



For application technical support, please contact [ewarnke@cff.org](mailto:ewarnke@cff.org)

**Award Type:** 2025 Clinical Fellowship – Education and Training Award

**Brief Program Overview/Description:** This award is part of the Cystic Fibrosis Foundation’s Physician Training Program. It is designed to support Clinical Fellows pursuing training in CF relevant subspecialties. The intent of this program is to encourage specialized training in the early career development stage, provide exposure to CF research and patient care, and to prepare well-qualified candidates for careers related to CF. This award is appropriate for early-stage fellows who have not yet settled on a research project, or later stage fellows with a clear commitment to pursue a career in CF care.

***This award mechanism has replaced the First- and Second-Year Clinical Fellowship Award. Clinical Fellows of all stages are encouraged to apply if the goals are the best fit for them. We require the use of the new training plan template due to this change.***

**Funding Amount:** The maximum award is \$75,000 per year for a maximum of two years. This includes up to \$73,000 for stipend (salary and benefits), and \$2,000 for travel and meeting related expenses per year. Indirect costs are not allowable.

**Eligibility:**

- Applicants may be either U.S. citizens, permanent residents, or non-U.S. citizens. International applicants must have the ability to obtain the appropriate visas, as applicable.
- Applicants must have completed at least three (3) years of training in an approved residency program (or equivalent) by the time the fellowship begins. International applicants must be certified by the Educational Commission for Foreign Medical Graduates (ECFMG) and be able to fulfill the eligibility requirements of the Accreditation Council for Graduate Medical Education (ACGME) for entry into an accredited fellowship.
- The institutional status of a fellow must correlate with the CFF fellowship award to which the applicant is applying.

**Key Dates:**

<b>Published</b>	December 6, 2024
<b>Application Deadline</b>	February 26, 2025
<b>Committee Review Date</b>	May 2025
<b>Notification to Applicants</b>	Late May 2025
<b>Earliest Project Start Date</b>	July 1, 2025

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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 grants and awards are offered to support meritorious research in CF.

### Diversity, Equity, and Inclusion

Cystic fibrosis affects people of different racial and ethnic backgrounds. Diversity, equity, and inclusion (DEI) are core to our ability to make a meaningful difference in the lives of all people with CF. Improving the representation of people of color within the CF community – including those in the CF research workforce – and addressing health disparities that exist within these groups is critical to the Foundation’s mission of serving all people with CF. Making clinical trial design and engagement more inclusive of people of color with CF will be critical for improving treatment options and health outcomes for these groups; Black and Hispanic people with CF account for nearly 40 percent of individuals with rare mutations that are not candidates for available treatments addressing the underlying cause of the disease. As PIs prepare application materials, we strongly encourage the consideration of how to support all people with CF.

## II. Program and Award 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 a physician workforce that meets the healthcare and research needs of the CF Community by requesting applications for the Clinical Fellowship Awards (divided into Education and Training Awards and Research Awards), the Harry Shwachman Clinical Investigator Award (HSA), and the LeRoy Matthews Physician-Scientist Award (LMA) annually.

In 2025, we aim to fund 22 meritorious Clinical Fellowship – Education and Training Awards.

### Clinical Fellowship – Education and Training Award Overview

CFF invites applications for the Clinical Fellowship – Education and Training Award from all physicians pursuing fellowship training in CF relevant subspecialties (these include, but are not limited to, Endocrinology, Gastroenterology, Infectious Disease, Pulmonology, Pulmonary and Critical Care, Organ Transplant, Otolaryngology, Psychiatry, General Internal Medicine, Geriatric Care, and Adolescent Medicine). The intent of this program is to encourage specialized training in the early career development stage, provide exposure to CF research and patient care, and to prepare well-qualified candidates for careers related to CF. Applications are welcome from residents and early stage fellows who have limited experience or exposure to CF, but are interested in learning more and gaining more exposure over the first few years of fellowship, or from later stage fellows who have a demonstrated commitment to CF care, but do not intend to pursue an academic research career.

