Clinical Research Scholars Program (CRSP) Award

POLICIES AND GUIDELINES
WITH LETTER OF INTENT (LOI)

Updated March 29, 2017

PLEASE NOTE: FULL APPLICATIONS WILL BE INVITE ONLY FROM APPLICANTS WITH AN APPROVED LETTER OF INTENT (LOI)
I. MISSION AND BACKGROUND
The mission of the Cystic Fibrosis Foundation (CFF) 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. To meet this mission, various types of awards are offered to support meritorious research ranging from basic laboratory investigation to clinical management of Cystic Fibrosis (CF).

Established in 2000, Cystic Fibrosis Foundation Therapeutics, Inc. (CFFT) 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. THE CYSTIC FIBROSIS CLINICAL RESEARCH SCHOLARS PROGRAM AWARD OVERVIEW
Cystic Fibrosis Foundation Therapeutics, Inc. (CFFT) and the Therapeutics Development Network (TDN) announce the Cystic Fibrosis Clinical Research Scholars Program (CRSP) Award. The CRSP Award will enable outstanding early-career pediatricians and internists to enhance their clinical research proficiency and to develop the necessary clinical research capabilities to become independent investigators who formulate and lead multi-center, clinical research studies.

Awards will provide early-career faculty the opportunity to undertake up to three years of support (up to 20% FTE per year) for their clinical research training with dedicated time to focus on career development including the initiation of a career focusing on multi-center clinical investigations, including observational, translational and interventional clinical research.

- **Year I** - The first year of the program will consist of hands-on, in-person clinical research training at the TDN Coordinating Center in Seattle, Washington, as well as an interactive, distance-training period at the candidate’s home institution with mentorship by a program mentor and an academic institution mentor from the investigator’s home institution. Components of the program may include serving as a member of the TDN Protocol Review Committee, writing or rewriting the candidate’s research proposal to meet TDN protocol standards and developing study materials, conducting a secondary data analysis project (optional), participating in monthly calls with the mentorship team, and presenting the candidate’s work at a research seminar during the first week in Seattle. Scholars will be expected to submit monthly progress reports outlining the work completed during the previous month as it relates to the Clinical Research Scholars Program.

- **Years II and III** - The second and third years of the program will provide the opportunity to further develop skills in multi-center clinical research by continuing the work started in year 1 along with continued mentorship by program and academic institution mentors. Additionally, in the second and third years, candidates may have a continued role on the TDN Protocol Review Committee, continue to participate in monthly calls with mentor team, and have exposure to other facets of TDN multi-center clinical research such as the CFF DSMB and consulting with industry partners. Scholars will be expected to submit monthly progress reports outlining their work completed during the previous month as it relates to the Clinical Research Scholars Program. Additionally, in the third year, candidates may have the opportunity to participate as a “ghost” reviewer on the CFF Clinical Research Committee.
Program Learning Objectives

- Provide early career investigator candidates with a rigorous background in the operational aspects of the conduct of multi-center CF clinical trials
- Provide mentorship for project development in conjunction with the candidate’s home institution
- Give candidates training in regulatory aspects of drug development and clinical trial conduct
- Give candidates experience in developing a formal protocol and study materials for a multi-center CF clinical trial
- Provide candidates with insight regarding common statistical issues and clinical trial design components critical to successful multi-center CF clinical trials
- Give each candidate the opportunity to do secondary analysis of data held in the CFFT TDN Coordinating Center data repository in support of their research goals
- Provide support to translate the candidate’s project into a presentation, publication, or multi-center grant application
- Provide the opportunity to serve on the Protocol Review Committee (PRC) during the program

III. ELIGIBILITY CRITERIA AND REQUIREMENTS

Candidates eligible for the program will have completed specialty fellowship training (as an MD or DO) and have an academic faculty appointment at their home institution at the time of application. Priority will be given to early career faculty who are within 7 to 10 years of completing their fellowship training. In some cases, consideration will be given to mid-career faculty who are making a transition in their career/research focus and for which this program would provide the training necessary to lead multi-center trials.

Prospective candidates will need to demonstrate sufficient commitment to and experience in CF clinical research to support the rationale for participating in this program at this time in their career. The optimal candidate will be one who has an ongoing or upcoming single-center clinical research study or trial that can be directly applied to program objectives.

