How to Log In:

Go to the URL https://awards.cff.org/ to access the Grants Management System.

Log-in notifications will be sent from the Grants Management System. Please use the email address that you received the Log-in Notification from to log into the system.

If this is your first time logging in or if you have forgotten your password, please use the Forgot Password link.

If you never received a log-in notification email and you have never accessed the system, please use the Register Here link.
How to Navigate the Main Page:

**My Awards**: Here you will find all your associated CFF Active Awards (Current) and CFF Past Awards (Completed). You will find all your specific award details in these modules.

**My Activities**: Here you will find all your Upcoming Deliverables (Deliverables Due), Submitted Deliverables (Deliverables Submitted to CFF), and Completed Deliverables (Deliverables Submitted and Approved by CFF).

**My Payments**: Here you will find all your Scheduled Payments (Contingent OR Scheduled) and Paid Payments (Payments Paid).
Contact Definitions:

Principal Investigator (PI)/ Director: Individuals with full access to their application, award, deliverables, and payments. Only the Principal Investigator can add individuals (contacts) to the application/award and is the only one with the ability to grant Budget Access to other members of the team (contacts). The Principal Investigator must approve the Estimated Budget and the Report of Expenditures deliverables prior to submission. The Principal Investigator is responsible for their application and funded award, through the management of contracts, deliverables, and payment information.

Authorized Institutional Official (AIO): Individual with read-only access to the full application and award, and is required to electronically approval all applications, award letters and annual progress reports through the Adobe Sign process. The Adobe Sign process is completed through their associated email address, not in the Grants Management System. Individual responsible for the oversight of all awards issued to their institution. Only the AIO has the authority to legally obligate the institution to the terms and conditions of award and person to whom the application and award letter will be submitted for signature.

Financial Officer: Individual with access to review and edit all financial documents associated with the application and award; and is required to sign all Post-award financial documents (Estimated Budget and Report of Expenditures) in the system prior to submission to CFF. The Financial Officer is not required to sign off the application budget.

Pre-award Contact: Individual with full access to the application and supporting documents, with the exception of the budget. The PI must provide permission online by granting Budget Access for the Pre-Award Contact to access and work on the budget.

Post-award Contact: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Post-Award Contact to access and work on the Estimated Budget and Report of Expenditures.

Grants Officer: Individual with full access to the application and supporting documents, award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.

Administrative Contact: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.
Coordinator: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Coordinator to access and work on the Estimated Budget and Report of Expenditures.

Mentor: Individual with access to review the full application of a Fellow but cannot submit the application on their behalf. The Mentor does not have access to the funded award.

Co-Investigator/ Co-Director: Individuals who do not have access to the application but is considered in review for conflicts of interest. The Co-Investigator/ Co-Director has full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Co-Investigator to access and work on the Estimated Budget and the Report of Expenditures.

Collaborator: Individual who collaborates with the PI and has effort on the project but is not associated with the project institution. The Collaborator does not have access to the funded award.

Subcontractor: Individual who approves the subcontractor budget for the application. The Subcontractor does not have access to the application or award. The Subcontractor approves of the application budget through the External Requests tab.

Community Representative: Individual who is part of the CF Community and may serve on review committees.

Reviewer: Individual who serves on a review committee and provides scores of applications.
How to Add Contacts (Principal Investigator Only):

1. Log into https://awards.cff.org/
2. Click on Active Awards under My Awards
3. Click on the Award – **PLEASE NOTE**: Contacts must be added for every different Project Period and Award Type.
4. Click on the **Contacts** tab on the left side of the page

5. On the **Contacts** Page, use the search bar on the right side to add the Contact to the System. If the Contact is not in the system, click on the **Add Contact** button on the left side of the page to register the Contact. **PLEASE NOTE:** If you use the **Add Contact** button, the contact will be registered to the system, but you will still be required to add the Contact to your award through the search bar on the right side.
How to Accept an Award Letter (Principal Investigator):