Applications can be submitted for either one fellowship year or two fellowship years. If the applicant applies for two years of funding, the second year of funding, if requested, is contingent upon submission and approval of a renewal progress report indicating the satisfactory performance for the portion of the first year that will have been completed at the time of submission.

**Note: If only one year of funding is requested, applicants will be expected to submit a new application for future years of funding. Budgets will not be revised post-award to add a second year.**

**Note:** CFF also offers Clinical Fellowship – Research Awards which include funding for a research project and are more appropriate for fellows who wish to obtain research support and/or pursue an academic research career post-fellowship (visit [www.cff.org](http://www.cff.org) for more information on these funding opportunities).

**All CFF-supported Clinical Fellows must submit one case study for presentation at the annual North American Cystic Fibrosis Conference (NACFC) during the award, at either the Pediatric Clinical Fellows session or the Adult Care Clinical Fellows session. Acceptance of the case study is not required. This requirement is fulfilled by submitting a one-page description of the case, including clearly defined discussion points prior to the conference. It does not require acceptance for this requirement to be fulfilled. Please check the NACFC website at [www.nacconference.org](http://www.nacconference.org) for further details and specific deadlines. Should extenuating circumstances (e.g. COVID-19 response) prevent submission of a case study to NACFC, submission and/or presentation of a CF-related case study to another conference or broad audience may be substituted at the discretion of the CFF Program Officer.**

### **Education and Training Expectations**

For early-stage fellows, the CFF generally prefers that the first year of training provides intensive experience in patient management, diagnostic, and therapeutic procedures. As fellowship progresses, recipients of the Education and Training Fellowship are expected to maximize time in the CF outpatient clinic as their training program allows.

In addition to subspecialty training, fellows applying to this program are expected to supplement their training with CF-relevant educational opportunities. These must be outlined in the submitted Training Plan and may be a mix of virtual and in-person trainings. Some examples of acceptable trainings for this requirement include, but are not limited to:

- Cystic Fibrosis Clinical Care Education Virtual Courses (<https://medicine.iu.edu/continuing-education/specialized/cystic-fibrosis>)
- Partnership Enhancement Program (PEP) workshops – offered locally (contact [pep@cff.org](mailto:pep@cff.org) for information about planned trainings) and at NACFC
- NACFC short course and workshop offerings such as:
  - Nuts and Bolts for the New CF Team Member
  - Quality Improvement 101: Applying Data-Driven Change at Your CF Program
- Trainings related to genetic-based therapies including those listed on <https://www.cff.org/research-clinical-trials/research-genetic-therapies>.
- Trainings related to partnership and engagement with community in research (e.g. <https://www.cff.org/researchers/patient-centered-outcomes-research-training-manual>)

Awardees are expected to include appropriate training in ensuring equitable care for all people with CF. Many institutions have dedicated courses or certificate programs in this space that should be acknowledged in your Training Plan. Possible examples of training in this space include: ACGME “Equity Matters” CME course, workshops in social determinants of health, institution required training in bias or equitable care practices, a commitment to attend the Health Equity track at NACFC, etc.

Clinical fellows are encouraged and expected to attend CFF-sponsored virtual Career Development Webinars as feasible. These include research seminars, which fellows are eligible to present for, and additional career advancement webinars.

### **Award Transfers:**

Awards are made on the basis of individual and institutional merit; therefore, fellowships are not transferable to another trainee or institution without prior written approval from the Program Officer.

### III. Funding Amount

The maximum award amount is as follows:

- **\$75,000** in direct costs per year for up to two years (**indirect costs are not allowable**). This includes up to:
  - \$73,000 for salary and benefits
  - \$2,000 for travel and/or registration fees to attend NACFC

**Note:** Carryover of up to 30% of the first year's salary (no more than \$21,900) may be approved to be applied in the second year of the award, with the permission of the Program Officer and Program Administrator.

### Student Loan Repayment Program

Physician Training Program Award recipients are eligible to apply for the CF Foundation's Student Loan Repayment Program. This program offers up to \$14,000 per year to offset student loan debt existing during the award period. Please refer to <https://www.cff.org/student-loan-repayment-program> or contact the CFF Grants & Contracts Management and Administration (GCMA) Office for more information on this program.