Candidates with other career development awards should assess the compatibility of this program with the stipulations of these awards (e.g. K-awards, others). Prior and current recipients of other CFF Fellowship awards (e.g. Shwachman or Leroy Matthews) are eligible as long as there is no overlap in the timing of the awards (i.e. other award funding must be completed by the anticipated start date of the CRSP award).

A maximum of two program scholars will be accepted each year. The scholars will begin the program at the same time and will together attend two one-week sessions based at the CFFT TDNCC (in Seattle, WA). Prospective candidates will be required to outline a mentorship plan and identify mentor(s) at their home institution who will continue in this role after they complete the program. Ideally, a mentor (or mentors) along with a mentorship plan will have been in place in the year before program participation begins.

Candidates must be citizens of the United States or have obtained permanent residency prior to the time of application. Candidates must be an investigator at a domestic academic institution.

Environment. Applications will be accepted from individuals at domestic academic institutions with:
1. A strong, established CF-related research and clinical training program
2. A commitment and capability from senior faculty at the candidate’s home institution to provide guidance and mentorship to candidates in the development of independent careers as cystic fibrosis researchers and clinicians

The environment must be one which stimulates and increases interaction and opportunities for the candidate to lead multi-center clinical trials. *Evidence of the institution’s commitment to the candidate's research and development must be provided in the letters of reference/support required as part of the application.*

**Sponsor.** Each candidate must identify a primary Sponsor (academic mentor) from their home institution who is recognized as a physician-scientist with experience in training independent investigators, and who will provide guidance for the awardee's clinical and research development. The primary Sponsor must be committed to continue this involvement through the individual’s total period of training (Years 1-3) under the award.

**Duration and Effort.** This is a renewable award for up to three years of salary support. All funds must be used on behalf of the original candidate. Support is divided into three distinct years that relate to the individual's progress in becoming an independent investigator. It is required that 20% effort during the award be devoted to the research and the CRSP. This award *does not serve to fund the research project* itself but rather to protect the investigator’s time for career development in multi-center clinical trial research. Further, if receiving this award would put the investigator’s current FTE over 100%, please include a statement (in the Budget Justification template) on how the investigator’s current FTE would be reduced and/or modified such that receiving the CRSP award would put the investigator at or under 100% FTE.

**Minimum Requirements.** Awardees must agree to inform the CFFT annually for a period of five years subsequent to completion of the award about academic status, publications, and research grants or contracts received. In addition, all awardees and institutions must comply with CFFT award policies and Terms and Conditions.

IV. **REVIEW AND AWARD**

The CRSP Application Review Committee will evaluate all applications and make recommendations to CFFT and the Board of Trustees for final approval and funding. CFFT considers the availability of funds, the priority score awarded each application, and the committee recommendations when determining awards.

1. **Review Criteria for the Clinical Research Scholars Program Award:**

   **The Candidate**
   - Competence in clinical activities and potential for a career in multi-center clinical research trials
   - Commitment to a research career related to CF

   **The Sponsor**
   - Accomplishments in clinical research related to CF
   - Commitment of the primary Sponsor for the duration of the candidate’s development and research plan
   - Experience of the Sponsor in training individuals for multi-center clinical research
The Environment
☐ Presence in the institution of highly trained faculty in clinical research related to CF
☐ Institution's CF research and research training programs
☐ Institution's commitment and ability to provide the opportunities necessary for the clinical and research career development related to CF
☐ The institution's commitment to the faculty member’s overall career development

Candidate Project Proposal
☐ Feasibility and value of the proposed plan
☐ Clinical research merit of the proposed research
☐ Ability of the proposed plan to develop the candidate into a multi-center clinical research investigator
☐ Relationship to candidate's career development

2. Payments
Payments for successful applications are made quarterly, in arrears, to the Awardee Institution and not to the individual awardee. Payments are subject to various contingencies, such as signed assurances, progress reports, and financial reports.

V. GENERAL TIMELINE AND LOI SUBMISSION INFORMATION
A Letter of Intent (LOI) must be submitted and approved prior to submitting a full application.

