



Program Name: Award for a Physical Therapist 2022

Brief Program Overview/Description: The Cystic Fibrosis Foundation (CF Foundation) offers funding to organizations to facilitate recruitment of an outpatient physical therapist (PT) as a member of their multidisciplinary CF clinic team. The focus of this Request for Applications is to catalyze recruitment of a PT to use the best available evidence to implement annual screening and follow-up care, including recommendations and referrals for issues related to cardiorespiratory and musculoskeletal fitness, as it relates to airway clearance, healthy physical activity and exercise. The CF PT will also develop and implement processes to help prevent disease- and inactivity –related problems in the clinic population, serve as a resource to the multidisciplinary team and physical therapists outside the clinic, and advocate for physical therapy issues within the larger CF community.

Funding Amount: The allowable award amount is based on program size. Applicants working at a care center with <100 patients in the CF patient registry may request up to \$45,000 over three (3) years to support the salary and benefits for the Physical Therapist, plus twelve (12) percent indirect costs. Applicants working at a center with >100 patients in the registry may request funding of up to \$90,000 total spread out over a period of three (3) years, plus an additional twelve (12) percent indirect costs. Additional information can be found in Section III below.

Eligibility:

- The principal investigator must be a CF center director, program director, or an associate director.
- Award for a Physical Therapist must go towards hiring additional staff or increase in FTE of existing staff who will focus on physical therapy assessment and treatment. This funding may not be used to support existing full-time staff in their current role.
- Please refer to Section IV below for additional eligibility requirements.

Key Dates:

Published _____	February 7, 2022 Updated April 7, 2022
Full Application Deadline _____	April 28, 2022*
Committee Review Date _____	Late May 2022
Notification to Applicants _____	June 2022
Earliest Start Date for Awarded Projects _____	July 1, 2022

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*We highly encourage all applicants to pre-register their profile, institution, contacts, and Title of their application at least two weeks prior to the application deadline. This will help to ensure the CFF Grants & Contracts Team is able to assist all applicants with any potential system-related queries prior to the Application Deadline.

I. About the Cystic Fibrosis Foundation

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and 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.

II. Program and Award Overview

As people with CF are now living into their fifties and beyond, the role of PT has evolved. Historically, PTs have primarily focused on preventing and treating the basic lung defects via airway clearance and aerobic exercise to improve endurance. Now, as medical treatments are improving lifespan and health of persons with CF, there is both a greater awareness, interest and capacity for physical activity and exercise. Patients are seeking advice on how to begin and maintain this vital component of their care. However, the current team lacks time and expertise to provide answers for each patient. As an expert in movement science, the PT is uniquely qualified to assess the multiple body systems that must function well for optimal movement and healthy physical activity. Combining this expertise with knowledge of CF pathology, the CF PT can act at all levels in the patient's trajectory—prevention of problems, assessment of current physical capacity, and adaptations for temporary or permanent conditions.

Regular physical activity and exercise of all types has been shown to be a critical part of healthy life for persons with CF. Driven by research and by patient/family demand, guidelines and expert consensus documents have been developed to describe the appropriate exercise and physical activity assessment and prescription for persons with CF. (Bradley et al; Hebestreit et al; Swisher et al) An advocate on the CF team with expertise and dedicated time is needed to translate this information into action for persons with CF and their families. Internationally, PT is a recognized member of the CF team.

The time is right to expand the CF Care team in the US to include a specialized PT. Resources are available to the CF PT and his/her CF Center Team (e.g. CFF's PT Mentoring Program and 'CF 101 for the PT') to facilitate implementation of guidelines related to annual review of patients for cardiorespiratory, musculoskeletal and neurological issues (e.g. inefficient breathing patterns with exercise, joint pain, pelvic floor muscle weakness, postural-related muscle imbalances, and vestibulotoxicity), which will lead the CF PT to develop individual recommendations and/or referrals for maximizing each patient's physical activity potential.

The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and 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. A multidisciplinary care team provides the best possible clinical care. Expanding the multidisciplinary care team to include a physical therapist provides unique expertise regarding optimal cardiorespiratory and musculoskeletal fitness that will allow for maximal participation in airway clearance, physical activity, and exercise. These activities have been found to improve quality of life, decrease disease-related complications and are associated with better survival.

