Program Name: CF Statistical Expertise and Network (CF StatNet) Award

Brief Program Overview/Description: This award will promote greater collaborative integration of statisticians and CF clinical investigators at TDN institutions by funding local statisticians and integrating them into the CF Statistical Research Network (CF StatNet).

Funding Amount: Funding for up to three (3) years may be requested for salary support for the named statistician-awardee (non-student). The amount of funding offered is per a tapered structure (Year 1 funding at a maximum of 35% Full-Time Effort (FTE); Year 2 funding at a maximum of 25% FTE, and Year 3 funding at a maximum of 20% FTE). Travel for the statistician-awardee of up to $3,000 per year may also be requested. In addition, there is also an optional 5% FTE per year available for the non-statistician Principle Investigator. Indirect costs are not allowed for this award.

Eligibility:
- Applications will be accepted from individuals at domestic academic institutions that are CF accredited Therapeutic Development Centers (TDCs).
- PI applicants must be U.S. citizens or U.S. permanent residents (i.e. applicants must have obtained permanent residency prior to the time of the application).
- Additional eligibility requirements can be found in Section IV below.

Key Dates:
- Published: February 25, 2020
- LOI Submission Deadline: March 24, 2020
- LOI Applicant Notified: Late-April 2020
- Full Application Deadline: June 22, 2020
- Committee Review Date: Late-July 2020
- Notification to Applicants: Early-August 2020
- Project Start Date: September 1, 2020

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I. **About the Cystic Fibrosis Foundation**
The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with CF the opportunity to lead long, fulfilling lives by funding research and drug development, partnering with the CF community, and advancing high-quality, specialized care.

To achieve this mission, various types of grants and awards are offered to support meritorious research in CF.

II. **Program and Award Overview**
This award will promote greater collaborative integration of statisticians and CF clinical investigators at TDN institutions by funding local statisticians and integrating them into the CF Statistical Research Network (CF StatNet).

Dedicated statistical expertise is increasingly important to conducting rigorous clinical research in CF. Most clinical investigators, regardless of experience level, lack adequate training to conduct studies without the assistance of a dedicated biostatistician to assist with the design, implementation, and analysis of results. This program is intended to attract existing statisticians into the local CF research communities by providing funded effort specific to CF clinical research at those sites. This activity may include analyses of existing data, assisting in the preparation of applications, designing and assisting with the conduction of prospective clinical studies, or data analysis and publication of new results.

Applications are encouraged from either CF clinical investigators who identify a faculty or staff statistician at their home institution or faculty statisticians who already have an existing relationship with the local CF Therapeutics Development Center (TDC).

The biostatistical faculty and staff at the CF Foundation’s TDN Coordinating Center (TDNCC) will engage recipients of this award to develop and expand the academic community of likeminded biostatistical researchers across the United States. This will include an annual CF biostatistics and epidemiology meeting in Seattle, Washington, dedicated meetings during the North American Cystic Fibrosis Conference (NACFC), and monthly webinars to share works-in-progress and research methods specific to biostatistics, study design, and outcomes in CF. This broader integration will help to develop a national network of experts capable of more effectively meeting the statistical needs in CF clinical research. This group will be poised to establish consensus and innovate methods applicable to a variety of CF clinical research outcomes in the years ahead.

Environment
TDCs that have pediatric and adult programs may apply separately for the award or may apply jointly if the intent is to share the Statistician-Awardee and collaborate on projects. If the adult and pediatric programs are applying separately, both programs should submit a separate application, budget, and budget justification. Their respective offices of research management should separately process the applications. For those centers where both programs apply, there is not guarantee that if one program receives the award that the other will be granted the award as well.

Duration and Effort
This is a non-renewable award for up to three (3) years. All funds must be used on behalf of the Statistician-Awardee. Support is divided into three distinct years that relate to the Statistician-Awardee’s progress in becoming an independent CF biostatistician. It is required that a minimum of 20% effort during the award be devoted to the research and collaboration with the CF Community. This award does not serve to fund research projects themselves. This award is not intended to fund more than one named Statistician-Awardee at each applying institution. This award does not fund effort of the Institutional-
Awardee (unless the applicant/PI is also serving as the Statistician-Awardee). This award does not fund students.

