



**Program Name:** 2023 Student Traineeship Award

**Brief Program Overview/Description:** CFF offers Student Traineeship awards to introduce students to research through participation in a CF-relevant research project. The goal of this program is to expose students to research in an effort to develop and maintain interest in a career in CF research or as a CF care provider.

**Funding Amount:** The maximum award amount is \$4,000 per year for one year (Direct Costs Only); indirect costs are not allowable. *Note: Salary support may be requested solely for the Student Applicant.*

**Eligibility:**

- Applicants must be bona fide students enrolled in a bachelor's, master's, or a doctoral program for the duration of the award (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. laws.
- If institutional policies prevent Student Trainees from being the applicant, please contact the CFF Grants & Contracts and Administration (GCMA) Office.
- *Additional eligibility requirements can be found in Section IV below.*

**Key Dates:**

Published	February 16, 2023
Full Application Deadline	Rolling through December 15, 2023
Review	N/A
Notification to Applicants	8 to 12 weeks post submission
Project Start Date	As determined by applicant but at least 2 months after submission

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## I. About the Cystic Fibrosis Foundation

The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with CF the opportunity to lead long, fulfilling lives by funding research and drug development, partnering with the CF community, and advancing high-quality, specialized care.

To achieve this mission, various types of grants and awards are offered to support meritorious research in CF.

## II. Program and Award Overview

CFF offers Student Traineeship awards to introduce students to research through participation in a CF-relevant research project. The goal of this program is to expose students to research in an effort to develop and maintain interest in a career in CF research or as a CF care provider.

## III. Funding Amounts

The maximum award amount is \$4,000 per year for one year (Direct Costs Only); indirect costs are not allowable. Award payments will be made to the Awardee Institution. *Note: Salary support may be requested solely for the Student Applicant.*

## IV. Eligibility

- Applicants must be bona fide students enrolled in a bachelor's, master's, or a doctoral program for the duration of the award (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.
- Recipients of these traineeships may reapply for support in a subsequent year.
- Awards are not transferable.
- If institutional policies prevent Student Trainees from being the applicant, please contact the CFF GCMA Office.

## V. Mentorship Requirements

- The mentor(s) must be able to provide the mentorship needed to guide the project if awarded.
- The mentor(s) must be at the institution where the applicant will be carrying out the work for the project.

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

Proposed research must be relevant to the CFF's mission and to the health and well-being of people with CF. Applicants are encouraged, but not required, to address research topics of high priority as stated below.

### Research topics of high priority to the CF Foundation:

- Direct and indirect influences of CFTR modulation on the airway milieu, including resident pathogens, inflammation, mucin structure (tethered and secreted), airway surface liquid (ASL), and mucociliary clearance
- Understanding defects associated with CFTR mutations other than F508del (especially nonsense and other mutations not currently treated by CFTR modulators) and approaches for restoring CFTR function
- Evaluating the impact of gene editing/insertion on CFTR transcription, splicing, and translation
- Developing and evaluating delivery technologies (viral and non-viral) to target disease relevant cells and tissues such as the airway basal cell populations
- Biological mechanisms involved in lung allograft dysfunction/rejection and transplant immunology

- Improved understanding of acquisition, detection, pathogenesis, host-pathogen interactions, and treatment approaches for difficult to treat CF infections (i.e. NTM, MDR Pseudomonas, MRSA, Aspergillus, Achromobacter, Burkholderia, Stenotrophomonas)
- Approaches to understand and treat extra-pulmonary manifestations of CF including (but not limited to):
  - CF related GI issues and the impact of nutritional deficiencies
  - Effects of endocrine system dysfunction in CF, including Cystic Fibrosis Related Diabetes (CFRD) and CF bone disease
  - Mental health

Funding priority will be placed on those projects that will lead to a better understanding of disease mechanisms and, pathophysiology, or the development of prevention and treatment strategies.

## VII. Review and Award

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 reviews all applications and awards are made on the basis of individual and institutional merit and the relevance of the proposed project to CF research priorities. In general, applicants will be notified whether applications have been approved or declined by e-mail within eight (8) to twelve (12) 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.

## VIII. Submission Information

**Application Deadline: Rolling through December 15, 2023**

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. CFF reviews applications electronically, and only documents submitted online at <http://awards.cff.org> will be reviewed.

### General Timeline:

Full Application Deadline	Rolling through December 15, 2023
Review	N/A
Notification to Applicants	8 to 12 weeks post submission
Project Start Date	As determined by applicant

## IX. Letter of Intent Guidelines

*Not applicable to this RFA*

## X. Full Application Guidelines

Applications must be submitted online at <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>” and complete a profile prior to submitting an application.

**Please note:** Applicants should register using the “Domestic Institution” or “International Institution” options to ensure that your profile aligns properly with the institution where the project will be conducted.

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 Traineeship Award**” 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.

**Please note:** Only select the “**Sign & Submit to AIO**” button after the application has been fully completed. This will trigger validation on all required fields and send the application to your Authorized Institutional Official “AIO” for review and signature through Adobe Sign.

#### **GENERAL**

Enter the title of your project, enter the project start and end dates, and complete any additional listed 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**

If a profile was completed upon registration, the applicant’s/principal investigator’s institution will be preloaded 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.

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.

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(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 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):

Applicants whose institution is not a United States based-entity will be contacted to provide additional information and completion a CFF International Institution Form. The completion of this form also includes submission of the following documentation:

- A copy of the institution’s most recent Mission Statement.
- A copy of the 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 three (3) years are not required to resubmit them. However, if any of the above documents have been updated since they were previously submitted, please upload any updated documents. The CFF GCMA Office will contact applicants if documents are outdated or missing.

