

Frequently Asked Questions

General Application

Does it matter which Biosketch template I use?

You may use the template provided in [proposalCENTRAL](#) or the [current template](#) used by NIH. Either one will be accepted.

I work at a care center. Whom do I contact if I have questions?

- For questions about deliverables and payments, contact grants@cff.org.
- For questions regarding the number of patients and the dollar amount of the award, contact reghelp@cff.org.
- For questions regarding application issues and submission, contact cffcenterassist@cff.org.

How do you define a “collaborative project”?

Collaborative projects typically involve two investigators from two different institutions. If there are two principal investigators (PIs) from the same institution (Co-PIs), a single application may be submitted. However, both investigators need to be listed within the application research plan, budget, etc.

How do you determine whether an investigator is independent or not?

If the institution considers the researcher a PI who is independent and allowed to submit grants, he or she is considered independent. However, if the institution considers the researcher a trainee, he or she is not considered to be independent.

What additional requirements are needed for investigators new to CF research?

A new investigator will need to provide a letter of support from a cystic fibrosis investigator. This letter should describe how the proposed work is relevant to cystic fibrosis and how the collaborator will assist the investigator with the research project. This additional letter of support is not required for experienced cystic fibrosis investigators. However, please refer to program guidelines for specific guidance.

Do I need to have IRB approval prior to submitting my application?

We recommend obtaining approval prior to application submission, but it is not required. However, we do require IRB approval to release payments once the application has been selected for funding. Applicants must indicate the status of their IRB submission at the time of the application in the “Organizational Assurances” section found on [proposalCENTRAL](#).

Is more than one person from an institution able to apply to the same funding opportunity?

A number of our programs allow more than one individual from the same institution to apply to the same funding opportunity, but please refer to program guidelines for specific guidance.

My institution is not based in the United States. Can I still apply?

International applicants are welcome to apply to a number of our programs, unless stated otherwise in the application guidelines. International applicants must complete the International Institution Form and provide the following supporting documents:

- A copy of the institution's most recent mission statement
- A copy of the institution's tax exemption letter or equivalent, if the institution is a nonprofit
- A brief description of other sources of support — such as official grants, private endowments, and commercial activities — received by the institution
- A copy of the institution's Standard Operating Procedure(s) or relevant policy to ensure that funds provided are not distributed to terrorists or their support networks, nor are funds used for activities that support terrorism or terrorist organizations
- For-profit institutions must submit a complete list of key employees, members of the governing board, and/or other senior management.

Whom do I contact if I have a question about patents or intellectual property?

Please forward all questions related to these topics to grants@cff.org.

How do I submit budget information for my sub-award?

The primary institution will need to submit a budget for the institution and upload a separate budget for the sub-award. The primary institution budget needs to include the total costs (direct and indirect) for the sub-award under the "other expenses" portion. Please remember that submitting institutions can only request indirects on the first \$25,000 of each subcontract.

Can you provide me with either an example of a successful application for this award or a list of previous awardees of this program?

We do not provide information regarding previous awardees or give out examples of successful applications. This information is confidential.

What is included in travel costs?

Travel costs include hotel, transportation, and meals. Additional upgrades to flights and other modes of transportation are not covered by the Cystic Fibrosis Foundation. Please refer to program guidelines for a full explanation of allowable expenses.



Registration fees should be included under “other expenses.” Per diem rates will not be accepted, and receipts must be available upon request.

Program-Specific Questions

Mental Health Coordinator, Pharmacy, Physical Therapist, and ARC (Additional Research Coordinator)

[How does the Cystic Fibrosis Foundation define “existing full-time staff in their current role”?](#)
An individual may be hired to fulfill the new role, OR grant funds may be used for existing staff members if they are taking on new roles for their position. Funding may not be used to cover existing staff in their current roles as dictated in the guidelines.