

How to Enter in Financial Reports:

 You may find all pending deliverables including your financial reports by clicking on Upcoming Deliverables under My Activities. PLEASE NOTE: You will only be able to view deliverables associated to an Award if the <u>Principal Investigator</u> has added you as a contact to their award (For more information, see refer to "How to Add Contacts")

	My Awards	My Applications	Funding Opportunities	External Requests	User Guide	Privacy & Security	8		B
le v									
My Awards								-	-
1 Active Awards Past Awards									
My Activities								+	-
3 Upcoming Deliverables 0 Submitted Deliverables 2 Completed Deliverables									
My Payments								+	-
2 Scheduled Payments Paid Payments									

2. The Upcoming Deliverables page lists all outstanding deliverables for a given award. To begin, click on either the Estimated Budget or the Report of Expenditures. PLEASE NOTE: The system will not allow you to enter in the Report of Expenditures if the Estimated Budget has not been submitted and approved or if our Program Administrator has requested changes to the Estimated Budget.

CYSTIC PIBROSIS					My Awards My A	pplications Funding Opportunities	External Requests User Guide	Privacy & Security	/ 🔒	A B
← -										
Upcom	ing Deliverables									
								×Q	1-5 of 5	< >
#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	4	Description		\$
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending	07/01/2019 - 06/30/2020)			
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	2			
3	CC500	000192CC319	Award Letter	05/20/2021	Pending	07/01/2019 - 06/30/2020)			
₽ 4	CC500	000192CC319	Estimated Budget	05/22/2021	Pending	07/01/2019 - 06/30/2020)			
5	CC500	000192CC319	IRB Approval Letter	05/22/2021	Pending	-				



3. On the Estimated Budget or Report of Expenditures page, click on **Begin Preparation** to "claim" the Financial Report. This will change the status of the Financial Report to "**In Progress**".

CYSTIC PIBROBIS FOUNDATION				My Awards My Ap	plications Funding Opportu	nities External Re	quests User Guide	Privacy & Security	8	≜ B
< →									1 of 4	< >
000192CC319 - R	eport of Expenditures									> (
Activity Type:	Report of Expenditures									
Status:	Pending			* Scheduled Da	te: 09/24/2020					
* Activity Owner:	Bruce Wayne									
	CFF Award Number:	CC500	Report Date:	04/22/2021						
	Center Number:	500	Principal Investigator:	Bruce Wayne						
	Program Number:	500	Institution Name:	CFF Hospita	Foundation					
	Award Amount:	\$44,085.00	Budget Period:	From:	07/01/2019	10:	06/30/2020			
Award Period Start:	07/01/2019									
Award Period End:	06/30/2020									
Budget Access										
Budget and report of expen	diture details can only be viewed by the Principal I	nvestigator, CF Center Director [for care	center grants] and Financial/Grants Officer. If any othe	er contacts should have the ability to vie	w and enter budget or report of e	xpenditure details ent	er their name below and	select them from the re	esulting list.	. If the





4. When the Estimated Budget or Report of Expenditures is "In Progress" status, you will be able to enter in the Budget Actuals (expenditures) by clicking on the Enter Budget Actuals button. You will also be able to view the budget by clicking on the Print button. Click Continue once the budget has been entered. PLEASE NOTE: Only the Principal Investigator and Financial Officers can enter in the Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the Principal Investigator (Refer to "How to Grant Budget Access").

