



Award for a Physical Therapist

POLICIES AND GUIDELINES

Published: October 4, 2018

Application Deadline: December 3, 2018

I. ABOUT THE CYSTIC FIBROSIS FOUNDATION

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and 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.

II. BACKGROUND

As people with CF are now living into their fifties and beyond, the role of physical therapists (PTs) has evolved. Historically, PTs have primarily focused on preventing and treating the basic lung defects via airway clearance and aerobic exercise to improve endurance. Now, as medical treatments are improving lifespan and health of persons with CF, there is both a greater awareness, interest and capacity for physical activity and exercise. Patients are seeking advice on how to begin and maintain this vital component of their care. However, the current team lacks time and expertise to provide answers for each patient. As an expert in movement science, the PT is uniquely qualified to assess the multiple body systems that must function well for optimal movement and healthy physical activity. Combining this expertise with knowledge of CF pathology, the CF PT can act at all levels in the patient's trajectory—prevention of problems, assessment of current physical capacity, and adaptations for temporary or permanent conditions.

Regular physical activity and exercise of all types has been shown to be a critical part of healthy life for persons with CF. Driven by research and by patient/family demand, guidelines and expert consensus documents have been developed to describe the appropriate exercise and physical activity assessment and prescription for persons with CF. (Bradley et al; Hebestreit et al; Swisher et al) An advocate on the CF team with expertise and dedicated time is needed to translate this information into action for persons with CF and their families. Internationally, PT is a recognized member of the CF team.

The time is right to expand the CF Care team in the US to include a specialized PT. Resources are available to the CF PT and his/her CF Center Team (e.g. CFF's PT Mentoring Program and 'CF 101 for the PT') to facilitate implementation of guidelines related to annual review of patients for cardiorespiratory and musculoskeletal issues (e.g. inefficient breathing patterns with exercise, joint pain, pelvic floor muscle weakness, and postural-related muscle imbalances), which will lead the CF PT to develop individual recommendations and/or referrals for maximizing each patient's physical activity potential.

III. IMPLEMENTATION OF OUTPATIENT PHYSICAL THERAPIST SERVICES AWARD OVERVIEW

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and 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. A multidisciplinary care team provides the best possible clinical care. Expanding the multidisciplinary care team to include a physical therapist provides unique expertise regarding optimal cardiorespiratory and musculoskeletal fitness that will allow for maximal participation in airway clearance, physical activity and exercise. These activities have been found to improve quality of life, decrease disease-related complications and are associated with better survival.

This Award is designed to facilitate recruitment of an outpatient physical therapist (PT) as a member of the multidisciplinary CF clinic team. The focus of this Request for Applications is to catalyze recruitment of a PT to use the best available evidence to implement annual screening and follow-up care, including recommendations and referrals for issues related to cardiorespiratory and musculoskeletal fitness, as it relates to airway clearance, healthy physical activity and exercise. The CF PT will also develop and implement processes to help prevent disease- and inactivity –related problems in the clinic population, serve as a resource to the multidisciplinary team and physical therapists outside the clinic, and advocate for physical therapy issues within the larger CF community.

For those programs that have an established physical therapist, this award is not intended to replace the support already in place. However, CFF will consider an application from such programs to secure additional funding for a physical therapist to optimize the service.

General Guidelines and Eligibility:

- The principal investigator must be a CF center director, program director, or an associate director.
- CF Center staff will track number/percentage of patients screened by the PT and number of outside referrals generated, at minimum. Additional data related to patient satisfaction, exercise capacity and quality of life are recommended to assess the impact of adding the PT to the team.
- The CF Center will support training specific to CF for the PT, such as participation in the CFF PT mentor program and attendance at NACFC or other appropriate venue.
- Award for a Physical Therapist must go towards hiring additional staff or increase in FTE of existing staff who will focus on physical therapy assessment and treatment. This funding may not be used to support existing full-time staff in their current role.
- Sites receiving Awards will submit an annual progress report to document progress and fulfillment of award requirements including documentation of completion of screening and patient satisfaction.
 - Year 1 Progress Report should provide specific details on the contributions by awardee to implement physical therapy screening and follow-up.
 - Year 2 Progress Report: In addition to the screening and follow-up care contributions of the awardee, plans for program sustainability should be described.
 - Year 3 Final Report
- Funding for Year 2 and Year 3 is contingent upon progress documented in the annual reports.

