Program Name: Travel Award Supplement for Off-Site Research and Research Training

Brief Program Overview/Description: This travel award supplement is intended to support Ph.D. students, postdoctoral fellows, and junior faculty participating in off-site training opportunities to learn new research skills and techniques to advance their research experience or to perform studies that cannot be performed at their host institution but are necessary to advance their research project.

Funding Amount: The maximum award amount is $3,000 (Direct Costs Only); indirect costs are not allowable. Applications requesting support beyond $3,000 may be considered with an appropriate justification of costs.

Eligibility:
- Applicants must be an active research scientist on a CF project (which may be in the form of a thesis/dissertation project or a funded fellowship or research grant) with at least one year of research experience at the Ph.D. student level.
- Applicants may be either U.S. citizens, permanent residents, or non-U.S. citizens. International applicants working in the U.S. must have the ability to obtain the appropriate visas, as applicable.
- International applicants and institutions are required to submit additional information in accordance with U.S. anti-terrorist restrictions.
- Additional eligibility requirements are outlined below in Section IV.

Key Dates:

Published	June 24, 2020
LOI Submission Deadline	N/A
LOI Applicant Notified	N/A
Full Application Deadline	Rolling
Committee Review Date	N/A
Notification to Applicants	12 to 16 weeks post submission
Project Start Date	As determined by applicant

Table of Contents:

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**
The ability to receive in-person training from investigators skilled in new research approaches and techniques can greatly reduce the time it takes to establish them in a lab and improve the chances of successful integration. Additionally, some techniques or experimental approaches may not always be easily transferable to other institutions and therefore may require the research to be performed at off-site facilities or collaborating laboratories to advance a project (e.g., high-resolution imaging modalities).

This travel award supplement is intended to support Ph.D. students, postdoctoral fellows, and junior faculty participating in off-site training opportunities to learn new research skills and techniques to advance their research experience or to perform studies that cannot be performed at their host institution but are necessary to advance their research project. These opportunities may occur through hands-on workshops or exchange programs with other laboratories. Examples of hands-on workshops that may be supported through this funding mechanism include the Marine Biological Laboratory (MBL) and the European Cystic Fibrosis Society (ECFS) sponsored hands on trainings.

During residence at the training laboratory or training course, the trainees should become familiar with the proper use of the assay, technique, or model, and learn how to collect, analyze, and interpret data. For research techniques that are transferable, by the end of the training period, the awardee should be sufficiently trained in all aspects necessary to bring the technology/approach back to their institution and perform studies in their laboratory, including the ability to troubleshoot with minimal reliance on the host laboratory.

Applications to support participation in or attendance at scientific research conferences will not be considered through this award mechanism.

III. **Funding Amount**
- The maximum award amount is $3,000. Applications requesting request reimbursement beyond $3,000 may be considered with an appropriate justification of charges.
- Indirect costs are not allowable for this program.
- The project duration (project period) should be at least one (1) week; not to exceed one (1) year in duration.
- Support under this program is for travel expenses only.
- The award will be paid to the Awardee Institution.

IV. **Eligibility**
- Applicants must be an active research scientist on a CF project (which may be in the form of a thesis/dissertation project or a funded fellowship or research grant) with at least one year of research experience at the Ph.D. student level.
- Applicants may be either U.S. citizens, permanent residents, or non-U.S. citizens. International applicants working in the U.S. must have the ability to obtain the appropriate visas, as applicable.
- International applicants and institutions are required to submit additional information in accordance with U.S. anti-terrorist restrictions.

- Applications to visit laboratories in the context of an existing long-term collaboration or involving previous exchanges of scientists have a low priority for funding.
- Awards are not transferable.

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 should be submitted at least three (3) months prior to the projected start date of the project. CFF staff reviews applications and awards are made on the basis of individual and institutional merit and relevance of the project to advance the CFF mission. In general, applicants will be notified whether applications have been approved or declined by e-mail within six (6) weeks from submitting the application.

If awarded, payments will be made to the Awardee Institution in two (2) equal installments in accordance with the terms and conditions of the award. The final installment will be issued after submission and approval of a final progress report and expenditure report. The final report must be submitted within 3 months of completing the research visit. The report should summarize the results as well as possible plans for further work to be undertaken.