This Award is designed to facilitate recruitment of an outpatient physical therapist (PT) as a member of the multidisciplinary CF clinic team. The focus of this Request for Applications is to catalyze recruitment of a PT to use the best available evidence to implement annual screening and follow-up care, including recommendations and referrals for issues related to cardiorespiratory and musculoskeletal fitness, as it relates to airway clearance, healthy physical activity and exercise. The CF PT will also develop and implement processes to help prevent disease- and inactivity-related problems in the clinic population, serve as a resource to the multidisciplinary team and physical therapists outside the clinic, and advocate for physical therapy issues within the larger CF community.

For those programs that have an established physical therapist, this award is not intended to replace the support already in place. However, CFF will consider an application from such programs to secure additional

funding for a physical therapist to optimize the service.

III. Funding Amount

The budget may be for up to three (3) years based on program size:

<100 patients in the registry [Maximum \$45,000 over 3 years to support the salary and benefits for the physical therapist, plus 12% indirect costs]

>100 patients in the registry [Maximum \$90,000 over 3 years to support the salary and benefits for the physical therapist, plus 12% indirect costs]

The applicant can choose to allocate the budget request as appropriate to their local circumstances. For example, a program with > 100 patients can choose to have the first-year budget request could be \$15,000 for planning with a hire or adjustment in FTE later in year 1, and then a higher amount requested for years 2 and 3. Alternatively, a center may already have an individual identified for the CF Physical Therapist role and choose to budget \$30,000 equally over 3 years or \$45,000 over 2 years. The table below illustrates just two examples.

Option #1	Direct Costs	Travel and Registration Fees	Indirect Costs (12%)	Total
Year 1	\$30,000	\$2,000	\$3,840	\$35,840
Year 2	\$30,000	\$2,000	\$3,840	\$35,840
Year 3	\$30,000	\$2,000	\$3,840	\$35,840
Option #2				
Year 1	\$15,000	\$2,000	\$2,040	\$19,040
Year 2	\$37,500	\$2,000	\$4,740	\$44,240
Year 3	\$37,500	\$2,000	\$4,740	\$44,240

IV. Eligibility

- Candidates must be U.S. citizens or U.S. permanent residents (must have obtained permanent residency prior to the time of application)
- The principal investigator must be a CF center director, program director, or an associate director.
- CF Center staff will track number/percentage of patients screened by the PT and number of outside referrals generated, at minimum. Additional data related to patient satisfaction, exercise capacity and quality of life are recommended to assess the impact of adding the PT to the team.
- The CF Center will support training specific to CF for the PT, such as participation in the CFF PT mentor program and attendance at NACFC or other appropriate venue.
- Award for a Physical Therapist must go towards hiring additional staff or increase in FTE of existing staff who will focus on physical therapy assessment and treatment. This funding may not be used to support existing full-time staff in their current role.
- Sites receiving Awards will submit an annual progress report to document progress and fulfillment of award requirements including documentation of completion of screening and patient satisfaction.
 - Year 1 Progress Report should provide specific details on the contributions by awardee to implement physical therapy screening and follow-up.
 - Year 2 Progress Report: In addition to the screening and follow-up care contributions of the awardee, plans for program sustainability should be described.
 - Year 3 Final Report
- Funding for Year 2 and Year 3 is contingent upon progress documented in the annual reports.

V. Mentorship Requirements

Not applicable to this RFA

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

The overall purpose of this Award is to promote the role of physical therapy on the CF care team to screen for, prevent, and treat musculoskeletal, cardiovascular, neurological, and pulmonary impairments. We envision that funding will be used to secure a Physical Therapist who will be responsible for the implementation of annual screening and follow-up in clinic; coordination of evidence-based treatment for musculoskeletal and/or cardiorespiratory impairments; development and maintenance of a referral network of community-based physical therapists; and, will serve as an advocate and liaison for physical therapy care in CF for the CF Center, hospital or institution, community practitioners, and payers.

