



For application technical support, please contact Mcarlino@cff.org

Program Name: 2024 Spring Pilot and Feasibility Award

Brief Program Overview/Description: Pilot and Feasibility Awards are intended to support projects that will develop and test new hypotheses and/or new methods (or those being applied to the problems of Cystic Fibrosis (CF) for the first time), and to support promising new investigators as they establish themselves in research areas relevant to CF. The intent of these awards is to enable investigators to collect sufficient data to compete successfully for support from the NIH or other funding agencies. Proposals should focus on projects that will improve our understanding of disease pathogenesis or development of novel treatment approaches on topics such as defects in airway defense, microbial adaptation to the CF lung, mucociliary clearance and airway hydration, and extrapulmonary manifestations of the disease. **Applicants seeking to submit proposals focused on topics such as the restoration of CFTR protein function or approaches to fix/replace the defective CFTR gene should apply through the Path to a Cure Pilot and Feasibility Award Program.** Applications for continued funding of a project, or long-term support of an investigator, will not be considered.

Funding Amount: Funding of up to \$50,000 per year, plus an additional twelve percent (12%) of indirect costs may be requested. Awards may be approved for up to a two (2) year period.

Eligibility:

- United States residents and applicants from outside the United States are welcome to apply.
- Applicants must be independent investigators (an individual who is out of fellowship training and whose institution allows them to submit applications for research funding as a Principal Investigator).
- Additional eligibility requirements can be found in **Section IV**. below.

Key Dates:

	Spring 2024 Cycle	Fall 2024 Cycle
Published	March 15, 2024	TBD
Full Application Deadline	May 2, 2024	December 5, 2024
Committee Review Date	August 2024	March 2025
Notification to Applicants	September 2024	April 2025
Earliest Project Start Date	November 1, 2024	May 1, 2025

Table of Contents:

- I. [About the Cystic Fibrosis Foundation](#)
- II. [Program and Award Overview](#)
- III. [Funding Amounts](#)
- IV. [Eligibility](#)
- V. Mentorship Requirements
- VI. [Goals of Research Currently of Interest to CFF/Priority Areas](#)
- VII. [Review and Award](#)
- VIII. [Submission Information](#)
- IX. Letter of Intent Guidelines
- X. [Full Application Guidelines](#)
- XI. [Resources and Other Information](#)
- XII. [Contact Information](#)

*We strongly encourage all applicants 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 Management and Administration (GCMA) Office is able to assist all applicant with any potential system-related queries prior to the Application Deadline.

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

Pilot and Feasibility Awards are intended to support projects that will develop and test new hypotheses and/or new methods (or those being applied to the problems of cystic fibrosis for the first time), and to support promising new investigators as they establish themselves in research areas relevant to cystic fibrosis. The intent of these awards is to enable investigators to collect sufficient data to compete successfully for support from the NIH or other funding agencies. Proposals should focus on projects that will improve our understanding of disease pathogenesis or development of novel treatment approaches on topics such as defects in airway defense, microbial adaptation to the CF lung, mucociliary clearance and airway hydration, and extrapulmonary manifestations of the disease. ***Applicants seeking to submit proposals focused on topics such as the restoration of CFTR protein function or approaches to fix/replace the defective CFTR gene should apply through the Path to a Cure Research Pilot and Feasibility Award Program.*** Applications for continued funding of the same project, or for long-term support of an investigator, will not be considered.

Pilot and Feasibility Award applications must focus on basic science research. Proposals that include methodologies requiring human subjects or sampling of materials from human subjects will be considered under this mechanism only if the sampling method constitutes minimal patient risk (e.g., venipuncture, nasal brushings) and the sample will be utilized in basic or laboratory research. Projects using previously obtained human samples or samples collected as part of routine clinical care may be allowed; however, this should be specified clearly in the application. All other projects involving human subjects, including interventional studies, may not be reviewed nor funded through this award mechanism and should instead submit their proposals under the [Clinical Pilot and Feasibility Award](#) mechanism. Please refer to that program's [Policies and Guidelines](#) on the CFF website (www.cff.org).

