Exemption Letter or equivalent, if institution is not-for-profit.
- A brief description of other sources of support, such as official awards, private endowments, and commercial activities, received by the institution.
- A copy of the institution’s Standard Operating Procedure(s) or relevant policy to ensure that funds provided are neither distributed to terrorists or their support networks, nor are funds used for activities that support terrorism or terrorist organizations.
- For-profit institutions must submit a complete list of key employees, members of the governing board, and/or other senior management.

*** Applicants must provide English translations for all non-English documents, including material provided in support of the Research Plan.**

N. APPENDICES (template available online, upload materials as PDF documents)

Appendices are restricted to the following two (2) categories:

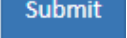
- Certification of organization assurances (i.e. IRB, IACUC and IBC approvals), if applicable.

- Up to three (3) reprints of the applicant’s work relating to the general area of research in the proposal may be uploaded in PDF format.

10. PI Data Sheet: Fill in the required fields, save and exit.

11. Validate: Upon completing the application, click on the “**Validate**” button on the main screen. Attend to any omissions/errors as prompted onscreen, and then click “**Validate**” again.

12. Print Face Pages: Follow the prompts on the screen to generate and print a face page. The Face Page will be populated automatically with data entered in the online application (applicant’s name, institution, title of application, etc.). The Face Page must be signed by the Principal Investigator and Authorized Institutional Official. Scan and email the signed Face Page to grants@cff.org in conjunction with the application submission on proposalCENTRAL. No hardcopy is required.

13. Submit: Click on the blue button with white lettering.  CFF will not receive your application unless the “**Submit**” button is clicked.

Confirmation: Applicants will receive an e-mail confirmation from proposalCENTRAL (not from CFF) that the Application was successfully submitted. This e-mail will be your only acknowledgement. If you do not receive this confirmation, please contact proposalCENTRAL immediately to ensure that your submission was submitted and processed.

For technical support with the online application:

proposalCENTRAL at pcsupport@altum.com or

800-875-2562 on weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)

For program/content information:

CFF Grants and Contracts at grants@cff.org or 301-841-2614

VI. ELECTRONIC APPLICATION CHECKLIST

Application Deadline: February 15, 2018 at 5:00 PM (ET)

Applications must be submitted at proposalCENTRAL: <https://proposalcentral.altum.com/>

A PDF copy of the signed Face Page should be emailed to CFF (grants@cff.org) by the application deadline. The complete application must be submitted online, and no other documents will be reviewed.

Face Page which includes:

- Signatures
 - Applicant
 - The Official authorized to sign on behalf of the Applicant Institution
- Applicant information (online)
- Complete Institution and Applicant Contact Information, including correct mailing address (online)
- Organization Assurances (check those that apply online/complete the required information)
 - Human Subjects Certification
 - Recombinant DNA/Biosafety Information
 - Research Involving Animals Information

Training Program & Supporting Documents:

- Biographical Sketches for Key Personnel - (upload)
- Sponsor's Results of Past and Current CFF/CFRT Support - (upload)
- Other Support (NIH Format) - (upload)
- Facilities Available - (upload, if applicable)
- Budget Detail for each year of support requested - (upload)
- Budget Justification for each year of support requested - (upload)
- Second Year Research Plan - (upload, if applicable)
 - Scientific Abstract
 - Hypothesis and Specific Aims
 - Background and Significance
 - Preliminary Results
 - Experimental Design and Methods
 - Literature Cited (not included in Research Plan page limitation)
- Sponsor's List of Previous Fellows - (upload)
- Personal Statement (Previous Training and Future Plans)
- Training Plan - (upload)
- Names and Addresses of References - (upload)
- Verification of Applicant Institution's Tax Status - (upload)
 - W-9 (US applicants) or W-8BEN-E (non-US applicants)
 - 501(c)3, IRS Form 147C or equivalent tax status letter
- International Institution Form (non-US based entities only) - (upload, if applicable)

- Institution's most recent Mission Statement
- Institution's Tax Exemption Letter, if institution is not-for-profit
- Description of other sources of support
- Institution's Standard Operating Procedure(s) or relevant policy to ensure that funds provided are neither distributed to terrorists or their support networks nor used for activities that support terrorism or terrorist organizations
- For-profit institutions must submit a complete list of key employees, members of the governing board, and/or other senior management
- Appendices (upload, if applicable)
 - Certification of organization assurances (i.e. IRB, IACUC and IBC approvals), if applicable.
 - Up to three (3) reprints of the applicant's work relating to the general area of research in the proposal