



CYSTIC FIBROSIS FOUNDATION

EnVision CF: Emerging Leaders in CF Endocrinology II Program

POLICIES AND GUIDELINES

Published: April 4, 2019

Application Deadline: June 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. BACKGROUND AND AWARD OVERVIEW

The CFF recognizes the growing demand for physicians trained to address the unique endocrinologic needs of CF patients and the need for a greater endocrine focus in the clinical research enterprise. CFF releases this award to fund training for physicians interested in developing expertise in the endocrinologic care of patients with CF. CFF will award up to **\$43,000** per year for three years for salary support (including fringe benefits) and travel for the awardee. Of the \$43,000, up to **\$3,000** for travel may be requested each year for the awardee. Travel funds will cover the annual North American CF Conference (NACFC) each fall. The first of these NACFC meetings, October 31 – November 2, 2019 in Nashville, TN, will include a mandatory kick-off day for the EnVision CF program on October 30, 2019. The annual travel funding also includes support for a small group mentor meeting each spring. An additional 8% for indirect costs may be requested. This award is for approximately 20% protected time for three years.

III. ELIGIBILITY AND REQUIREMENTS

Eligibility

Applicants must be physicians trained in Internal Medicine or Pediatrics with a subspecialty certification in endocrinology or must be a physician trained in reproductive health. They must be an assistant professor at an academic institution associated with a CFF-accredited CF Care Center or Affiliate program and be within six years of completion of post-graduate training at program onset. Faculty further out from fellowship who are committed to a career focus change to include CF endocrinology will also be considered. Training and endocrinologic care of patients must be coordinated through a CFF-accredited Care Center or Affiliate program. Centers may submit a maximum of two applications, with only one each from a pediatric physician and an internal medicine physician from the same institution. Previous recipients of the EnVision award are not eligible to apply.

Summary of additional criteria:

1. Applicants must spend at least 10% of the time in CF clinical activities including CF endocrine or reproductive health clinic and other activities to increase their clinical understanding of this population (general CF clinic, CF inpatient rounds, and CF team conferences).
 - An additional 10% of time may be divided between CF clinical endocrinology care and CF scholarly activities.
2. Academic activities are expected. Examples include curriculum published on MedEdPORTAL, case reports, reviews, chapters, peer-reviewed publications, QI projects, individual clinical research projects, multicenter clinical projects, and bench research.

3. Applicants will be matched in clusters of 3-4 with a national expert mentor.
4. The applicant must be available to travel to a kick-off meeting on October 30, 2019 immediately preceding the NACFC meeting in Nashville, and attend two face-to-face program meetings per year:
 - North American CF Conference
 - Nashville, Tennessee October 31 – November 2, 2019
 - Phoenix, Arizona Oct 22-24, 2020
 - San Antonio, Texas Sept 30-Oct 2, 2021
 - A meeting with the small mentor group in the Spring
5. There will be a mandatory monthly webinar. Over the three year period each mentee will lead two webinars---one a journal club and one for case presentations. Journal clubs and case presentations will alternate monthly.
6. A letter of support from the CF Care Center Director AND a letter of support from the Chief of Endocrinology are required with the application.
 - The letter of support from the Division Chief must affirm the applicant's availability for the activities and meetings stated in this list. It must explicitly state the applicant's clinical responsibilities and guarantee the 20% protected time.
 - The letter of support from the CF Care Center Director or Affiliate Director must detail how the applicant will be integrated into the CF Care Center program.
7. Submission of annual progress reports as outlined in the award letter.

The applicant must explicitly agree to the following:

1. CF-CFRD/endo or CF reproductive health clinics, starting at half a day at least twice per month, and increasing as the practice builds; attending other clinical CF activities on non-clinic weekly half days.
2. Attend the kick-off meeting plus two face-to-face meetings per year as detailed above.
3. Attendance at eight of the ten monthly webinars per year (2nd Friday, 7:00am pacific, 9:00am central, 10:00am eastern).
4. Lead two webinars over the three year award period.
5. Monthly Skype or conference calls with assigned national faculty mentor.
6. At least one abstract must be presented at NACFC and one manuscript submitted over the three-year award period. These can be first author or collaborative submissions.