III. Funding Amounts

- Funding of up to \$50,000 per year, plus an additional twelve percent (12%) indirect costs may be requested.
- Awards may be approved for up to a two (2) year period. Funding for Year 2 is contingent upon submission and approval of a renewal progress report and the availability of funds.

IV. Eligibility

- U.S. residents and applicants from outside the U.S. are welcome to apply.
- International applicants and institutions are required to submit additional information in accordance with USA Patriot Act and the U.S. Department of Treasury Anti-Terrorist Financing Guidelines.
- Applicants must be independent investigators.
 - Candidates who are clinical fellows should apply to the CFF Clinical Fellowship program for the appropriate year.
 - Candidates who are postdoctoral fellows should apply to the CFF Postdoctoral Research Fellowship program.
- Multiple CFF Pilot and Feasibility Awards held by a single investigator will not be permitted for this program when the total combined funding exceeds \$56,000 per year. In such cases, the most recent application submitted will be considered administratively ineligible. However, investigators may hold

one Pilot and Feasibility Award through this mechanism as well as a Path to a Cure Pilot and Feasibility Award simultaneously.

V. Mentorship Requirements

Not applicable to this RFA

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

The landscape of CF has changed significantly over the past 30+ years since the identification of the CFTR gene. The introduction of CFTR modulators, small molecule drugs that target the basic CFTR defect, has led to unprecedented improvement in health for many people with CF. However, there is still a significant unmet need for people with CFTR mutations that either do not respond to modulators, do not generate sufficient quantities of protein for correction, or block protein synthesis (i.e., premature stop codon mutations, splice mutations, insertion/deletion mutations etc.). In addition to correcting the basic defect, CFF realizes the needs of the community and places a high priority on supporting efforts that improve our understanding of disease pathogenesis, such as defects in airway defense, microbial adaptation to the CF lung, mucociliary clearance and airway hydration, and extrapulmonary manifestations of the disease that may not be completely corrected by CFTR modulators. We therefore encourage investigators to review the list below for basic and translational science areas of interest to the CFF.

Investigators working in the following areas are particularly encouraged to submit an application for consideration:

- Understanding of how modulators impact disease pathogenesis across all stages of life as well as the cellular and molecular changes that cannot be reversed by modulators, which may include direct and indirect influences of CFTR modulation on the airway milieu, including resident pathogens, inflammation and inflammatory cell function, mucin structure (tethered and secreted), airway surface liquid (ASL), and mucociliary clearance (MCC), as well as extrapulmonary manifestations.
- Biological mechanisms involved in chronic lung allograft dysfunction (CLAD), 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, Burkholderia, Stenotrophomonas).*
- Approaches to understand and treat nutritional deficiencies and CF-related GI complications, including intestinal, pancreatic, and hepatobiliary disease across the lifespan.
- Effects of endocrine system dysfunction in CF, especially projects focused on biological underpinnings of Cystic Fibrosis Related Diabetes (CFRD), CF bone disease, and sexual & reproductive health.

Projects that will lead to a better understanding of disease mechanisms and pathophysiology or will focus on strategies and methods with the potential to development new prevention and treatment strategies may be prioritized for funding.

**Projects focused on individual pathogens not listed above or that solely explore basic biology of pathogens that will not have direct applicability to the development of new treatment strategies or improve outcomes for people with CF may be deprioritized for funding. Infection/microbiology-focused applications should utilize clinically relevant strains and specimens or address host responses to the organism as part of the application.*

Note: Applicants seeking to submit proposals focused on topics such as the restoration of CFTR protein function or approaches to fix/replace the defective CFTR gene should apply through the Path to a Cure Pilot and Feasibility Award (<https://www.cff.org/research-clinical-trials/academic-funding-opportunities>). Topics for the PTAC program include but are not limited to characterization of rare CFTR mutations,

nonsense modulation, gene editing/replacement strategies, and characterizing cellular targets for CFTR correction.

