![Cystic Fibrosis Foundation logo]

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.

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.

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 **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.

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.

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.
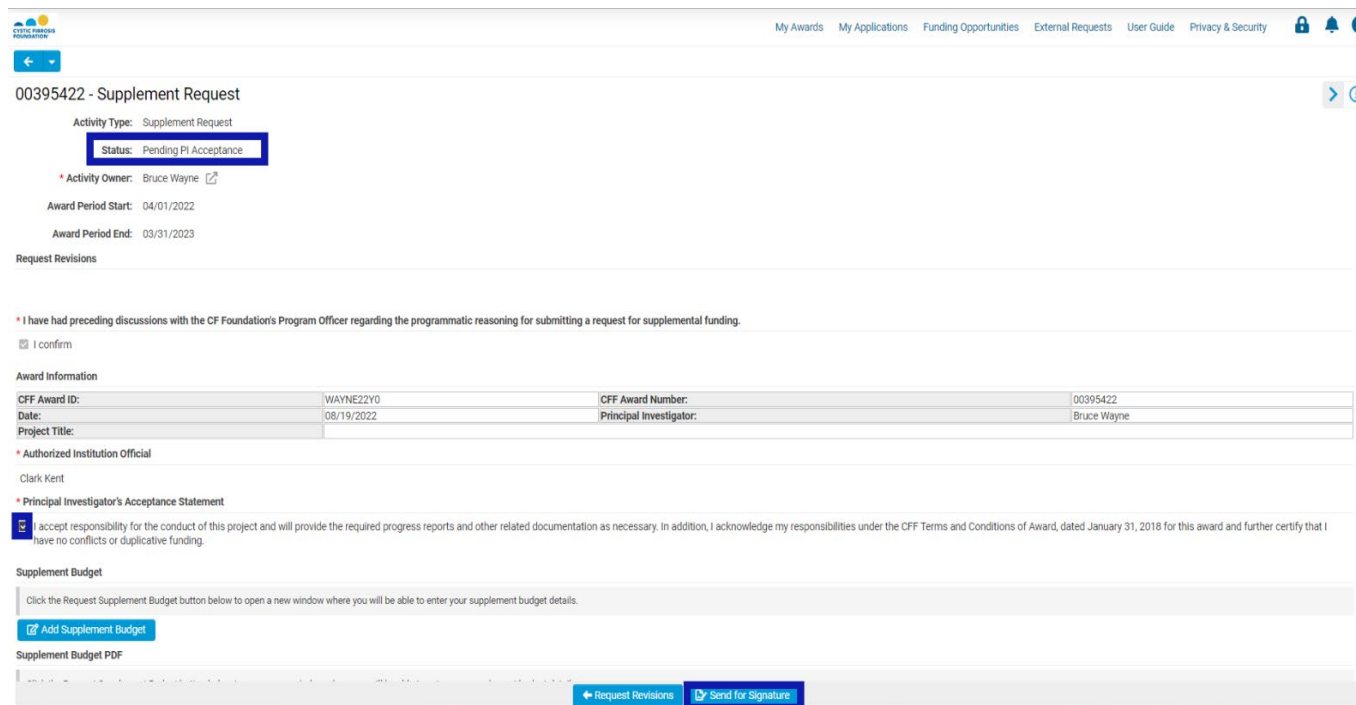

6. The status of the Supplement Request will move from **Pending** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review the details of the request and submit the Supplement Request to the **Authorized Institution Official** for signature. 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.**

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.