IV. REVIEW AND AWARD

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

Selection criteria is based on the following:

- The applicant's interest in CF (preference will be given to those who can show a history previous engagement with CF patients and projects as evidence of interest)
- The commitment of the CF Center Director to integrate the applicant into the CF clinic/program

- The Division Chief’s commitment to support and protect the time of the Emerging Leader in CF endocrinology
- Consideration will be given to distribution by adult/pediatric specialties, geographic distribution and need including the availability of CF endocrine support in the region, and area of academic interest across the spectrum of CF endocrine disease.

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

- Insufficient information or documentation
- Inadequate or absent documentation of the necessary skills, training and/or commitment to protected time
- Failure to meet all of the criteria described in this policies and guidelines statement
- Failure to describe career goals related to a long-term commitment to CF care/research
- Region already has sufficient endocrine coverage

V. SUBMISSION INFORMATION & GENERAL TIMELINE

Application Deadline: June 5, 2019 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	June 5, 2019
Peer Review Meeting.....	July 2019
Applicant Notified.....	July 2019
Start Date for Awarded Projects.....	September 1, 2019

VI. FULL 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
- Each section should be numbered individually

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.altum.com/>

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 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 **“EnVision CF: Emerging Leaders in CF Endocrinology II 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:** Select **“EnVision CF: Emerging Leaders in CF Endocrinology II Program”** from the drop-down menu in the **“Project Title”** 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), Biographical Sketches for Key Personnel, Other Support, Budget Detail, Budget Justification, Previous Training, Future Plans and Personal Statement, Curriculum Vitae, Proposed Mentoring Plan, and 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 Reference/Support:** Letters of Reference/Support must be submitted by the following individuals:
 - **A letter of support from the CF Center Director (required)**
 - The Emerging Leader is expected to spend at least 10% of time in CF clinical activities. The letter of support from the CF Center Director must document the structure of the CF endocrinology clinic (for example, embedded within the CF clinic or separate, but on the same floor), how CFRD education and carbohydrate counting instruction will be handled in clinic, and how the Emerging Leader will be integrated into the team on non-clinic days. Participation in local CF Center teaching activities, care conferences, quality improvement activities, and any other mentoring activities should be included.
 - **A letter of support from the Division Chief (required)**
 - The Division Chief’s letter must affirm a commitment to protect the applicant’s time for program activities including monthly webinars, twice yearly national meetings, at least 10% time for clinical activities, and up to 10% time for scholarly activities (20% total). The letter must describe the total protected time of the applicant including how many half-days of clinic per week are expected outside of the CF activities and how many weeks on service per year the applicant is expected to serve. The program provides mentorship and protected time for scholarly activities, but not funding for those activities. Please describe the internal sources of funding for scholarly activities, if available.
 - **Other letters of reference (optional, but recommended)**
 - Up to two letters of reference from individuals who are familiar with the applicant’s prior work record, interests, and abilities related to CF.

Invite Referees to Submit Letters of Reference/Support through proposalCENTRAL

Letters of Reference must be submitted electronically ONLY. To “invite” Referees, go to the “Letters of Reference/Support” section of the online application, and enter the email addresses of the individuals you have asked to submit letters. This will generate automated emails (with instructions) sent to each Referee through the proposalCENTRAL website. **The applicant should inform Referees to submit the letters at least one (1) week prior to the application deadline.** This helps to ensure that the letters have been uploaded before the application is submitted. Once the application has been submitted, no documents can be added.

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.

