



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

**Program Name:** 2023 Travel Award Supplement for Off-Site Research and Research Training

**Brief Program Overview/Description:** This travel award supplement is intended to support Ph.D. students, postdoctoral fellows, and junior faculty participating in off-site training opportunities to learn new research skills and techniques to advance their research experience or to perform studies that cannot be performed at their host institution but are necessary to advance their research project.

**Funding Amount:** The maximum award amount is \$3,000 (Direct Costs Only); indirect costs are not allowable. Applications requesting support beyond \$3,000 may be considered with prior approval from the CFF Program Officer (see contact on page 9) and appropriate justification of costs.

**Eligibility:**

- Applicants must be an active research scientist on a CF project (which may be in the form of a thesis/dissertation project or a funded fellowship or research grant) with at least one year of research experience at the Ph.D. student level.
- 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.
- Additional eligibility requirements are outlined below in Section IV.

**Key Dates:**

Published	April 5, 2023
Full Application Deadline	Rolling through December 15, 2023
Committee Review Date	N/A
Notification to Applicants	Within 6 weeks post submission
Project Start Date	As determined by applicant

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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**

The ability to receive in-person training from investigators skilled in new research approaches and techniques can greatly reduce the time it takes to establish them in a lab and improve the chances of successful integration. Additionally, some techniques or experimental approaches may not always be easily transferable to other institutions and therefore may require the research to be performed at off-site facilities or collaborating laboratories to advance a project (e.g., high-resolution imaging modalities).

This travel award supplement is intended to support Ph.D. students, postdoctoral fellows, and junior faculty participating in off-site training opportunities to learn new research skills and techniques to advance their research or to perform studies that cannot be performed at their host institution but are necessary to advance their research project. These opportunities may occur through hands-on workshops or exchange programs with other laboratories. Examples of hands-on workshops that may be supported through this funding mechanism include the Marine Biological Laboratory (MBL), Cold Spring Harbor Laboratory Courses (CSHL), and the European Cystic Fibrosis Society (ECFS) sponsored hands-on trainings.

During residence at the training laboratory or training course, the trainees should become familiar with the proper use of the assay, technique, or model, and learn how to collect, analyze, and interpret data. For research techniques that are transferable, by the end of the training period, the awardee should be sufficiently trained in all aspects necessary to bring the technology/approach back to their institution and perform studies in their laboratory, including the ability to troubleshoot with minimal reliance on the host laboratory.

**Applications to support participation in or attendance at scientific conferences will not be considered through this award mechanism.**

## **III. Funding Amount**

- The maximum award amount is \$3,000. Applications requesting reimbursement beyond \$3,000 may be considered with prior approval from the CFF Program Office and appropriate justification of charges.
- Indirect costs are not allowable for this program.
- The project duration (project period) should be at least one (1) week; not to exceed one (1) year in duration.
- Support under this program is for travel/registration expenses only.
- The award will be paid to the Awardee Institution.

## **IV. Eligibility**

- Applicants must be an active research scientist on a CF project (which may be in the form of a thesis/dissertation project or a funded fellowship or research grant) with at least one year of research experience at the Ph.D. student level.
- 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.

- Applications to visit laboratories in the context of an existing long-term collaboration or involving previous exchanges of scientists have a low priority for funding.
- Awards are not transferable.

**V. Mentorship Requirements**

*Not applicable to this RFA*

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

*Not applicable to this RFA*

**VII. Review and Award**

Applications are accepted throughout the year but should be submitted at least three (3) months prior to the projected start date. CFF staff reviews applications and awards are made on the basis of individual and institutional merit and relevance of the project to advance the CFF mission. In general, applicants will be notified whether applications have been approved or declined by e-mail within six (6) weeks from submitting the application.

If awarded, payments will be made to the Awardee Institution in 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 report of expenditures. The final report must be submitted within three (3) months of completing the research visit. The report should summarize the results as well as possible plans for further work to be undertaken. Receipts for expenses may be requested at CFF’s discretion.