VII. Review and Award

All applications are evaluated by an external review committee, whose recommendations are reviewed by the Medical Advisory Council (MAC) and/or the Board of Trustees. Funding of awards is based on the priority score awarded to each application and the recommendations of the committee. Funding decisions are based on the relevance of the proposed study to the goals of the Foundation, alignment with specific research priorities, and enhancing the existing CFF project portfolio. All awards are subject to compliance with applicable regulations and CFF policies and are contingent upon the availability of CFF funds.

Applications will be reviewed and scored by the committee. 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. Applications that have not been funded in two review cycles will not be accepted for further consideration by CFF. In order to resubmit unfunded applications during future application cycles, applicants must indicate that it is a resubmission and address reviewer critiques.

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

- Insufficient information or documentation
- Inadequate statement of hypothesis, experimental design or methods
- Failure of the applicant to demonstrate awareness of and plans for coping with key problems and pitfalls associated with the proposed research
- Insufficient or improper controls
- Failure of the applicant to describe potential relevance of the proposed study to issues in CF
- Failure of the applicant to document the necessary skills or training to accomplish the goals of the proposal
- Failure of the applicant to meet all of the criteria described in the policy statement for a given award

VIII. Submission Information

Application deadline: Thursday, May 2, 2024, 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. CFF reviews applications electronically, and only documents submitted online at <http://awards.cff.org> will be reviewed.

General Timeline:

	Spring 2024 Cycle
Application Deadline	May 2, 2024*
Committee Review Date	August 2024
Notification to Applicants	September 2024
Earliest Project Start Date	November 1, 2024

***We strongly encourage all applicants 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 Management and Administration (GCMA) Office is able to assist all applicant with any potential system-related queries prior to the Application Deadline.**

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 their profile 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 “**2024 Spring Pilot and Feasibility 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.

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 below Organizational Assurances and Certifications as cited at the end of this section.**

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 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.

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”**.

REFERENCES (if applicable)

This section will appear if you have selected **“Yes”** for the question on the **GENERAL** tab **“Are you a junior investigator?”**

Letters of Reference for Junior Investigators*: CFF defines “junior investigator” as any individual who has not received a CFF/CFFT Research Grant or NIH equivalent (e.g., R01, R21, R23) as a Principal Investigator AND is within their first five years of their first academic appointment at the level of Assistant Professor or equivalent.

Letters of Reference for junior investigators must be submitted by the following individuals:

- **The Chair of the Applicant’s Department at the Applicant Institution** – The letter of reference from the Department Chair should indicate the release of sufficient space and facilities for the work described, as well as guarantee the time commitment of the investigator to the project. If the applicant is currently a fellow, the letter of reference should include confirmation of the pending faculty-level appointment.
- **At least two (2) other individuals** familiar with the applicant's scientific interests and abilities.

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. You must click “Invite” in order to trigger the e-mail to the referee. The referee(s) 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 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.

***Investigators who have received a prior CFF/CFFT Research Grant, Pilot and Feasibility Award or NIH equivalent, are not required to submit Letters of Reference; however, if they are new to CF research, Letters of Support and/or Collaboration should be provided as uploads in the FULL APPLICATION UPLOADS tab.**

ABSTRACTS/RELEVANCE

In the space provided online for abstracts, provide a statement of no more than 2,000 characters (including spaces) explaining the subject of the research proposal and its relationship to CF. Two different abstracts are required, as follows:

- **Lay Abstract:** This statement will be used to inform the non-scientific departments of CFF and the general public of the nature of this work. Applicants should not include any confidential or proprietary information, including intellectual property, in the lay abstract.
- **Scientific Abstract:** This statement will be used to inform the scientific community.
- **Summary of Relevance to CFF mission:** All applications are reviewed and scored not only on scientific merit but also on relevance to CFF’s mission:

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.

Provide a statement of no more than 3,000 characters (including spaces) summarizing the relevance of the proposed research to the health and well-being of CF patients, for a scientific audience who may or may not have a background in the subspecialty of the proposed research.

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. Pilot and Feasibility Awards funded through this RFA are for a maximum of two (2) years. The total budget request cannot exceed \$50,000 per year plus an additional twelve (12%) of indirect costs.