Applications will be evaluated on the following criteria:
- The quality of the project, alignment of the project with CF Foundation research priorities, and the necessity of the research training or research experience proposed for this award in advancing the project will be weighted heavily in the review. Factors that will be considered include the feasibility and depth of the training during the proposed period, novelty of the assay/technique, and necessity of off-site training for learning/performing the research (rather than learning directly from the literature or through telephone/video conferencing).
- The suitability of the host laboratory for the proposed work.
- The value of the exchange for the laboratories involved (expertise or technology transfer, collaboration, co-publication).
- The qualifications of the candidate at their career stage.

VIII. Submission Information

Application Deadline (rolling): through December 31, 2020 at 5:00 PM (EST)

Submit online through proposalCENTRAL: https://proposalcentral.com/
(Refer to Section 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:
Application Deadline _____ Rolling
Review _____ N/A
Notification to Applicants _____ 12 to 16 weeks post submission

Project Start Date _____ As determined by applicant

IX. Letter of Intent Guidelines
Not applicable to this RFA

X. Full Application Guidelines
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 **"Travel Award for Off-Site Research and Research Training"** 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 a project title for the CFF application.

2. **Download Templates & Instructions**: Download the available templates applicable to the project, fill them out and upload them when completed in Section #8. Templates available include:
    - Applicant Biographical Sketch
    - Training Mentor's Biographical Sketch
    - Estimated Budget Detail
    - Budget Justification
    - Proposal Description
    - International Institution Form

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. **Budget Summary:** Fill in the start and end date and applicable amounts for the support requested by completing the applicable online fields (Period 1). The total budget requested cannot exceed $3,000 for one year.
Note: The Budget Detail and Budget Justification templates downloaded in Section #2 must be completed and uploaded in Section #7.

7. **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. **Applicant Biographical Sketch (template available for download)**
      Complete and upload an NIH Biographical Sketch. Do not exceed five (5) pages per person.

   B. **Training Mentor's Biographical Sketch (template available for download)**
      Complete and upload an NIH Biographical Sketch for the Training Mentor at the hosting institution. For Travel Awards to hands-on workshops, please provide a list of the faculty for the course in lieu of a biosketch. Do not exceed five (5) pages per person.

   C. **Letters of Support (upload as PDF documents)**
      - **Letter of Support (Institutional Mentor):** If the applicant is a graduate student or postdoctoral fellow, the current laboratory mentor must provide a letter of support for the applicant to attend the training. In addition, the mentor must demonstrate the need for the research training, the willingness and ability to bring this new technology into their laboratory, or for research technologies that are not transferable, why this research is necessary to advance the project.
      - **Letter of Support (Training Mentor):** The applicant must provide a letter of support from the PI of the laboratory sponsoring the training. This letter should indicate the resources (including equipment and personnel) that will be made available to the applicant during the training. If the training will be part of a workshop or formal organized training program, a letter of acceptance may be submitted in lieu of a letter of support but must be submitted before funds can be released.

D. **Estimated Budget Detail and Budget Justification (separate templates available for download)**
Fill out the Budget Detail and Budget Justification templates for the first year of support only. In the space provided on the templates, indicate the start and end dates for the proposed budget period. (Be sure the amounts entered for Year 1 in the Budget Detail match the amounts entered in the online budget summary in Section #6).

Estimated Budget Detail – Direct Costs
Salary & Benefits – Salary & Benefits are not offered through this program, however, please list the applicant's Name, and Role. The Salary Requested, and Amount fields should remain as $0.00.

Travel - Funds can be used to support air/ground travel, lodging, and meals during the training period. It is expected that the awardee will use cost-effective means for transportation and will adhere to the guidelines contained in this document (i.e. economy class air/train travel). Itemize expenses by category.

The following charges will NOT be reimbursed through this award:
• Airfare or train upgrades including first class, business class, or seat upgrades
• Hotels that exceed moderately priced standards
• Personal expenses including service charges for valet service, or recreational activities
• Rental vehicles, unless approved as part of the application for this award.

*Please note that itemized and charge receipts for relevant charges incurred for this award must be provided upon request by CFF, unless otherwise outlined in your institutional policies, or negotiated Terms and Conditions of Award with CFF.

Budget Detail – Indirect Costs
Indirect costs are not allowable for this award.