### IV. Eligibility

- Applicants may be either U.S. citizens, permanent residents, or non-U.S. citizens. International applicants must have the ability to obtain the appropriate visas, as applicable.
- Applicants should have completed at least three (3) years of training in an approved residency program (or equivalent) by the time the fellowship begins. Some exceptions may be made for subspecialties that do not require prior training. International applicants must be certified by the Educational Commission for Foreign Medical Graduates (ECFMG) and be able to fulfill the eligibility requirements of the Accreditation Council for Graduate Medical Education (ACGME) for entry into an accredited fellowship.
- Training must take place in a CFF-accredited CF Center or a CF Center-affiliated adult CF program, and should provide a comprehensive educational curriculum in diagnostic and therapeutic procedures, comprehensive care, and clinical research. Types of fellowship training encouraged to apply include Pulmonary, Gastrointestinal, Endocrine, Infectious Disease, and Organ Transplant. Other fellowship training programs are accepted provided the applicant clearly outlines the relevance to the CFF mission.
- Adult caregivers/participants in internist programs in CF are strongly encouraged to apply.
- The applicant's institution must have Accreditation Council for Graduate Medical Education (ACGME) accredited training programs in the applicants' subspecialty.
- Applicants must describe career goals related to a long-term commitment to CF research and care.
- The institutional status of a fellow must correlate with the CFF fellowship award to which the applicant is applying.
- *Applicants using incorrect or out of date templates may be administratively withdrawn. All templates can be downloaded from <https://awards.cff.org>.*

**Note:** Awardees are required to inform CFF annually for a period of five years subsequent to completion of the award about academic status, publications, and research grants or contracts received. In addition, all awardees and institutions must comply with CFF award policies.

## V. Mentorship Requirements

- Each fellow must have a Mentor who will be responsible for the fellow's training and research activities. If the CF Program Director is not the Mentor, then they must be listed as the Co-Mentor in the application.
- CFF will accept applications for up to two (2) fellowships per subspecialty, per fellowship year, per accredited CF Program (i.e. adult and pediatric).
- CFF will accept applications from applicants with different subspecialties (e.g. pulmonary, endocrine, gastrointestinal, transplant, infectious diseases, etc.) from the same accredited CF Program. However, in the event that more than two (2) applicants **from the same subspecialty** are qualified to apply for the award, the CF Program Director must determine which applicants should apply.

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

Although research is not supported by the Clinical Fellowship – Education and Training Award, the applicants are encouraged to review the below listed priorities as they plan their training.

Research funded through the Physician Training and Career Development programs must be relevant to the CFF's mission and to the health and well-being of people with CF. As fellow develop their research projects applicants to this program are encouraged, but not required, to address a research priority outlined below, and in further detail on <https://www.cff.org/key-research-priorities-applicants> All applications are reviewed and scored based on the individual, training program, and relevance to the CFF mission.

### Research Priorities:

- Treat the underlying cause of CF for all people with the disease and drive progress toward a cure. In particular, research related to **evaluating genetic-based therapies** that may have clinical impact for people with CF, developing therapies that address the **underlying cause of CF for individuals with nonsense and rare mutations**, and **improving and better understanding cystic fibrosis transmembrane conductance regulator (CFTR) modulator therapies**.
- Understand the biological mechanisms of, and advance new and improved treatments to address the many complications of CF, including:
  - Mental health;
  - Infections affecting people with CF;
  - Inflammation, impaired airway hydration, and mucus clearance;
  - Serious complications of CF outside the lungs, such as GI complications (including in the liver, the pancreas, and the impact of nutritional deficiencies), endocrine system dysfunction (including CF related diabetes and CF bone disease);
  - Sinus disease;
  - Lung transplant and advanced lung disease;
  - Sexual and reproductive health – applicants with an existing hypothesis and interest in research in this space are encouraged to connect with the Sexual Health, Reproduction, and Gender Research (SHARING) Working Group for additional mentoring: Raksha Jain is the working group chair ([Raksha.Jain@UTSouthwestern.edu](mailto:Raksha.Jain@UTSouthwestern.edu)), and Traci Kazmerski is the co-chair ([Traci.Kazmerski@chp.edu](mailto:Traci.Kazmerski@chp.edu)).
- Characterize the best CF care and treatment regimens to provide optimal, individualized care as the CF treatment landscape evolves.
- Improve understanding of system-level and societal barriers to optimal CF care and explore opportunities to minimize their effects, including racial disparities and socioeconomic barriers to equitable care.
- Ensure that the CF care model adapts to meet the future needs of people with CF across their lifespan. This includes considerations for the aging CF population and the increasing utilization of remote care.

