



How to Submit a Relinquishment of Award / Transfer of Institution Request

Relinquishment of Award: In the event the Awardee Institution terminates an award before the end of the Project period, CFF will review the final report of expenditures to determine if the costs are allowable, applicable, and reasonable for the work completed toward meeting the aims of the Project. CFF will provide the PI and Awardee Institution with the opportunity to address any expenses identified as unallowable. If the Awardee Institution was paid in excess of the amount for which it is eligible under the terms of the award (i.e., due to error, misspent funds or unallowable costs), CFF may require the Awardee Institution to pay back funds and will specify the timeline for repayment. Additionally, CFF has the right to offset such amounts against any payment obligations of CFF to the Awardee Institution, including payments due from CFF under other awards.

Transfer of Institution: Awards may not be transferred from one institution to another without prior written authorization from the CFF Grants & Contracts Management and Administration Office and the Awardee Institution. A transfer of institution must be requested as soon as the PI has determined the date of transfer, but no later than thirty (30) days before the transfer. If CFF and the Awardee Institution approve a transfer, the Awardee Institution must report on all expenditures and return any unexpended funds to CFF before the award letter is released to the new Awardee Institution. To request a Transfer of Institution, you must submit a Relinquishment of Award request through the Grants Management System (awards.cff.org) and signify on the Relinquishment of Award Request that the relinquishment is for a Transfer of Institution.



1. To request a Relinquishment 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. At the top, there is a navigation bar with links for "My Awards", "My Applications", "External Requests", "User Guide", and "Privacy & Security". Below this, the "My Awards" section is highlighted with a blue header and contains two tiles: "2 Active Awards" (which is highlighted with a red box and a red arrow) and "0 Archived Awards". The "My Activities" section below it shows three tiles: "9 Upcoming Deliverables", "0 Submitted Deliverables", and "3 Completed Deliverables". The "My Payments and CFF Required Refunds" section has four tiles: "5 Contingent Payments", "0 Scheduled Payments", "1 Paid Payments", and "0 CFF Required Refunds". The "My No Cost Extension (NCE)" section has four tiles: "2 Request NCE", "0 Pending NCE", "0 Under Review NCE", and "0 Approved NCE". The "Active Mentor Awards" section has one tile: "0 Active Mentor Awards". The "Change of PI" section has four tiles: "2 Active Awards (Eligible for Change of PI)", "0 Pending Requests", "0 Under CFF Review", and "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 Relinquishment Request. Click the **Relinquish Award** button to create a Relinquishment request for that specific award.



A screenshot of the "Active Awards" section in the CFF system. The table lists an award with ID 00286219 from Wayne at CFF Hospital Foundation. The award type is "Therapeutic Development Center Award", the principal investigator is Bruce Wayne, and the project period is 07/01/2019 - 06/30/2020. The award amount is \$43,000.00. Two buttons are visible: "Request for Supplement" and "Relinquish Award". A blue arrow points from the "Request for Supplement" button to the "Relinquish Award" button.

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 **Relinquish Award** button, the system will create a Relinquishment request in **Pending** status. To move the request forward, click the **Continue** button.

A screenshot of the "New Activity" page in the CFF system. The activity type is "Relinquishment of Award". Below this, there is a field for "Activity Owner" which is currently empty. A blue arrow points to a "Continue" button with a checkmark icon.

- On the Relinquishment of Award page, you will first need to add the **Current Authorized Institution Official** who will sign off on the Relinquishment Request by clicking on the drop-down field and selecting your **Current Authorized Institution Official**. You will next need to enter in the **Date of Relinquishment** by selecting the **Date of Relinquishment** field. After entering in the Date of Relinquishment, you will need to provide an explanation for why this award is being relinquished by entering in the explanation in the **Reason for Relinquishment** field.




00286219 - Relinquishment of Award



Activity Type: Relinquishment of Award

Status: Pending

* **Activity Owner:** Bruce Wayne 



In the event the Awardee Institution terminates an award before the end of the Project period, CFF will review the final report of expenditures to determine if the costs are allowable, applicable, and reasonable for the work completed toward meeting the aims of the Project. CFF will provide the PI and Awardee Institution with the opportunity to address any expenses identified as unallowable. If the Awardee Institution was paid in excess of the amount for which it is eligible under the terms of the award (i.e., due to error, misspent funds or unallowable costs), CFF may require the Awardee Institution to pay back funds, and will specify the timeline for repayment. Additionally, CFF has the right to offset such amounts against any payment obligations of CFF to the Awardee Institution, including payments due from CFF under other awards.