LOI Deadline ___________________________ April 24, 2017
CRSP Review Committee Meeting (LOI) ____________ Last week of April 2017
Applicants Notified/Invited to Submit Full Application _______ May 5, 2017
Full Application Deadline ______________________ June 19, 2017
CRSP Review Committee Meeting ___________________ Mid-July 2017
Applicants notified/Award Letter Issued ____________ Mid-August 2017
CRSP Start Date ________________________________ November 1, 2017
Face-to-Face Meetings at TDNCC in Seattle _______________ November 13-17, 2017
and July 23-27, 2018

Applicants must submit a LOI and a copy of their CV for review by the CRSP Application Review Committee. The LOI is limited to one (1) page and must include the following information:

1. Name of Applicant
2. Name of Awardee Institution
3. Name of Sponsor (academic mentor) at Institution
4. A description of the Applicant’s interest in the CRSP Award, and how this award will help the applicant meet his/her career goals.
5. A description of the Applicant’s and Sponsor’s working relationship, and the Applicant’s qualifications to conduct the proposed project.
6. A brief description of the proposed study or research plan.

The LOI must be submitted electronically to TDNCC@seattlechildrens.org by Monday, April 24, 2017. Please put “CRSP Award LOI” in the subject line.
All Applicants will be notified by May 5, 2017 of the CRSP Review Committee decisions, and selected Applicants will be invited to submit a full application.

VI. FULL APPLICATION GUIDELINES
A Letter of Intent (LOI) must be submitted and approved prior to submitting a full application.

Application Deadline: June 19, 2017 at 5:00 pm (ET)

Full applications must be submitted online at proposalCENTRAL: https://proposalcentral.altum.com/

CFFT reviews applications electronically and only the documents submitted online will be reviewed. The Face Page (system-generated upon submission of the application) must be signed and emailed to awards@cfft.org by the same deadline. Late applications will not be accepted.

Documents should be typed using:
• Font: Times New Roman 12 or Arial 11 font
• 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.

Invitations to apply are emailed via proposalCENTRAL. Upon receiving the email invitation, click on the link to the proposalCENTRAL website. Your application has already been pre-loaded for you in the system. You must be logged in to apply.

Locate the listing for the “Clinical Research Scholars Program (CRSP) Award” in the “Manage Proposals” tab. Click on the “Edit” button in the left column for the program “Clinical Research Scholars Program (CRSP) Award.” (See VII. ONLINE SUBMISSION INSTRUCTIONS for details).

Once in the online application, the following sections will be displayed in the gray navigation box to the left of the application screen. Please click on each section and follow the directions.

1. Title Page: Enter the Project Title. Answer the remaining questions on the page.

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: Budget Justification, Outcomes of Past and Current CFF/CFFT Support, Biographical Sketch, Other Support, Names and Addresses of Sponsors/References, CF-Related Activities of the Sponsor and Applicant Institution, Previous Training and Future Plans, Future Career Goals, Project Proposal/Research Plan, Appendices (three types).

3. Enable Other Users to Access this Proposal: 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. Click on “Accept Changes”.

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
Institution & Contacts

Sponsor(s) for this award

At least one (1) other individuals familiar with the candidate’s scientific interests and abilities

The Chair of the applicant’s department at the Awardee Institution

Letters of Reference

Letters of Support and Reference are weighted heavily during the review. At least four (4) Letters of Reference/Support must be provided on behalf of the Applicant (unless the CF Center Director and the Sponsor are the same person). The letters must be uploaded by the referees prior to submitting the application, preferably a week before the deadline, so make sure to start the process early.

Letters of Reference/Support must be submitted by the following individuals:

- Sponsor(s) for this award
- The Chair of the applicant’s department at the Awardee Institution
  Letters from the Sponsor and the Department Chair should clearly describe the Institution’s commitment to the professional growth of the applicant. The Chair’s letter must affirm a commitment to protect the applicants time for program activities, including travel to meetings required for this award.
- CF Center Director
  The CF Center Director at the Awardee (or nearby) Institution (if the CF Center Director is the same person as the Sponsor, there is no need to submit duplicates. If this is the case, please contact Carla Vale at cvale@cff.org).
- At least one (1) other individuals familiar with the candidate’s scientific interests and abilities
  Especially with respect to CF-related research and care, consider including previous preceptors and mentors. The letter of recommendation should attest to the candidate’s academic qualifications, motivation, research potential, and commitment to CF-related research and care.