- Research related to biomarker or outcome measure development in support of research and development of genetic-based therapies

## VII. Review and Award

CFF's Physician Training and Education Program (PTP) Committee will evaluate all applications based on the training program content and applicant. Funding of awards is based on the priority score provided to each application and the recommendations of the PTP. All awards are subject to observance of the regulations and policies of CFF related to that category of research support and are contingent upon the availability of CFF funds.

Applications will be evaluated in the following areas:

Applicant	Mentor(s)	Environment	Training & Development Plan
<ul style="list-style-type: none"> <li>• Potential to develop a career related to CF</li> <li>• Commitment to, or intent to pursue, a career including care of those with CF</li> <li>• Quality of academic background and previous training</li> </ul>	<ul style="list-style-type: none"> <li>• Established CF clinician/physician-scientist with experience in training fellows</li> <li>• Commitment of the primary Mentor for the duration of the applicant's training plan</li> <li>• Strong track record of successful trainees who continue in CF field</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of institution's CF research and training programs</li> <li>• Institution's commitment and ability to provide opportunities and facilities necessary for career development related to CF</li> </ul>	<ul style="list-style-type: none"> <li>• Overall quality and organization of the training program</li> <li>• Didactic course work proposed by the applicant</li> <li>• Appropriateness of supplemental training for CF career goals</li> <li>• Commitment to equity (e.g. implicit bias training).</li> </ul>

***CFF may withdraw applications receiving low scores, using incorrect templates, and/or those deemed nonresponsive to the program announcement before the review meeting. In these cases, CFF will notify applicants if their application has been withdrawn without discussion. Applicants must address reviewer critiques in order to resubmit their applications during future application cycles.***

**Chief reasons for assigning low priority scores to applications during review include the following:**

- Insufficient information or documentation
- Failure of the applicant to meet all criteria described in the policy and guidelines for a given award
- Failure of the applicant to describe career goals as they may be related to a long-term commitment to CF research, quality improvement, or care.

## VIII. Submission Information

Application Deadline: Wednesday, February 26, 2025 at 5:00 PM (Eastern)

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

(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 documents should be submitted online at <http://awards.cff.org> for review.



#### General Timeline:

<a href="#">Published</a>	<a href="#">December 6, 2023</a>
<a href="#">Application Deadline</a>	<a href="#">February 28, 2024</a>
<a href="#">Committee Review Date</a>	<a href="#">May 2024</a>
<a href="#">Notification to Applicants</a>	<a href="#">Late May 2024</a>
<a href="#">Earliest Project Start Date</a>	<a href="#">July 1, 2024</a>

The CF Foundation will host a webinar to walk through what makes a good application with a live question and answer session at 2:00 pm ET January 14, 2025. Register Here:

[https://cff.zoom.us/webinar/register/WN\\_yTkZ0qy6T4eDTV-lrfi43g](https://cff.zoom.us/webinar/register/WN_yTkZ0qy6T4eDTV-lrfi43g)

#### 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](https://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](https://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 “**2025 Clinical Fellowship – Education and Training**” 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.*

**Upon beginning the application, you will need to select the appropriate role (PI or Mentor) for who will be starting the application. Mentors will see and have access to the same application as Pis/fellows. However, the mentor does not have the option to submit an application. *Only the PI will have the permissions to submit the application to the AIO.***



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. Also, please complete the organizational assurances indications (i.e. IRB, IACUC, and/or IBC/rDNA approval letter and status at the time of submitting the application) in this section.

