



**Program Name:** Student Loan Repayment Program

**Program Overview/Description:**

The Cystic Fibrosis Foundation (CFF) offers eligible awardees assistance with student loan payments for educational loans acquired in the pursuit of a graduate-level degree.

**Funding Amount:**

- The maximum award amount is \$14,000 per year for actual student loan debt existing during the Award Period for the associated Eligible Award. Applications requesting reimbursement beyond this threshold will be capped at the maximum award amount.
- Indirect costs are not allowable for this program.
- The award will be made as a single payment, paid to the individual.
- In addition to the award amount, CFF will provide a supplement of twenty-five percent (25%) of the approved award amount to offset any financial obligations incurred by the Awardee as a result of accepting this award.

**Eligibility Requirements:**

- Applicants must be a current recipient with an active CFF award for one of the following programs (“Eligible Award”):
  - First, Second, Third, Fourth, and Fifth Year Clinical Fellows
  - Harry Shwachman CF Clinical Investigator
  - LeRoy Matthews Physician-Scientist
- Applications may be submitted at any time during the Award Period and up to 120 days after the Award Period ends for the associated Eligible Award (from one of the programs noted above)
- *Additional eligibility requirements can be found in Section IV below.*

**Key Dates:**

Published	March 16, 2020
Application Deadline	During, and up to 120 days after the Award Period ends for the associated Eligible Award

**Table of Contents:**

- I. [About the Cystic Fibrosis Foundation](#)
- II. [Program Overview](#)
- III. [Funding Amounts](#)
- IV. [Eligibility Requirements](#)
- V. Mentorship Requirements
- VI. [Goals of Research Currently of Interest to CFF/Priority Areas](#)
- VII. [Review and Award](#)
- VIII. [Submission Information](#)
- IX. Letter of Intent Guidelines
- X. [Full Application Guidelines](#)
- XI. [Other Information](#)
- XII. [Contact Information](#)

## 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 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 awards are offered to support meritorious research ranging from basic laboratory investigation to clinical management of CF.

## II. Program Overview

### Physician Training and Career Development Programs Overview

CF Foundation's Physician Training & Career Development Programs (PTPs) aim to attract, develop, and retain exceptional clinicians and investigators into cystic fibrosis to address the evolving needs of the CF community. The PTPs ensure that there is physician workforce that meets the healthcare and research needs of the CF Community by requesting applications for the 1st/2nd Year Clinical Fellowship Award, the 3rd/4th Year Clinical Fellowship Award, the 5th Year Clinical Fellowship Award, the Harry Shwachman Clinical Investigator Award (HAS), and the LeRoy Matthews Physician-Scientist Award (LMA), annually.

### Student Loan Repayment Program Overview

The rising costs of advanced education and medical training have had a real and significant impact on physician scientists' ability to initiate and maintain research careers. In an effort to further support and develop a cohort of successful CF-focused physician scientists, the CFF is committed to helping reduce this burden.

Recipients of CFF Physician Training and Career Development Program Awards are welcome to apply to the Student Loan Repayment Program once each year (excluding No-Cost Extensions) the Eligible Award is active and in good standing with the CFF in order to offset the costs associated with graduate/medical school loans.

Ongoing support under this program is dependent on CFF receiving documentation confirming the prior year funds were applied to the eligible student loan debt.

## III. Funding Amounts

- The maximum award amount is US\$14,000 per year for actual student loan debt existing during the Award Period for the associated eligible award. Applications requesting reimbursement beyond this threshold will be capped at the maximum award amount.
- Indirect costs are not allowable for this program.
- The award will be made as a single payment, paid to the individual.
- In addition to the award amount, CFF will provide a supplement of twenty-five percent (25%) of the approved award amount to offset any financial obligations incurred by the Awardee as a result of accepting this award.

Please note, CFF does not provide tax, legal or accounting advice. Applicants should consult their own tax, legal, and accounting advisors with any questions regarding tax liabilities associated with accepting this award.

## IV. Eligibility Requirements

- Applicants must be a current recipient with an active CFF award for one of the following programs:

- First, Second, Third, Fourth, and Fifth Year Clinical Fellows
- Harry Shwachman CF Clinical Investigator
- LeRoy Matthews Physician-Scientist
- Awards issued under the above programs for the 2019 – 2020 Award Period and thereafter are eligible for repayment under this program
- Applications may be submitted at any time during the Award Period and up to 120 days after the Award Period ends for the associated Eligible Award (from one of the programs noted above)
- Support under this program is solely for student loan debt existing during the Award Period of the associated Eligible Award
- Subsidized and undergraduate student loans are not eligible

**Note:** CFF requires the applicant demonstrate that the award amount (excluding the 25% supplement) was applied to reduce the student loan debt. Subsequent support under this program is dependent on CFF receiving documentation confirming the prior year funds were applied to the eligible student loan debt.

#### **V. Mentorship Requirements**

*Not applicable to this RFA*

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

*Not applicable to this RFA*

#### **VII. Review and Award**

Applications are accepted throughout the year but must be submitted within 120 days of the Award Period end date for the associated Eligible Award. Applications are reviewed internally by CFF and funding is approved by the CFF Board of Directors based on the availability of funds. All awards are subject to compliance with applicable regulations and CFF policies.

#### **VIII. Submission Information**

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

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.

#### **IX. Letter of Intent Guidelines**

*Not applicable to this RFA*

#### **X. Full Application Guidelines**

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.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 already registered and cannot remember your password, click on the “Forgot Your Username/Password?” link below the

“Application Login” fields. Note: Use the Customer Service link on the top right of each screen as needed.

Award opportunities, including this RFP, 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 “Student Loan Repayment” 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:** Please select “Student Loan Repayment” from the drop-down menu.
2. **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**”.
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. **Supporting Documents:** 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.

**A. Proof of Student Loan Debt (upload as a PDF file)**

Each applicant must upload an official current statement from their student loan provider (may include public or private student loans) that includes the following information:

- Name of student loan provider
- Applicant’s name
- Type of loan (subsidized and undergraduate student loans are not eligible)
- Remaining student loan debt

**B. Letter Requesting Payment (upload as a PDF file)**

A letter from the applicant requesting up to \$14,000 to apply toward student loan debt. In addition, please provide the following information:


- Award number of the associated Eligible Award
- Award and Project Periods for the associated Eligible Award
- Graduate degree(s) associated with the student loan

**C. Applicant's W-9 (upload as a PDF file)**

The CFF Grants and Contracts Office must have a copy of the applicant's W-9 and will not issue Award Letters to Awardees if this document is not received and on file.

**D. Proof of Student Loan Repayment (upload as a PDF file, if applicable)**

Previous recipients of CFF Student Loan Repayment Awards must demonstrate that prior year's support has been applied to the eligible student loan debt.

5. **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, title of application, etc.). The Face Page must be signed by the Applicant and uploaded in Section 4.
6. **Validate:** Upon completing your application, click on the "Validate" button on the main screen. Attend to any omissions/errors as prompted onscreen, and then click "Validate" again.
7. **Submit:** Click on the gray button with blue lettering.  CFF will not receive your application until and 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](mailto:pcsupport@altum.com)  
800-875-2562 on weekdays, 8:00 AM to 5:00 PM (Eastern)

For program/content information:  
CFF Grants and Contracts Office at [grants@cff.org](mailto:grants@cff.org)  
301-841-2614