



Postdoctoral Research Fellowship Award – Fall 2019 Cycle

POLICIES AND GUIDELINES

Published: October 15, 2019

Application Deadline: December 5, 2019

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 awards are offered to support meritorious research in CF.

II. POSTDOCTORAL RESEARCH FELLOWSHIP AWARD OVERVIEW

Postdoctoral research fellowships are offered for support of postdoctoral research training related to CF. These awards are intended to enable research training in new research areas and methods to advance the scientific knowledge of the applicant and to collect data to enable their transition into an independent research career. Research projects proposed through this program should seek to develop new information that contributes to the understanding of the basic etiology and pathogenesis of CF.

General Guidelines and Eligibility:

- Awards may be approved for up to a two-year period. Funding for Year 2 is contingent upon submission and approval of a renewal progress report and the availability of funds.
- Candidates must be U.S. citizens, permanent residents, or non-residents working in a U.S.-based laboratory.
- Postdoctoral applicants engaged in or planning CF-related research are eligible. Preference will be given to recent graduates and those just beginning their research careers and those with a clear commitment to CF research.
- Applicants can apply for this fellowship anytime during their postdoctoral period. However, funding levels are based on the year when the award is made, not the year of the applicant's fellowship.
- Candidates who are clinical fellows should apply to the CFF Clinical Fellowship program for the appropriate year. Please refer to the Policies and Guidelines of the [Clinical Fellowship programs](#) on the CFF website at www.cff.org.
- Fellowships are awarded on the basis of individual and institutional merit. **Awards are not transferable** to other individuals or institutions unless previously approved by the CFF Program Director.

Funding levels:

Fellowship Year	Stipend (salary + fringe)	Travel	Research	Total
First-year Fellowship	\$58,850	\$1,250	\$3,000	\$63,100
Second-year Fellowship	\$61,200	\$1,250	\$3,000	\$65,450

A third year of support may be available as an option to highly qualified candidates and will be considered after completion of 18 months of CFF-supported training.

III. RESEARCH AREAS OF INTEREST TO CFF

The landscape of CF has changed significantly over the past 30 years since the identification of the *CFTR* gene. In 2012, Kalydeco™ (VX-770), the first drug to target the basic *CFTR* defect, was approved for a small subset of people with CF and clearly demonstrated that *CFTR* modulating drugs can improve clinical parameters such as sweat chloride, lung function, and body weight. CFF realizes the remaining needs of the community and therefore continues to support efforts that improve our understanding of basic *CFTR* defects as well as mechanisms by which *CFTR* modulators improve patient outcomes. While *CFTR* biogenesis, trafficking, structure/function, airway defense, and microbial adaptation to the CF lung remain relevant research endeavors, CFF will prioritize funding on those projects that will lead to a better understanding of disease mechanisms, pathophysiology, or the development of new prevention and treatment strategies.

Emerging areas of interest with high priority to the CF Foundation:

- Molecular characterization of *CFTR* mutations other than F508del
- Direct and indirect influences of *CFTR* modulation on the airway milieu, including resident pathogens, inflammation and inflammatory cell function, mucin structure (tethered and secreted), airway surface liquid (ASL), and mucociliary clearance (MCC)
- Novel means for restoring *CFTR* function
 - Fundamental studies that will enable gene editing/repair strategies to be used in therapeutic applications
 - Delivery methods for nucleic acids, and protein to the lung and other affected tissues
 - Cellular targets for *CFTR* correction
 - Airway progenitor cells, airway stem cell niche
- Mechanisms associated with nonsense mutations and means to overcome them, specifically mRNA stability and translational regulation
- Biological mechanisms involved in lung allograft dysfunction/rejection and transplant immunology
- Improved understanding of acquisition, detection, pathogenesis, host-pathogen interactions, and treatment approaches for difficult to treat CF infections (i.e. NTM, MDR *Pseudomonas*, MRSA, *Aspergillus*, *Burkholderia*, *Stenotrophomonas*)
- Approaches to understand and treat CF related GI complications and the impact of nutritional deficiencies
- Effects of endocrine system dysfunction in CF, including Cystic Fibrosis Related Diabetes (CFRD) and CF bone disease

Note: Infection/microbiology-focused applications should utilize clinically relevant strains and specimens or should address host responses to the organism as part of the application. Those applications that do not have a clear translational component or path to therapeutic development generally receive lower relevance scores.

