



How to Add Contacts

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

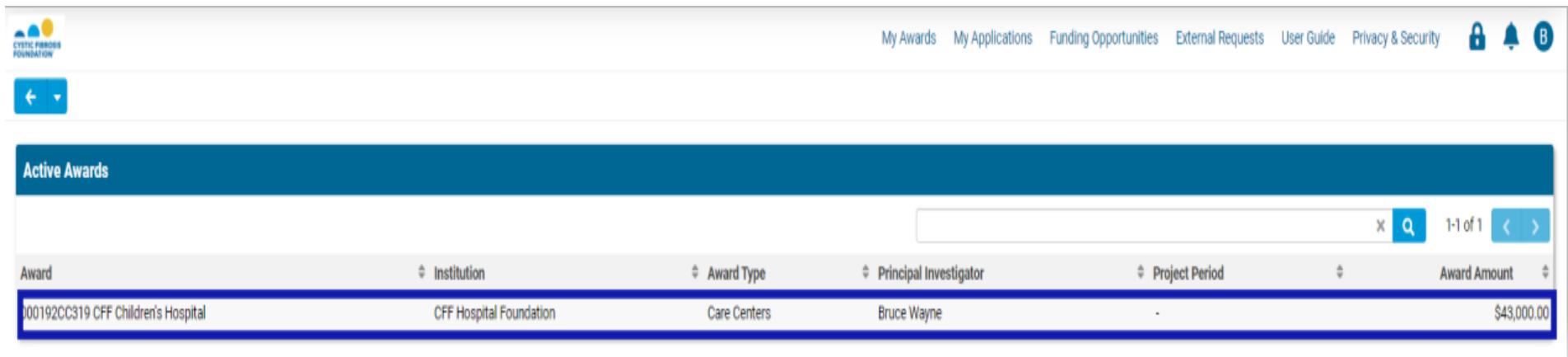
1. To add contacts to an award, the **Principal Investigator or AIO** of the award must go to their [My Awards](#) homepage and click on the [Active Awards](#) tile under the [My Awards](#) module.

A screenshot of the "My Awards" module in the Cystic Fibrosis Foundation system. The interface is divided into several sections. At the top, a blue header bar contains the CFF logo and the text "CYSTIC FIBROSIS FOUNDATION". Below this, a navigation bar shows the user is logged in as "Bruce Wayne" and provides links to "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy & Security". The main content area is titled "My Awards" and features a sub-section with two tiles: "Active Awards" (showing 1) and "Past Awards" (showing 0). A black arrow points from the "Past Awards" tile to the "Active Awards" tile. Below this, the "My Activities" section shows three tiles: "Upcoming Deliverables" (9), "Submitted Deliverables" (0), and "Completed Deliverables" (3). The "My Payments and CFF Required Refunds" section displays four tiles: "Contingent Payments" (5), "Scheduled Payments" (0), "Paid Payments" (1), and "CFF Required Refunds" (0). To the right of this section is the "My No Cost Extension (NCE)" section, which includes four tiles: "Request NCE" (1), "Pending NCE" (0), "Under Review NCE" (0), and "Completed NCE" (1). At the bottom, the "Active Mentor Awards" section shows a single tile for "Active Mentor Awards" (0) and includes a note: "If you are a Mentor on an award with the CF Foundation, those awards will be displayed here."



- The **Principal Investigator or AIO** must next click on the **Active Award** that the contact requires access too.