1. Log into https://awards.cff.org/
2. On the My Awards Dashboard, Click on Upcoming Payments under My Activities
3. On the Upcoming Deliverables tab, you can find the Award Letter deliverable in "Pending" status. Click on the Award Letter deliverable.
4. Enter your Authorized Institutional Official and Additional Administrative Contact information on the Award Letter page. PLEASE NOTE: You must first associate the contact with your award before adding them to your Award Letter (for instructions, see "How to Add Contacts").
5. By clicking the **View/Save** button, you can view your Award Letter. To authorize the Award Letter, review the Acceptance Statement of the Principal Investigator, check off the box next to the statement and click Submit. The Award Letter will move to "**Pending Signature**" status. This means that Adobe Sign will automatically route the Award Letter to the Authorized Institutional Official’s email address. The Adobe Sign email will request the Authorized Institutional Official’s e-signature. When the Authorized Institutional Official provides their e-signature, the Award Letter will automatically route back to the Grants Management System and the status will move to "**Submitted**". The status will move to "**Completed**" once approved by the CFF Grants Team.
How to Upload Deliverables – Regulatory Approvals:

1. Log into https://awards.cff.org/
2. On the My Awards Dashboard, Click on Upcoming Deliverables under My Activities

3. On the Upcoming Deliverables tab, you can find the Regulatory Approval (IRB Approval Letter, IACUC Approval Letter, rDNA Approval Letter or IBC Approval Letter) deliverable in “Pending” status. Click on the Regulatory Approval deliverable.
CC500 - Regulatory Approvals

Activity Type: Regulatory Approvals
Status: Pending
*Activity Owner: Bruce Wayne

* Scheduled Date: 08/01/2021

Award Period Start: 08/01/2021
Award Period End: 07/31/2021

Type of Approval: IRB Approval Letter

If approval is exempt for this project, select Yes and Upload the Institutional Exempt Letter

If approval is not exempt for this project, select No, Enter the Valid From and Valid Until Dates and Upload the Institutional Approval Letter

Please upload a copy of the approval document. Click to upload (drag & drop) copy of Institutional Approval Letter or Notification of Exemption. All files must be in PDF Format.

Click Submit to submit the deliverable for CFF review and approval
How to Upload Deliverables – Other Deliverable (Final Scientific Report and Final Report of Expenditures) - Activated Awards

1. Log into https://awards.cff.org/
2. On the My Awards Dashboard, Click on Upcoming Deliverables under My Activities

3. On the Upcoming Deliverables tab, you can find the Other Deliverable listed in “Pending” status. The requested deliverable will have the Description listed on the far right. Click on Other Deliverable. *Please note: All Activated Awards will have the Final Scientific Report and Final Report of Expenditures requested under Other Deliverable.
*Please note: You may find all of our Reporting Forms for CF Foundation Awards at Reporting Forms for CF Foundation Awards.
How to Grant Budget Access (Principal Investigator):

The Estimated Budget and the Report of Expenditures details and entry are accessible only to the Principal Investigator and the Financial Officer Contact. By completing the following steps, the Principal Investigator may grant Budget Access to contacts associated to their award for both financial reports.

1. Log into https://awards.cff.org/
2. Click on Upcoming Deliverables under My Activities
3. To grant Budget Access to an associated contact, select the financial deliverable (Estimated Budget (Care Centers) or Report of Expenditures).
4. Begin typing the Contact name in the search box located on the bottom left side of the page. Make the Contact selection from the drop-down list and then click on **Save My Work**. The Contact that was selected will now be able to view/edit the budget. **PLEASE NOTE:** You will not be able to search for a Contact under **Budget Access** if the Contact has not been added to your Award Contacts. The Contact must be added to the Award with the same Project Period as the financial deliverable. Please see “How to Add Contacts” guide for further information.
How to Enter in Financial Reports:

1. You may find all pending deliverables including your financial reports by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (For more information, see “How to Add Contacts”)

2. The Upcoming Deliverables page lists all outstanding deliverables for a given award. To begin, click on either the **Estimated Budget (Care Centers Awards Only)** or the **Report of Expenditures**. **PLEASE NOTE:** For Care Center Awards, the system will not allow you to enter in the **Report of Expenditures** if the **Estimated Budget** has not been submitted and approved or if our Program Administrator has requested changes to the **Estimated Budget**.
3. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, click on **Begin Preparation** to “claim” the Financial Report. This will change the status of the Financial Report to “In Progress”.