IV. 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/or the Board of Trustees. Funding of awards is based on the priority score awarded to each application and the recommendations of the RRT Committee. Funding decisions are based on the relevance of the proposed study to the goals of the Foundation, alignment with specific research priorities, and

enhancing the existing CFF project portfolio. All awards are subject to compliance with applicable regulations and CFF policies and are contingent upon the availability of CFF funds.

In addition to scientific merit and relevance to the CFF mission, applications will be evaluated in the following areas:

Applicant	Mentor(s)	Environment	Training & Research Development Plan
<ul style="list-style-type: none"> • Commitment to, or intent to pursue, a research career related to CF • Potential to develop an independent research career related to CF • Research accomplishments 	<ul style="list-style-type: none"> • Established expertise in CF-related basic research or related research areas of high priority to CFF • Commitment of the primary Mentor for the duration of the applicant's development and research plan • Track record of the Mentor training individuals for basic biomedical research 	<ul style="list-style-type: none"> • Quality (breadth and depth) of faculty in basic and/or clinical sciences related to CF at applicant institution • Quality of institution's CF research and training programs • Demonstrated interaction between basic and clinical investigators • Institution's commitment and ability to provide opportunities and facilities necessary for research career development related to CF 	<ul style="list-style-type: none"> • Feasibility and impact of the proposed plan • Didactic course work required by the applicant (if indicated) • Scientific and technical merit of the proposed research • Ability of the proposed plan to develop research skills of the applicant needed for independence • Relationship to applicant's career development

All applications will be reviewed and scored by the RRT Committee. 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 that have not been discussed (or triaged) in two review meetings will not be accepted for further consideration by CFF. Applicants must address reviewer critiques in order to resubmit unfunded applications during future application cycles.

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

- Insufficient information or documentation
- Inadequate statement of hypothesis, experimental design or methods
- Failure of the applicant to demonstrate awareness of and plans for coping with key problems and pitfalls associated with the proposed research

- Insufficient or improper controls
- Failure of the applicant to describe potential relevance of the proposed study to issues in CF
- Failure of the applicant to document the necessary skills or training to accomplish the goals of the proposal
- Failure of the applicant to meet all of the criteria described in the policy statement 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

V. SUBMISSION INFORMATION & GENERAL TIMELINE

Applicants may only submit one (1) Postdoctoral Research Fellowship application in 2019

Application Deadline: Thursday, December 5, 2019 at 5:00 PM (ET)

Submit online through proposalCENTRAL: <https://proposalcentral.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 _____	December 5, 2019
Review by Research and Research Training Committee _____	March 2020
Notification to Applicants _____	April 2020
Earliest Start Date for Awarded Projects _____	May 1, 2020

VI. FULL APPLICATION GUIDELINES

Applications must be submitted online at proposalCENTRAL: <https://proposalcentral.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.*

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

First-time applicants must register to create a username and password for proposalCENTRAL and will need to complete a profile online before applying. If you are registered and cannot

remember your password, click on the **“Forgot Your Username/Password?”** link below the **“Application Login”** fields.

Award opportunities, including this Request for Applications (RFA), 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 **“Postdoctoral Research 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, **“Proposals”**, and then the **“Edit”** button next to the in-progress application.

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:** Enter the title of your project and indicate whether this is a resubmission of an application that was reviewed earlier (include date of previous submission in the corresponding field).
2. **Download Templates & Instructions:** Download the available templates applicable to the project, fill them out and upload them when completed in Section #10. Templates available include:
 - Applicant Instructions for Letters of Reference (for reference only)
 - NIH Biographical Sketch
 - Mentor’s Results of Past and Current CFF/CFFT Support
 - Other Support
 - Facilities Available
 - Budget Detail
 - Budget Justification
 - Critique Response (if resubmission)
 - Research Plan
 - Training Plan
 - Names and Addresses of References
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 four (4) Letters of Support/Reference are required as follows:
 - **The Mentor(s) for this award** – A Letter of Support from the current Mentor(s) should clearly identify the merits of the applicant and must include a description of CF-specific and other training the applicant will receive while working under the Mentor’s direction (i.e. seminars, new techniques, professional development, etc.).
 - **Additional referees** – Letters of Reference from 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) should attest to the candidate’s academic qualifications, motivation, and research potential.

Invite Referees to Submit Letters of Reference through ProposalCENTRAL

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.** Additionally, applicants must complete the “Names and Addresses of References” template and upload it in Section #10.