Abstracts/Relevance

Complete online or cut and paste plain text (no scientific notations, bold, underline, etc.). Each abstract (lay and scientific) should be no more than 250 words, up to 2,000-character maximum including spaces. Do not include proprietary or confidential information as these abstracts may be published.

Please also provide a statement of no more than 250 words (up to 2,000 characters max, including spaces) explaining the subject of the research proposal and its relationship to CF. This statement will be used to inform the scientific community of the nature of this work. Do not include proprietary information.

Keywords: From the lists of options provided in this section, select all applicable research type, research topics, and keywords for the proposed project. A minimum of one (1) option must be selected per category. Click each keyword you want to select, then the arrow tab, until you have all applicable keywords selected on the list to the right.
8. **Budget Period Detail:** Fill in the start date and end date for each year of your proposed project. Fill in the applicable fields and enter the amounts for each expense category listed in the form. Click the “Save” button. The system will add up the amounts.

**Direct Costs**

**Personnel** - List the name and title of the applicant. Indicate dollar amounts separately for salary and fringe benefits. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all sponsors. List the names and roles 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 professional personnel. Salary requests may not use an institutional base salary in excess of the current federal salary cap of $187,000 in 2017; when calculating salary requests, the NIH cap must be adhered to. Individual salary requested from CFFT may not exceed 20% of the NIH salary cap which amounts to $37,400 per year for up to three years. Salaries will be in compliance with institutional guidelines and can be supplemented by the institution. Sponsor support is not provided.

**Travel/Registration fees** - Travel support will be provided for the following meetings required as part of the CRSP Award:

**Year 1 (Up to $10,000 may be requested)**
- TDNCC Practicum, November 13 – 17, 2017 and July 23 – 27, 2018 in Seattle, WA
- 2018 TDN Spring Meeting, April 8-10, 2018 in Philadelphia, PA
- 2018 NACFC Meeting
- TDNCC in-person meeting with TDNCC Mentor in Seattle, WA

**Year 2 (Up to $5,000 may be requested)**
- 2019 TDN Spring Meeting
- 2019 NACFC Meeting
- TDNCC in-person meeting with TDNCC Mentor in Seattle, WA

**Year 3 (Up to $3,000 may be requested)**
- 2020 TDN Spring Meeting
- 2020 NACFC Meeting

Please note: All travel expenses must comply with the *Cystic Fibrosis Foundation Volunteer/Vendor Expense Reimbursement Policies*. Travel outside the North American continent, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses (unless approved in advance by CFFT).

**Indirect costs are not allowable for the CRSP Awards.**

9. **Budget Summary:** This section does not need to be completed since it is a read-only section that fills up automatically with the information entered in the Budget Period Detail section.

10. **Project Proposal/Research Plan & Supporting Documents:** Upload the completed templates downloaded in Section #2. Fill out the fields describing the attachment, select the attachment type from the pulldown menu, choose the file to be uploaded, and click the “Upload Attachment”
button to upload the file. Do this for each attachment.

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

A. BUDGET JUSTIFICATION (template available online)
Complete the Budget Justification template for all years of support requested. In the space provided, indicate the year (Year 1, 2, etc.) as well as start and end dates of each budget period. Describe the nature of costs listed in the “Budget Period Detail” (Section #8 in proposalCENTRAL) by major categories, Personnel and Travel/Registration fees. If receiving this award would put the investigator’s current FTE over 100%, please include a statement on how the investigator’s current FTE would be reduced and/or modified such that receiving the CRSP award would put the investigator at or under 100% FTE (See section III. Duration and Effort).

B. OUTCOMES OF PAST AND CURRENT CFF/CFFT SUPPORT (template available online)
Both the Applicant (Principal Investigator), and the Sponsor(s) must complete this form and upload it as a single PDF into the application in Section #10. Individuals who have never received CFF/CFFT support should state that in the template and upload the form.