CYSTIC FIREOES				My Awards My Ap	plications Fundi	ng Opportunities	External Requests	User Guide	Privacy & Security	A /	A B
< →										1 of 4	< >
000192CC319 - R	eport of Expenditures										> (1)
Activity Type:	Report of Expenditures										
Status:	In Progress			* Scheduled Da	te: 09/24/2020						
* Activity Owner:	Bruce Wayne										
	CFF Award Number: Center Number: Program Number: Award Amount:	CC500 500 500 \$44,685.00	Report Date: Principal Investigator: Institution Name: Budget Period:	04/22/2021 Bruce Wayne CFF Hospital From:	Foundation 07/01/2019		To: 06/30/	2020			
Award Period Start:	07/01/2019										
Award Period End:	06/30/2020										
Budget Actuals:	C Enter Budget Actuals	3									
Budget PDF:	e Print										
Budget Actuals PDF:	⊖ Print										
Balance:	\$38,052.50										
Prepared By:	Bruce Wayne										
Budget Access											
Budget and report of expen contact does not appear th	diture details can only be viewed by the Principal ey must first be added as a contact on the award.	Investigator, CF Center Director [for care of Multiple contacts can be selected.	enter grants] and Financial/Grants Officer. If any othe	er contacts should have the ability to view	w and enter budget o	r report of expendit	ure details enter their n	ame below and	select them from the re	sulting list. If	f the
Search and select											
			🖺 Save My Work	Continue							



5. <u>Report of Expenditures Only</u>: If there is a balance remaining, you must select an option for the remaining balance (Carry-Over, Refund Check, Payment/Award Reduction). Once all information has been entered click on the **Submit** button. PLEASE NOTE: If the Carry-Over option is selected, the system will request a justification for the Carry-Over amount.

COLUMN THE OWNER					My Awards	My Applications Funding Opportunities Ex	ternal Requests User Guide	Privacy & Security	A 6
÷ -								1 of 4	>
000192CC319 - F	Report of Expenditures								> ①
Activity Type	Report of Expenditures								
Status	: "In Progress"			* Scheduled Date: (09/24/2020				
· Activity Owner	Bruce Wayne 🖂								
	CFF Award Number:	CC500	Report Date:	04/22/2021					
	Center Number:	500	Principal Investigator:	Bruce Wayne	lation				
	Award Amount:	\$44,685.00	Budget Period:	From:	07/01/2019	To: 06/30/2020			
Award Period Start	07/01/2019								
Award Period End	06/30/2020								
Budget PDF	⊕ Print								
Burlout Actuals PDF	P. Print								
Balance									
parance	510,000,00								
Prepared By	Bruce Wayne								
Budget Access									
Budget and report of expe	inditure details can only be viewed by the Principal Investigator, CF Cente	er Director [for care center grants] and Financial/Gr	rants Officer. If any other contacts should have the ability to view and enter	budget or report of expenditure details enter their name belo	ow and select them from the resulting list	. If the contact does not appear they must first be ad	ded as a contact on the award. Multi	e contacts can be selected.	
Clark Kent X	×								
* If balance remaining, sel	lect one								
⊙ Carry-Over ○ Refun	d Check O Payment/Award Reduction								
✓ CF Center Requ	lest for Carry-Over								
Period Carried From	07/01/2019 to 06/30/2020								
Period Carried Profil									
Period Carried To	c 07/01/2020 to 06/30/2021								
Carry Over Balance	s: \$10,000.00								
Carry Over Amoun	" \$10,000.00								
Requested									
* Reason for un-expended	d funds								
Enter Reason for Carry O	Iver Here								
								6	1
* Proposed future use for	un-expended funds								
Enter Proposed future us	se for Carry Over Here								
								10	1
If the total Balance exce	eds the Balance allowed for carry-over, select one								
O Refund Check ③ Pa	ayment/Award Reduction								
Financial Officer									
Select the Financial Office	er who is responsible for this project. If the correct contect is not listed i	use the Add Financial Officer button below to add	the contact to the system.						
Clark Kast									
Science Premis	- ×								
Add Financial Officer									
			Di Sama Mar March	udata Budaat Actuala					
			El sano my noix 🖉 up						



6. Once the Budget has been entered and submitted, the status of the Estimated Budget or Report of Expenditures will go to "Pending PI Acceptance". The <u>Principal Investigator</u> must log in, click on Upcoming Deliverables, and select either the Estimated Budget or Report of Expenditures that has the status "Pending PI Acceptance". On the Estimated Budget or Report of Expenditures page, the <u>Principal Investigator</u> can review the budget and make any edits. Once the Financial Report is complete, the <u>Principal Investigator</u> will submit the budget to the <u>Financial Officer</u> by clicking on the Submit to Financial Of