**Minimum Requirements**
Statisticians-Awardees must provide quarterly one-page progress reports to the CF StatNet Director and make every effort to participate in monthly teleconferences/webinars throughout the funding period and attend NACFC and TDNCC/University of Washington Biostatistical and Epidemiology Meeting in Year 1. Institutional Awardees must provide a two-page annual progress report each year for renewal. In addition, all awardees and institutions must comply with CFF award policies and Terms and Conditions.

**III. Funding Amount**
This program provides salary support for the named statistician-awardee in a tapered structure in addition to travel for meetings. Indirect costs are not allowed on this award. Students are not supported on this award.
- Year 1 funding is at a maximum of 35% FTE
- Year 2 funding is at a maximum of 25% FTE
- Year 3 funding is at a maximum of 20% FTE

The award will cover standard institutional fringe benefits for that salary. In accordance with NIH policy, salary requests may not use an institutional base salary in excess of the current federal salary cap of $197,300. Salaries may be supplemented by the applicant institution.

This program provides optional salary support for the non-statistician Principle Investigator (PI) up to a maximum of 5% FTE each year. Regardless of salary support requested, the PI is expected to regularly interact with the statistician-awardee in an effort to fully integrate her or him into the local CF research community and transition to additional external grant support during the award. PIs requesting salary support are expected to attend the majority of monthly conference calls, individually meet with the statistician-awardee regularly to review active projects, and work to ensure local faculty support. They are not expected to attend the in-person meetings in Seattle, WA.

**Direct costs may be requested for:**
- Salary and Benefits
- Travel

*Indirect costs are not an allowable cost for this award.*

**IV. Eligibility**
- Applications will be accepted from individuals at domestic academic institutions that are CF accredited Therapeutic Development Centers (TDCs).
- PI applicants must be U.S. citizens or U.S. permanent residents (i.e. applicants must have obtained permanent residency prior to the time of the application).
- Students are not supported by this program.

**Statistician-Awardee should:**
- Have a master’s degree or higher in statistics, biostatistics or a closely related area of study
- Have a staff or faculty appointment at the same institution as the CF clinical research investigators associated with the application
- Be employed at an institution that is a CFF accredited Therapeutic Development Center (TDC).
- Be able to devote at least 20% additional effort to their existing collaboration with the local and national CF clinical research community
• Aim to attend the North American Cystic Fibrosis Conference (NACFC) each year of the award and an additional two-day meeting of biostatisticians and epidemiologists in Seattle, WA in Year 1 (Years 2-3 optional).
  o NACFC for each year awarded
    ▪ Year 1 - October 22-24, 2020 Phoenix, AZ (highly recommended)
    ▪ Year 2 - September 30-October 2, 2021 San Antonio, TX (highly recommended)
    ▪ Year 3 - November 3-5, 2022 Philadelphia, PA (highly recommended)
  o TDNCC/University of Washington Biostatistical and Epidemiology Meeting for each year awarded
    ▪ Year 1 - July 22-23, 2021 in Seattle, WA (mandatory)
    ▪ Year 2 - July 21-22, 2022 in Seattle, WA (optional)
    ▪ Year 3 – TBD (optional)

V. Mentorship Requirements

Institutional Awardee (PI) should:
• Have a faculty appointment at a domestic academic institution affiliated with an accredited CF Therapeutics Development Center (TDC)
  AND
• Be engaged in CF clinical research
  AND
• Have a master’s degree or higher in statistics, biostatistics or a closely related area of study
  OR
• Name a Statistician-Awardee meeting the requirements below.

VI. Goals of Research Currently of Interest to CFF/Priority Areas

Areas of Interest
• The CF Foundation seeks applications for the Clinical Research Award from all areas of clinical research that will have an impact on the lives of people with CF. However, the following research areas are of particular interest to the CF Foundation as they will address critical needs of people with CF:
  • Studies that investigate CF disease complications (lung, GI tract, liver, pancreas, reproduction, mental health, endocrine etc.)
  • Strategies to improve care and quality of life of people with CF
  • Assessment and validation of biomarkers, clinical trial tools, outcome measures and efficacy endpoints
  • Translational or clinical studies in lung transplant research
  • Characterization of CF disease manifestations and management in the era of highly effective modulator therapy
  • Novel interventions that improve CF patient care and outcomes
  • Studies designed to translate laboratory findings of disease pathogenesis/treatment to clinical evaluation