![Image of the Report of Expenditures page]
4. When the Estimated Budget (Care Centers) or Report of Expenditures is “In Progress” status, you will be able to enter in the Budget Actuals (expenditures) by clicking on the Enter Budget Actuals button. You will also be able to view the budget by clicking on the Print button. Click Continue once the budget has been entered. **PLEASE NOTE:** Only the Principal Investigator and Financial Officers can enter in the Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the Principal Investigator (Refer to “How to Grant Budget Access”).
5. **Report of Expenditures Only:** If there is a balance remaining, you must select an option for the remaining balance (Carry-Over, Refund Check, Payment/Award Reduction). Once all information has been entered click on the **Submit** button. **PLEASE NOTE:** If the Carry-Over option is selected, the system will request a justification for the Carry-Over amount.
6. Once the Budget has been entered and submitted, the status of the Estimated Budget (Care Centers) or Report of Expenditures will go to “Pending PI Acceptance”. The Principal Investigator must log in, click on Upcoming Deliverables, and select either the Estimated Budget (Care Centers) or Report of Expenditures that has the status “Pending PI Acceptance”. On the Estimated Budget (Care Centers) or Report of Expenditures page, the Principal Investigator can review the budget and make any edits. If the Principal Investigator wants to request any revisions from their administration team, the Principal Investigator can select Push Back and the status of the Financial Report will revert back to "Pending". Once the Financial Report is complete, the Principal Investigator will submit the budget to the Financial Officer by clicking on Submit to Financial Officer.
7. The Estimated Budget (Care Centers) or Report of Expenditures will now be in “Pending Financial Officer Acceptance” status. The Financial Officer will need to log in, click on Upcoming Deliverables, and select the Estimated Budget (Care Centers) or Report of Expenditures that has the status “Pending Financial Officer Acceptance”. On the Estimated Budget (Care Centers) or Report of Expenditures page, the Financial Officer may request revisions with comments by selecting Push Back – this will revert the status of the report to Revisions Requested. If no revisions are requested, the Financial Officer may submit the report by clicking on the Submit to CFF button. PLEASE NOTE: Only the Financial Officer can submit the Financial Reports to CFF. The status of the report will move to “Submitted”. The status of the report will move to “Reviewed and Approved” when the CFF Program Administrator approves the report.
How to Enter in the Estimated Budget - Care Center Awards

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the Upcoming Deliverables button under My Activities.

2. Once inside the Upcoming Deliverables, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Estimated Budget deliverable.

3. You can then enter the Estimated Budget by clicking the Enter Budget button.
4. If you would like to designate a team member to access the budget, please enter their name in the **Budget Access** option.

*Please remember only PIs, CF Center Directors, and Financial Officers can have access to a budget.*

5. Upon clicking the **Enter Budget** button, please be sure to enter line items for each section as your budget allows. Nothing in the Estimated Budget is prepopulated from the previous year.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td>(Salaries are restricted to the Federal salary cap ($119,310.00 in 2021).)</td>
</tr>
<tr>
<td>Name</td>
<td>Project Role</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td><strong>Add Salaries &amp; Benefits Expense</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>(Travel cannot exceed $2,800.00 per person per period)</td>
</tr>
<tr>
<td>Name</td>
<td>Position Title</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td><strong>Add Travel Expense</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Consumable Supplies</strong></td>
<td>(Items by category, e.g., general clinical, office, etc.)</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td><strong>Add Consumable Supplies Expense</strong></td>
<td></td>
</tr>
</tbody>
</table>
6. Only the **Total Award Amount** is prepopulated.

7. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**
8. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.