Budget Justification
Provide general descriptions of the travel costs listed in the Budget Detail.

E. **Proposal Description (template available for download)**
Not to exceed 5 pages: The applicant must provide a brief description of their research project and the significance of the project for advancing the CF field. The proposal should include a summary of the techniques and/or skills that will be learned though this training and how this opportunity is critical for advancing the research project. Applications must clearly demonstrate the value of the training and why this technique/skill cannot be acquired through other means, including virtually or through calls and videoconference with the host laboratory. The proposal should provide sufficient information to allow the reader, in a brief and concise manner, to evaluate the merit of the training experience and its relevance to the proposed research topic to advancing the CFF mission. The proposal should also highlight how training supported through this program will impact the applicant's professional development plan and career goals. Applicants must clearly communicate their career plans for the period following the travel award.

F. **International Institution Form (template available for download, if applicable)**
Applicants whose institution is not a United States based entity must complete the International Institution Form. **Upload a PDF version of the completed and signed form, together with the following documents*:**
• A copy of the institution's most recent Mission Statement.

- A copy of the institution's Tax Exemption Letter, if institution is nonprofit.
- A description of other sources of support, such as official awards, 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 neither 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.

*Applicants must provide English translations for all non-English documents, including material provided in support of the Research Plan.

G. **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 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.
- Non-U.S. applicants must provide a copy of the W-8BEN-E form (required). In addition, a tax equivalency letter should be uploaded, if available. If a tax equivalency letter is not available, applicants must upload a letter stating this documentation is not available.

H. **Appendices (upload materials as PDF documents)**
Other materials pertinent to the award proposal, not already described. Keep in mind that extensive appendix materials may not be reviewed. Please upload only the most relevant documentation.

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

9. **Print Face Pages:** This section is not applicable to this award because the Face page template provided in Section #2 replaces the system-generated face page that can be generated here. However, by clicking the "**Print Signature Pages with Attachments**" button, applicants can take advantage of this section to generate and save a downloadable PDF file of the completed application.

10. **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.

11. **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

Application Deadline (rolling): through December 31, 2020 at 5:00 PM (EST)

Submit online through proposalCENTRAL: https://proposalcentral.com/

Face Page which includes:
- ☐ Signatures
  - ☐ Applicant
  - ☐ The Official authorized to sign on behalf of the Applicant Institution
  - ☐ Institutional Mentor (sign in "Additional Signature" field provided)
- ☐ Applicant information (online)
- ☐ Complete Institution and Applicant Contact Information, including correct mailing address (online)

Project Description & Supporting Documents:
- ☐ Applicant Biographical Sketch (download template, upload as PDF document)
- ☐ Training Mentor's Biographical Sketch (download template, upload as PDF document)
- ☐ Letters of Support
  - ☐ Institutional Mentor's Letter of Support (download template, upload as PDF document, if applicable)
  - ☐ Training Mentor's Letter of Support (download template, upload as PDF document).
- ☐ Estimated Budget Detail (download template, upload as PDF document)
- ☐ Budget Justification (download template, upload as PDF document
- ☐ Proposal Description
- ☐ International Institution Form (if applicable, download template and upload as PDF documents)
  - ☐ Institution's most recent Mission Statement
  - ☐ Applicant institution's tax status documentation or equivalent, or a letter stating it is not available
  - ☐ Description of other sources of support, such as official awards, private endowments, and commercial activities, received by institution
  - ☐ Institution's Standard Operating Procedure(s) or relevant policy to ensure that funds provided are neither distributed to terrorists or their support networks, nor used for activities that support terrorism or terrorist organizations
  - ☐ For-profit institution must submit a complete list of key employees, members of the governing board, and/or other senior management
- ☐ Verification of Applicant Institution's Tax Status
  - ☐ W-9 (U.S.-based applicants) or W-8BEN-E (non U.S.-based applicants)
  - ☐ Federal (IRS) tax status letter (U.S.-based applicants) or equivalent tax status letter or letter indicating it is not available (non U.S-based applicants)
- ☐ Appendices (upload as PDF documents, if applicable)
  - ☐ Any other materials pertinent to the proposal, not already described in these guidelines, that the training mentor may find relevant to the project, or that speaks to the student's capabilities and skills to carry it out.