Areas of Encouragement
In addition to CF Foundation Areas of Interest, extensive survey input from the CF community (people with CF, family members and caregivers) have identified key research Areas of Encouragement that are most important to them. The areas selected by the CF community are listed below in order of prioritization. Applications may address any topic area advancing CF care, treatment, or research. However, applications addressing the following areas in CF are particularly encouraged:
• Respiratory Microorganism Detection and Treatment
• Gastrointestinal symptoms (including, but not limited to, GERD, DIOS, and Pancreatitis)
• Reducing Treatment Burden
• CF-related Diabetes
• Diet and Nutrition
• Mental Health
• CF-related Liver Disease (including cirrhosis and non-cirrhosis, gall stones, hepatic steatosis, and other clinical manifestations of portal hypertension)
• Exercise
• Sinus Disease
• Allergies and Asthma
• Alternative/Holistic Treatments and Therapies
• Sexual Reproductive Health
• Bone/Joint Health
• Pain Management

VII. Review and Award
A limited number of awards will be granted each year. Priority will be given to applications that support, teams of CF clinical investigators.

The CF StatNet 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.

Funding of awards is approved by the CFF Board of Directors and is based on the availability of funds, priority score assigned to each application, and recommendations of the CF StatNet review committee, and CFF Program Officers. All awards are subject to compliance with applicable regulations and CFF policies.

Payments for successful applications are made quarterly in arrears to the Awardee Institution and not to the individual applicant. Payments are subject to various contingencies, such as signed assurances, progress reports, and financial reports. Brief annual reports of productivity will be used to determine award renewals for the three (3) year period of funding.

*CFF may withdraw applications receiving low scores, and/or those deemed nonresponsive to the program announcement. In these cases, CFF will notify applicants if their application has been withdrawn without discussion.*

VIII. Submission Information

A Letter of Intent (LOI) must be submitted and approved prior to submitting a Full Application

Submit online through proposalCENTRAL: https://proposalcentral.com/
(Refer to Section IX and X 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.

General Timeline:
LOI Submission Deadline ________________________________ March 24, 2020
LOI Applicant Notified ________________________________ Late-April 2020
Full Application Deadline ______________________________ June 22, 2020
Committee Review Date ________________________________ Late-July 2020
Notification to Applicants ______________________________ Early-August 2020
Earliest Project Start Date ______________________________ September 1, 2020
IX. Letter of Intent (LOI) Guidelines

LOIs Submission Deadline: Monday, March 23, 2020 at 5:00 PM (EST)

LOI’s must be submitted online at proposalCENTRAL: https://proposalcentral.com/

An LOI will be considered incomplete if it fails to comply with these instructions, or if the submitted material is insufficient to permit adequate review. CFF reviews LOIs electronically, and only documents submitted online at proposalCENTRAL will be reviewed. Late applications will not be accepted, and the deadline will not be waived.

Documents should be typed using:
- Font: Times New Roman 12 or Arial 11
- Margins: No less than a half inch on each side

Log-in at proposalCENTRAL: https://proposalcentral.com/

First-time applicants must register to create a username 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 “CF Statistical Expertise and Network (CF StatNet) Award” 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.

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**: Enter the title of your project.

2. **Download Templates & Instructions**: Download the available templates applicable to the project, fill them out and upload them when completed in Section #6. Templates available include:
   - LOI Cover Sheet
   - LOI Project Description
   - Biographical Sketches of Key Personnel

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 information in the required fields and click “Save”.

5. **Institution:** If a profile was completed upon registration, the applicant’s/PI’s 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. **Attachments:** Complete the templates downloaded from Section #2 and upload them here as PDF documents. Below are instructions specific to each template.

   A. **LOI Cover Sheet (template available for download)**
      The Institutional Awardee and Statistician-Awardee are required to sign where indicated. The Awardee Institution’s Authorized Institutional Official’s signature is not required for the LOI.

   B. **LOI Project Description (template available for download)**
      Maximum one (1) page. The project description should include the following information:
      1. A description of the applicant’s interest in the CF StatNet Award, and how this award will enrich the TDC’s clinical research profile.
      2. A description of the Statistician-Awardee’s qualifications and existing or planned working relationship with the applicant/TDC research team.
      3. A brief description of the clinical researchers and studies proposed to benefit from this award.