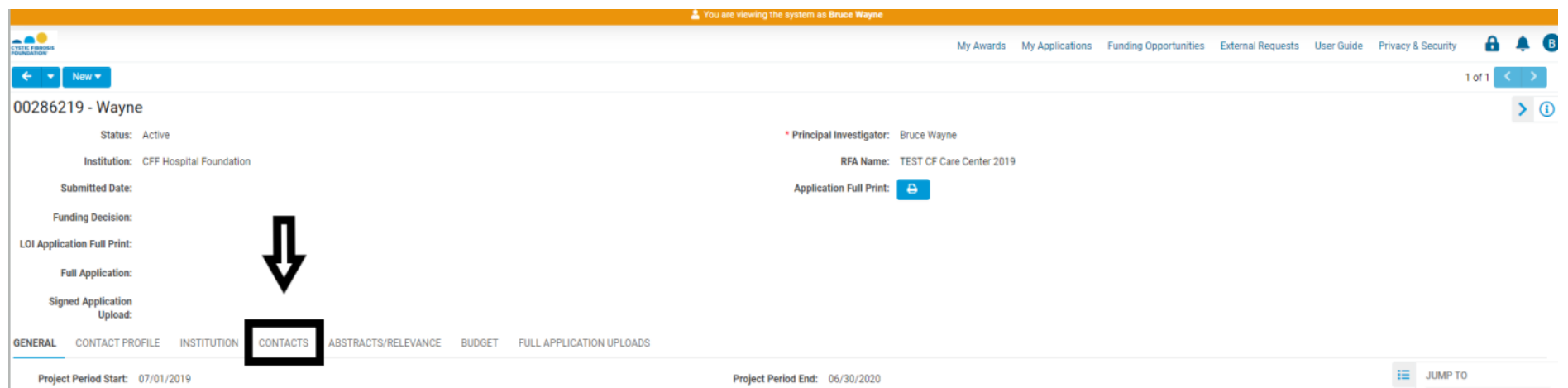
PLEASE NOTE: Contacts must be added each time for every different Project Period and Award Type (Award Profile).



This screenshot shows the 'Active Awards' section of a web application. At the top, there is a navigation bar with links for 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation bar is a search bar with a magnifying glass icon and a '1-1 of 1' indicator. The main content area displays a table with the following columns: 'Award', 'Institution', 'Award Type', 'Principal Investigator', 'Project Period', and 'Award Amount'. A single row is visible, representing an award from CFF Hospital Foundation to CFF Children's Hospital, with a principal investigator of Bruce Wayne and an award amount of \$43,000.00.

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

- On the Award Profile Page, the **Principal Investigator or AIO** must click on the **CONTACTS** tab to add contacts to the award.



This screenshot shows the 'Award Profile' page for award 00286219 - Wayne. The page has a navigation bar at the top with links for 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation bar is a search bar with a magnifying glass icon and a '1 of 1' indicator. The main content area displays the award details, including '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', and 'Application Full Print:'. A large black arrow points down to the 'CONTACTS' tab in the navigation bar. The 'CONTACTS' tab is highlighted with a red box. Below the navigation bar, there is a section for 'Project Period Start: 07/01/2019' and 'Project Period End: 06/30/2020'. At the bottom right, there is a 'JUMP TO' button.

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:

CONTACTS

Project Period Start: 07/01/2019

Project Period End: 06/30/2020

JUMP TO



- Under the **CONTACTS** tab, the **Principal Investigator or AIO** 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 contact 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 the "CONTACTS" tab in the CFF application system. The "CONTACTS" tab is highlighted with a black box. Below it, the "Authorized Institution Official" section is visible. It includes a description of the role and a "Select One" dropdown menu, which is also highlighted with a black box and a large black arrow pointing to it. Below this is the "Additional Authorized Institution Official(s)" section, followed by the "Grant Officer" and "Financial Officer" sections, each with a "Search and select" input field. At the bottom, there are sections for "Pre-award Contact" and "Post-award Contact", each with a "Search and select" input field. A "Save My Work" button is located at the bottom right of the form.

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



- When that contact is added, the **Principal Investigator or AIO** 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 page has a navigation bar at the top with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS (highlighted), ABSTRACTS/RELEVANCE, BUDGET, and FULL APPLICATION UPLOADS. Below the navigation bar, there are sections for adding contacts. The "Financial Officer" section includes a description and a dropdown menu with "Cat Woman" selected. The "Pre-award Contact" section includes a description and a "Search and select" input field. The "Budget Access" section has a description and a text area for entering names. The "Subcontractor(s)" section has a blue bar with the text "Subcontractors". The "Add Collaborators and Consultants" section has a "BACK" button and a "Save My Work" button. A large black arrow points down from the "Subcontractors" bar to the "Save My Work" button. The "Save My Work" button is highlighted with a black border.