



## How to Submit a Supplemental Request

*Please Note: All Supplemental submissions should be preceded by discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding. All supplemental requests will be initiated by the Grants and Contracts Management & Administration (GCMA) Department once the CFF Program Officer confirms the request to initiate the supplement. Please reach out directly through email to your respective GCMA Post-Award Administrator and CFF Program Officer to request a Supplement for your award.*

1. To initiate a previously approved Supplement Request for an Award, go to the **My Awards** module under the **My Awards** homepage and click on the **Active Awards** tile.

The screenshot shows the 'My Awards' dashboard with the following sections:

- My Awards:** Contains two tiles: 'Active Awards' (count: 2) and 'Awarded Awards' (count: 1). A red box highlights the 'Active Awards' tile, and a red arrow points to it.
- My Activities:** Contains three tiles: 'Upcoming Deliverables' (count: 9), 'Submitted Deliverables' (count: 0), and 'Completed Deliverables' (count: 3).
- My Payments and CFF Required Refunds:** Contains four tiles: 'Contingent Payments' (count: 5), 'Scheduled Payments' (count: 0), 'Paid Payments' (count: 1), and 'CFF Required Refunds' (count: 0).
- My No Cost Extension (NCE):** Contains four tiles: 'Request NCE' (count: 2), 'Pending NCE' (count: 0), 'Under Review NCE' (count: 0), and 'Approved NCE' (count: 0).
- Active Mentor Awards:** Contains one tile: 'Active Mentor Awards' (count: 0). Below this tile is a note: 'If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.'
- Change of PI:** Contains four tiles: 'Active Awards (Eligible for Change of PI)' (count: 2), 'Pending Requests' (count: 0), 'Under CFF Review' (count: 0), and 'CFF Determinations' (count: 1).



2. On the **Active Awards** page, you will find a list of all awards that you are associated with as a contact. Only the [Grants Officer, Authorized Institutional Official or Principal Investigator](#) that is associated with the Award Profile can review the initiated Supplemental Request. Click the **View Supplement Request** button to review and submit the Supplemental request for that specific award.

**PLEASE NOTE:** You will only be able to view the award under the **Active Awards** tile only if the **Principal Investigator** of the award has added you as a contact to their award. (For more information, see refer to the guide [“How to Add Contacts”](#))

3. When you click on the **View Supplement Request** button, the system will create a Supplement request in **In Progress** status. You will first need to provide confirmation that you have had preceding discussions with the CF Foundation’s Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding. To move the request forward, click the **Begin Preparation** button.

A screenshot of the Cystic Fibrosis Foundation's 'New Activity' form. The form is titled 'New Activity' and has a navigation bar at the top with links: 'My Awards', 'My Applications', 'External Requests', 'User Guide', and 'Privacy & Security'. The form is for a 'Supplement Request' and includes fields for 'Activity Owner', 'Award Period Start', and 'Award Period End'. A confirmation statement is present: '\* I have had preceding discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding.' Below this is a 'confirm' button. The 'Award Information' section contains a table with the following data:

Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			

A blue arrow points to the 'Award ID' field. At the bottom of the form is a 'Begin Preparation' button.

**PLEASE NOTE:** Supplement Requests can only be requested one Award Period at a time. The Award Period that the Supplement Budget is requested for is based on the calendar day the Supplement Request is made.



- On the Supplement Request page, you will first need to add the **Authorized Institution Official** who will sign off on the Supplement Request by clicking on the drop-down field and selecting your **Authorized Institution Official**. To enter in the Budget Details for your Supplement Budget click on the **Add Supplement Budget** button.

A screenshot of the Cystic Fibrosis Foundation's Supplement Request page. The page title is "00395422 - Supplement Request". It shows the activity type as "Supplement Request" and the status as "Pending". The activity owner is "Bruce Wayne". The award period starts on 04/01/2022 and ends on 03/31/2023. There is a confirmation checkbox labeled "I confirm". Below this is an "Award Information" table with fields for CFF Award ID, Date, Project Title, CFF Award Number, and Principal Investigator. The "Authorized Institution Official" field is a drop-down menu. Below the table is a "Supplement Budget" section with a button labeled "Add Supplement Budget" and a "Supplement Budget PDF" section with a button labeled "View/Print Full Supplement Budget". At the bottom, there are buttons for "Save My Work" and "Submit to PI".