   C. **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.

7. **Validate:** Upon completing your LOI, click on the “Validate” button on the main screen. Attend to any omissions/errors as prompted onscreen, and then click “Validate” again.

8. **Print Face Pages:** Face Pages are not required for an LOI. Continue to Section #9.

9. **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 LOI was successfully submitted. This e-mail will be your only acknowledgement. If you do not receive this confirmation, please contact proposalCENTRAL immediately to ensure the application was submitted.

X. **Full Application Guidelines**

   **Full Application Deadline:** Monday, June 22, 2020 at 5:00 PM (EST)

   Applications must be submitted online at proposalCENTRAL: https://proposalcentral.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 as shown in Section XIII. ELECTRONIC APPLICATION CHECKLIST.

Log-in at proposalCENTRAL: https://proposalcentral.com/

First-time applicants must register to create a username 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 “CF Statistical Expertise and Network (CF StatNet) Award” 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.

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: Enter the title of your project and indicate whether this is a resubmission of a previous application.

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:
   - Proposed Plan
   - Budget Detail
   - Budget Justification
   - Biographical Sketch(es) of Key Personnel
   - Other Support
   - 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. 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 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 Support/Reference:** Letters of Reference and/or Support and Personal Statements are weighted heavily during the review. At least two (2) letters are required. Letters must be submitted by the following individuals:
   - **Statistician-Awardee Personal Statement:** describes their qualifications/expertise and the environment that would support the application and collaboration with the local CF investigators and also the national CF StatNet Network.
   - **Local CF clinical investigator(s) Letter of Reference/Support:** describe the proposed projects that the Institutional Awardee and Statistician-Awardee would work on and the collaboration with themselves and other local CF investigators

Enter the email addresses of the individuals who will be asked to submit Letters of Reference for the applicant. Automated emails (with instructions) will be sent to each Referee through the proposalCENTRAL website. **The letters must be uploaded by the referees prior to submitting the application, preferably one (1) week before the application deadline.** Additionally, applicants must complete the “Names and Addresses of References” template and upload it in Section #8.

**Note:** Detailed Instructions on how to invite referees to submit the letters of reference 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 the support requested by completing the applicable online fields (Period 1, Period 2, Period 3). The total budget requested cannot exceed the percent effort as noted in the tapered salary structure (Year 1 - 35% FTE, Year 2 - 25% FTE, and Year 3 - 20% FTE) of the NIH salary cap $197,300 plus fringe benefits, plus an additional $3,000 stipend travel expenditures per Statistician-Awardee per year. The PI must commit 0.2-0.5% effort with a $0 salary request to support the statistician on the award with the expectation that the PI will:
   - Attend the majority of calls
   - Meet with the Statistician-Awardee regularly to review projects
   - Ensure the Statistician-Awardee has local faculty support

8. **Proposed Plan & 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. Proposed Plan (template available for download)**
   - At the top of each page, type the PI’s name. Each page must be sequentially numbered at the bottom.
   - **Page limit:** Five (5) single-sided pages, not including the Literature Cited. Applications exceeding this page limit will not be reviewed. Include sufficient information to permit effective review without reference to previous applications. Information should be presented in a clear and concise manner, while being specific and informative.
a. **Statistician-Awardee Applicant:** Review background, position and any previous collaborative work in CF clinical research. Biostatistical and clinical research expertise outside of, or complementary to CF that would enrich the CF team may also be highlighted. Applications should include a description of the candidate and how his or her additional protected effort will be used to directly integrate with the local CF clinical research team.

b. **Significance of Award:** Specifically describe how this award would bolster the local research community and enhance or extend existing research capabilities and productivity.

c. **Plan for Sustainability:** Describe plans to incorporate the Statistician-Awardee into future research projects, grant support, and any other local or regional/national CF research activities.

d. **The Local CF Clinical Research Environment:** Review the local CF investigators and ongoing or planned clinical research projects. Highlight areas of need or opportunity for additional biostatistical support. This information should be provided regardless of whether the CF clinical investigator or Statistician-Awardee apply as the Institutional Awardee for the grant.

