



## How to Add Contacts

**Please Note:** Only the Principal Investigator can add individuals (contacts) to the application/award and is the only one with the ability to grant Budget Access to other members of the team (contacts). If you need access to view an award and all payments/deliverables associate with that award, **please contact the Principal Investigator of the award to request access.**

1. To add contacts to an award, the **Principal Investigator** of the award should go to their **My Awards** homepage and click on the **Active Awards** tile under the **My Awards** module.

A screenshot of the "My Awards" homepage in a web application. The interface is organized into several sections. At the top, there is a navigation bar with the user's name "Bruce Wayne" and various menu items like "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy &amp; Security". The main content area is divided into several modules, each with a blue header and a white body. The "My Awards" module is the first and largest, containing two tiles: "Active Awards" with a count of 1 and "Past Awards" with a count of 0. A black box highlights the "Active Awards" tile, and a black arrow points from it to the "Past Awards" tile. Below this are "My Activities" (9 Upcoming, 0 Submitted, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Contingent, 0 Scheduled, 1 Paid Payments, 0 CFF Required Refunds), and "My No Cost Extension (NCE)" (1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Completed NCE). The final section is "Active Mentor Awards" (0 Active Mentor Awards).



2. The **Principal Investigator** should next click on the **Active Award** that the contact requires access too.

**PLEASE NOTE:** Contacts must be added to each individual award.

\*For Care Center awards, contacts would need to be added for every fiscal year awarded.

Award	Institution	Award Type	Principal Investigator	Project Period	Award Amount	
00192CC319	CFF Children's Hospital	CFF Hospital Foundation	Care Centers	Bruce Wayne	-	\$43,000.00

3. On the Award Profile Page, the **Principal Investigator** should click on the **CONTACTS** tab to add contact to the award.

00286219 - Wayne

Status: Active

Institution: CFF Hospital Foundation

Submitted Date:

Funding Decision:

LOI Application Full Print:

Full Application:

Signed Application Upload:

Principal Investigator: Bruce Wayne

RFA Name: TEST CF Care Center 2019

Application Full Print:

GENERAL CONTACT PROFILE INSTITUTION **CONTACTS** ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS

Project Period Start: 07/01/2019 Project Period End: 06/30/2020



- Under the **CONTACTS** tab, the **Principal Investigator** will be able to add a contact by clicking into the look-up field below each contact role. By clicking on the look-up field, all contacts associated with the **Principal Investigator's Institution AND that are associated with the contact role** will display. To add the contact, the **Principal Investigator** should click on the contact that displays in the look-up field.

A screenshot of a web application interface. At the top, there is a navigation menu with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS (highlighted with a black box), ABSTRACTS/RELEVANCE, BUDGET, and FULL APPLICATION UPLOADS. Below the menu, there are several sections for adding contacts. The first section is titled "\* Authorized Institution Official" and contains a text box with a description, a dropdown menu labeled "Select One" (highlighted with a black box and an arrow pointing to it), and a search field. The second section is titled "\* Grant Officer" and contains a text box with a description and a search field. The third section is titled "\* Financial Officer" and contains a text box with a description and a dropdown menu labeled "Select One". Below these are sections for "Pre-award Contact" and "Post-award Contact", each with a text box and a search field. At the bottom right, there is a blue button labeled "Save My Work".

**PLEASE NOTE:** If the contact does not appear in the look-up field, the contact must register themselves to the system by submitting a request through the <https://awards.cff.org/> log-in page and clicking on the **Register Here** button.



- When the contact is selected, the **Principal Investigator** will need to click on the **Save My Work** button at the bottom of the Award Profile Page. Once saved, the contact will have access to the Award on the system.

**Please refer to the Contact Definitions guide (Page 5) to view all the permissions each contact role has in the system.**

A screenshot of the "CONTACTS" tab in the Award Profile Page. The "CONTACTS" tab is highlighted with a black box. Below it, the "Financial Officer" section has a dropdown menu with "Cat Woman" selected, also highlighted with a black box. The "Pre-award Contact" section has a "Search and select" input field. The "Budget Access" section has a text area for entering names. The "Subcontractor(s)" section has a blue bar with the word "Subcontractors" and a large black arrow pointing down to the "Save My Work" button at the bottom of the page, which is also highlighted with a black box. The "Add Collaborators and Consultants" section is partially visible at the bottom.