Note: Detailed Instructions on how to invite referees to submit the Letters of Reference/Support are also available in a downloadable document found in Section #2. 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. 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). All CFF EnVision CF Awards are for a maximum of three years. The total budget requested cannot exceed **\$43,000** per year for salary and travel (plus up to 8% indirect costs). Of the **\$43,000**, up to **\$3,000** per year may be requested for travel for required meetings. *Note: The Budget Detail and Budget Justification templates downloaded in Section #2 need to be completed and uploaded in Section #8 for each year of the award. The amounts included in this uploaded Budget Detail must match the amounts entered in the Budget Summary online.*
- 8. Training Program & 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, 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. Biographical Sketch(es) of Key Personnel (NIH template available for download)**
CFF defines "Key Project Personnel" as any individual with an advanced degree who will play an instrumental role in the research project. An NIH Biographical Sketch form should be completed for each key project personnel and uploaded as PDF. The maximum length for each biosketch is five (5) pages.
- B. Other Support (template available for download)**
Complete and upload the Other Support form for all key project personnel, beginning with the Applicant/Principal Investigator. 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.
- C. 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(s) match the amounts entered in the online

budget summary in Section #7).

- **Budget Detail – Direct Costs**

Salary & Benefits – Salary support and fringe benefits for the applicant, up to \$40,000 (Direct Costs) per year may be requested.

Travel – Awardees are required to attend the annual North American CF Conference and an annual spring mentor-mentee meeting. Up to \$3,000 may be requested for travel costs per year.

- **Budget Detail – Indirect Costs**

Indirect costs of up to eight percent (8%) may be requested from CFF per year for this program.

- **Budget Justification**

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

D. Previous Training, Future Plans and Personal Statement (template available for download)

Provide a brief description (not exceeding one page) of previous clinical training and scholarly training, especially in CF, and a summary of future career plans. This section should note previous and anticipated clinical activities in general and particularly those related to CF such as special training or clinics.

The personal statement should include descriptions of the following:

- Area(s) of focus in endocrinology and endocrine interest in CF
- Current clinical obligations, opportunity to see CF patients clinically, and involvement with the CF Center and how you see clinical care of patients with CF fitting into these obligations
- Current scholarly activities and how you see endocrinology fitting in
- Career goals related to a long-term commitment to CF research and care

E. Curriculum Vitae:

The following information should be included:

- Contact information
- Work experience
- Education
- Professional skills

F. Proposed Mentoring Plan (template available for download)

This section should be completed in conjunction with the CF Center or Affiliate Director. It should outline the plan for mentoring the applicant in the endocrinologic

care and general CF care of patients outside of the EnVision CF curriculum (not exceeding one page). Participation in local CF Center teaching activities, care conferences, quality improvement activities, attendance at the annual North American CF Conference and any other mentoring activities should be included.

G. Names and Addresses of References (template available for download)

List the names, titles, and contact information of the individuals who have been asked to submit Letters of Reference on the applicant's behalf. A PDF copy of the completed form should be uploaded. Though not required to submit Letters of Reference, Senior investigators should still check the box in the template that identifies them as Senior investigators and upload the form to proposalCENTRAL.

H. 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 are eligible to apply and 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.

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

11. 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 #8. Co-Principal Investigators, if any, are not expected to sign the Face Page. *Note: CFF will not submit applications for committee review if it does not have the Face Page on file signed by the Principal Investigator and Authorized Institutional Official.*

12. 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.

13. 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: Wednesday, June 5, 2019 at 5:00 PM (Eastern)

Applications must be submitted at proposalCENTRAL: <https://proposalcentral.altum.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)

Training Plan & Support Documents:

- Biographical Sketches for Key Personnel - (upload)
- Other Support (NIH Format) - (upload)
- Budget Detail for each year - (upload)
- Budget Justification for each year - (upload)
- Names and Addresses of References - (upload)
- Previous Training, Future Plans and Personal Statement - (upload)
- Curriculum Vitae – (upload)
- Proposed Mentoring Plan - (upload)
- Names and Addresses of References - (upload)
- Verification of Applicant Institution's Tax Status - (upload)
 - W-9
 - Federal (IRS) tax status letter