**\*Please ensure that you review and comply with the Organizational Assurances and Certifications as cited below.**

#### 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

If a profile was completed upon registration, the applicant’s/principal investigator’s institution will be pre-loaded as the Lead Institution. Domestic applicants must verify their institution by entering the Employer Identification Number (EIN) or Tax Identification Number (TIN) to search the system for the correct institution. You may find your EIN by referencing the Institutional W-9 or equivalent documentation. If the EIN/TIN is not located in our system, you have the option to add the legal institution. Please also confirm if the project site is the same as the legal institution.

**Note: When choosing an institution, please select the institution where the applicant will plan to complete their fellowship. Do not choose the Institution where the applicant is completing their residency unless they are the same.**

#### Verification of Applicant Institution’s Tax Status (upload as PDF documents):

The CFF GCMA Office must have a copy of the applicant institution’s current W-9 and 501©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 GCMA 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.

#### International Applicants (if applicable):

*Not Applicable*

## CONTACTS

***Please note: The INSTITUTION tab must be completed prior to adding internal contacts to ensure that the contacts are properly associated with the applicant institution.***

Complete the required contact fields by searching by name for existing contacts at your institution for each role. If the desired institutional contact is not available in the system, you may select “**Add Internal Contact**” to create a basic contact profile in order to add the individual to your application.

Additional contacts not associated with the applicant institution may also be added. These contacts are considered additional contributors involved in the proposed research plan. These may include consultants or collaborators (if applicable). In order to add contacts external to the applicant institution, please select the appropriate “Add Consultants/Collaborators” button(s) and add the contacts in the table, then click “Save”.

See a How-To Guide Here: <https://www.cff.org/sites/default/files/2021-10/GMS-Guide-Applicants.pdf>

## REFERENCES

Letters of Support and Reference are weighted heavily in the review. At least five (5) Letters of Support/Reference are required as follows:

- **Mentor:** Please describe the types of CF learning experiences to which the applicant will be exposed, including those proposed outside of the fellow’s subspecialty training requirements. Please describe in detail on how you will provide the fellow with the tools and resources necessary for her/him to develop into a CF-focused clinician.
- **CF Program Director(s):** The CF Program Director(s) at the applicant/nearby institution if s/he is not a Mentor, should be listed as Co-Mentor. Please describe the types of CF learning experiences, tools and resources to support the fellow.
- **Division or Program Chief (if you are not the Program Director):** Please describe career and faculty development plans and opportunities, as well as institutional resources available and relevant to the applicant.  
***Note: If a letter from any one referee listed above fulfills two or more of the required roles, additional letters from referees who can speak to the applicant’s scientific and clinical abilities, interests, and potential to become an independent investigator must be provided to meet the minimum requirement of five (5) letters.***
- **Additional Referees:** At least two (2) other individuals who were closely associated with the applicant during his/her medical training.

**Letters of Reference must be submitted prior to submission of the application.** To invite Referees, go to the “**REFERENCES**” tab of the online application, then select the blue button to open a pop-up window in order to add the referees in the table. Once you click “Save” and close the pop-up window, the referees will be sent an e-mail asking them to Accept or Decline the invitation to submit a letter of reference and will be provided instructions to submit the letter. **The applicant will not be alerted if a referee Declines the invitation; please make sure to check this tab regularly to see the status of the references.** The applicant should inform Referees to submit the letters at least one (1) week prior to the application deadline. This helps to ensure that the letters have been uploaded before the application is submitted. Once the application has been submitted, no documents can be added.

Letters uploaded to <http://awards.cff.org> should not be password protected or otherwise encrypted. Such encryption will cause errors in assembling a single-print PDF of the application. The applicant should inform the individuals writing letters to not include password protection on their documents.

## ABSTRACTS/RELEVANCE

Please list “N/A” in each of the textboxes in this section.

## 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 two (2) years. The maximum award amount is \$75,000 per year. Indirect costs are not allowable.