9. If at any point you want to save your work and come back to the Estimated Budget, click **Save My Work**.

10. When you are done entering the Estimated Budget, click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

*Please see “How to Enter in Financial Reports” for further guidance on the submission of the Estimated Budget*
How to Enter in a Report of Expenditures (ROE):

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the Upcoming Deliverables button under My Activities.

2. Once inside the Upcoming Deliverables, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Report of Expenditures deliverable.

3. You can then preparing the ROE by clicking Begin Preparation.
4. By clicking **Enter Budget Actuals** you can show what amount of the Estimated Budget funds were used.

5. In entering the Budget actuals, please be sure to add actual expenses in the corresponding budget section under “Estimated”. The ROE sections will be pre-populated with the corresponding Estimated Budget projections. To add line items in the different sections of the Estimated Budget, click the blue plus sign (+) next to Add [Section Name].
6. At the bottom of the Budget Actuals, you will see a breakdown of the total expenses actually used, the estimated expenses, the total to be reported, and the variance between the amount to be reported and the total actual expenses.

7. Be sure to click Save Budget as you enter the Estimated Budget as to not lose your work.

8. Click Save My Work along the way to ensure you keep the data previously entered.
9. When you are finished filling out the ROE, click **Continue**

10. Here you may choose how your institution wishes to receive the remaining balance of the award (if applicable): Carry-Over, Refund Check, or Payment/Award Reduction

* If balance remaining, select one

- Carry-Over
- Refund Check
- Payment/Award Reduction

11. If you choose the Carry-Over option, you will need to explain the reason for un-expended funds. If the total Balance exceeds the carry over limit, you will need to choose how to address the discrepancy. You can receive a refund check or a payment/award reduction.
12. Next, add the Financial Officer who needs to review and approve the ROE for your institution. If the Financial Officer needs to be added, click **Add Financial Officer** to give them access to the ROE.

13. If at any time, you need to navigate away from the ROE but are not ready to submit the report, click **Save My Work**

14. When you are ready to submit the Report of Expenditures for the CF Foundation Grants & Contracts office to review and approve click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

*Please see “How to Enter in Financial Reports” for further guidance on the submission of the Report of Expenditures (ROE)*
How to View Approved Report of Expenditures/Carryovers:

1. You may find all your approved deliverables and financial reports by clicking on Completed Deliverables under My Activities. PLEASE NOTE: You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (Refer to “How to Add Contacts”)

2. On the Completed Deliverables page, you will find all completed deliverables for a given award. Click on Report of Expenditures of choice to view the carryover amount reviewed and approved.
3. To download the approved Report of Expenditure, click the Print button next to Budget Actuals PDF.

4. To view your approved Carry Over Amount, scroll down to the bottom of the Report of Expenditures page. The Carry Over Amount Requested is the amount that has been approved.

**CF Center Request for Carry-Over**

- **Period Carried From:** 07/01/2019 to 06/30/2020
- **Period Carried To:** 07/01/2020 to 06/30/2021
- **Carry Over Balance:** $10,000.00
- **Carry Over Amount Requested:** $10,000.00

Reason for un-expended funds

Enter Reason for Carry Over Here

Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

If the total Balance exceeds the Balance allowed for carry-over, select one

Payment/Award Reduction
How to View Payments in the System and Associated Contingent Deliverables:

1. Log into [https://awards.cff.org/](https://awards.cff.org/)
2. On the My Awards Dashboard, Click on Scheduled Payments under My Payments

3. On the Scheduled Payments page, you can view all scheduled payments for the Award for which you are affiliated. You must first be added as a contact to an award to see the payments. (For more information, see "How to Add Contacts").
4. Once you click on a Scheduled Payment, the system will display the deliverable(s) associated with that payment that remain to be completed by the awardee before the payment can be scheduled. Associated payment(s) will remain contingent upon receipt and approval of the deliverable(s). All deliverable(s) received after the deadline will be queued for review and approval. Payment(s) will be released in the payment cycle following approval of deliverable(s).

5. You may also view all previously paid/issued payments by clicking on Paid Payments under My Payments.