Identify the outcomes 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 (3) to five (5) years. The following information must be included with each CFF/CFFT research project identified:

- CFF/CFFT Account #
- Principal Investigator (P.I.)
- CFF/CFFT Project Title
- Role on Project (e.g., P.I., Co-P.I., etc.)
- Project Start/End Dates
- Total CFF/CFFT Award Amount
- Outcomes of Support

C. BIOGRAPHICAL SKETCH (template available online)
The applicant’s biographical sketch must be attached. Clearly identify the results of past CFFT support (if any) such as subsequent funding from other sources, journal articles, and invited presentations. List publications and mark in bold those related to CF. A sample NIH Biosketch is available for download on proposalCENTRAL.

D. OTHER SUPPORT (template available online)
Complete and submit an NIH Other Support form. There is no page limitation.

E. NAMES AND ADDRESS OF SPONSOR(S)/REFERENCES (template available online)
Use the form provided online to list the names, titles, and contact information of the individuals who have been asked to submit Letters of Reference/Support on the applicant’s behalf. Upload a PDF copy.
F. CF-RELATED ACTIVITIES OF THE SPONSOR AND APPLICANT INSTITUTION (template available online)
Describe fully the CF related clinical and research activities of the applicant institution. The Sponsor and the applicant institution should also include a list of their previous trainees (past 10 years) and the current affiliations of these trainees.

G. PREVIOUS TRAINING AND FUTURE PLANS (template available online)
Prepare a brief summary of the applicant’s previous research and/or clinical fellowship training, including the reasons for entering fields related to CF research and care. In conjunction with the Sponsor, a future training plan should be completed in and should outline the general plan for training the applicant in CF-related research. Participation in supplemental course work and special seminars should be included. Further, this section should clearly indicate plans for introducing the applicant to leading multi-center clinical research trials. Do not exceed two (2) pages.

H. FUTURE CAREER GOALS (template available online)
Prepare a brief summary of the applicant’s intended future career goals. This section should specifically describe how this training award will help the candidate meet their career goal of becoming an independent multi-center clinical research investigator. Do not exceed one (1) page.

I. PROJECT PROPOSAL/RESEARCH PLAN (template available online)
- Page limit is five (5) pages, not including the Literature Cited. Applications exceeding this page limit will not be reviewed. The Project Proposal should include sufficient information to permit effective review. Information should be presented in clearly and concisely.
- At the top of each page, type the PI's name. Each page must be sequentially numbered at the bottom of the page.
- Key figures and legends must be included in the Project Proposal. Figures and/or legends uploaded as Appendix Material will NOT be accepted.
- The aspects described below should be covered in your Project Proposal/Research Plan.

a. Hypothesis and Specific Aims. State concisely and realistically the intent of the proposed research and the hypothesis to be tested. Do not exceed one page. When preparing the specific aims, keep in mind the mission of the Cystic Fibrosis Foundation.

b. Background and Significance. Briefly describe the background of the present proposal. 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, the applicant should describe the relationship of the proposed work to his/her long-term career goals. Preference will be given to those applicants who have expressed an interest in a long-term career in leading CF multi-center clinical trials.

c. Preliminary Results. If applicable, provide a detailed discussion of any preliminary results.

d. Experimental Design and Methods. As described in the introduction, the optimal candidate
will be one who has an ongoing or upcoming single-center clinical research study or trial that can be directly applied to program objectives. Provide a detailed discussion of the ongoing or proposed clinical research study 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. If applicable, discuss the data expected to be obtained and the means by which data will be analyzed and interpreted. Provide details of the methods for patient selection and care, as applicable. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims. As applicable, please specify facets of the project that are clearly defined and those that need further development.

e. **Benefit of this training award toward successful completion of the planned research.** It is important to explain how this unique support and training opportunity will directly advance the planned research project of the applicant. This is separate from considerations of career development in CF. Please address this consideration either as a separate section or as part of sections above when discussing the experimental hypothesis, specific aims, design and methods. Note that the protected effort provided by the CRSP award is not intended to provide enough time to complete a research project but rather is designed to allow protected effort for additional training and program participation to enhance the project and career success of the scholar. For example, the CRSP award may critically support a research project by helping the investigator to: refine a study hypothesis, identify appropriate outcome measures, better understand and defend study inclusion and exclusion criteria, refine sample randomization scheme, study time-line, or procedures, improve measures of compliance, ascertainment of response variables, data collection and monitoring, and/or refine data analysis and statistical procedures for your hypothesis testing.

f. **Literature Cited (not included in the 5-page limit).** References should be numbered in the sequence that they appear in the text and listed at the end of the Project Proposal/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).