**Applications will be evaluated on the following criteria:**

- The quality of the project, alignment of the project with CF Foundation research priorities, and the necessity of the research training or research experience proposed in advancing the project will be weighted heavily in the review. Factors that will be considered include the feasibility and depth of the training during the proposed period, novelty of the assay/technique, and necessity of off-site training for learning/performing the research (rather than learning directly from the literature or through telephone/video conferencing).
- The suitability of the host laboratory for the proposed work.
- The value of the exchange for the laboratories involved (expertise or technology transfer, collaboration, co-publication).
- The qualifications of the candidate at their career stage.

**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	Within 6 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, 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 Travel Award Supplement for Off-Site Research and Research 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.

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 Grants & Contracts Management and Administration (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 are required to provide additional information and complete a CFF International Institution Form. The completion of this form also includes submission of additional documentation.

## 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. Roles and access for each role are specified within the online application portal.

See a How-To Guide Here: <https://www.cff.org/sites/default/files/2022-01/Grants-Management-System-How-To-Guide-for-Active-and-Activated-Awards.pdf>

## 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. Travel Award Supplements are for a maximum of one (1) year. The total budget request cannot exceed \$3,000.

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

**Salaries & Benefits** - Salary & Benefits are not offered through this program, however, please list the applicant’s Name, and Role. The Salary Requested, and Amount fields should remain as \$0.00.

**Travel** - Funds can be used to support air/ground travel, lodging, and meals during the training period. It is expected that the awardee will use cost-effective means for transportation and will adhere to the guidelines contained in this document (i.e., economy class air/train travel). Itemize expenses by category.

**Other Expenses** – For formal/organized hands-on training courses, registration fees (which may include housing and/or meals) may be requested.

**The following charges will NOT be reimbursed through this award:**

- Airfare or train upgrades including first class, business class, or seat upgrades
- Hotels that exceed moderately priced standards
- Personal expenses including service charges for valet service, or recreational activities
- Rental vehicles, unless approved as part of the application for this award.

**\*Please note that itemized and charge receipts for relevant charges incurred for this award must be provided upon request by CFF, unless otherwise outlined in your institutional policies, or negotiated Terms and Conditions of Award with CFF.**

#### **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 (if applicable)

#### **BUDGET JUSTIFICATION**

Describe costs listed in the Budget Detail. Use major categories, such as Salaries & 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**

**Not to exceed 5 pages:** The applicant must provide a brief description of their research project and the significance of the project for advancing the CF field. The proposal should include a summary of the techniques and/or skills that will be learned through this training and how this opportunity is critical for advancing the research project. Applications must clearly demonstrate the value of the training and why this technique/skill cannot be acquired through other means, including virtually or through calls and videoconference with the host laboratory. The proposal should provide sufficient information to allow the reader, in a brief and concise manner, to evaluate the merit of the training experience and its relevance to the proposed research topic to advancing the CFF mission. The proposal should also highlight how training supported through this program will impact the applicant’s professional development plan and career goals. Applicants must clearly communicate their career plans for the period following the travel award.

#### **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 and commitment to a career in CF.

**HOSTING MENTOR'S BIOGRAPHICAL SKETCH (for organized training courses, provide an agenda and list of presenting faculty)**

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**

• **Trainee Mentor (only required for graduate students and postdoctoral fellows)**

A letter of support from the student's home institution training mentor in support of the student's project and stating the applicant's educational experience, academic abilities, and research potential is required. The letter should also indicate the student's research and/or clinical interest in CF and also any training or exposure the student will receive during the traineeship period. This letter should also clearly indicate the commitment of the mentor in allowing the training opportunity to take place if the Travel Award is approved. The mentor should also describe the value of the exchange for their laboratory and their commitment to integrating the new techniques/approaches in their lab that are learned through the exchange.

• **Hosting Mentor**

A letter of support from the hosting mentor in support of the student's project is required. The letter should indicate any 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. If the training will be part of a workshop or formal organized training program, a letter of acceptance may be submitted in lieu of a letter of support but must be submitted before funds can be released.

• **Care Center Director (for projects that require recruitment of CF patients)**

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 Trainee Mentor or Hosting Mentor is the CF Center Director, this information could be included in their Mentor Letter. For studies that are not recruiting patients from a CF Foundation accredited Care Center, 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 category:

- 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.***

<b>Validation and Submission</b>
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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 Face Page electronically using Adobe Sign. Once signed by the PI, the Face Page 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 and:**

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)