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

**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, collaborators, or subcontractors. In order to add contacts external to the applicant institution, please select the appropriate “Add Subcontractors” or “Add Consultants/Collaborators” button(s) and add the contacts in the table, then click “Save”.

## ABSTRACTS/RELEVANCE

Not Applicable to this RFA. Please enter N/A in these sections.

## 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. Student Traineeship Awards are for a maximum of one (1) year. The total budget request cannot exceed \$4,000 (indirect costs are now allowable).

### **The following budget categories are offered under this program:**

**Salaries & Benefits** - List the names and positions of all professional and non-professional personnel involved in the project, whether or not salaries are requested. Indicate the percent effort on the project for all personnel. *Note: Salary support may be requested solely for the Student Applicant.* 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 \$212,100. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all funding agencies and foundations.

**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 GCMA Office. Travel and Conference Registration expenses may not exceed a combined \$1,500. Registration fees associated with conferences should be listed under “Other Expenses”. Applicants are encouraged to attend the North American CF Conference to present their work.

**Consumable Supplies** – Itemize supplies e.g. glassware, chemicals, animals, in separate categories and give the estimated cost of each category. If animals are involved, state the number, unit purchase cost, and unit care cost.

**Other Expenses** - Itemize other expenses by major categories, such as subcontracts, duplication costs, publication costs, computer charges, conference registration fees, etc.

### **Budget Detail – Indirect Costs**

Indirect costs are not allowable.

## FULL APPLICATION UPLOADS

Download the available templates applicable to the project, upload the completed templates, as well as the additional application components as outlined below. All documents must be uploaded in PDF format to the corresponding attachment types within this section. Templates available for download include:

- Budget Justification
- Project Description
- Personal Statement
- Mentor’s Biographical Sketch
- International Institution Form

### **BUDGET JUSTIFICATION**

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

### **PROJECT DESCRIPTION**

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.

### **PERSONAL STATEMENT**

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, especially related to a career in CF.

### **MENTOR'S BIOGRAPHICAL SKETCH**

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.

### **LETTERS OF SUPPORT – INSTITUTIONAL MENTOR**

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 CF specific training or exposure the student will receive during the traineeship period. If the mentor does not have prior publications or funding in CF, the letter should state how the trainee will receive CF-relevant training during the award period through other mentors or training opportunities.

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.

### **INTERNATIONAL INSTITUTION FORM (IF APPLICABLE)**

Applicants whose institution is not a United States based-entity must complete the CFF International Institution Form. The completion of this form also includes submission of the following documentation:

- Institution's mission statement
- If the Institution is a nonprofit organization, provide government-issued documentation of the Institution's nonprofit status, if available, as well as governing documents (such as a Charter, Statute, or By-Laws) detailing the funding and expenditures related to activities outlined in the Mission Statement of the Institution compared to activities outside of the mission of the Institution
- If the Institution is a for-profit organization, provide a complete list of key employees, members of the governing board, and/or other senior management as well as any governing documents (such as an Articles of Association or Organization) detailing the funding and expenditures of the Institution
- A complete and accurate Form W-8 signed by the institutional official within the last three years. While CFF issues grant funding to 501(c)(3) and nonprofit institutions, CFF also issues contract award funding to other kinds of institutions.
- A description of external sources of support, including the names of individuals and organizations providing the Institution with major donations, official awards, private endowments, and/or commercial activities
- Standard Operating Procedure(s) or relevant policy to ensure that all awarded funds, including but not limited to CFF funds, are used in compliance with all applicable U.S. anti-terrorist financing, privacy and asset control statutes, regulations and executive orders, resulting in the Institution neither distributing awarded funds to terrorists nor supporting their networks, organizations, or activities (If your institution does not have a relevant policy, please provide a statement signed by an institutional official indicating that all award funds, including but not limited to CFF funds, will be used in compliance with applicable

U.S. anti-terrorist financing, privacy and asset control statutes, regulations and executive orders, resulting in funds never being used to support terrorist networks, organizations and/or activities. In the alternative, if the institution does not have this policy, CFF can provide an Anti-Terrorism Certification Form to be signed by the institutional official).

Applicants who have provided these documents within the past one (1) year is not required to resubmit them. However, if any of the above documents have been updated since they were previously submitted, please upload any updated documents. The CF Foundation GCMA Office will contact applicants if documents are outdated or missing.

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

## **APPENDICES**

Appendices are restricted to the following two (2) categories:

- 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.***

### **\*Organization Assurances & Certifications**

CFF requires, as applicable, that all U.S.-based awardees obtain Institutional Review Board (IRB) approvals for human subject research, Institutional Biosafety Committee (IBC) approval for recombinant or synthetic nucleic acid research, and Institutional Animal Care and Use Committee (IACUC) approval for animal 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. CFF will not release payments to awardee institutions until these documents are received and on file with the CFF GCMA 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. CFF will not release payments until these documents are received and on file with the CFF GCMA 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 GCMA 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 2019)*. 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 [https://osp.od.nih.gov/wp-content/uploads/NIH\\_Guidelines.pdf](https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.pdf).



**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.

#### **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.

#### **XI. Other Information**

*Not applicable to this RFA*

#### **XII. Contact Information**

**For technical support:**

Primary CFF GCMA Office contact Nicholas Appleton [nappleton@cff.org](mailto:nappleton@cff.org) or 301-841-2614

**For scientific/programmatic questions:**

Katherine L. Tuggle, Ph.D. [ktuggle@cff.org](mailto:ktuggle@cff.org)