IV. PHYSICAL THERAPIST ROLE DESCRIPTION

The overall purpose of this Award is to promote the role of physical therapy on the CF care team to screen for, prevent, and treat musculoskeletal, cardiovascular and pulmonary impairments. We envision that funding will be used to secure a Physical Therapist who will be responsible for the implementation of annual screening and follow-up in clinic; coordination of evidence-based treatment for musculoskeletal and/or cardiorespiratory impairments; development and maintenance of a referral network of community-based physical therapists;

and, will serve as an advocate and liaison for physical therapy care in CF for the CF Center, hospital or institution, community practitioners, and payers.

Specific tasks would include the following:

- Screening
 - Perform annual formal evaluation of patients, according to accepted evidence-based guidelines related to physical activity and exercise.
- Prevention
 - Assemble and disseminate educational materials as well as individual patient recommendations for promoting normal development and function of musculoskeletal and cardiorespiratory systems needed for physical activity
- Treatment
 - Development of an individualized treatment plan to improve and restore optimal function of movement-related systems, considering each patient’s age, developmental stage, resources, and social situation.
 - Implement or refer to community physical therapy, exercise or rehabilitation programs for intervention as needed and appropriate. Education of community-based PTs, as needed.

Qualifications:

The candidate should be a licensed physical therapist with strong musculoskeletal and cardiorespiratory expertise. Funding from the award may be used towards obtaining the required training of the physical therapist related to CF-specific issues. Demonstrated ability to function well in a multidisciplinary team is essential. Prior participation in the CFF Physical Therapist mentoring program is preferred, but not mandatory. Those programs with a sustainable commitment of a PT in the outpatient clinic are discouraged from applying as the intent of this RFA is to recruit PT’s to programs that have not benefited from consistent PT input to date.

The Award for a Physical Therapist is available to all CFF-accredited Care Center and Affiliate programs:

- Smaller centers with pediatric and adult programs that share components of the multi-disciplinary team may wish to apply for one Physical Therapist for the entire center.
- Centers with distinct pediatric and adult care teams should consider applying for an award at the program level, i.e. if both programs are interested in obtaining a physical therapist, then consider submitting two separate applications.

V. REVIEW AND AWARD

To apply for the Award for a physical therapist, programs will need to complete an application form, budget, budget justification, and other supporting documents as outlined in Section #7. The physical therapist does not have to be identified at the time of the application. Applications will be reviewed by a peer review committee.

Applications will be reviewed by a CFF ad hoc review committee. Funding decisions are based upon the availability of funds, responsiveness to the RFA and eligibility.

VI. SUBMISSION INFORMATION & GENERAL TIMELINE

Application Deadline: Monday, December 3, 2018 at 5:00 PM (Eastern)

Submit online through proposalCENTRAL: <https://proposalcentral.altum.com/>
(Refer to Section VII 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 3, 2018
Committee Review _____	mid-February 2019
Applicant Notified _____	late February 2019
Award Letters Issued _____	early March 2019
Award Start Date _____	April 1, 2019

VII. 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.

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 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 Application (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 “**Award for a Physical Therapist**” 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.

- 1. Title Page:** Enter the title of your project as “**Award for a Physical Therapist**”. Also, indicate if this is a resubmission of a previous proposal.
- 2. Download Templates & Instructions:** Download the available templates applicable to the project, fill them out and upload them when completed in Section #7. Templates available include: Budget Detail, Budget Justification, Current Circumstances and Plans, 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. Budget Summary:** Fill in the start and end date and applicable amounts for each year of support requested by completing the online fields (Period 1, 2 & 3). Please follow below budget guidance for completing this section. **Note: The Budget Detail and Budget Justification templates downloaded in Section #2 need to be completed and uploaded in Section #7 for each year of the award.**
- 7. Supporting Documents:** In this section, upload the completed templates downloaded in Section #2 above, in PDF format, as well as the additional upload only requirements. Complete the fields for the attachment type/description, select the attachment type from the drop-down menu, choose the file to be uploaded, and click “**Upload and Continue**” or “**Upload and Return**”. Do this for each attachment.

A. Budget Detail and Budget Justification (separate templates available for download)

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 or period as well as start and end dates for the proposed budget period. (Be sure the amounts entered in the Budget Detail match the amounts entered in the online budget summary in Section #6 above).