PI Name

Bruce Wayne

PI Email

bwayne@fake.fake

PI Current Institution

CFF Hospital Foundation

* **Current Authorised Institution Official**

Select One 



* **Date Of Relinquishment**

mm/dd/yyyy 



* **Reason For Relinquishment**

Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section



TRANSFER OF INSTITUTION REQUESTS

5. On the Relinquishment of Award page, there will be a **Transfer of Institution** section in which you will need to signify in the drop-down list if this relinquishment request is for a **Transfer of Institution**. If the request is not for a Transfer of Institution, select **No** in the drop-down selection and select **Move to Step 2** to continue the relinquishment request.
6. If this the request is for a **Transfer of Institution**, select **Yes** in in the drop-down selection. When selecting **Yes**, a fillable form appears on the Relinquishment of Award page in which you will need to fill out all the components for the **Transfer of Institution** request. Once you have completed the **Transfer of Institution** section, select **Move to Step 2** to continue the Relinquishment/Transfer of Institution request.

▼ Transfer Of Institution

In the event that a Principal Investigator needs to transfer an award to a new Awardee Institution, the PI and appropriate Institutional Officials must complete a transfer application one month prior to the proposed date of transfer. The Cystic Fibrosis Foundation (CFF) must approve award transfers in advance. Please note that awards are not automatically approved for transfer.

IMPORTANT: CFF Terms and Conditions of Award require a final Report of Expenditures from the Awardee Institution. After approval of the Report of Expenditures and if the transfer of institution request is approved, CFF will issue an award letter to the new Awardee Institution indicating the amount of funds approved for transfer through the Grants Management System.

* Is this request for a Transfer of Institution?
Yes

* New Awardee Institution Name
[Text Input Field]

* New Awardee Institution Type
--Select One--

* New Awardee Institution EIN
[Text Input Field]

* Principal Investigator Email
If the Principal Investigator does not have an email address with the new Institution, please enter in Principal Investigator's personal email address
[Text Input Field]