**Salaries & Benefits** - List the names, positions, and percent effort of all professional and non-professional personnel involved in the project, whether or not salaries are requested. For each individual, be sure to complete all fields on the Budget Detail in full on the template provided. In accordance with National Institutes of Health (NIH) policy, salary requests may not use an institutional base salary in excess of the current federal salary cap (FY 2024) of **\$221,900**. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all funding agencies and foundations. Salary and Benefits expenses may not exceed \$73,000 in the first year. Carryover of up to 30% of the first year’s salary (no more than \$21,900) may be approved to be applied in the second year of the award, with the permission of the Program Officer and Program Administrator.

**Travel** - Describe the purpose of any CF-relevant travel. Please note: 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 GCMA Office. **Travel expenses may not exceed \$2,000 per person per year**. Registration fees associated with conferences are in addition to this allowance should be listed under “Other Expenses”.

**Other Expenses** - Itemize other expenses by major categories, such as duplication costs, publication costs, minor equipment (under \$5,000), computer charges, conference registration fees, etc. Tuition costs relevant to the approved application may be requested for personnel supported through this award but may not exceed **\$2,000** per person per year.

## FULL APPLICATION UPLOADS

Download the available templates applicable to the project, upload the completed templates to the corresponding attachment types within this section. Templates available for download include:

- Biographical Sketches for Key Personnel
- Mentor’s Results of Past and Current CFF/CFFT Support
- Other Support
- Facilities Available
- Budget Justification
- Mentor’s List of Previous Fellows
- Personal Statement (Previous Training and Future Plans)
- Training Plan

### Biographical Sketches for Key Personnel

Complete and upload an NIH Biographical Sketch for all key project personnel, beginning with the Applicant/Principal Investigator. International applicants can upload a biosketch that is equivalent in content to the NIH template provided. (CFF defines “key personnel” as any individual with an advanced degree that will play an instrumental role in the accomplishment of the research project.) Do not exceed five (5) pages per person.

### **Mentor's Results of Past and Current CFF/CFFT Support**

Mentors are requested to identify the results of past and current CFF/CFFT support (e.g., subsequent funding from other sources, journal articles, and invited presentations) and the CFF/CFFT grant/award from which they resulted for the past three to five years. Please note that the following information must be included with each research project identified:

- CFF/CFFT Account #
- Principal Investigator (PI)
- CFF/CFFT Project Title
- Applicant's Title on Project
- Project Start/End Dates
- Total CFF/CFFT Award Amount
- Results of Support

### **Other Support**

Complete and upload the Other Support form for all key project personnel, beginning with the Applicant/Principal Investigator. There is no page limitation. Information on other support assists CFF in the identification and resolution of potential sources of overlap. Scientific and budgetary overlap should be minimized. Commitment of an individual's effort greater than 100 percent, is not permitted.

### **Facilities Available**

Describe the facilities and materials available at the applicant's institution that will be used for this project, such as laboratory, clinical, unique training opportunities etc. Provide any additional information about the environment, including any support services available that will be utilized. Describe their pertinent capabilities, proximity and anticipated extent of use. If facilities or equipment at a consultant's or collaborative site will be used, they should be identified and clearly described. There is no page limit. Use continuation pages, if necessary.

### **Budget Justification**

Describe costs listed in the Budget Detail. Use major categories, such as Salary & Benefits, etc. Justify all items and make sure amounts and figures listed in the narrative are consistent with those listed in the Budget Detail.

### **Mentor's List of Previous Fellows**

The current Mentor(s) must provide a list of all previous fellows under his/her supervisions over the past 10 years, including the fellows' source(s) of support. Please note the template has been updated for 2024.

### **Personal Statement – Previous Training and Future Plans**

Upload a brief description of the applicant's residency training and a summary of future plans in CF-related research and/or clinical care. *The personal statement is weighted heavily in the review.*

This statement is critical for late-stage fellows applying to this program. Commitment to a career in CF will be expected for awardees nearing the end of their fellowship. The content of this statement should align with the Training Plan. Ultimate career goals and proposed training should be in alignment and consistent with the applicant's commitment to a CF career.