Budget Detail

Personnel - List the names and positions of all relevant 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 \$189,600. 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 – List the names and positions of all relevant personnel whom would be attending the Annual NACFC conference, unless prior written approval from CFF has been obtained. Travel expenses may not exceed \$2,000 per year. Registration fees associated with the NACFC conference are included in this \$2,000 limit and should be listed separately under “Other Expenses”. Travel outside the North American continent, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses.

Other Expenses – If registration for NACFC is being requested please complete this section of the online budget summary and in the budget detail template.

The budget may be for up to three (3) years based on program size:

- **<100** patients in the registry [Maximum \$45,000 over 3 years to support the salary and benefits for the physical therapist, plus 8% indirect costs]
- **≥100** patients in the registry [Maximum \$90,000 over 3 years to support the salary and benefits for the physical therapist, plus 8% indirect costs]

The applicant can choose to allocate the budget request as appropriate to their local circumstances. For example, a program with > 100 patients can choose to have the first year budget request could be \$15,000 for planning with a hire or adjustment in FTE later in year 1, and then a higher amount requested for years 2 and 3. Alternatively, a center may already have an individual identified for the CF Physical Therapist role and choose to budget \$30,000 equally over 3 years or \$45,000 over 2 years. The following table illustrates just two examples:

Option #1	Direct Costs	Travel and Registration Fees	Indirect Costs (8%)	Total
Year 1	\$30,000	\$2,000	\$2,560	\$34,560
Year 2	\$30,000	\$2,000	\$2,560	\$34,560
Year 3	\$30,000	\$2,000	\$2,560	\$34,560
Option #2				
Year 1	\$15,000	\$2,000	\$1,360	\$18,360
Year 2	\$37,500	\$2,000	\$3,160	\$42,660
Year 3	\$37,500	\$2,000	\$3,160	\$42,660

Budget Justification

Describe costs listed in the Budget Detail. Use major categories, such as Personnel, Travel, and Other Expenses. Justify all items and make sure amounts and figures listed in the narrative are consistent with those listed in the Budget Detail(s).

B. Current Circumstances and Plans (template available for download)

1. Provide a brief description of the patient population at the care center. (Maximum-half page)
2. Describe what your current staff is doing to implement screening of musculoskeletal and cardiorespiratory impairments, and aerobic capacity. How would a physical therapist improve your implementation of screening and needed interventions for these physical interventions? (Maximum one page).
3. Describe your plan to utilize a Physical Therapist including:
 - i. How they will implement annual screening of musculoskeletal and cardiorespiratory impairments for people with CF from infancy through adulthood.
 - ii. The plan to provide follow-up care based on PT recommendations from the screening visit. This plan could include but is not limited to: follow-up visits in the CF clinic, PT clinic or via tele-health or networking with and referring to community-based PT clinics.
 - iii. Your plan to sustain this position post 3-year award. Some suggestions for program sustainability that may work for your center include: request for partial or full FTE from your institution, use of a PT faculty member or resident, or funding from your care center award. (Maximum- two pages)

C. 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.

D. Appendix (optional, upload as PDF documents)

If the individual who will serve as the physical therapist is known at the time of submission, as supporting documents, please submit the resume/CV, statement of

qualifications, and training plan (if indicated).

8. **PI Data Sheet:** Fill in the required fields, save and exit.
9. **Print Face Page:** 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 #7. Co-Principal Investigators, if any, are not expected to sign the Face Page. No hardcopy is required.
10. **Validate:** Upon completing the application, click on the "Validate" button. Attend to any omissions/errors if prompted onscreen, and then click "Validate" again.
11. **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 & Contracts at grants@cff.org or 301-841-2614

VIII. ELECTRONIC APPLICATION CHECKLIST

Application Deadline: Monday, December 3, 2018 at 5:00 PM (Eastern)

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

Face Page, which includes:

- Signatures
 - Principal Investigator (Co-PI's are not required to sign)
 - Program Co-Director, if applicable
 - 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)

Supporting Documents:

- Budget Detail for each year – (upload)
- Budget Justification for each year – (upload)
- Current Circumstances and Plans – (upload)
- Signed Face Page
 - Principal Investigator and Authorized Institutional Official signatures required – (upload)
- Verification of Applicant Institution's Tax Status – (upload)
 - W-9 (U.S. applicants)
 - Federal (IRS) tax status letter
- Appendix – (upload if applicable)
 - Resume/CV
 - Statement of Qualifications
 - Training Plan