Specific tasks would include the following:

- Screening
 - Perform annual formal evaluation of patients, according to accepted evidence-based guidelines related to physical activity and exercise.
- Prevention
 - Assemble and disseminate educational materials as well as individual patient recommendations for promoting normal development and function of musculoskeletal and cardiorespiratory systems needed for physical activity
- Treatment
 - Development of an individualized treatment plan to improve and restore optimal function of movement-related systems, considering each patient's age, developmental stage, resources, and social situation.
 - Implement or refer to community physical therapy, exercise or rehabilitation programs for intervention as needed and appropriate. Education of community-based PTs, as needed.

Qualifications:

The candidate should be a licensed physical therapist with strong musculoskeletal and cardiorespiratory expertise. Funding from the award may be used towards obtaining the required training of the physical therapist related to CF-specific issues. Demonstrated ability to function well in a multidisciplinary team is essential. Prior participation in the CFF Physical Therapist mentoring program is preferred, but not mandatory. Those programs with a sustainable commitment of a PT in the outpatient clinic are discouraged from applying as the intent of this RFA is to recruit PTs to programs that have not benefited from consistent PT input to date.

The Award for a Physical Therapist is available to all CFF-accredited Care Center and Affiliate programs:

- Smaller centers with pediatric and adult programs that share components of the multi-disciplinary team may wish to apply for one Physical Therapist for the entire center.
- Centers with distinct pediatric and adult care teams should consider applying for an award at the program level, i.e., if both programs are interested in obtaining a physical therapist, then consider submitting two separate applications.

VII. Review and Award

All applications are evaluated by a CFF established review committee. Funding of awards is based on the priority score awarded to each application and the recommendations of the Committee. Relevance of the proposed project to issues in CF is also considered in determining awards. All awards are subject to observance of the regulations and policies of CFF related to that category of support and are contingent upon the availability of CFF funds.

CFF may withdraw applications receiving low scores, 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.

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

- The proposed project/program does not meet the funding criteria in the policy statement for the award.
- The project/program description is unclear, lacks key details, and/or is not supported by sufficient documentation.

VIII. Submission Information

Applications deadline: **Wednesday April 28, 2022 by 5:00 PM (Eastern)**

Submit online through <http://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. The CF Foundation reviews applications electronically, and only documents submitted online at <http://awards.cff.org> will be reviewed.

General Timeline:

Full Application Deadline	_____	April 28, 2022*
Committee Review Date	_____	Late May 2022
Notification to Applicants	_____	June 2022
Earliest Start Date for Awarded Projects	_____	July 1, 2022

**We highly encourage that you pre-register your profile, institution, contacts, and Title of your Application by this date. This will confirm that your submission at the Application Deadline, is without any system-related issue. It will also allow us to assist you on system-related queries, before the Application Deadline.*

IX. Letter of Intent Guidelines

Not applicable to this RFA

X. Full Application Guidelines

Applications must be submitted online at <http://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: <http://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 prior to submitting 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 “**Award for a Physical Therapist - 2022**” 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 before exiting in order to save their progress.

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, and project start and end dates. Also, indicate whether this is a resubmission of an application that was reviewed previously.

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.

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

If you are applying from an Institution (Organization), please select that option in the (‘Type’) dropdown menu. Then check that the Institution (Organization) is domestic. International institutions are not eligible for this award. Next, 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. If the EIN/TIN is not located, you may add the legal institution. Please also confirm if the project site is the same as the legal institution. Institutional applicants then need to upload their institution’s W-9 and Tax Status Letter.

If you are 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](#).

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

CFF’s Grants and Contracts Office must have a copy of the individual applicant’s W-9 form on file for the person who will be receiving the funds if awarded. Please make sure to sign and date the W-9 form. If the applicant is applying on behalf of, or through an organization, then a copy of the organization’s W-9 and a copy of its 501(c)3 letter, or other documentation verifying its Federal tax status, are also needed. The CF Foundation’s Grants and Contracts Office will not issue Award Letters to Awardees if these documents are not received and on file.