J. **VERIFICATION OF APPLICANT INSTITUTION’S TAX STATUS** (upload as PDF documents)
CFF’s 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, on file. CFF’s Grants and Contracts Office 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 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 CFF Grants and Contracts Office.

K. **APPENDICES (template available online for each type allowed)**
Appendices are restricted to the following three (3) categories:
- a. Proposed protocol (if applicable)
- b. Up to three (3) reprints of the applicant’s work relating to the general area of research in the grant proposal may be uploaded in PDF format.
c. Other materials pertinent to the award proposal, not already described.

Note: Figures and/or legends uploaded as Appendix Material will NOT be accepted.

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

12. Validate: Click on the “Validate” button and follow instructions.

13. 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. Co-Principal Investigators, if any, are not expected to sign the Face Page. Scan and email the signed Face Page to awards@cfft.org in conjunction with the application submission on proposalCENTRAL. No hardcopy is required.

14. Submit: Click the “Submit” button to submit your application.

VII. ONLINE SUBMISSION INSTRUCTIONS

Application Deadline: June 19, 2017 at 5:00pm (ET)

Submit online at proposalCENTRAL: https://proposalcentral.altum.com/

Invitations to apply are emailed via proposalCENTRAL. Upon receiving the email invitation, click on the link to the proposalCENTRAL website. Your application has already been pre-loaded for you in the system. You must log in to access the application.

If you are a first time user, click on the “Forgot Your Username/Password?” link located below the “Application Login” fields. Follow the prompts and you will receive another email from proposalCENTRAL prompting you to change your password. Follow the directions in the email to create/reset your password. Please note that the link expires shortly. (Users who have previously registered in proposalCENTRAL do not need to create a new password or professional profile. Log in with your existing credentials and start your application in the “Manage Proposals” tab.)

Enter your email address and newly reset password in the “Application Login” fields. The first time, the system will prompt you to enter a 6-digit confirmation number which is provided in the email you received in order to create/reset your password. Enter the confirmation number and click enter.

You will be automatically taken to the blue “Manage Proposals” tab. You will see the “Clinical Research Scholars Program (CRSP) Award” application listed on the screen. Click on the “Edit” button to the left of the application name. You will be prompted to create a Professional Profile by entering information in the sections displayed in the gray navigation bar to the left (picture shown). Click on the red “Save” button provided in each section to save your information.

Click the blue “Manage Proposals” tab to go back to the application. Click the
“Edit” button to access the actual application. Enter the information requested in each applicable section of the new navigation bar that will be displayed to the left of the screen (see instructions described above in VI. FULL APPLICATION GUIDELINES).

Start and Continuation: Applicants may stop at any point, each time remembering to click the “Save” button before exiting, and continue/revise until clicking on the “Submit” button. When logging in to continue, click on the blue tab, “Manage Proposals” and then the “Edit” button. Do not start a new application.

Designating Access to Another: Complete Section #3 online if you wish to designate access to another individual, such as an assistant, who has registered on proposalCENTRAL. Enter the email address and in the “Permissions” column, then use the pulldown menu to select the type of access you wish to give.

Final Steps
a. Validate: Upon completing your application, click on the blue “Validate” button on the main screen. Attend to any omissions/errors as prompted onscreen, if prompted, and validate again.

b. Print face pages: After validation, follow the prompts to print the system-generated face page.

c. Submit: Click on the gray button with blue lettering. CFFT will not receive your application until and unless until and unless the “Submit” button is clicked.

Confirmation: Applicants will receive an e-mail confirmation from proposalCENTRAL (not from CFFT) 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.

d. Sign, scan and email the face page to awards@cfft.org. The Applicant/PI, as well as the authorized institutional official, must sign it. No hard copy is necessary.

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:
CFFT Grants and Contracts at awards@cfft.org or 301-841-2614
Please write, “Application Inquiry” in the subject line