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 being 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 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.

Consultant Costs - Give the name and institutional affiliation of any consultant who has agreed to serve in this capacity, including statisticians and physicians in connection with the project if they are not listed under personnel. In the budget justification, briefly describe services to be performed, the number of days, rate of compensation, per diem and any other associated costs. Qualifying consultants are individuals that are generally not employed at the applicant institution and/or are consulting independently to the project.

Travel - Describe the purpose of any travel being requested. Please note: For North American applicants, 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 \$1,500 per person per year**. Registration fees associated with conferences are in addition to this allowance should be listed under "Other Expenses". Applicants are encouraged to attend the North American CF Conference each year 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.

Major Equipment - List all items of equipment greater than **\$5,000** requested and the cost of each item. If funds are requested to purchase equipment that is equivalent to items listed under "Facilities Available", justify the duplication. Justify any item of equipment for which the need may not be obvious.

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 may be requested for personnel supported through this study but may not exceed **\$10,000** per person per year.

Subcontractors Summary – If applicable, detailed budgets and budget justifications for each subcontract, including indirects, must be provided for each year of support. Subcontractors are added in the prior section entitled **CONTACTS**. The lead/prime applicant (PI) and/or Grants Officer can initiate/complete the subcontract budget. After adding Subcontractor(s), in order to access the subcontract budget activity, please select the "**BUDGET**" tab of the application and click the "Open" button next to each listed subcontractor. After completing the subcontract budget activity, please select "**Pending PI Acceptance**", as well as "**Submit**" to ensure the subcontractor budget is included as part of the main application budget.

For applications that include a subcontract with a third party, the applicant may request indirect costs on the first \$25,000 of each subcontract per project period. Negotiations of subcontracts are between the applicant institution and the subcontractor.

Budget Detail – Indirect Costs

Indirect costs of up to twelve percent (12%) may be requested from CFF. Indirect costs may be requested for all expenses except for the following:

- Major equipment (items over \$5,000 in value)
- Computer software

- Software licenses
- Tuition

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
- Research Plan
- Biographical Sketches for Key Personnel
- Other Support
- Facilities Available
- Results of Past and Current CFF/CFFT Support
- Critique Response (if resubmission)
- International Institution Form (if applicable)

BUDGET JUSTIFICATION

Describe costs listed in the Budget Detail. Use major categories, such as Salaries & Benefits, Consultant Costs, Major Equipment, etc. Justify all items and make sure amounts and figures listed in the narrative are consistent with those listed in the Budget Detail. ****Budget Justification upload(s) should be provided individually for each year of funding support being requested. These can be uploaded as a single PDF or separate PDF uploads for each year.***

RESEARCH PLAN

Page limit: Six (6) single-sided pages, not including the Literature Cited. Applications exceeding this page limit will not be reviewed. Type the PI's name in the space available in the header of the document. The template available will track page numbers at the bottom.

- Include sufficient information to permit effective review without reference to previous applications. Information should be presented in a clear and concise manner, while being specific and informative.
 - Key figures and legends must be included in the Research Plan and should be of sufficient quality and size to be evaluated by the reviewer. If uploaded as Appendices, they will NOT be reviewed.
 - If the application is a resubmission of an earlier one, revisions must be clearly indicated by a change in font, bolded or underlined. **CFF will not review resubmissions that have not been revised.**
- Hypothesis and Specific Aims:** State concisely and realistically the intent of the proposed research and the hypothesis to be tested. The specific aims should be relevant to the mission of the Cystic Fibrosis Foundation. Do not exceed one page.
 - Background and Significance:** Describe the background. Critically evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. Concisely state the importance and rationale of this research by relating the specific aims to longer-term objectives. This section should also show the potential importance of the proposed work to CF, in particular those areas listed as areas of special interest to CFF. In addition, describe the relationship of the proposed work to your long-term career goals. Preference will be given to applicants who express an interest in a long-term career in CF-related research.
 - Preliminary Results:** If applicable, provide a detailed discussion of any preliminary results.
 - Experimental Design and Methods:** Provide a detailed discussion of the experimental design and methods to be used to accomplish the specific aims. Describe the protocols, including methods for new techniques, and explain potential advantages over existing methodologies. Discuss the data expected to be obtained and the means by which data will be analyzed and interpreted. If clinical samples are included in the research plan, provide details of the methods for patient selection. Discuss potential pitfalls and/or limitations of the proposed procedures and alternative approaches to achieve aims. Point out any procedures, situations or materials that may be hazardous to personnel or