International Applicants (if applicable):

Not applicable to this RFA

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 optional contacts **not** associated with the applicant institution may also be added. These contacts would be considered as additional contributors involved in the proposed research plan. These may include consultants, or collaborators. If the desired external contact is not available in the system, you may select “**Add External Contact**” to create a basic contact profile in order to add the individual to your application.

BUDGET

Select the “**Edit Budget**” button under the Budget tab and complete the relevant budget categories by filling in the applicable amounts for Period 1. Initial award commitments will be for one (1) year with the possibility of renewing for a second (extension) year. Continued support will be based upon achievement of the goals of the proposal, and the availability of CFF funds. The total budget request may not exceed **\$90,000** (plus 12% indirect costs – see section III for more guidance).

Be sure to click “**Save**” prior to closing the budget window.

Please outline the anticipated budget for the proposed project/program. A budget justification will be required as an upload on the “**Full Application Uploads**” tab.

The following budget categories are offered under this program:

Salaries and Benefits – List the names and roles of all personnel involved in the project/program. 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 of \$199,300. Organizational applicants can include fringe benefits of the personnel involved. Please see a brief example of a Salaries & Benefits section of a GMS budget below:

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$197,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Jane Doe	Other	10.00%	\$100,000.00	\$10,000.00	0.00%	\$0.00	\$10,000.00	
Subtotal:							\$10,000.00	

Applicant Jane Doe entered in 10% in the “% effort” box, and a “Institutional Base Salary/Stipend” of \$100,000. The GMS calculated a “Salary Requested” to be \$10,000.

Jane Doe was then able to manually edit the salary requested to the amount they actually want to request of \$4,000.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$197,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Jane Doe	Other	10.00%	\$100,000.00	\$4,000.00	0.00%	\$0.00	\$4,000.00	
Subtotal:							\$4,000.00	

Travel - Describe the purpose of any 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 Grants & Contracts Office. Registration fees associated with conferences should be listed under “Other Expenses.”

Other Expenses – If registration for NACFC is being requested please complete this section of the online budget summary and in the budget detail template.

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:

- Budget Justification
- Project Plan
- Other Support (NIH format)

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

Budget Justification

Use this template to describe the nature of costs listed in the online Budget for each category:

- Personnel
- Travel
- Other Expenses

Project Plan

1. Provide a brief description of the patient population at the care center. (Maximum-half page)
2. Describe what your current staff is doing to implement screening of musculoskeletal and cardiorespiratory impairments, and aerobic capacity. How would a physical therapist improve your implementation of screening and needed interventions for these physical interventions? (Maximum one page).
3. Describe your plan to utilize a Physical Therapist including:
 - i. How they will implement annual screening of musculoskeletal, cardiorespiratory, and neurological impairments for people with CF from infancy through adulthood.
 - ii. The plan to provide follow-up care based on PT recommendations from the screening visit. This plan could include but is not limited to: follow-up visits in the CF clinic, PT clinic or via tele-health or networking with and referring to community-based PT clinics.
 - iii. Your plan to sustain this position post 3-year award. Some suggestions for program sustainability that may work for your center include: request for partial or full FTE from your institution, use of a PT faculty member or resident, or funding from your care center award. (Maximum- two pages)

Other Support (NIH format)

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.

Appendices

Appendices are restricted to the following category:

1. Resume/CV of Physical Therapist
2. Statement of Qualifications

Validation and Submission

If applicants apply through an organization, once the applicant clicks “**Sign & Submit to AIO**” the application will be routed to be signed by the applicant and then sent on for final signature by their organization’s AIO. After the AIO has signed the application, it will be submitted to CFF.

If applicants apply as an Individual, once the applicant clicks “**Sign & Submit**”, the application will be electronically signed by the applicant and submitted to CFF.

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. Other Information

Not applicable to this RFA

XII. Contact Information

For technical support:

Primary CF Foundation Grants and Contracts contact ewarnke@cff.org or 301-841-2667

Secondary CF Foundation Grants and Contracts contact nmohaghegh@cff.org or 301-841-2614

For programmatic questions:

CF Foundation Program Management contact Chris Dowd, cdowd@cff.org