



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.

1. To request a 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 and data:

- My Awards:** 2 Active Awards (highlighted with a blue box and arrow), 0 Pending Awards.
- My Activities:** 9 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables.
- My Payments and CFF Required Refunds:** 5 Contingent Payments, 0 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds.
- My No Cost Extension (NCE):** 2 Request NCE, 0 Pending NCE, 0 Under Review NCE, 0 Approved NCE.
- Active Mentor Awards:** 0 Active Mentor Awards.
- Change of PI:** 2 Active Awards (Eligible for Change of PI), 0 Pending Requests, 0 Under CFF Review, 1 CFF Determinations.

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 request a Supplemental Request. Click the **Request for Supplement** button to create a Supplemental request for that specific award.



Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount	
00395422 - Wayne	CFF Hospital Foundation	STAT-Net Award		Bruce Wayne	04/01/2022 - 03/31/2023	\$50,000.00	Request for Supplement Relinquish Award
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award		A. Chester Ogborn	07/01/2019 - 06/30/2020	\$43,000.00	Request for Supplement Relinquish 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](#)”)

- When you click on the **Request for Supplement** button, the system will create a Supplement request in **Pending** 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.

New Activity

Activity Type: Supplement Request

* Activity Owner:

Award Period Start:

Award Period End:

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

[Begin Preparation](#)



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.

- 4. 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.

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](#)
38.8 KB - 03/31/2022 1:49PM

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



- 5. 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.

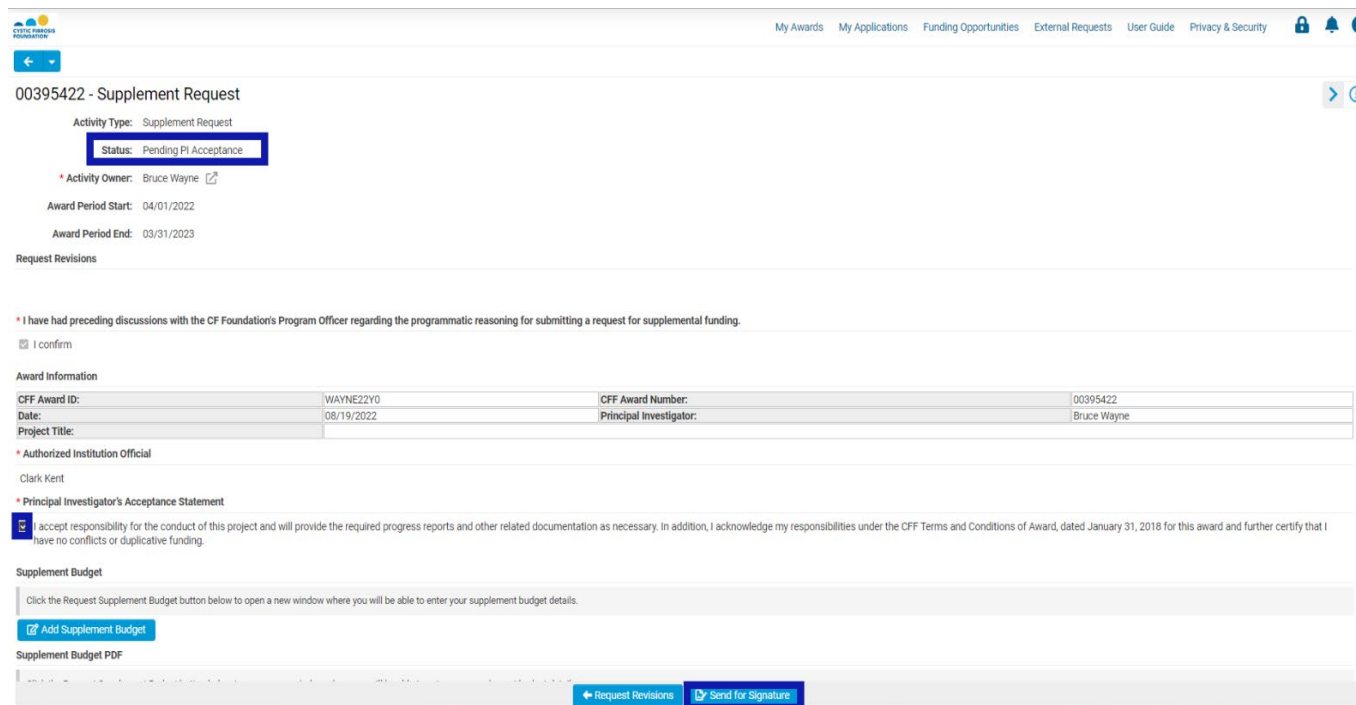
Principal Investigator:	Bruce Wayne	Application Number:	00395422
Institution Name:	CFF Hospital Foundation		
Budget Period From:	06/08/2022	To:	03/31/2023

Total Direct Costs:	\$150,000.00
Modified Total Direct Costs:	\$150,000.00
Indirect Costs:	\$18,000.00
Total Estimated Budget:	\$168,000.00

- 6. 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.





- 8. 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.**

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 PDF



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.

The screenshot shows the 'My Awards' and 'My Activities' sections of the CFF portal. In the 'My Awards' section, there is a card for '1 Active Awards' and a card for '0 Past Awards'. In the 'My Activities' section, there are three cards: '10 Upcoming Deliverables' (highlighted with a blue box), '0 Pending Deliverables', and '3 Completed Deliverables'. A blue arrow points from the 'Upcoming Deliverables' card to the 'Pending Deliverables' card.

The screenshot shows the 'Upcoming Deliverables' table with 10 rows. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. Row 8 is highlighted with a blue box, and a blue arrow points to the 'Award Letter' description for that row.

#	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	