* Date of Transfer
mm/dd/yyyy

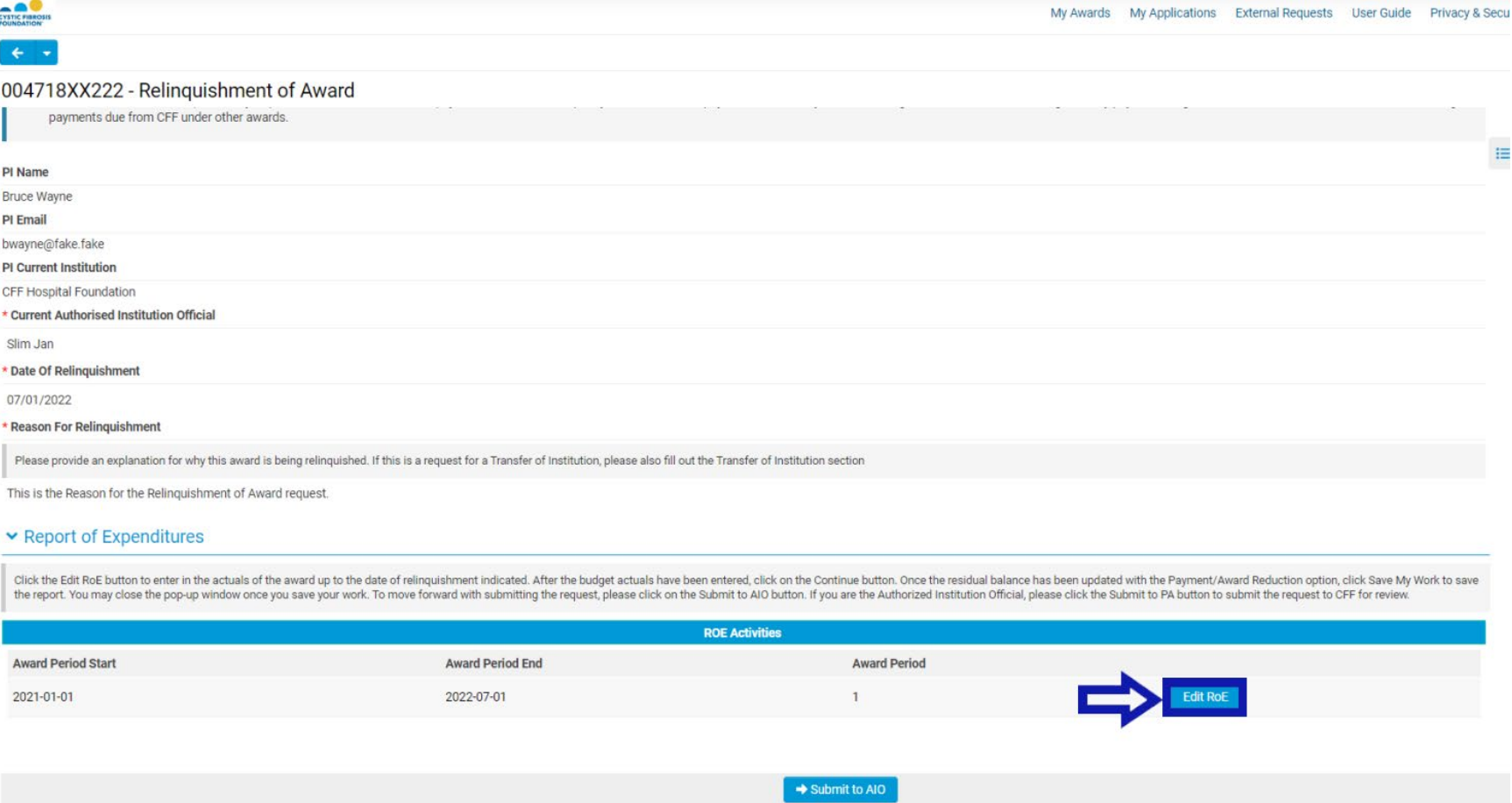
* Other Support Page
[Upload Icon]

* Facilities Resource Page
[Upload Icon]

Save My Work

➔ Move to Step 2

- On the next page of the Relinquishment Request, you will find that the system has generated the **Report of Expenditures** for the current performance period up until the **Date of Relinquishment** previously entered. You will need to enter in all the expenditures that occurred for the performance period up until the **Date of Relinquishment** by clicking on the **Edit RoE** button.



The screenshot shows the '004718XX222 - Relinquishment of Award' page. It includes a navigation bar with links for 'My Awards', 'My Applications', 'External Requests', 'User Guide', and 'Privacy & Security'. The main content area contains fields for 'PI Name' (Bruce Wayne), 'PI Email' (bwayne@fake.fake), 'PI Current Institution' (CFF Hospital Foundation), 'Current Authorised Institution Official' (Slim Jan), and 'Date Of Relinquishment' (07/01/2022). A section for 'Reason For Relinquishment' contains the text: 'Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section. This is the Reason for the Relinquishment of Award request.' Below this is a section titled 'Report of Expenditures' with a blue header 'ROE Activities'. A table lists one activity with columns for 'Award Period Start', 'Award Period End', and 'Award Period'. A blue arrow points to an 'Edit RoE' button next to the activity. At the bottom, there is a 'Submit to AIO' button.

004718XX222 - Relinquishment of Award

payments due from CFF under other awards.

PI Name
Bruce Wayne

PI Email
bwayne@fake.fake

PI Current Institution
CFF Hospital Foundation

* Current Authorised Institution Official
Slim Jan

* Date Of Relinquishment
07/01/2022

* Reason For Relinquishment
Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section
This is the Reason for the Relinquishment of Award request.

Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

ROE Activities		
Award Period Start	Award Period End	Award Period
2021-01-01	2022-07-01	1

Edit RoE

Submit to AIO



- When you click on the **Edit RoE** button, a pop-up window will appear, and you will need to enter in the actuals of the award up to the **Date of Relinquishment** indicated by clicking on the **Enter ROE** button. After the budget actuals have been entered, click on the **Continue** button in the pop-up window. Once the residual balance has been updated with the Payment/Award Reduction option in the pop-up window, click **Save My Work** to save the report. You may **close the pop-up window** once you save your work. To move forward with submitting the request, click on the **Submit to AIO** button.

004718XX222 - Report of Expenditures ✕

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Activity Type: Report of Expenditures >

Status: In Progress * Scheduled Date: 03/31/2022

* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022		
Center Number:		Principal Investigator:	Bruce Wayne		
Program Number:		Institution Name:	CFF Hospital Foundation		
Award Amount:	\$23,500.00	Budget Period:	From: 01/01/2021	To: 07/01/2022	

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Report of Expenditures (RFA): Enter ROE

004718XX222 - Report of Expenditures

Activity Type: Report of Expenditures
 Status: In Progress
 * Activity Owner: Bruce Wayne

CFF Award Number:
 Center Number:
 Program Number:
 Award Amount:

Award Period Start: 01/01/2021
 Award Period End: 07/01/2022

Report of Expenditures (RFA): [Enter ROE](#)

Co-Investigator: _____ Institution: _____

Budget Actuals PDF: [View](#)

Balance: \$12,500.00
 Balance:

Prepared By: Test Test

Budget PDF: [Print](#)

[Save My Work](#) [Continue](#)

Report of Expenditures (RFA) - Work - Microsoft Edge

https://cff.smartsimplebk.com/s_viewpagefield.jsp?fieldid=1681479&codedid=V0VTSQFGMQY@EnNQKqjNhiEYix1Gxp2H2JbU0N...

[Add Other Expense \(Indirects Allowed\)](#)

Other Expenses (Indirects Not Allowed) (Itemize by category, e.g., education materials, minor equipment.)

Estimated Budget

Category	Description	Number	Unit Cost	Amount
				Subtotal:

Actual

Category	Description	Number	Unit Cost	Amount
				Subtotal: \$0

[Add Other Expense \(Indirects Not Allowed\)](#)

Total Direct Costs: **\$11,000.00**
Maximum Amount for Period \$100,000.00

Total Expenses: **\$11,000.00**

Total Amount to be Reported: **\$23,500.00**

Actual Expenses and Total Amount to be Reported Variance: **\$12,500.00**


[Save Period 1](#) [Close Budget](#)



Activity Type: Report of Expenditures

Status: In Progress

* Scheduled Date: 03/31/2022

* Activity Owner: Bruce Wayne 

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022	
Center Number:		Principal Investigator:	Bruce Wayne	
Program Number:		Institution Name:	CFF Hospital Foundation	
Award Amount:	\$23,500.00	Budget Period:	From: 01/01/2021	To: 07/01/2022

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Report of Expenditures (RFA): [Enter ROE](#)

Subcontractor Budgets

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
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Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

Budget PDF: [Print](#)

[Save My Work](#)




004718XX222 - Report of Expenditures



Activity Type: Report of Expenditures

Status: "In Progress"

* Scheduled Date: 03/31/2022

* Activity Owner: Bruce Wayne 

CFF Award Number:	WAYNE22XX2	Report Date:	09/19/2022			
Center Number:		Principal Investigator:	Bruce Wayne			
Program Number:		Institution Name:	CFF Hospital Foundation			
Award Amount:	\$23,500.00	Budget Period:	From:	01/01/2021	To:	07/01/2022

Award Period Start: 01/01/2021

Award Period End: 07/01/2022

Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

* If balance remaining, select one

Payment/Award Reduction

Carry Over Balance: \$12,500.00

Financial Officer

Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system.

Select One 

[Add Financial Officer](#)

Budget PDF: [Print](#)

[Save My Work](#)



[Update Budget Actuals](#)



004718XX222 - Relinquishment of Award

payments due from CFF under other awards.

PI Name

Bruce Wayne

PI Email

bwayne@fake.fake

PI Current Institution

CFF Hospital Foundation

* Current Authorised Institution Official

Slim Jan

* Date Of Relinquishment

07/01/2022

* Reason For Relinquishment

Please provide an explanation for why this award is being relinquished. If this is a request for a Transfer of Institution, please also fill out the Transfer of Institution section

This is the Reason for the Relinquishment of Award request.