patients and the precautions to be exercised. Since Pilot and Feasibility Awards are reviewed by CFF's Research and Research Training Committee, applications that include methodologies requiring sampling of materials from human subjects will only be considered under this mechanism if the sampling method constitutes minimal patient risk (e.g., venipuncture, nasal cell brushing) and patient samples or data are anonymous.

Describe the level of risk and measures taken to assure patient anonymity to the PI and other professional personnel unless the PI or other professional personnel are care providers. Note: Interventional studies involving human subjects cannot be supported through this program and should instead apply as a Clinical Pilot and Feasibility Award.

- e. **Consultant Arrangements:** If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant's group, describe the working relationships and support this description by letter(s) of intent signed by collaborating individual(s). If clinical material required by this award is to be furnished by other individuals, include a statement from these individuals agreeing to their participation and precautions taken to ensure anonymity of patients.
- f. **Literature Cited:** References should be numbered in the sequence that they appear in the text and listed at the end of the Research Plan. Each citation must include the names of all authors, title, the name of the journal or book, volume number, page number and year of publication (titles are optional).

BIOGRAPHICAL SKETCH(ES) OF 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.

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 equipment available at the applicant's institution that will be used for this project, such as laboratory, clinical, animal, computer, office, 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.

RESULTS OF PAST AND CURRENT CFF/CFPT SUPPORT

The Principal Investigator (PI) and any Co-Principal Investigator(s), if applicable, are requested to identify the results of past and current CFF/CFPT support (e.g., subsequent funding from other sources, journal articles, and invited presentations) and the CFF/CFPT award from which they resulted for the past five (5) years. Please note that the following information must be included with each research project identified:

- CFF/CFPT Award #
- Principal Investigator (PI)
- CFF/CFPT Project Title
- Applicant's Title on Project
- Project Start/End Dates
- Total CFF/CFPT Award Amount

- Results of Support

CRITIQUE RESPONSE (IF RESUBMISSION)

If the application is a resubmission of a previously declined application, please provide a point-by-point response to the prior reviews. There is no page limit to your responses, but please be concise and succinct.

LETTER(S) OF SUPPORT (FOR INVESTIGATORS NEW TO CF RESEARCH, IF APPLICABLE)

Note: Letters of Support are not required for experienced CF investigators, e.g., recipients of past CFF/CFFT funding, investigators with recent publications in the field.

Investigators new to CF research are strongly encouraged to consult or collaborate with an established CF investigator/clinician either at their own institution or another. An investigator is considered new to CF if they have not previously (1) published in CF or (2) received extramural funding for a CF-focused research project. A letter of support from the collaborator/consultant should be included with the application, explicitly describing how the proposed work is relevant to CF and how the collaborator/consultant will assist the investigator (such as providing scientific expertise or CF-relevant samples and reagents).

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 (IF APPLICABLE)

Appendices are restricted to the following three (3) categories:

- Certification of organization assurances (i.e., IRB, IACUC and IBC approvals), if applicable.
- Up to three (3) reprints of the applicant’s work relating to the general area of research in the proposal may be uploaded in PDF format.
- Signed Letters of Support and/or Collaboration: A Letter of Collaboration from Co-PIs, if any, should be uploaded and included in the application.

***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.

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.

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 Mike Carlino atmcarlino@cff.org or 301-841-2671

Secondary CFF GCMA Office contact grants@cff.org or 301-841-2614

For scientific and programmatic questions:

Katherine Tuggle, Ph.D. at ktuggle@cff.org