



Student Traineeship Award

POLICIES AND GUIDELINES

Published: February 7, 2019

Application (rolling) Deadline: December 31, 2019

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. STUDENT TRAINEESHIP AWARD OVERVIEW

CFF offers Student Traineeship awards to introduce students to research related to CF and develop and maintain interest in this area of biomedicine.

General Guidelines and Eligibility:

- Applicants must be bona fide students enrolled in a bachelor's, master's, or a doctoral program (i.e. Ph.D., M.D., M.D./Ph.D.)
- 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.
- Previous research experience is not a requirement.
- Applicants must work with a faculty mentor (i.e. Institutional Mentor) on a research project related to cystic fibrosis.
- The project duration should be at least 10 weeks.
- Awards are not transferable.

Funding:

- The maximum award amount is **US\$3,000**. Indirect costs are not allowable.
- Award payments will be paid to the Awardee Institution.
- Recipients of these traineeships may reapply for support in a subsequent year.

III. REVIEW, AWARD & REPORTING

Applications are accepted throughout the year but should be submitted at least two (2) months prior to the projected start date of the project. CFF staff review applications and awards are made on the basis of individual and institutional merit. 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 progress report should include the results and/or achievements of the project. All reports are due within 90 days after completion of the project or the final payment will be subject to forfeiture.

IV. SUBMISSION INFORMATION & FULL APPLICATION GUIDELINES

Applications are accepted **January through December 31, 2019 at 5:00 PM (Eastern)**
(If December 31, 2019 falls on the weekend, the deadline will be the previous business day)

Students must submit their applications online at proposalCENTRAL: <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.

The following documentation must be submitted to CFF for review as part of the application (refer to Section V. ELECTRONIC APPLICATION CHECKLIST for details):

Required documentation:

- Face Page, countersigned by the Applicant, the Institutional Mentor and Authorized Institutional Official (AIO)
- Project Description (not to exceed 3 pages)
 - Hypothesis
 - Description of experiments
 - Analysis and expected outcomes
- Personal Statement
- Budget & Justification
- Institutional Mentor's Biographical Sketch
- Institutional Mentor's Letter of Support
- If the proposed project includes recruitment of patients, a letter from the CF Center Director must be uploaded in addition to the Institutional Mentor's Letter of Support (unless the CF Center Director is also the Institutional Mentor). For international applicants, a letter must be provided by a CF physician who will be involved in the recruitment of patients for the study.
- Applicant institution's current W-9 (W-8BEN-E for non-U.S. 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)
- International Institution Form and supporting documents (if applicable)

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 shown above.

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

First-time applicants must register to create a user name 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.

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 **“Student Traineeship Award (Rolling Deadline)”** 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 and click the **“Save”** button.
- 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: Face Page, Budget & Justification, Project Description, Personal Statement, Institutional Mentor’s Biographical Sketch, Institutional Mentor’s Letter of Support, and International Institution Form (if applicable).
- 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 submit applications on behalf of the applicant. 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 applicant’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 and complete the information regarding the name and email address of the Signing Official (same as the AIO).

6. **Budget Summary:** Fill in the start and end date and applicable amounts for the support requested by completing the online fields for Period 1. The total budget requested cannot exceed **US\$3,000**. *Note: The Budget & Justification template downloaded in Section #2 must also be completed and uploaded in Section #8.*
7. **Organization Assurances:** Select the type of assurances that are applicable to the project and provide all required information (i.e. IRB, IACUC, and/or IBC/rDNA approval letters and status at the time of submitting the application). Refer to Section H. ORGANIZATION ASSURANCES & CERTIFICATIONS in these guidelines for details.
8. **Project Description & Supporting Documents:** In this section, upload the completed templates 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, and drag and drop it as indicated in the online form. Click **“Upload and Continue”**. Do this for each attachment. Click the **“Back”** button when all required files have been uploaded to go back to the main screen.

Below are instructions specific to each template as well as additional information regarding other application components.

A. Face Page (use template provided online, disregard system-generated Face Page from Section #11)

Complete the Face Page template provided on proposalCENTRAL and upload it to the application. The Applicant, Institutional Mentor and Authorized Institutional Official must sign the face page. CFF will not submit applications for review if it does not have the Face Page on file as part of the application with the required signatures.

B. Project Description (template available online)

Provide a concise description of the proposed project (not to exceed 3 pages). Briefly state the hypothesis to be studied, its relationship to cystic fibrosis, methods to be used (experimental design), and expected outcomes from the study. If patients will be recruited as part of the study, please also provide a description of how patients will be identified and/or excluded from the study.

C. Budget & Justification (template available online)

The maximum amount requested cannot exceed **US\$3,000**. Complete the table in the template providing a breakdown of the applicable expenses requested (e.g. Trainee’s Salary, Supplies, Travel, and Other Expenses).

Travel - Describe the purpose of any CF-relevant travel. Please note that 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. Travel and Conference Registration expenses may not exceed a combined US\$1,250. Registration fees associated with conferences should be listed under “Other Expenses”.

In the second half of the budget page, provide a justification narrative for the costs listed in the budget table. **Indirect costs are not allowable.**

D. Personal Statement (template available online)

Provide a personal statement (not to exceed 2 pages) that addresses the applicant's interest in the topic and this project, the applicant's perception of his/her role in the project, and the applicant's career goals.

E. Institutional Mentor's Biographical Sketch (template available online)

Provide a description of the institutional mentor's research background, area of expertise, scientific accomplishments, prior training and preparation. NIH Biosketches are permitted, and a template and sample is available online.