						ſ			× 0	1-4 of 4
	Award ID	Award Number	Deliverable	a Deadline	≜ Status		Award Pariod		Description	
≥ n 2)1 c	CC500	00019200319	Report of Expenditures	09/24/2020	Pending PI Acceptance		07/01/2019 - 06/30/2020		- Description	
) 2 C	CC500	002150319	Revised Budget	04/13/2021	Pending		05/01/2021 - 04/30/2022			
g) 3 c	CC500	000192CC319	Award Letter	05/20/2021	Pending		07/01/2019 - 06/30/2020			
4 C	CC500	000192CC319	IRB Approval Letter	05/22/2021	Pending					
						My Awards	My Applications Funding Opportunitie	s External Requests User G	uide Privacy & Security	
										1 of 4
		No. of the West of the								1014
Activit	Ivity Type: Report of Expend Status: Pending PI Accep ity Owner: Bruce Wayne C		locan	Report Date:	194/22/20	* Scheduled Date: 09/24/20/	10			>
Activit	Inity Type: Report of Expend Status: Pending PI Accep ity Owner: Bruce Wayne	tures tanos				* Scheduled Date: 09/24/20	10			>
Aeth • Activit	Ivity Type: Report of Expend Status: Pending PI Accep ity Owner: Bruce Wayne C CFF Award Num Cernier Number:	enuntries tures terc	cc300 500	Report Date: Principal Investigator:	04/22/20 Bruce Wa	* Scheduled Date: 09/24/20/	10			>
Activit	Inity Type: Report of Expend Status: Pending PI Accep ity Owner: Bruce Wayne C CFF Award Numb Center Number: Program Numbe	enuntates hures wer:	000 500	Report Date: Principal Investigator: Institution Kame:	04/22/2 Bruce WA CFF Hosp	* Scheduled Date: 09/24/20 121 1714 Intel Foundation	10			>
Activit	Inity Type: Report of Expend Status: Pending PI Accep ity Owner: Bruce Wayne C CFF Award Number: Program Number Award Amount:	veronitates	000 500 500 544,655,00	Report Date: Principal investigator: Instrution Kanne: Budget Period:	04/22/20 Bruce Wa CFF Hosp	* Scheduled Date: 09/24/20/ 121 ryne 07/01/2016	10 Te : (04/30-7	2020		>
Activit * Activit Award Peri	Inity Type: Report of Expend Status: Panding PI Accep try Owner: Stuce Wayne C CFF Award Number: Program Number Award Amount: eried Start: 07/01/2019	vers	00500 500 500 844.685.00	Report Date: Principal Investigator: Institution Kame: Budget Period:	04/22/20 Bruce Wa CFF Hog Frem:	* Scheduled Date: 09/24/20 121 121 129 129 121 121 121 121	10 Te: 04/30/7	2028		>
Activit • Activit Award Peri Award Pe	Nity Type: Report of Expend Status: Panding PI Accep by Owner: Bruce Wayne C CFF Award Numi Center Numbar: Program Numbe Award Amount: end State: 07/01/2019 wride End: 06/30/2020	verc	00500 500 500 844,685.00	Report Date: Principal Investigator: Institution Name: Budget Period:	D4/22/20 Bruce WB CFF Hosp From:	* Scheduled Date: 09/24/20/ 121 type ptal Poundation 07/01/2019	10 Te .: (0e/30./	2026		>
Activit * Activit Award Per Award Pe	hity Type: Report of Expend Status: Pending PI Accepting Office Status: Block Wayne 22 OFF Area Number: Program Number Award Amumit: end State: 07/01/2019 wrind End: 06/30/2020 dget PDF: Drive	vers vers c	000 500 500 844,685,00	Report Date; Principal Investigator; Institution Name; Budget Period;	D4/22/20 Bruce Wa CFF Hosp Frem:	* Scheduled Date: 09/24/20 121 type nel Poundation [07/01/2019	10 Te:: 06/30/3	2020		>
Activit * Activit Award Per Award Pe Bud Budget Actu	hity Type: Report of Expend Status: Pending PI Accept ity Owner: Bruce Wayne C CFF Award Number: Program Number Program Number Award Amount: 00/30/2020 diget PDF: O Prec tuale PDF: O Prec	vers serce c	00300 500 544.685.00	Report Date: Principal Investigator: Institution Name: Budget Period:	04/22/20 Bruse Wa CFF Hosp /Perm:	* Scheduled Date: 09/24/20 121 syne shal Poundation [07/01/2019	10 Te: (0e/30/2	2020		>
