



Program Name: 2023 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
 - EnVision CF: Emerging Leaders in CF Endocrinology II Program
 - Developing Innovative Gastroenterology Specialty Training (DIGEST) 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)
- *Additional eligibility requirements can be found in Section IV below.*

Key Dates:

Published	January 23, 2023
Application Deadline	During, and up to 120 days after the Award Period ends for the associated Eligible Award

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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 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.

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 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 \$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
 - EnVision CF: Emerging Leaders in CF Endocrinology II Program
 - Developing Innovative Gastroenterology Specialty Training (DIGEST) Program

- Eligible Awards must be active and in the original project period (awards in no cost extensions are not considered eligible)
- Applications may be submitted for each Award Period within an eligible award; however, applications must be submitted during, or 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: <https://awards.cff.org>

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 awards.cff.org will be reviewed.

IX. Letter of Intent Guidelines

Not applicable to this RFA

X. Full Application Guidelines

Applications must be submitted online at <https://awards.cff.org>

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 awards.cff.org, the system will compile them into a single PDF file. You may preview this file by selecting “Application Full Print”, as well as exporting the compiled PDF file.

To login, please visit: <https://awards.cff.org>

For all first-time applicants in the new Grants Management System, we ask that you pre-register to create a username and password for “<http://awards.cff.org>” and complete a profile well before the date you plan

to submit an application. We also request that as you begin your application, you enter the title of your project, if available. If you are registered and cannot remember your password, click on the **“Forgot Password?”** link below the **“Login”** fields.

Once logged in, the award opportunities, including this Request for Applications (RFA), will be listed in the **Funding Opportunities** tab on the opening screen.

Locate the listing for the **“2023 Student Loan Repayment Program”**. Click on the **“Apply”** 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 at the bottom of each page *before exiting* in order to save their progress. When you wish to return to your draft application, please do not go through the **“Funding Opportunities”** tab. Instead, go to the **“My Applications”** tab in the right corner of the main page. When you are in the **“My Applications”** tab you will be able to find all your draft applications by clicking on the **“Draft Applications”** module.

The following sections are displayed as tabs across the application screen. Click on each section and follow the directions. Click **“Save”** as you complete each section.

GENERAL

Enter the title of your project, enter the project start and end dates, select the number of periods being requested, and complete any additional questions.

CONTACT PROFILE

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, you may update your profile in this section.

Once updated you must **“Save and Validate”** prior to returning to continue your submission

INSTITUTION

Please note: This tab must be completed prior to being able to search for/locate relevant contacts in the next, CONTACTS tab.

When applying as an **“Individual”** not a part of an institution or organization, please upload your personal completed W-9. To download a blank W-9 form to fill out, please click [here](#).

CONTACTS

Individual applicants may add **“Pre-award Contact(s)”** as well as provide any added contacts access to the budget. After you click **“Add Internal Contact”**, please select **“Pre-award Contact”** as the Role.

ABSTRACTS/RELEVANCE

In the space provided online for each abstract, please write N/A in each corresponding field.

BUDGET

Select the **“Edit Budget”** button under Application Budget, to enter and begin completion of the application’s budget detail for each year of funding being requested. Awards funded through this RFA are for a maximum of one (1) year.

There will be only one field available to enter in the budget. Under the Other Expenses (Indirects Not Allowed Category) enter the amount you will be requesting for this award. Under Category and Description, please type “Student Loan” for this request. Under Unit Cost, type the amount you will be requesting.

FULL APPLICATION UPLOADS

Download the available templates applicable to the project, upload the completed templates to the corresponding attachment types within this section.

Uploads include:

- Proof of Unsubsidized Student Loan Debt
- Letter Requesting Payment
- Proof of Student Loan Repayment (if applicable)

Proof of Unsubsidized Student Loan Debt

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

Letter Requesting Payment

A letter from the applicant requesting up to \$14,000 to apply toward student loan debt is required. Failure to appropriately complete this information will prevent approval of your request.

Ensure Award and Project Period dates accurately reflect those indicated in the award letter for the associated eligible award.

Proof of Student Loan Repayment (if applicable, include in Appendices)

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

Validation and Submission

Prior to selecting “**Sign & Submit**”, please complete a thorough review of the entire application. The “Sign & Submit” button will trigger validation on all required fields and identify any upload errors or incomplete fields. Once the applicant clicks “Sign & Submit”, the application will be electronically sent to the applicant to be signed. Once signed, the application status will read “Submitted”.

XI. Other Information

Not applicable to this RFA

XII. Contact Information

For technical support and program/content information:

Primary CFF GCMA Office contact Erik Warnke at ewarnke@cff.org or 301-841-2614

For scientific questions:

Elizabeth Yu, Ph.D. at eyu@cff.org