## Training Plan

**2025 NEW:** A new template has been designed to support drafting of a Training Plan. Please follow the prompts when drafting this year's training plan to ensure it is scored well in review. For programs that have applied in previous years, this is an opportunity to ensure the program portion of the training plan reflects updates to program staffing and curriculum.

The applicant, in conjunction with the Mentor(s), should develop a personalized training plan that outlines skills and techniques that will be learned during this fellowship period as well as CF-specific training and mentorship that will be available to the applicant. This plan should also address the applicant's long-term career goals and include training and professional development activities that will facilitate the applicant's achievement of their career goals.

Specifically, training plans are meant to clearly outline how mentorship, coursework, and other training undertaken during this award will facilitate accomplishment of the career goals, and development as a CF care provider and/or researcher. The training plan should clearly outline skills and techniques that will be learned during this fellowship period as well as CF-specific training that will be available to the applicant, including participation in supplemental course work and special seminars. For early-stage fellows, this section should clearly indicate plans for introducing the applicant to CF research. This should include training on study planning and design, statistical methods, data management, etc. A description of any planned equity training that will take place during the award should be included. *Do not exceed five (5) pages.*

*\*\*Successful Training Plans are traditionally clearly co-authored by the fellowship program and applicant with the program structure and applicant's career goals in mind.\*\**

## Appendices (upload as PDF documents)

- Up to three (3) descriptions of workshops or supplemental (outside of fellowship curriculum) training programs the applicant will attend.

## Validation and Submission

Prior to selecting **"Sign & Submit to AIO"**, please complete a thorough review of the entire application. The **"Sign & Submit to AIO"** button will trigger validation on all required fields and identify any upload errors or incomplete fields. Upon selecting Sign & Submit to AIO, the ability to edit the application will be locked pending review and approval by your AIO.

After selecting **Sign & Submit to AIO**, the applicant will receive an email asking them to sign the application FacePage electronically using Adobe Sign. Once signed by the PI, the FacePage will then be routed to the AIO contact that is listed on the application for review and signature.

**To ensure the application is fully signed and submitted ahead of the Application Deadline for this program, please be sure to complete the application, and begin the Sign & Submit to AIO process in advance of the 5:00 PM EST deadline. The status of your application will display "Submitted" once fully signed, to indicate that your application has been received by CFF.**

## XI. Resources and Other Information

[CFF Funding Opportunities Newsletter](#)

[Grants Management System – How to User Guides](#)

## **XII. Contact Information**

### **For technical support and program/content information:**

Primary CFF GCMA Office contact Erik Warnke at [ewarnke@cff.org](mailto:ewarnke@cff.org) or 301-841-2614

### **For scientific questions:**

Elizabeth Yu, Ph.D. at [eyu@cff.org](mailto:eyu@cff.org)

### **XIII. Electronic Application Checklist**

Application Deadline: Wednesday, February 28, 2024 at 5:00 PM (Eastern)

Submit online through: <https://awards.cff.org>

#### **Face Page which includes:**

- ☐ Signatures
  - ☐ Applicant
  - ☐ The Official authorized to sign on behalf of the Applicant Institution
- ☐ Applicant information (online)
- ☐ Complete Institution and Applicant Contact Information, including correct mailing address (online)

#### **Training Program & Supporting Documents:**

- ☐ Biographical Sketches for Key Personnel - (upload)
- ☐ Mentor's Results of Past and Current CFF/CFFT Support - (upload)
- ☐ Other Support (NIH Format) - (upload)
- ☐ Facilities Available - (upload, if applicable)
- ☐ Budget Justification - (upload)
- ☐ Mentor's List of Previous Fellows - (upload)
- ☐ Personal Statement (Previous Training and Future Plans)
- ☐ Training Plan - (upload) **NEW template**
- ☐ Appendices (upload, if applicable)
  - ☐ Up to three (3) descriptions of workshops or supplemental (outside of fellowship curriculum) training programs the applicant will attend.