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. **Abstracts/Relevance:** In the space provided online for abstracts, provide a statement of no more than 2,000 characters (including spaces) explaining the subject of the research proposal and its relationship to CF. Two different abstracts are required as follows:
 - **Lay Abstract:** This statement will be used to inform the non-scientific departments of CFF and the general public of the nature of this work. **Applicants should not include any confidential or proprietary information, including intellectual property, in the lay abstract.**
 - **Scientific Abstract:** This statement will be used to inform the scientific community.

Summary of Relevance to CFF mission:

All applications are reviewed and scored not only on scientific merit but also on relevance to CFF's mission.

The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis 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.

Provide a statement of no more than 2,000 characters (including spaces) summarizing the relevance of the proposed research to the health and well-being of CF patients, for a scientific audience who may or may not have a background in the subspecialty of the proposed research.

- 8. Budget Summary:** Fill in the start and end date for each year of support requested. The total requested salary and benefits must not exceed \$58,850 for Year 1 and \$61,200 for Year 2. The total budget requested cannot exceed \$63,100 for Year 1 and \$65,450 for Year 2. **Note:** *The Budget Detail and Budget Justification templates downloaded in Section #2 need to be completed and uploaded in Section #10 for each year of the award and for each subcontract (if applicable). The amounts included in the uploaded Budget Detail must match the amounts entered in the Budget Summary online.*
- 9. 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 K. ORGANIZATION ASSURANCES & CERTIFICATIONS in these guidelines for details.
- 10. Research Plan & Supporting Documents:** In this section, upload the completed templates downloaded in Section #2 above in PDF format. Fill out the fields describing the attachment, 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.
 - 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 Mentor(s). (CFF defines “key 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. MENTOR’S RESULTS OF PAST AND CURRENT CFF/CFFT SUPPORT (template available online)**

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

- CFF/CFFT Award #
- Principal Investigator (PI)
- CFF/CFFT Project Title
- Applicant'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 Mentor(s). There is no page limitation. Information on other support assists CFF in the identification and resolution of potential sources of overlap. Scientific and budgetary overlap should be minimized. Commitment of an individual's effort greater than 100 percent, is not permitted.

D. FACILITIES AVAILABLE (template available online)

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 each and 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 #8).

Budget Detail – Direct Costs Only

Salary & Benefits - List the name and title of the applicant. Indicate the percent effort on the project. The total requested salary and benefits must not exceed \$58,850 for Year 1 and \$61,200 for Year 2. List dollar amounts separately for institutional base salary and fringe benefits. 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 \$192,300. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all funding agencies and foundations.

Travel - Describe the purpose of any CF relevant travel. 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 CFF Grants and Contracts Office. **Travel expenses may not exceed \$1,250 per person per year.** Registration fees associated with conferences are in addition to this allowance should be listed under "Other Expenses". **Applicants are strongly encouraged to attend**

the North American Cystic Fibrosis Conference (NACFC) and submit an abstract on their work each year of the award.

Consumable Supplies - 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.

Other Expenses - Itemize other expenses by major categories, such as duplication costs, publication costs, minor equipment under \$5,000, computer charges, conference registration fees, etc.

Budget Detail – Indirect Costs

Indirect costs are not allowable on Postdoctoral Research Fellowship Awards.

Budget Justification

Describe costs listed in the Budget Detail. Use major categories, such as Personnel, Supplies, etc. Justify all items.

F. CRITIQUE RESPONSE (template available online, if applicable)

If the application is a resubmission of a previously declined application, please provide a point-by-point response to the prior reviews. There is no page limit to your responses, but please be concise and succinct.

G. RESEARCH PLAN (template available online)

- **Page limit: Seven (7) single-sided pages**, not including the Literature Cited. Applications exceeding this page limit will not be reviewed. Type the applicant's name in the space available in the header of the document. The template available will track page numbers at the bottom.
- 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.
- Key figures and legends must be included in the Research Plan and should be of sufficient quality and size to be evaluated by the reviewer. If uploaded as Appendices, they will NOT be reviewed.
- If the application is a resubmission of an earlier one, revisions must be clearly indicated by a change in font, bolded or underlined. **CFF will not review resubmissions that have not been revised.**
 - a. **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.
 - b. **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 particular those areas listed

as areas of special interest to CFF. 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.