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

Fill out the Budget Detail and Budget Justification templates individually for each year of support requested. In the space provided on the templates, indicate the year 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 in the online budget summary in Section #7).

**Budget Detail – Direct Costs Only**

**Salaries & Benefits** - List the name and position of the person involved in the project. 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, the institutional base salary of an individual may not exceed the current federal salary cap of $197,300. The total budget requested cannot exceed the percent effort as noted in the tapered salary structure (Year 1 - 35% FTE, Year 2 - 25% FTE, and Year 3 - 20% FTE) of the $197,300 salary cap plus fringe benefits and $3,000 for travel expenditures per year. 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** – Travel funds may be requested for award-related travel costs for the following:

- **Year 1**
  - NACFC October 22-24, 2020 in Phoenix, AZ (highly recommended but not mandatory)
  - TDNCC/University of Washington Biostatistical & Epidemiology July 22-23, 2021 in Seattle, WA (mandatory)

- **Year 2**
  - NACFC September 30-October 2, 2021 in San Antonio, TX (recommended)
  - TDNCC/UW Biostatistical & Epidemiology July 21-22, 2022 in Seattle, WA (optional)
  - Other statistical conference of choice if not traveling to UW Biostat/Epi conference

- **Year 3**
  - NACFC November 3-5, 2022 Philadelphia PA (recommended)
  - TDNCC/UW Biostatistical & Epidemiology July TBD 2023 in Seattle, WA (optional)
  - Other statistical conference of choice if not traveling to UW Biostat/Epi conference

**Note:** Travel expenses may not exceed $3,000 per year for the statistician’s travel to the above meetings. Registration fees associated with attending NACFC and the TDNCC/UW Biostatistical and Epidemiology Meeting are in addition to this allowance and should be listed under “Other Expenses.” Additionally, expenses for travel outside the North American continent, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses without prior written approval from the CFF Grants and Contracts Office.
Other Expenses – Other expenses may include NACFC conference registration fees. *Indirect costs are not an allowable cost for this award.*

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

C. Biographical Sketch(es) of PI Institutional Awardee and Statistician-Awardee (NIH template available for download)
An NIH Biographical Sketch form should be completed for each awardee and uploaded as PDF. The maximum length for each biosketch is five (5) pages.

D. Other Support (template available for download)
Complete and upload an “Other Support” form, for the statistician awardee. There is no page limitation.

E. Names and Addresses of References and/or Letters of Support (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.

F. Verification of Applicant’s Tax Status (upload as PDF document)
The 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 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 Grants and Contracts Office.

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

10. **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.

11. **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.

12. **Submit:** Click on the gray button with blue lettering. **Submit**  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.
XI. Other Information
   *Not applicable to this RFA*

XII. Contact Information

   **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
XIII. Electronic Application Checklist

**LOI Submission Deadline:** Monday, March 23, 2020 at 5:00 PM (EST)
**Full Application Deadline:** Monday, June 22, 2020 at 5:00 PM (EST)

Application must be submitted online at proposalCENTRAL: [https://proposalcentral.com/](https://proposalcentral.com/)

**LETTER OF INTENT**
- Signed LOI Cover Sheet - (upload)
- LOI Project Description - (upload)
- Biographical Sketch(es) of Key Personnel – (upload)

**FULL APPLICATION**
Face Page (upload) which includes:
- Signatures
  - Principal Investigator (Co-PI’s are not required to sign)
  - The Official authorized to sign on behalf of the Applicant Institution
- Applicant/PI information - (online)
- Complete Institution and PI Contact information, including correct mailing address - (online)

**Research Plan, Supporting Documents and Appendix:**
- Proposed Plan - (upload)
  - Statistician-Awardee Applicant
  - Significance of Award
  - Plan for Sustainability
  - The Local CF Clinical Research Environment
- Budget Detail for each year - (upload)
- Budget Justification for each year - (upload)
- Biographical Sketch(es) of Key Personnel - (upload)
- Other Support for all key personnel (NIH Format) - (upload)
- Names and Addresses of References for Junior Investigators - (upload)
- Verification of Applicant Institution’s Tax Status - (upload)
  - W-9
  - 501(c)3, IRS Form 147C or equivalent tax status letter