00395422 - Supplement Request

Activity Type: Supplement Request

Status: Pending

\* Activity Owner: Bruce Wayne

Award Period Start: 04/01/2022

Award Period End: 03/31/2023

\* I have had preceding discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding.

☒ I confirm

Award Information

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			

\* Authorized Institution Official

Supplement Budget

Click the Request Supplement Budget button below to open a new window where you will be able to enter your supplement budget details.

[Add Supplement Budget](#)

Supplement Budget PDF

Click the Request Supplement Budget button below to open a new window where you will be able to enter your supplement budget details.

[View/Print Full Supplement Budget](#)

Application Budget Before Supplement

[- CFF\\_application\\_budget.pdf](#)

[Save My Work](#) [Submit to PI](#)

- When you click on the **Add Supplement Budget** button, a pop-up window will appear which will allow you to enter in the estimated expenses for the Supplement Request. You will also be able to edit or remove any estimated expenses that were initially entered at the application stage. Once you have entered in all your estimated expenses for the Supplement Award Period, click on the **Save Period** button



and close the window. To move the request forward, click on the **Submit to PI** button to submit the request to the Principal Investigator for review.

A screenshot of a web browser window showing the "Supplement Budget" form. The browser title is "Supplement Budget - Work - Microsoft Edge" and the address bar shows a URL from cff.smartsimpleblc.com. The form has a header section with a "Budget" title and a note: "This supplement is for Award Period 1. As a reminder, significant deviations from the approved budget will require prior approval per CFF Terms and Conditions." Below this is a tabbed interface with "Period 1" selected and a "Summary" link. The form contains several input fields for "Principal Investigator" (Bruce Wayne), "Institution Name" (CFF Hospital Foundation), "Application Number" (00395422), "Budget Period From" (06/08/2022), and "To" (03/31/2023). There are also sections for "Salaries & Benefits", "Travel", "Consumable Supplies", "Major Equipment", "Other Expenses (Indirects Allowed)", and "Subcontractor Summary". At the bottom right, there is a summary table with the following data: Total Direct Costs: \$150,000.00; Modified Total Direct Costs: \$150,000.00; Indirect Costs: \$110,000.00; Total Estimated Budget: \$168,000.00. Below the table are two buttons: "Save Period 1" and "Close Budget".

Budget	
This supplement is for Award Period 1. As a reminder, significant deviations from the approved budget will require prior approval per CFF Terms and Conditions.	
Period 1 <a href="#">Summary</a>	
Principal Investigator:	Bruce Wayne
Institution Name:	CFF Hospital Foundation
Budget Period From:	06/08/2022
Application Number:	00395422
To:	03/31/2023
<a href="#">Salaries &amp; Benefits</a> (Salaries are restricted to the Federal salary cap (\$203,700.00 in 2022).)	
<a href="#">Travel</a> (Travel cannot exceed \$2,000.00 per person/per period.)	
<a href="#">Consumable Supplies</a> (Itemize by category, e.g., general clinical, office, etc.)	
<a href="#">Major Equipment</a> (Must list items greater than \$5,000 each)	
<a href="#">Other Expenses (Indirects Allowed)</a> (Itemize by category, e.g., education materials, minor equipment.)	
<a href="#">Subcontractor Summary</a> (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)	
Total Direct Costs:	\$150,000.00
Modified Total Direct Costs:	\$150,000.00
Indirect Costs:	\$110,000.00
Total Estimated Budget:	\$168,000.00
<a href="#">Save Period 1</a> <a href="#">Close Budget</a>	

- The status of the Supplement Request will move from **Pending** status to **Pending PI Acceptance** status. This means that the Principal Investigator of the award will need to review the details of the request and submit the Supplement Request to the Authorized Institution Official for signature. When the Supplement Request is in **Pending PI Acceptance** status, the Principal Investigator of the award will find the **Pending PI Acceptance** Supplement request in the **Active Awards** tile under the **My Awards** module.