F. Institutional Mentor's Letter of Support (upload as PDF documents)

A letter of support from the student's Institutional mentor in support of the student's project and stating the applicant's educational experience, academic abilities, and research potential is required. The letter should also indicate the student's research and/or clinical interest in CF and also any training or exposure the student will receive during the traineeship period.

If the proposed project includes recruitment of CF patients, the application must also include a letter from the CF Center Director where the study will be undertaken. This letter should indicate the ability of the CF Center to recruit the subjects for the study and also the willingness of the CF Center to participate in the study. If the Mentor is the CF Center Director, this information could be included in the Institutional Mentor's Letter. For international applications, this letter should come from the CF physician who will be responsible for recruiting subjects for the study.

G. International Institution Form (template available online, upload if applicable)

Applicants whose awardee institution is not a U.S.-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 applicant institution's tax status documentation or equivalent, or a letter stating it is not available.
- A brief 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 who have provided these documents within the past two (2) years are not required to resubmit them. However, if any of the above documents have been updated since they were previously submitted, the updated documents must be uploaded as part of the application. The CFF Grants and Contracts Office will contact applicants if documents are outdated or missing.

***Applicants must provide English translations for all non-English documents.**

H. 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.

I. Organization Assurances & Certifications

CFF requires, as applicable, that all U.S.-based awardees obtain Institutional Review Board (IRB) approvals for human subject research, Institutional Animal Care and Use Committee (IACUC) approval for animal research, and Institutional Biosafety Committee (IBC) approval for recombinant DNA research (see additional information regarding these approvals below). Copies of these approvals, if available at the time the application is submitted, must be uploaded with the application as appendices. If applicable, CFF will not release payments to awardee institutions until these documents are received and on file with the CFF Grants and Contracts Office.

Awardees based outside of the U.S. must comply with the applicable equivalent regulations in their respective countries and provide copies of approvals as soon as they are available. If applicable, CFF will not release payments until these documents are received and on file with the CFF Grants and Contracts Office.

Research Involving Human Subjects: CFF policy pertaining to the protection of individuals as research subjects requires that for each proposal awarded, the awardee institution certify in writing that an Institutional Review Board (IRB) has reviewed and approved the procedures for the use of human subjects, or human organs, tissues and body fluids, in the proposed research, in accordance with the Department of Health and Human Services policies found at <https://www.hhs.gov/ohrp/regulations-and-policy/index.html>. In the event the IRB has determined a study is exempt, documentation demonstrating the exempt status must also be submitted to the CFF Grants and Contracts Office.

Research Involving Recombinant or Synthetic Nucleic Acid Molecules: All research involving recombinant or synthetic nucleic acid and human gene transfer studies supported by CFF must meet the requirements contained in the document *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (updated April 2016)*. This publication and announcements of modifications and changes to the *NIH Guidelines* are available from the Office of Science and Policy, National Institutes of Health, 6705 Rockledge Drive, Ste 750, MSC 7985, Bethesda, MD, 20892-7985 or online at <http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines>.

Research Involving Animals: Applications submitted to CFF involving the use of animals must meet the guidelines of the National Institutes of Health found at <https://grants.nih.gov/grants/olaw/olaw.htm>, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). In addition, CFF awardee institutions and laboratories must be accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) and/or have other verifiable assurances that the institution and laboratory meet appropriate standards.

J. Appendices (upload as PDF documents)

- If applicable, certification of IRB approval, or other applicable organization assurances documents such as IACUC and IBC Approval Letters, if available at the time of application.
- Any other materials pertinent to the proposal, not already described in these guidelines, that the institutional mentor may find relevant to the project, or that speaks to the student’s capabilities and skills to carry it out.

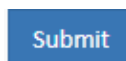
***No other types of appendices will be reviewed.**

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

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. 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.

12. 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 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.

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

V. ELECTRONIC APPLICATION CHECKLIST

Applications are accepted **January through December 31, 2019 at 5:00 PM (Eastern)**
<https://proposalcentral.altum.com/>

Face page which includes:

- Applicant, Institutional Mentor, and Authorized Institutional Official name and contact information
 - Applicant Institution
 - Applicant's University or Doctoral Program and Year
- Project Details
 - Project Detail
 - Proposed Dates
- Organization Assurances
 - Human Subjects Certification - Minimal patient risk only
 - Recombinant DNA Biosafety information
 - Research Involving Animals information
- Signatures
 - Applicant
 - Institutional Mentor
 - The Official authorized to sign on behalf of the Awardee Institution

Project Description, Supporting Documents and Appendices:

- Project Description (download template, upload as PDF document)
- Budget & Justification (download template, upload as PDF document)
- Personal Statement (download template, upload as PDF document)
- Institutional Mentor's Biographical Sketch (download template, upload as PDF document)
- Institutional Mentor's Letter of Support (upload as PDF document)
 - Note:** *If the proposed project includes recruitment of patients, a letter from the CF Center Director where the study will take place must also be uploaded, indicating the ability of the CF Center to recruit the subjects for the study and also the willingness of the CF Center to participate in the study. If the Mentor is the CF Center Director, this information could be included in the Institutional Mentor's Letter.*
- 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 (upload as PDF documents)
 - 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)
 - Certification of IRB approval, or other applicable organization assurances documents such as IACUC and IBC Approval Letters, if available at the time of application.
 - Any other materials pertinent to the proposal, not already described in these guidelines, that the institutional mentor may find relevant to the project, or that speaks to the student's capabilities and skills to carry it out.