Activit * Activit Award Per Award Pe Bod Budget Acts	hity Type: Report of Expend Status: Pending PI Accept by Owner: Bruce Wayne C CFF Award Number: Program Number Program Number Award Amount: or 07/01/2019 wrind End: 00/03/2020 dget PDF: Price Balance: \$10,000.00	Herioritales hores Herioritales Kerioritales Kerioritales Kerioritales Kerioritales	00500 500 500 844,685,00	Report Date: Principal Investigator: Institution Name: Budget Period:	04/22/20 Brues Wa CFF Host Prent	* Scheduled Date: 09/24/20 121 174 175 170 170 170 170 170 170 170 170	10 Tec: 04/30/7	0020		>
Activit - Activit Award Peri Budget Actor Preq	hity Type: Report of Expend Status: Pending PI Accept by Owner: Bruce Wayne C CFF Award Numur: Program Number: Program Number Program Number O7/01/2019 wride State: 07/01/2019 wride State: 07/01/2019 Balance: 310.000.00 spared By: Eruce Wayne	Herutites hvres ker:	00500 500 500 844.645.00	Report Date: Principal Investigator: Institution Kanne: Budget Period:	04/22/20 Bruce Wa CFF Hog Prent	* Scheduled Date: 09/24/20 721 rgre Ital Foundation [07/01/2019	00	2028		>
Activit • Activit Anvard Per Bud Budget Acti Preg Iget Access	hity Type: Report of Expend Status: Pending PI Accept by Owner: Bruce Wayne C CFF Aracel Number Aracel Number Program Numbe Aracel Analysis (CFF Aracel Number Aracel Number Organ Numbe Aracel Number Organ Numbe Aracel Number Organ Numbe Aracel Number Organ Numbe Aracel Number Organ Number Aracel Number	verc	00 500 844.695.00	Report Date: Principal Investigator: Institution Rame: Budget Period:	04/22/20 Bruce Wa CFF Hoop Prem:	* Scheduled Date: 09/24/20 121 121 129 129 129 129 129 129	10 Te: [06/30/7	2020		>
Activit * Activit Award Per Award Pe Bod Budget Acti Preg Iget Access udget and repo	hity Type: Report of Expend Status: Pending PI Accept by Ommer: Bruce Wayne C CFF Aracel Number: Program Numbe Amard Amount: end State: 07/01/2019 wide FDF: 06/30/2020 diget FD	y be viewed by the Principal Investigator, CF Cert	CC300 500 500 844.645.00 844.645.00	Report Date: Principal Investigator: Institution Rame: Budget Period: Budget Period:	04/22/20 Bruce Wa CFF House Prem: Prem: Annar budget or region of expenditure details error their	* Scheduled Date: 09/24/20 121 127 127 127 127 127 127 127	IN The Ontart does not appear they must fit	2020 20 be added as a contact on the awa	erd Multiple contacts can be s	efected.
Activit * Activit Award Per Bod Budget Actu Preq Bget Access udget and repo lark Kent it	hity Type: Report of Expend Status: Pending PI Accept by Owner: Bruce Wayne C CFF Aracel Number Aracel Number Program Numbe Aracel Annor: Program Aracel Anno: Program Aracel Ann	y be viewed by the Principal Investigator, OF Cen	CC300 500 500 844.645.00 844.645.00	Report Date: Principal Investigator: Institution Rame: Budget Period: Budget Period:	04/22/20 Bruce Wa CFF Hoog Prem: Prem:	* Scheduled Date: 09/24/20 121 127 127 127 127 127 127 127	IN The Contact does not appear they must fir	2020 st be added as a contact on the ave	art. Multiple contacts can be se	alected.
Activ * Activit Award Per Budget Acts Prey Aget Access udget and repo lark Kent IX	hity Type: Report of Expend Status: Pending Pi Accept ity Owner: Bruce Wayne C OFF Accept Accept Contract Number: Program Number Program Numb	y be viewed by the Principal Investigator, CF Cen	CC300 500 500 844.695.00 844.695.00	Report Date: Principal leveningtor: Institution Rame: Budget Period:	enter budget or report of expenditure details enter their r	* Scheduled Date: 09/24/20 121 127 129 129 129 127 127 127 127 127 127 127 127	In the contact does not appear they must for	2020 st be added as a contact on the ave	ard. Multiple contacts can be se	¥ected.