- 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 methods to be used to accomplish the specific aims. Describe the protocols, including methods for new techniques, and explain potential advantages over existing methodologies. Discuss the data expected to be obtained and the means by which data will be analyzed and interpreted. If clinical samples are included in the Research Plan, provide details of the methods for patient selection. Discuss potential pitfalls and/or limitations of the proposed procedures and alternative approaches to achieve aims. Point out any procedures, situation or materials that may be hazardous to personnel or patients and the precautions to be exercised. Since Postdoctoral Research Fellowships are reviewed by CFF's Research and Research Training Committee (RRT), applications that include methodologies requiring sampling of materials from human subjects will only be considered under this mechanism if the sampling method constitutes minimal patient risk (e.g., venipuncture, nasal cell brushing) and patient samples or data are anonymous. Describe the level of risk and measures taken to assure patient anonymity to the PI and other professional personnel, unless the PI or other professional personnel are care providers. Note: Interventional studies involving human subjects cannot be supported through this program.
- e. **Literature Cited:** References should be numbered in the sequence that they appear in the text 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).

H. TRAINING PLAN (template available online)

The applicant, in conjunction with the Mentor(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. This plan should also 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 four (4) pages.

I. 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.

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

The CFF 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 Awardees 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, documentation verifying the organization's Federal tax status. Awards are not issued prior to having these documents on file with the CFF Grants and Contracts Office.

K. ORGANIZATION ASSURANCES & CERTIFICATIONS

CFF requires, as applicable, that all U.S.-based awardees obtain Institutional Review Board (IRB) approvals for human subject research, Institutional Biosafety Committee (IBC) approval for recombinant or synthetic nucleic acid research, and Institutional Animal Care and Use Committee (IACUC) approval for animal research, (see additional information regarding these approvals below). Copies of these approvals, if available at the time the application is submitted, must be uploaded with the application as appendices. CFF will not release payments to awardee institutions until these documents are received and on file with the CFF Grants and Contracts Office.

Awardees based outside of the U.S. must comply with the applicable equivalent regulations in their respective countries and provide copies of approvals as soon as they are available. CFF will not release payments until these documents are received and on file with the CFF Grants and Contracts Office.

Research Involving Human Subjects: CFF policy pertaining to the protection of individuals as research subjects requires that for each proposal awarded, the awardee 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 the Department of Health and Human Services policies found at <https://www.hhs.gov/ohrp/regulations-and-policy/index.html>. In the event the IRB has determined a study is exempt, documentation demonstrating the exempt status must also be submitted to the CFF Grants and Contracts Office.

Research Involving Recombinant or Synthetic Nucleic Acid Molecules: 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 2019)*. 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 https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf.

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 awardee 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.

L. APPENDICES (upload as PDF documents, if applicable)

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

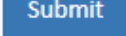
- Certification of organization assurances (i.e. IRB, IACUC and IBC approvals), if applicable.
- Up to three (3) reprints of the applicant’s work relating to the general area of research in the proposal may be uploaded in PDF format.

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

Note: when completing the Professional Profile in proposalCENTRAL, applicants must indicate whether they are U.S. citizens, U.S. permanent residents, or non-residents and the type of U.S. visa held.

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 and uploaded in Section #10. Co-Principal Investigators, if any, are not expected to sign the Face Page.

13. 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.

14. 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

VII. ELECTRONIC APPLICATION CHECKLIST

Application Deadline: Thursday, December 5, 2019 at 5:00 PM (ET)

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

Face Page which includes:

- Signatures
- Principal Investigator (Co-PI's are not required to sign)
- The Official authorized to sign on behalf of the Awardee Institution
- Applicant/PI information (online)
- Complete Institution and PI Contact Information, including correct mailing address (online)
- Organization Assurances (check those that apply online/complete the required information)
 - Human Subjects Certification
 - Recombinant or Synthetic Nucleic Acid Molecules/Biosafety Information
 - Research Involving Animals information

Research Plan, Supporting Documents and Appendices:

- Abstracts ~ Summary of Relevance - (complete online)
- Biographical Sketches for Key Personnel - (upload)
- Mentor's Results of Past and Current CFF/CFFT Support - (upload)
- Other Support (NIH Format) - (upload)
- Facilities Available - (upload)
- Budget Detail for each year - (upload)
- Budget Justification for each year - (upload)
- Critique Response - (upload, if applicable)
- Research Plan - (upload)
 - Hypothesis and Specific Aims
 - Background and Significance
 - Preliminary Results
 - Experimental Design and Methods
 - Literature Cited (not included in Research Plan page limitation)
- Training Plan (upload)
- Names and Addresses of References for Junior Investigators (upload)
- Verification of Applicant Institution's Tax Status - (upload)
 - W-9 Form
 - Federal (IRS) tax status letter Appendices (upload, if applicable)
- 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