▼ Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

ROE Activities

Award Period Start	Award Period End	Award Period	
2021-01-01	2022-07-01	1	Edit RoE

→ [Submit to AIO](#)



- The status of the Relinquishment Request will move from **In Progress** status to **Pending AIO Acceptance** status. This means that the **Current Authorized Institution Official** of the award that was added in the initial request will need to review the details of the request and submit the Relinquishment Request to the **CFF Program Administrator** for review. When the Relinquishment Request is in **Pending AIO Acceptance** status, the **Current Authorized Institution Official** of the award will find the **Pending AIO Acceptance** Relinquishment Request in the **Active Awards** tile under the **My Awards** module.



My Awards

2 Active Awards

← Pending Awards

Active Awards

Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount		
004718XX222 - Wayne	CFF Hospital Foundation	Basic Research	Request for Relinquishment of Award	Bruce Wayne	01/01/2021 - 12/31/2021	\$23,500.00	Request for Supplement	Status of Relinquishment Request -> Pending AIO Acceptance View Relinquishment Request

10. Under **Pending AIO Acceptance** status, the Current Authorized Institution Official can either Request Revisions or Submit the request to the **CFF Program Administrator for review**. To approve the request and submit for CFF review, the Current Authorized Institution Official will need to provide their attestation at the bottom of the page and click on the **Submit to PA** button.

Report of Expenditures

Click the Edit RoE button to enter in the actuals of the award up to the date of relinquishment indicated. After the budget actuals have been entered, click on the Continue button. Once the residual balance has been updated with the Payment/Award Reduction option, click Save My Work to save the report. You may close the pop-up window once you save your work. To move forward with submitting the request, please click on the Submit to AIO button. If you are the Authorized Institution Official, please click the Submit to PA button to submit the request to CFF for review.

Award Period Start	Award Period End	Award Period	
2021-01-01	2022-07-01	1	Edit RoE

* I have reviewed the above information and acknowledge our responsibilities under the CFF Terms and Conditions of Award for an Early Termination of Award.

I confirm

[Request Revisions](#) [Submit to PA](#)



11. The status of the Relinquishment Request will move from **Pending AIO Acceptance** status to **Under CFF Program Administrator Review** status. This means that the Relinquishment Request is currently pending review by the **CFF Program Administrator**.

Award	Institution	Award Type	Project Title	Principal Investigator	Project Period	Award Amount	
004718XX222-Wayne	CFF Hospital Foundation	Basic Research	Request for Relinquishment of Award	Bruce Wayne	01/01/2021 - 12/31/2021	\$23,500.00	Request for Supplement Status of Relinquishment Request -> Under CFF Program Administrator Review View Relinquishment Request

Relinquishment Request / Transfer of Institution Approval:

When the Relinquishment 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 **Relinquishment Request** has been approved and that the award is now **Closed**. You can find historical record of the Award by going to the **My Awards** module and selecting the **Past Awards** tile.

My Awards

1 Active Awards | 1 Past Awards



004718XX222 - Wayne

Status: Closed

Institution: CFF Hospital Foundation

Submitted Date: 09/19/2022 03:50 PM

Funding Decision:

LOI Application Full Print:

Full Application:

Principal Investigator: Bruce Wayne

RFA Name: Relinquishment of Award

Application Full Print:

File Name

PLEASE NOTE: If the expenditures entered in for the **Relinquishment of Award** performance period is less than the amount paid to your Institution by the CF Foundation, a refund check will be due. You may find the refund check request under your **My Payments and CFF Required Refunds** module under the **CFF Required Refunds** tile.

My Payments and CFF Required Refunds +

5 Contingent Payments	0 Scheduled Payments	1 Paid Payments	1 CFF Required Refunds
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Transfer of Institution: When a Transfer of Institution is approved alongside the relinquishment request, the Principal Investigator will receive a notification that the Change of Institution Award Letter has been issued. The Principal Investigator will log in with their new email address (email address signified on the Transfer of Institution Request) and will be able to view the Active Award as well as all deliverables / payments associated with the Transfer of Institution award.