



**Program Name:** Patient-Centered Outcomes Research (PCOR) Request for Information (RFI)

**Brief Program Overview/Description:** The CFF has historically demonstrated a commitment to the values of PCOR, developing programs such as Community Voice and Research Voice to provide people with CF and their family members an opportunity to provide feedback that drives initiatives, Foundation priorities, and research projects. While these programs are available to researchers and a PCOR approach is particularly encouraged in Clinical and Care-focused research, the CFF does not provide PCOR training or offer a PCOR-focused program. The intent of this RFI is to assess whether a committed PCOR training mechanism or PCOR program would be utilized by the CF research community and contribute to the goals and mission of the Foundation.

**Funding Amount:** *Not Applicable to this RFI.*

**Eligibility:** *Not Applicable to this RFI.*

**Key Dates:**

Published	December 9, 2020
LOI Submission Deadline	N/A
LOI Applicant Notified	N/A
Full Application Deadline	January 29, 2021
Committee Review Date	N/A
Notification to Applicants	N/A
Project Start Date	N/A

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## 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. Program and Award Overview

The purpose of this Request for Information (RFI) is to solicit public input to inform the development of a [Patient-Centered Outcomes Research](#) (PCOR) effort by the CFF. The information respondents provide will help determine the need and interest in PCOR linked to CFF priorities and identify whether specific PCOR training or funding opportunities should be developed. This information may be used to inform the development of competitive PCOR related RFAs.

**\*Please note: Although the guidelines and online instructions below use the terms “application” and “proposal,” please keep in mind this RFI is for information and planning purposes only and shall not be construed as a solicitation, grant, or cooperative agreement, or as an obligation on the part of the Cystic Fibrosis Foundation to provide support for any ideas identified in response to it. The responses will be reviewed by CFF staff, and individual feedback will not be provided to any responder. Do not include any proprietary, confidential, or sensitive information in your response.**

The CFF has historically demonstrated a commitment to the values of PCOR, developing programs such as Community Voice and Research Voice to provide people with CF and their family members an opportunity to provide feedback that drives initiatives, Foundation priorities, and research projects. While these programs are available to researchers and a PCOR approach is particularly encouraged in Clinical and Care-focused research, the CFF does not provide PCOR training or offer a PCOR-focused program.

The intent of this RFI is to assess whether a committed PCOR training mechanism or PCOR program would be utilized by the CF research community and contribute to the goals and mission of the Foundation.

## III. Funding Amounts

*Not applicable to this RFI*

## IV. Eligibility

*Not applicable to this RFI.*

## V. Mentorship Requirements

*Not applicable to this RFI.*

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

*Not applicable to this RFI.*

## VII. Review and Award

*Not applicable to this RFI.*

## VIII. Submission Information

Submit online through: <https://proposalcentral.altum.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.

**General Timeline:**

Application Deadline_____	January 29, 2021
Committee Review Date_____	N/A
Notification to Applicants_____	N/A
Start Date for Awarded Projects_____	N/A

**IX. Letter of Intent Guidelines**

*Not applicable to this RFI*

**X. Full Application Guidelines**

**Submissions are accepted through Friday January 29, 2021 at 5:00 PM (Eastern)**

Responses to this RFI must be submitted online at proposalCENTRAL: <https://proposalcentral.altum.com/>

CFF accepts submissions electronically, and only documents submitted online at proposalCENTRAL will be accepted.

Log-in at proposalCENTRAL: <https://proposalcentral.altum.com/>

First-time users must register to create a user name and password for proposalCENTRAL and will need to complete a profile online before submission. If you are already registered and cannot remember your password, click on the **“Forgot Your Username/Password?”** link below the **“Application Login”** fields.

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 **“Patient-Centered Outcomes Research (PCOR) Request for Information (RFI) ”**. Click on the **“Apply Now”** button in the column on the far right to open the submission screen.

Respondents 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 submission screen. Click on each section and follow the directions.

1. Title Page: Select “PCOR RFI” from the drop-down menu in the “Project Title” field and click the “Save” button.
2. Download Template(s): Download the CFF PCOR Landscape Form, fill the form out, save as a PDF file, and upload the form when completed in Section #6.
3. Enable Other Users 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 contribute to the submission. Click on “Accept Changes”.

4. Applicant: 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 user’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. Select the “Type of Entity” (i.e. federal, state, private, etc.) from the dropdown menu.
6. RFI Response: In this section, upload the completed form downloaded in Section #2 above in PDF format. Click on “Attach Files” and in the next screen select the attachment type from the pulldown menu, enter a description for the attachment in the corresponding field, choose the file to be uploaded. Click “Upload and Continue”. Click the “Back” button when the required file has been uploaded to go back to the main screen.
  - A. CFF PCOR Landscape Form (template available online): This form contains a series of questions and prompts that will help us assess the need for PCOR related support and/or training. Please complete, save, and submit the pdf form.
7. Applicant Data Sheet: Fill in the required fields, save and exit.
8. 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.
9. Print Submission Pages: Signature Pages are not required for submitting this RFI. However, by clicking the “Print Signature Pages with Attachments” button, users can take advantage of this section to generate and save a downloadable PDF file of the completed submission.
10. Submit: Click on the blue button with white lettering.  CFF will not receive your RFI unless the “Submit” button is clicked.

**Confirmation:** Respondents will receive an e-mail confirmation from proposalCENTRAL (not from CFF) that the RFI 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.