CFF Grants Management System

“How To” User Guide for Applicants - August 2021
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How to Log In:

Go to the URL [https://awards.cff.org/](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 to a CF Foundation Application:

1. Go to the horizontal **Contacts** tab on your application, you can add a new contact by clicking the **Add Internal Contact** button.

![Add Internal Contact](image)

2. A new window will open to enter the new contact’s information and create a Grants Management System profile. Please be sure to attach at least one role to their profile. When you are done, click “Submit”

![Contact Information](image)

3. Once this is submitted, you should be able to add your newly created contact to the application. Please ensure the contacts you create have the correct roles attached to their profile. If they do not have the correct roles in the profile, you will not be able to add them in the role they fill in your application.
How to Add External Contacts to your Application:

1. If you need to add a new contact who is not a part of your institution, please add them as a contact using the Add External Contact button.

2. A new window will open and ask you to enter the new external contact’s information. Please ensure you connect the new contact to their institution. When you are done, click Submit.

3. You will then be able to search for the new contact and attach them to your application as a Collaborator or a Consultant.
NOTE: If you are trying to add a new contact, and receive the following error, this means your contact is already in the system but does not have the correct role. In this case, reach out to the pre-award member listed on your guidelines to have the contact’s role updated in the system.

Alert

A user matching the information you entered already exists. Please contact your system administrator.

OK