7. Under **Pending PI Acceptance** status, the **Principal Investigator** can either Request Revisions or Submit the request to the **Authorized Institution Official** for signature. To approve the request, click on the **Send for Signature** button.

A screenshot of the "00395422 - Supplement Request" form in the CFF Foundation portal. The form includes the following sections:

- Activity Type:** Supplement Request
- Status:** Pending PI Acceptance (highlighted with a blue box)
- Activity Owner:** Bruce Wayne
- Award Period Start:** 04/01/2022
- Award Period End:** 03/31/2023
- Request Revisions** section with a checkbox for "I confirm".
- Award Information** table:

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			
- Authorized Institution Official** section with the name "Clark Kent".
- Principal Investigator's Acceptance Statement** section with a checkbox and text: "I accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative funding."
- Supplement Budget** section with a text box and a button "Add Supplement Budget".
- Supplement Budget PDF** section.
- At the bottom, there are two buttons: "Request Revisions" and "Send for Signature".



- The status of the Supplemental Request will move from **Pending PI Acceptance** status to **Pending Signature** status. **Pending Signature** status means that Adobe Sign will automatically route the Supplement Request to the **Authorized Institution Official's** email address (outside of the system). The Adobe Sign email will request the **Authorized Institution Official's** e-signature on the Supplement Request. When the **Authorized Institution Official** provides their e-signature, the Supplement Request will automatically route back to the Grants Management System for review and the status will move to **Under CFF Program Officer Review** status. **This is the final step for submitting the Supplement Request for review by CFF.**

My AwardsMy ApplicationsFunding OpportunitiesExternal RequestsUser GuidePrivacy & Security

00395422 - Supplement Request

Activity Type: Supplement Request

Status: Pending Signature

\* Activity Owner: Bruce Wayne

Award Period Start: 04/01/2022

Award Period End: 03/31/2023

Request Revisions

\* I have had preceding discussions with the CF Foundation's Program Officer regarding the programmatic reasoning for submitting a request for supplemental funding.  
☒ I confirm

Award Information

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	08/19/2022	Principal Investigator:	Bruce Wayne
Project Title:			

\* Authorized Institution Official

Clark Kent

\* Principal Investigator's Acceptance Statement

☒ I accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative funding.

Supplement Request DNE



## Supplement Request Approval:

When the Supplement Request has been **reviewed and approved** by CFF, a notification will go out of the system to the **Principal Investigator, Grants Officer, and Authorized Institution Official** stating that the **Supplement Request** has been approved and that the Supplement Award Letter has been issued. The **Principal Investigator** will find the Supplement Award Letter that is pending the **Principal Investigator and Authorized Institution Official's** signature under the **My Activities** module under the **Upcoming Deliverables** tile.

My Awards

1 Active Awards 0 Past Awards

My Activities

10 Upcoming Deliverables 0 Pending Deliverables 3 Completed Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	00286219	Award Letter		Pending	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	00286219	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
4	CC500	00286219	Other Deliverable	06/24/2021	Pending	-	Updated Support
5	CC500	00286219	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
6	CC500	00286219	Final Scientific Report	08/01/2021	Revisions Requested	08/01/2021 - 07/31/2022	Final Scientific Report
7	CC500	00286219	Other Deliverable	09/22/2021	Pending	-	Award Letter
8	WAYNE22Y0	00395422	Award Letter	01/01/2022	Pending	04/01/2022 - 03/31/2023	
9	WAYNE22Y0	00395422	Renewal Budget & Progress Report	01/07/2023	Pending	04/01/2023 - 03/31/2024	
10	WAYNE22Y0	00395422	Report of Expenditures	06/30/2023	Residual Balance Pending	04/01/2022 - 03/31/2023	