7. The Estimated Budget or Report of Expenditures will now be in "Pending Financial Officer Acceptance" status. The <u>Financial Officer</u> will need to log in, click on Upcoming Deliverables, and select the Estimated Budget or Report of Expenditures that has the status "Pending Financial Officer Acceptance". On the Estimated Budget or Report of Expenditures page, the <u>Financial Officer</u> may Request Revisions with comments – this will send the report back to My Activities (Upcoming Deliverables) or submit the report by clicking on the Submit to CFF button. PLEASE NOTE: Only the <u>Financial Officer</u> can submit the Financial Reports to CFF. When the status of the report moves from "Submitted" to "Reviewed and Approved" that means that the report has been reviewed and approved by the Program Administrator.

						Institution Profile My Awards My Application	ins User Guide Privacy & Security		
÷ •									
Charles and									_
Upcom	ing Deliverables								
							×Q	1-4 of 4	< >
-	Award ID	* Award Number	* Deliverable	* Deadline	- Central	* Award Borind	Description		
1	CC500	00019200319	Report of Expenditures	09/24/2020	Pending Financial Officer Acceptance	07/01/2019 - 06/30/2020			
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022			
3	CC500	00019200319	Award Letter	05/20/2021	Pending	07/01/2019 - 06/30/2020			
4	CC500	00019200319	IRB Approval Letter	05/22/2021	Pending	-			
								0	
Contra reasons						institution Profile My Awards My Applications	s User Guide Privady & Security		÷
÷ •								1 of 4	< >
00019	2CC319 - Report	of Expenditures							3
	And in Taxa a								-
	Accivity Type. Report o	Expenditures							
	Status: Pending	Financial Officer Acceptance				* Scheduled Date: 09/24/2020			
	Activity Owner: Bruce W	syne 🖒							
	CFF Aw	rd Number:	CC500	Report Date:	04/22/2021				
	Center I	lumber:	500	Principal Investigator:	Bruce Wayne				
	Award A	mount:	500	Budget Period:	From:	07/01/2019 Te: 06/30/2020			
	- I Briddhau anain								
	ard Period Start, 07/01/2	1.3							
Au	ward Period End: 06/30/2	120							
	Budget PDF: 🔒 Prin	3							
Bud	get Actuals PDF: 🕒 Prin								
Report	of Expenditures								
	Form:	/ Save							
	Balance: \$10,000.	00							
	Prepared By: Bruce W.	tyne							
Revisions	Requested from Finance								
Request	Revisions Here								
1000000									
								1	
• If balanc	e remaining, select one								
Carry-Ove	r								
> CF C	enter Request for C	arry-Over							
				E Contra de la con	A Descent Descenters				
				E seve wy m					